



UNIVERSITY OF CENTRAL FLORIDA

HISTORY

Guide to the History MA Program

University of Central Florida

Department of History

2016-2017

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IMPORTANT DATES FOR 2016-2017



For the full, official UCF Academic Calendar, see
<http://registrar.sdes.ucf.edu/calendar/academic/2015/fall/>
<http://registrar.sdes.ucf.edu/calendar/academic/2016/spring/>

FALL 2016

Classes Begin	Monday, August 22
Drop Deadline	Thursday, August 25
Add Deadline	Friday, August 26
Shofner Lecture	TBD
Thesis: MA thesis Format Review deadline	Friday, October 21
Withdrawal Deadline	Monday, October 31
Thesis: Thesis Defense Deadline	Friday, November 4
Thesis: Thesis Submission Deadline	Friday, November 18
Classes End	Saturday, December 3
Final Examination Period	December 6-12

SPRING 2017

Thesis: Intent to Graduate due	Friday, January 6
Classes Begin	Monday, January 9
Drop Deadline	Thursday, January 12
Add Deadline	Friday, January 13
Pauley Lecture	TBD
Phi Alpha Theta Distinguished Lecture	TBD
Withdrawal Deadline	Wednesday, March 22
Thesis: MA thesis Format Review deadline	Friday, March 24
Thesis: Thesis Defense Deadline	Friday, April 7
Thesis: Thesis Submission Deadline	Friday, April 21
Classes End	Monday, April 24
Final Examination Period	April 26 – May 2

This handbook was prepared in the Fall of 2009 and updated in the Summer of 2016. Provision of this publication is not to be regarded as an irrevocable contract between the student and the University. The University reserves the right to make changes in its course offerings, degree requirements, regulations and procedures, and fees and expenses as educational and financial considerations require.

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Welcome to the M.A. Program in History!

The Master of Arts in History at the University of Central Florida provides students with the opportunity to enhance their knowledge of history, their understanding of the historians' craft and responsibilities, and their recognition of the role history plays in today's society. Students develop their research, writing, and presentation skills through a rigorous program of coursework culminating in the preparation and defense of a graduate thesis.

The M.A. program in History is designed to prepare students for a variety of career paths while providing a valuable and rewarding learning experience. Some of our graduates find employment in education, library sciences, public history, international affairs, and public policy, while others pursue advanced degrees in History, Law, or interdisciplinary programs, such as Texts & Technology.

This handbook presents an overview of the areas of historical study and regulations for students seeking graduate history degrees. Some regulations are university-wide, affecting all degrees offered by the university. Other requirements are departmental. All university-wide regulations must be fulfilled. Departmental requirements may be modified to suit the needs of individual programs. Graduate students may suggest changes to the graduate committee for consideration.

Mission & Vision

The MA program in History is designed to serve the needs of a variety of students in the Central Florida regional community. Some will eventually seek to enter a Ph.D. program at a doctoral-granting institution. Others are in the program to improve their proficiency as secondary school teachers. Some will seek professional opportunities in historically oriented careers such as museum education, archival management or public policy. Still others are individuals who wish to enrich their intellectual lives.

The main goal of the program is to provide all participants with the research and writing skills needed to undertake major historical investigations. We offer two areas of concentration: Eastern and Western hemispheres. By focusing on broad areas of concentration we seek to break down the traditional national and geographic boundaries within history. Our liberal areas of concentration will allow students to examine global processes from a comparative perspective.

The History Department has attracted a diverse and dynamic group of scholars who are committed to rigorous standards of teaching and research. Students in the MA program work with professors whose areas of research span the globe and who are proficient in a broad range of historical methods. Faculty areas of specialization include African, American, Asian, European, Latin American and Middle Eastern history as well as the history of women and gender, economic, social, cultural, diplomatic and military history, and history of the Atlantic World.

What We Believe About History

Studying history involves understanding change. Historians ask themselves how ideas, societies, and nations change over time, and more important: why? History is also a way of thinking. It is a method characterized by its attention to the contexts in which people have lived and worked.

Historians learn to analyze and interpret many different kinds of evidence (cultural, social, economic, and political) to organize this data into a coherent whole, and to present it clearly in written or oral form. In so doing, historians also learn to justify and evaluate their own and others' conclusions. Rethinking and revising accepted historical conclusions is one of the most important and most challenging tasks of the historian.

History is the study of human experience of all kinds. To emphasize this, the history department offers courses in a wide variety of regions, periods, and topics. Chronologically oriented courses, such as Medieval History or the Civil War and Reconstruction, allow you to study specific periods in depth. Other courses in social history, like European Women, will allow you to explore how ordinary people as well as world leaders and great thinkers have lived. Still others are focused on specific disciplines such as military history, Southern Towns, etc.

Public History

Public History is one of the newest and fastest growing fields within the discipline of History. Some practitioners of public history seek to connect the general public with stimulating and thought provoking inquiries into the past. For many historians, the role of academic inquiry within the public sphere has been limited; it is the role of the public historian to bridge the gap between the academic and general audience. Thus, the public historian connects the lay-audience to historical inquiry and discovery.

Public History reframes questions, theories, and methods in the hope of presenting an "active" story that is enjoyable, refreshing and palatable to the larger audience. A career in Public History is not limited to college and university teaching but can include careers as editors, oral historians, archivists, curators, administrators, writers, and specialist in historical preservation.

The study of Public History at the University of Central Florida is exciting, rewarding and intriguing, in a flexible curriculum and a community of scholars who are consistently engaged in groundbreaking theories and practices.

Even if you are not in the Public History track, you are encouraged to take part in Public History classes and activities and to participate in the RICHES of Central Florida program.

