

HISTORY, MASTER OF ARTS

Academic Advising Checklist

Course Number and Title **Credits Sem/Yr Grade**

Core Courses

HIST 500 The Nature of History	3		
HIST 501 The Study of History	3		

Electives*

	3		
	3		
	3		
	3		
	3		
	3		
	3		
	3		
(optional extra)			
(optional extra)			

*Electives may include no more than 9 credits from fields other than history. Only 9 credits may be taken prior to acceptance into the program, and only 9 may be transferred in from another program. Electives may include a total of no more than 9 credits with the following numbers: 590, 594-598, 696-697 (i.e. most workshops, internships, readings & conf., independent studies; Hist. 598 courses taken prior to F09 are exempted from the above restriction.) Note: students may exceed these limitations if they want to take extra courses for personal enrichment; they may not be used toward the degree, however. FYI: Hist. 580, 581, 582 classes are usually small grad sections combined with UG classes; Hist. 585 is a grad-only seminar. We highly recommend the 585 seminars for that reason.

Foreign Language – one year college-level sequence (ASL excluded. Language is required, although credits not counted toward MA; college language sequence taken during BA can fulfill requirement)

Course:	4		
Course:	4		

Thesis

HIST 593 Thesis	6		
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Other steps toward graduation (for full-time students aiming to graduate in two-years; all students need to complete the steps below in this general order in no later than seven years):

During first semester

Done?

Find an advisor, or make your initially assigned advisor your “official,” permanent one	
Complete Program Development Form with advisor (form on hist. dept. website)	
Zero in on a general area of research for possible thesis work	

<i>During second semester</i>	<i>Done?</i>
Create thesis “advisory” committee in consultation w/ advisor (form on grad. college website)	
Find a thesis topic in consultation with advisor	
Write and defend your thesis proposal (recommended, not required, during 2nd semester); complete the form “Application for Grad Thesis/Project” (on history dept. website)	

<i>During summer</i>	<i>Done?</i>
Conduct thesis research (recommended, not required, during summer)	

<i>During Third semester</i>	<i>Done?</i>
Complete candidacy form (grad college website)—deadline is usually a month into the semester prior to the one in which you hope to graduate	
Complete application for graduation (on Broncoweb)—deadline is usually at beginning of the semester in which you hope to graduate.	

<i>During Fourth semester</i>	<i>Done?</i>
Register for at least 1 thesis credit (students must be registered for at least 1 thesis credit during the semester in which they hope to graduate).	
Be sure that application for graduation is done by the start of the semester.	
Complete thesis with input on drafts from advisor (first) then full committee (note: give readers 14 days minimum to read each draft); plan on doing several drafts	
Defend thesis (deadlines are usually mid. Oct. and mid. March)	

<i>Thesis completion steps</i>	<i>Done?</i>
1. Consult the Grad College’s “thesis manual” on thesis formatting. See their website.	
2. Final thesis draft (version to be defended) must be displayed publicly in dept. office at least 10 business days prior to the defense. Include an abstract. Contact Katie Chesbo (Hist. admin. asst.) to publicize defense within dept. and grad college, and to set day/time.	
3. Thesis committee must sign signature pages (i.e. “Defense Approval” form) confirming successful defense (see grad college website) and submit to grad college. Bring those signature pages printed on special thesis paper to the defense.) Also submit “Access Agreement for a Thesis” form.	
4. Student must have advisor sign “Final Reading Approval” form, & submit “Approval Page for Electronic Thesis” and FERPA release (on grad college site). Student must submit revised defended copy of thesis to grad college via ScholarWorks for review (see published deadline; is usually a week or so after the deadline for defenses). Grad college will review formatting and return to you for additional changes. Advisor changes thesis credits grade from IP to P.	
5. Student must submit final version on special thesis paper and on CD to grad college by requested date. Thesis will be uploaded onto ScholarWorks.	

Note: Students who miss grad college deadlines related to the thesis/graduation run the risk of having their desired graduation date pushed into the following semester. **Request:** Please give the history department’s admin. staff a copy of all signed forms for your file, or give them your original signed forms so that they can copy and then forward your original to the grad college. See Graduate Handbook on History Dept. website for more detailed information on the above.