Graduate Study in History

Graduate study in History is different from what you likely experienced as an undergraduate. While undergraduate History classes teach you about the history of different periods, places, or ideas, graduate classes teach you how to be an historian. You will learn the debates, trends, and schools of thought as well as the methods and theories used to analyze historical evidence, laying the foundation for conducting and publishing your own research. You will not just be learning history, you will be writing it. Professional development, which includes proper research habits, participation in public lectures and other departmental events, presentations at conferences, and so forth, is just as important as coursework.

This transformation from being a student of history to an active participant in the scholarly dialogue is not easy. In some ways, being a graduate student is like being an apprentice in a trade; you will work closely with a few masters of that trade, learning as much through mentoring as you do in the classroom. We have high expectations and demand a lot from our students. You will receive more personal attention and be connected to a strong support network of peers, faculty, and advisors who are here to help you. You will also be expected to do much more work than what is assigned in the classroom. You have taken a major step forward and joined a community that is interested in seeing you develop and succeed.

I. APPLYING TO THE PROGRAM

Application Deadlines

Fall admission:	January 15* / June 1
Spring admission:	December 15
Summer admission:	April 15



* - The deadline to apply and be eligible for consideration for Fellowships and Assistantships is January 15.

Admission Requirements

Minimal requirements for admission to the program are:

- A Bachelor's degree in History (or an equivalent)
- A grade point average (GPA) of 3.0, cumulatively or for the last 60 attempted semester hours of undergraduate study
- A 3.25 GPA in upper-division History courses
- Official, competitive score on the Graduate Record Examination (GRE) taken in the last five years. The GRE is required of all graduate students.
- Three letters of recommendation from former professors who can address applicant's ability to undertake graduate-level history courses.
- A written statement describing personal goals and objectives in seeking a graduate degree in history.
- One official transcript (in sealed envelope) from each college/university attended.
- International students and students whose native language is not English must score at least 233 (computer-based test; or equivalent score on the paper-based test) on the Test of English as a Foreign Language (TOEFL).

Applicants who hold an undergraduate degree in History but do not have a GPA of 3.0 in all work attempted while registered as an undergraduate student, or while registered as an upper-division undergraduate student (normally based on the last sixty attempted semester hours), or a 3.25 GPA in their upper-division history courses, or do not have a competitive score on the combined verbal-quantitative sections of the GRE, may take up to 9 hours of graduate courses as non-degree-seeking students. To be admitted into the graduate program, however, they must earn a 3.3 GPA or higher in the graduate-level history courses they take under this status.

Generally, applicants who meet all of the above requirements but do not have an undergraduate degree in History must complete 12 hours of history course work at the 3000 and 4000 level, with a 3.25 GPA in these courses, before entering the graduate program. These courses will not count toward the graduate degree. The History Department Graduate Committee can waive this requirement in whole or in part when applicants present evidence they are capable of successfully completing graduate history courses.

If, in addition, applicants do not meet one of the other requirements for entry, such as a GPA of 3.0 in all work attempted while registered as an undergraduate student, or while registered as an upper-division undergraduate student (normally based on the last sixty attempted semester hours), or a competitive score on the combined verbal/quantitative sections of the GRE and on the verbal portion of the GRE, they must

complete 12 hours of course work at the 3000 and 4000 level with GPA of 3.5 before they can be admitted to the graduate program.

Meeting minimum UCF admission criteria does not guarantee program admission. Final admission is based on evaluation of the applicant's abilities, past performance, recommendations, match of this program and faculty expertise to the applicant's career/academic goals, and the applicant's potential for completing the degree.

Admission Status

- ▶ **Regular Admission:** All University and Departmental admissions requirements have been met.
- ▶ **Conditional Admission:** A document required for admission is missing, but enough information is available to make an admission decision. Missing documents are generally limited to the official GRE scores or final, official transcripts (which must show degree received). These documents must be received by UCF graduate admissions no later than midterm of the first semester in order to register for future semester classes.

Students enrolled as undergraduates at the time of acceptance will be accepted as conditional until final transcripts are received. At that time, their status can be updated.

- ▶ **Provisional Admission:** A student who does not meet the minimum University requirements for admission, but who is otherwise deemed worthy of admission to the program. Provisional admissions are limited and can only account for no more than 20% of annual acceptances into our program. Fellowships, Assistantships, and tuition waivers are not available in this category. To be upgraded from provisional status, a 3.0 or better GPA must be obtained during the first nine hours of coursework completed.
- ▶ **Restricted Admission:** A student who meets minimum University requirements for admission but does not meet Departmental requirements. Students admitted in this status must meet additional stipulations, which could include prerequisite courses, a specified minimum GPA in the first nine hours of graduate coursework, additional letters of recommendation, etc. Students may be denied admission to Regular status if the restrictions are not met.
- ▶ **Post Baccalaureate, Non-Degree Seeking Admission:** This status can only be assigned by the College of Graduate Studies, and does not convey admission to any particular program. A student who is denied admission into a graduate program can apply for post-baccalaureate admission. Students admitted as Non-Degree Seeking may take a maximum of nine hours of History graduate courses.

For any admission decision, students will be informed by the Department of the status of their admission. This documentation will include any conditions, stipulations, or requirements that must be met, as well as the deadlines by which those conditions must be met.

- ▶ **Thesis hours:** Once a student has begun thesis hours continuous enrollment is required. Students must enroll in thesis hours full time (3 hours) until program requirements are completed. For history, a minimum of 6 thesis hours are required. After 2 terms full time, students may enroll in 1 thesis hours as needed to complete the degree, unless full-time status is required because of funding or financial aid.

- ▶ **Readmission:** To file for readmission, the student must complete a Reactivation/Readmission Application at <http://www.admissions.graduate.ucf.edu/readmission/>. The College of Graduate Studies will consult with the History Department about readmission. Readmission decisions are individually made, based on such factors as space in the program, reasons for the break in graduate education, and progress in the program. A regularly admitted student who has not been registered for three consecutive semesters must make application for readmission through the College of Graduate Studies not-later-than one month before classes begin for the new semester.

II. FINANCIAL AID

Fellowships

The College of Graduate Studies awards more than \$2 million in university fellowships to provide financial support for the graduate education of over 500 students each year. Some fellowships are awarded on the basis of academic merit, while others are available only to students who demonstrate financial need. For eligibility, students must be accepted as a graduate student in a degree program and enrolled full-time. However, students in their last semester who need less than 9 hours to complete their program are considered full-time if they enroll in the hours required for program completion, unless they are receiving federal loans.

Students are strongly encouraged to apply for admission early. If they are interested in being considered for need-based awards, they should also complete the Free Applications for Federal Student Aid (FAFSA) as early as possible. This application may be completed online at FAFSA Express: <http://www.ed.gov/offices/OPE/express.html>. Allow up to six weeks for the FAFSA form to be processed. International students are not eligible for need-based support.

Most fellowships require student nominations through the College of Arts and Humanities and the History Department. All admitted graduate students who are enrolled full-time are automatically considered in this nomination process. Other fellowships, however, require students to fill out a fellowship application. For more details about graduate fellowships, visit the College of Graduate Studies website (www.graduate.ucf.edu).

This is a partial list of fellowships offered and programs in which the university participates:

- ✓ UCF Foundation Minority Graduate Fellowship
- ✓ UCF Undergrad to Grad Fellowship
- ✓ Incentive Graduate Fellowship
- ✓ Graduate Work Fellowship
- ✓ Merit Fellowship
- ✓ Summer Mentoring Fellowship
- ✓ Assistantship Enhancement
- ✓ Graduate Travel Award
- ✓ Florida A&M University Feeder Program

Assistantships

While pursuing graduate studies, graduate students are sometimes hired on assistantships in the History Department to teach, conduct research, or perform other tasks for the department. Graduate students may be employed as Graduate Teaching Assistants (GTAs), Graduate Research Assistants (GRAs), or Graduate Assistants (GAs). For eligibility, students must be accepted as a graduate student in our program and enrolled full-time. To be considered full-time, graduate students must be enrolled for at least 9 hours in fall and spring semesters and 6 hours in summer semester, or if the Capstone has been completed, be enrolled in 3 thesis hours each term. Applications are due in the spring semester. Assistants are not faculty and are not able to receive faculty parking privileges or faculty ID cards.

Graduate Teaching Assistants: GTAs may be employed as classroom teachers, co-teachers or classroom assistants, graders, lab assistants, or other roles directly related to classroom instruction. GTAs are required to completed University training (offered online in the summer) and a Departmental GTA orientation/training session.

Graduate Research Assistants: GRAs may be employed to assist professors with research activities, participate in research efforts in university institutes and centers or in off-campus projects affiliated with the university, or perform other research-related duties. GRAs typically are supported by grants and contracts but may also be supported by departmental funds.

Tuition Waivers

Graduate students who are employed as a graduate assistant or receiving a fellowship may also receive tuition support as part of their financial package. Usually, tuition support pays only matriculation and nonresident fees (charges for course hours) and does not pay local fees (health fee, etc.). Students should contact the History Department if they have questions about the tuition support that will be provided.

III. ORIENTATION & ADVISING

Orientation

Newly admitted graduate students are expected to attend both the University and Departmental orientations.

At the beginning of the fall semester the College of Graduate Studies meets with all new graduate students to welcome them to UCF and acquaint them with rules and procedures.

The History Department provides an orientation at the beginning of each fall and spring semester. This orientation will discuss the program requirements and expectations of graduate students, as well as introducing program staff and the graduate faculty.

Advising

Academic Advisor: The Graduate Director serves as the Academic Advisor for all students in the traditional MA program; the Director of Public History is the advisor for students enrolled in the Public History track. Your advisor will assist you in course selection and help you prepare your Program of Study. The Graduate Director and Director of Public History are here to help you, and you should consult with them if you have any questions or problems.

All incoming students are required to meet with the Graduate Director for advising before they can register for classes. At this meeting, the Graduate Director will go over the requirements of the program and the available classes, and discuss the student's plans for study.

After the first semester, students must meet with the appropriate advisor once each semester to discuss progress and registering for the next semester.

Thesis Advisor: Your Thesis Advisor (see below) will guide you as you research and write your thesis. You must have formed a thesis committee (Advisor and two Examiners) prior to registering for HIS6905 Capstone (typically taken in your fourth term). However, students are encouraged to begin thinking about their thesis topic at an early stage in their graduate career, to lay the soundest possible foundation for the Capstone and thesis. This starts with informal conversations with the faculty member best suited to supervise the research, and as the Capstone semester approaches, students should ask the faculty member if he or she is willing to be the thesis advisor. It is up to the faculty member to decide whether the topic is feasible, and whether he or she is willing and able to supervise it.

Thesis Committee: Your thesis committee will be made up of your Thesis Advisor and two Examiners, one representing the Western Hemisphere, one representing the Eastern Hemisphere. In the Capstone, the Examiners will help you prepare for your preliminary examination, and afterward serve as your thesis committee. Examiners are faculty with whom you have taken a colloquium. After you have asked a faculty member to be your advisor, you should approach faculty with whom you have taken colloquia and ask if they are willing to serve on your Capstone and thesis committee.

Registration

All History graduate courses are 'closed' in the MyUCF registration system. To register for classes, see the Program Assistant for permission numbers.

IV. PROGRAM REQUIREMENTS

The **Master of Arts** Program in History offers an education that is both broad and deep, and that introduces students to the differing analyses of secondary sources and the wealth of primary sources available to them. Specifically, the Program requires 36 semester hours with no graduate credit given for any grade lower than “B-.”

History Track – 36 Semester Hours

Required Courses - 12 Semester Hours

HIS 6159 Historiography (3 hours)

HIS 6905 History Capstone Course (3 hours)

HIS 6971 Thesis (minimum of 6 hours)

Area of Concentration (Eastern or Western Hemisphere) - 18 Hours

Outside Area of Concentration (Eastern or Western Hemisphere) - 6 Hours

Public History Track – 36 Semester Hours

Required Courses - 15 Semester Hours

HIS 5067 Introduction to Public History (3 hours)

HIS 6159 Historiography (3 hours)

HIS 6905 History Capstone Course (3 hours)

HIS 6971 Thesis (minimum of 6 hours)

Public History - 9 hours of courses or internships

Western Hemisphere - 6 hours

Eastern Hemisphere - 6 hours

- ➔ All students must complete at least one 5000-level colloquium in each hemisphere.
- ➔ All students must complete 18 credit hours at the 6000 level, including two seminars.
- ➔ All students must demonstrate reading competency in a foreign language by passing a written examination.

Program of Study

A Program of Study is a projected plan of coursework for meeting degree requirements. Students should meet with the Graduate Director or Director of Public History by the end of your second term to complete a Program of Study. A copy of the form may be obtained from the Program Assistant.

Foreign Language Competency

Students are expected to demonstrate a reading competency in one foreign language. The foreign language competency examination should be attempted before Thesis Hours, and must be passed no later than one semester before the thesis defense. Developing a foreign language competency provides access to literature and primary sources created in languages other than English. Students are expected to develop the ability to summarize and translate historical documents in the language being examined.

Department faculty administer exams in the following languages: Chinese, French, German, Italian, Latin, Portuguese, Romanian, Russian and Spanish. Each exam consists of two parts: 1) a direct translation into English of a section from a historical document, essay or book, and 2) an English summary of an article from a contemporary journal or newspaper. Students have 2 hours to complete the exam. They may use a dictionary (but not a grammar) and they may take the exam more than one time,

but not in the same semester. To set up an appointment for an exam, contact the Graduate Program Assistant.

PRELIMINARY EXAMINATIONS & THE CAPSTONE

Each candidate for the Master of Arts in History must pass written and oral examinations in three fields upon conclusion of regular course work and before beginning a thesis. Students complete these requirements by taking HIS6905 Capstone, the final course before embarking on the thesis. During the course, students complete the following:

- A thesis proposal or prospectus and annotated bibliography, completed under the supervision of their Thesis Advisor
- Two written exams, one in each hemisphere, under the direction of their Examiners
- An oral defense of the thesis proposal, annotated bibliography, and the written exams

Students must have met with the Graduate Director or Director of Public History and secured the permission of their Thesis Advisor and Examiners prior to registering for the Capstone course.

Written Examinations

Two of the three fields of the preliminary exam are drawn from colloquia that the student has taken, one in the Eastern the other in the Western Hemisphere. Each exam should demonstrate:

- knowledge of historiography in its field, based on the reading list
- the ability to make reasoned observations about that historiography and/or about specific works
- the ability to craft an argument in response to the question

By the end of the first week of classes, the student should have met with the Examiners to set up the exam fields and to agree on a reading list for the exams.

The written exams occur approximately one month before the end of the semester. Each exam lasts two hours; notes are not permitted.

Thesis Proposal & Annotated Bibliography

The third field of the preliminary examination is the thesis proposal or prospectus and an accompanying annotated bibliography. The thesis proposal should be a clear and concise outline of the objectives of the thesis and the means by which they will be achieved, consistent with Master's level work.

By the end of the first week of classes, the student should have met with the Thesis Advisor to agree on the requirements for the proposal and annotated bibliography and to set up a timeline for progress on the proposal. The following are basic guidelines for the thesis proposal and annotated bibliography:

The Thesis Proposal should:

- Be 5-12 pages in length
- Discuss the major problems or questions to be addressed in the thesis
- Explain the relevant historiographical debates (what other scholars have said about your topics, and how your thesis will contribute to those debates)
- Explain the available primary sources, and the methods you will use to analyze them
- Include a preliminary Chapter Outline & a tentative timeline for completing the thesis

Expect to submit several drafts of your thesis proposal to your advisor during the Capstone semester.

The Annotated Bibliography:

- Should include both primary and secondary sources, presented in two clearly separate sections; further sub-divisions should be according to preferences within the field, as necessary
- Give a brief description of the sources. For primary sources, this should be how they will contribute to your work, while for secondary sources you should describe the fundamental arguments of the work.

The proposal and annotated bibliography are due the day of the written exams. Please bring four (4) copies with you and give them to the Program Assistant. Some faculty may also want an electronic copy; please offer both paper and e-versions.

Oral Defense

Approximately 10-14 days after the written exam, the student will undertake an oral defense of the exams and thesis proposal before the Thesis Committee. The defense will last one hour.

Upon successful completion of the Capstone, the student may register for thesis hours.

THESIS

The ultimate requirement of the Program is the completion and defense of a Master's thesis. Historians, like other scholars in the humanities and some social sciences, traditionally are measured by their production of written work, in the form of articles and monographs; the training of historians mirrors this in the writing of seminar papers, thesis, and (for Ph.D. programs) the dissertation. A good thesis is well-written product of critical analysis and should demonstrate the following:

1. A command of the scholarly literature in their chosen field, and the ability to locate their own contributions within that field.
2. The ability to locate, identify, and analyze appropriate historical documents and evidence using the appropriate historical methods (such as qualitative and quantitative analysis, oral history, or visual analysis).
3. The ability to provide an interpretation of historical events and change over time, including a convincing explanation of historical cause and effect.
4. The relation of events to a broader historical context and the understanding of the significant trends relevant to the topic.

Furthermore, the above need to be communicated effectively both orally and in writing, according to the professional standards of the field.

Given the differences among fields of study, the precise nature and length of an acceptable thesis varies and must be determined in consultation with the thesis advisor. As a rule of thumb, however, MA theses should consist of an Introduction and 3-4 chapters, and not be longer than 100 pages. The thesis should be submitted in the form prescribed in the *Chicago Manual of Style*, latest edition, and in accordance with

the guidelines provided by the College of Graduate Studies. The College of Graduate Studies has an electronic gateway for the Thesis & Dissertation Process at <http://www.students.graduate.ucf.edu/ETD/> which provides information on proper formatting as well as workshops and deadlines for the entire process. You should consult that site at the beginning of the thesis process, and revisit as dictated by your progress on the thesis. The History Department prefers the *Chicago Manual of Style* formatting and has obtained permission for theses to be acceptable in that format.

At the beginning of Fall and Spring semesters, the Thesis Editor presents workshops on the procedures, deadlines, and requirements associated with preparing a thesis. Attendance is strongly suggested.

Students who wish to complete their degree requirements in a given semester must take their oral defense and submit the final thesis by the dates shown in the Academic Calendar of the *UCF Graduate Catalog*.

Some helpful websites to visit BEFORE starting your thesis:

- *How To Write A Dissertation or Bedtime Reading For People Who Do Not Have Time To Sleep*, an extensive set of hints and ideas on how to improve your dissertation/thesis writing, <http://www.cs.purdue.edu/homes/dec/essay.dissertation.html>
- *How to Be a Good Graduate Student/Advisor*, maintained by Computer Science & Electrical Engineering at the University of Maryland Baltimore County and also the Computer Science Department at Indiana University-Bloomington, <http://www.cs.indiana.edu/how.2b/how.2b.html>
- *How to Organize your Thesis*, a step-by-step guide to graduate research, written by Professor John W. Chinneck at Carleton University, Ottawa, Canada, <http://www.sce.carleton.ca/faculty/chinneck/thesis.html>

Project Option

Not all history takes the form of a book or an article. Museum exhibits, documentary films, and projects that improve the quality of History education are forms of publically-engaged history that require the tools of rigorous scholarship (research, analysis, and argument) but present them in a different format. Furthermore, technological innovations are transforming ‘traditional’ scholarship with digital tools unthinkable even ten years ago. For these reasons, students may choose to complete a project in lieu of the Master’s thesis. Each project is unique, and the student is expected to work closely with the Graduate Director and Director of Public History in addition to the thesis advisor in order to craft a suitable project. While the exact shape of each project will vary, they must include written historiographic and primary source analytic components, and demonstrate the following:

1. A command of the scholarly literature in their chosen field, and the ability to locate their own contributions within that field.
2. The ability to locate, identify, and analyze appropriate historical documents and evidence using the appropriate historical methods (such as qualitative and quantitative analysis, oral history, or visual analysis).
3. The ability to provide an interpretation of historical events and change over time, including a convincing explanation of historical cause and effect.
4. The relation of events to a broader historical context and the understanding of the significant trends relevant to the topic.

Thesis Hours & Progress

Three hours of thesis credit is considered a full-time load for students who have completed the Capstone. Students are required to be continuously enrolled (Fall, Spring, Summer) full time in thesis hours until they have completed program minimum requirements (6 hours), after that 1 hour. Students who are not enrolled in the summer risk losing University privileges, including library access.

Thesis Hours are graded Satisfactory/Unsatisfactory. In general, students should submit at least one chapter to their Thesis Advisor to earn a grade of 'S'. Failure to submit work and/or meet with your Thesis Advisor will result in a grade of 'U' and no credit.

Originality Review

Prior to the defense, all students must submit their work to iThenticate for a review of originality by their committee; see your thesis advisor for instructions.

The Thesis/ Project Defense

The purpose of the thesis defense is to provide students with the opportunity to show the committee their command of the subject and to ensure that the thesis or project meets the highest professional standards. The committee's purpose is to help students to identify weaknesses and points of improvement so they will be able to polish work before final submission and finish your degree requirements. The defense meeting allows the concerns of committee members to surface in an atmosphere where opposing views can be discussed and resolved. It also allows the students to address and respond to these concerns. We believe the thesis defense is an integral part of the learning process and we encourage a seminar atmosphere where the exchange of ideas is valued. Students are expected to prepare brief oral presentations after which the committee will ask questions and present comments.

The defense is open to the public and students, faculty, staff, and other interested parties are strongly encouraged to attend thesis and project defense sessions. Notices providing date, time, and location of such meetings must be distributed via the Graduate Director. It is the student's responsibility to arrange a date for their thesis defense with committee members. Students must then notify the Graduate Program Assistant of that date and provide an abstract (not more than one page, single spaced) of their thesis or project. The Graduate Program Assistant will arrange for a location and the Graduate Director will post the notice university-wide.

Submission of the Thesis

As noted above, the thesis must be written and formatted according to Departmental and University Requirements; failure to properly format the thesis may result in delay of graduation. All theses are submitted electronically to the College of Graduate Studies, and are archived in the UCF Library.

V. IMPORTANT ACADEMIC POLICIES

The following policies are especially relevant to students in the History MA Program, but are not exhaustive; see the Graduate Catalog: <http://www.graduatecatalog.ucf.edu/content/Policies.aspx>. Where this handbook diverges from the UCF catalog, the latter is the final authority. Graduate Students are responsible for staying informed of all rules, regulations, and procedures.

Academic Progress

Graduate Students are expected to make satisfactory progress toward the degree, both in coursework and thesis hours. Graduate students are held to high standards by the Department and the University:

- Grades lower than a B- will not confer credit toward the degree.
- A student whose graduate GPA drops below 3.0 will be automatically placed on probation by the College of Graduate Studies. A student on probation must raise the GPA to 3.0 or higher within 9 credit hours or be dismissed from the program.
- A student whose graduate GPA drops below 2.0 automatically will be dismissed from the Program by the College of Graduate Studies.
- A student who receives three unsatisfactory grades (C+ and lower, and U) is subject to dismissal from the Program.

Incompletes

A grade of “I” (Incomplete) is assigned by the instructor when a student is unable to complete a course due to extenuating circumstance, and when all requirements can clearly be completed in a short time following the close of regular classes. The Registrar’s Office must be notified of the appropriate grade to be assigned no later than the date shown in the academic calendar of the term immediately following that in which the “I” was assigned. Failure to complete course requirements by that date may, at the discretion of the instructor, result in the assignment of an “F” or a “U” grade as appropriate. **It is the student’s responsibility to make arrangements with the instructor to change the “I” grade.**

Academic Integrity & Plagiarism

Graduate Students are expected to know and follow University and professional guidelines regarding academic conduct. Further information on the responsibilities of a student may be found in the Graduate Student handbook at <http://www.students.graduate.ucf.edu/responsibilities/>.

The American Historical Organization has issued a “Statement on Standards of Professional Conduct” which may be found at <http://www.historians.org/pubs/free/ProfessionalStandards.cfm>.

Plagiarism, the presentation of another scholar’s work or ideas as your own, is a particularly serious offence as it undermines not only your own academic development but also compromises the honesty and trust necessary for a scholarly community to thrive.

Academic misconduct will not be tolerated. Faculty and the administration will address such infractions according to University policy.

Full-Time Status

Nine hours per semester constitutes a full-time load for graduate students. Students who have successfully completed their Capstone and begun work on the thesis are considered full-time if registered for three thesis hours per semester.

The College of Graduate Studies expects that students at the thesis stage be continuously enrolled by taking thesis hours each semester, including summer, until graduation. Failure to enroll in thesis hours over the summer may result in the denial of access to campus facilities, including borrowing and database access privileges at the Library.

Financial Aid often uses different definitions of full- and half-time status, depending on the type of aid, and this may change during thesis hours; for example some Aid allows a student to take classes at half-time but requires three credits when in thesis hours (even though this is considered full-time). Please consult with the Financial Aid office.

Disability Access

The University of Central Florida considers the diversity of its students, faculty, and staff to be a strength and critical to its educational mission. UCF expects every member of the university community to contribute to an inclusive and respectful culture for all in its classrooms, work environments, and at campus events. Dimensions of diversity can include sex, race, age, national origin, ethnicity, gender identity and expression, intellectual and physical ability, sexual orientation, income, faith and non-faith perspectives, socio-economic class, political ideology, education, primary language, family status, military experience, cognitive style, and communication style. The individual intersection of these experiences and characteristics must be valued in our community.

Title IX prohibits sex discrimination, including sexual misconduct, sexual violence, sexual harassment, and retaliation. If you or someone you know has been harassed or assaulted, you can find resources available to support the victim, including confidential resources and information concerning reporting options at www.shield.ucf.edu and <http://cares.sdes.ucf.edu/>.

If there are aspects of the design, instruction, and/or experiences within this course that result in barriers to your inclusion or accurate assessment of achievement, please notify the instructor as soon as possible and/or contact Student Accessibility Services. No accommodations will be provided until the student has met with the professor to request accommodations. Students who need accommodations must be registered with Student Accessibility Services, Ferrell Commons Room 185, phone (407) 823-2371, TTY/TDD only phone (407) 823-2116, email sas@ucf.edu, before requesting accommodations from the professor.

Email Policy

As of 2009, Knightmail is the only official student email at UCF, and all official communications will be sent to your Knightmail account. Students are responsible for checking their Knightmail account on a regular basis. See www.knightsemail.ucf.edu for more information.



VI. HISTORY OUTSIDE THE CLASSROOM

Being a graduate student is about more than taking advanced classes and writing a thesis; it is about being trained to become a professional historian. While most historians conduct research as individuals, that research takes place as part of a larger community of scholars, and so it is important that graduate students learn more about that community and its culture. During your graduate career, you will hear of numerous extra-curricular events, such as workshops, talks, and conferences. Announcements about conferences, lectures, and other such opportunities will be sent around via email and posted on the bulletin boards outside the History offices.

As graduate students, you are expected to attend and take part in Departmental events, such as the annual Pauley Lecture and the Research Seminar series. We also encourage you to attend and present at conferences. Participation in these events will help socialize you to academic life and encourage your professional development. To help prepare you, the History Department will offer a number of workshops throughout the year, on topics such as writing a CV and presenting at a conference.

Phi Alpha Theta Honor Society

The Alpha Gamma Chi chapter of Phi Alpha Theta (PAT) at UCF is an active student organization that combines our Honors society and History Club. PAT hosts a variety of events throughout the school year, including academic workshops and social and charitable activities. All are welcome

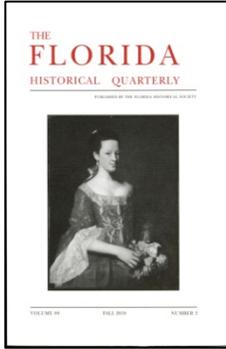
 to attend and participate in all PAT events and activities. To learn more about PAT, join our e-Mail list by contacting phialphatheta@ucf.edu and joining our Facebook page, Phi Alpha Theta @ UCF. We hold membership drives each fall and spring semester and an annual induction ceremony in the spring. Please email us for information. For membership information and requirements click the application on the history department webpage.

The membership of Phi Alpha Theta is composed of students and professors who have been elected on the basis of excellence in the study and writing of history. Incoming UCF graduate students who are already members are urged to acquaint themselves with the UCF Alpha Gamma Chi Chapter officers and participate in the chapter's activities. Non-members are encouraged to join the society.

The Pauley Lecture

The Department of History greatly enjoys an endowment which supports a public lecture once a year. This endowment established by a former History faculty member, Dr. Bruce Pauley. We select speakers from among established scholars in the United States whose area of studies focuses on Europe, Africa, the Middle East, or Asia. The Lecture is open to the general public and our students as well as to scholars at UCF. The selected scholar also meets with students for an informal lunch and chat.





The Florida Historical Quarterly

The Department of History houses a professional journal, *The Florida Historical Quarterly*, a publication of the Florida Historical Society. The journal dates back to 1908 (as the *Publications of the Florida Historical Society*), and the *FHQ* has been at UCF since 1995. Today, the journal publishes four volumes each year containing peer-reviewed scholarly articles on Florida's past, shorter Historical Notes and Documents, and occasional features such as informal essays in the "Florida Room" and curricular discussion in the "Florida Classroom." The *FHQ* also publishes a citation list every spring of the books, articles, theses, and dissertations on Florida History published in the preceding year.

In 2009, the History Department began offering podcasts to accompany each issue, in which one of the contributors to the issue is interviewed about their research. These podcasts are available through the History website and through iTunes.

A graduate internship to the *FHQ* is regularly available to students with strong writing skills and an attention to detail. The internship is 10-12 hours per week for a semester, for three hours of graduate credit.

Regional Initiative for Collecting the History, Experiences, and Stories (RICHES) of Central Florida

"RICHES of Central Florida is an interdisciplinary, project-based initiative begun by the UCF History Department in September 2009 as a way to explore and document the history of Central Florida while offering publically-engaged research opportunities to students and faculty. The initiative's primary goals are to foster learning and research on Central Florida, offer Central Floridians a deeper sense of their diverse history, give students hands-on experience that will enhance their research and communication skills as well as their digital knowledge, and connect UCF with surrounding communities."¹

RICHES is an umbrella program for a number of interdisciplinary research projects focusing on the Central Florida region, including:



- UCF Community Veterans History Project
- Building Blocks
- GLBT History Museum of Central Florida
- Surfing Florida: A Photographic History (in partnership with Florida Atlantic University)
- RICHES Documentaries (podcasts and short films)
- Home Movie Archive (based in the Film Department)

These projects bring together faculty from different departments as well as community partners to preserve and publicize the rich history of Central Florida.

RICHES offers a number of opportunities for graduate students. Individual projects will, from time to time, employ students to assist faculty with research; at other times, GTAs may be assigned to undergraduate classes that have a RICHES component, to contribute to the teaching of Public History methods.

¹ Taken from the *RICHES Handbook* for Graduate Student Researches (summer 2011), p. 3.

VII. GRADUATE COURSES

Historiography (HIS 6159)

The term historiography refers to the theory and history of historical writing. This course provides students with a broad overview of the development of history as a profession and an introduction to past and present historical debates. Students are expected to develop the ability to identify trends, approaches, and methods of historical writing. The historiography class involves a combination of systematic reading, class discussion and literature review.



Colloquia (5000 level)

The goal of each colloquium is to introduce students to the literature of the field and give them an overview of its major debates, providing the background needed for advanced research seminars and exams. All graduate colloquia require intensive reading in the literature of a given field, class discussions, and the preparation of papers, bibliographical essays, and book reviews. Students are expected to develop the ability to read and summarize texts, but most importantly, the ability to evaluate and conceptualize ideas, trends and concepts. All colloquia may be repeated when content is different.

Seminars (6000 level)

The goal of each seminar is to provide students with the opportunity to design and carry out original research, equipping them with the skills needed for writing moderate-scale research papers such as conference papers, journal articles, and thesis chapters, and for engaging in their Master's thesis. All graduate seminars involve a combination of supervised research, class discussion, oral presentations, peer review, and the writing of research papers. Students are expected to develop the ability to seek and interpret primary sources and to construct their own interpretation and argument according to accepted professional and ethical standards of the field.

Some seminars are linked to a 5000-level course the previous semester. In these instances, the consent of the instructor is necessary for enrolling in the seminar if the pre-requisite course has not been taken.

Independent Study (HIS5907 or HIS6908)

Graduate students who have special projects or interests may register for an Independent Study for three hours of credit, at either the Colloquium (HIS5907) or Seminar (HIS6908) level, and for either hemisphere. This may be used to do extended research or reading on a particular topic in a specific field of history for which no course is available. The Independent Study (IS) must be approved by the professor directing the work and the Graduate Director. The methods of handling an IS vary, and are arranged by the professor and the individual student.

Internship (HIS6942)

Students in the Public History track are encouraged to complete a semester internship before graduation (and non-Public History students are welcome to do an internship as well). An internship provides practical and hands-on experience working with professionals. As part of the internship, students will document their experiences in a project co-directed by a UCF History faculty member and the intern's host institution.

History Capstone (HIS 6905)

During the Capstone Course, students will write a thesis proposal/prospectus and annotated bibliography under the supervision of their thesis adviser, and with two additional professors prepare for preliminary exams based on colloquia (one in the Western Hemisphere, one in the Eastern Hemisphere) completed

during their course work. Toward the end of the semester, students will take two written exams and then defend orally both their exams and their proposal/prospectus and bibliography.

Thesis Hours (HIS 6971)

The culminating event of the program is six credit hours at the 6000-level developing a thesis. Students will demonstrate their understanding of research methods and interpretation by formulating, developing and sustaining a historical argument in writing according to the accepted professional and ethical standards of the discipline. A final oral defense of the thesis will give them the opportunity to defend their argument in a public forum.

Satisfactory (S) and Unsatisfactory (U) grades are used to reflect student progress in thesis hours. Students must demonstrate progress on their thesis (usually in the form of research notes or chapter drafts) to their advisor in order to receive a Satisfactory (S) grade. Should a student in a given term be given an incomplete, then this grade should be changed to an S or U, upon completion of the work. It is the student's responsibility to fulfill their commitment and coordinate the changing of their grade with their thesis adviser.

GRADUATE COURSE LISTING

Please note the general nature of titles of the courses below. While course numbers remain the same, the titles and contents sometimes change to reflect professional research interests. Therefore, it is possible to repeat the same course number when course content is different.

Western Hemisphere

US History

- AMH 5116 Colloquium in U.S. Colonial History.
AMH 5137 Colloquium in U.S. Revolutionary Period.
AMH 5149 Colloquium in Early U.S. History, 1789-1815.
AMH 5169 Colloquium in the Age of Jackson.
AMH 5176 Colloquium in Civil War and Reconstruction.
AMH 5219 Colloquium in Late 19th Century US.
AMH 5296 Colloquium in 20th Century U.S.
AMH5378 History of Technology.
AMH 5391 Colloquium in US Cultural History.
AMH 5406 Colloquium in the American South. Selected topics from colonial origins to the present.
AMH 5446 Colloquium in US Frontier.
AMH5515 Colloquium in US Diplomatic History. A survey of the historical literature of American foreign policy.
AMH 5566 Colloquium in Women in American History. Selected topics from colonial times to the present.
AMH 5636 Colloquium in US Environmental History.
AMH5925 Colloquium in US Military History.
AMH 5937 Special Topics in American History.
AMH 6346 Seminar in the History of American Automobility.
AMH6429 Seminar in Community and Local History. An introduction to historiography, methodology, and first-hand experience on conducting a community history based on local and Church archives.
AMH6592 Seminar in Oral History. The use of oral history as a research technique and to provide experience in conducting professional oral history interviews.
AMH6939 Seminar in US History. Topic & time period vary.

Latin American History

- LAH5713 Colloquium in US-Latin American Relations. This course will analyze US-Latin American relations from an historical perspective
LAH5920 Colloquium in Latin American History
LAH5937 Special Topics in Latin American History.
LAH6936 Seminar in Latin American History. Topic & time period vary.

Eastern Hemisphere

African History

- AFH5259 Colloquium in African History.
- AFH5806 The Historiography of Slavery in Africa. Course covers the central issues and controversies in the historiography of slavery in Africa.
- AFH6938 Special Topics Seminar in African History. Due to changing content, this special topics course sometimes may be used toward either concentration

Asian & Middle Eastern History

- ASH5229 History of the Middle East.
- ASH5408 Colloquium on Modern China. Course explores works of scholarship in modern China including the rise of Communism, Chinese women and Sino-American relations.
- ASH5485 Colloquium on US/Chinese Relations. This colloquium examines the complex relations between the United States and China.
- ASH5925 Colloquium in South Asian History.
- ASH5937 Special Topics in Asian History.
- ASH 6936 Seminar in US-China Relations.
- ASH6938 Special Topics Seminar in Asian History. Country/region, time period, & topic will vary.

European History

- EUH 5247 Colloquium in Europe from 1919-1939.
- EUH 5285 Colloquium in Europe Since World War II.
- EUH5415 Rome and Early Christianity.
- EUH5419 Colloquium in Roman History.
- EUH5459 Colloquium in French History.
- EUH 5546 Colloquium in British History.
- EUH 5579 Colloquium in Soviet Russia. Selected topics, from 1911 to the present.
- EUH 5595 Colloquium in Czarist Russia. Selected topics, on Russia under the Czars prior to 1917.
- EUH5905 European Imperialism
- EUH5925 Colloquium in Medieval Europe.
- EUH5937 Special Topics in European History.
- EUH 6939 Seminar in European History. Country/region, time period, & topic will vary.

Public History, Independent Study, Capstone, & Thesis

- HIS5067 Introduction to Public History. Examines and discusses the practice of history in museums, archives, documentary editing, historical publication, media, historical societies, and government agencies.
- HIS5083 Cultural Heritage Management.
- HIS5095 Readings in Historic Preservation.
- HIS5907 Independent Study.
- HIS5925 History in the Digital Age.
- HIS6068 Seminar in Documentary Editing and New Media. An introduction to the theory and practical skills involved in documentary editing.

HIS6096 Seminar in Historic Preservation.
HIS6159 Historiography.
HIS 6165 Digital Tools for Historians
HIS6905 History Capstone
HIS6908 Independent Study.
HIS6942 Internship.
HIS6946 Teaching Practicum. Student observation, participation, direction, and leadership in a college survey course.
HIS6971 Thesis Hours

VIII. GRADUATE FACULTY

Dr. Rosalind J. Beiler, Associate Professor, CNH 415A (407) 823-6467 Rosalind.Beiler@ucf.edu

Research Interests: Early American, Atlantic History, Migration, Early Modern Germany

Dr. Robert Cassanello, Associate Professor, CNH 416 (407) 823-1681 Robert.Cassanello@ucf.edu

Research Interests: Social History, Southern History, Race, Gender, Historiography

Dr. James Clark, Associate Lecturer, CNH 515 James.Clark@ucf.edu

Research Interests: Florida History, US South, Presidential History

Dr. Richard C. Crepeau, Professor, CNH 544 (407) 823-2897 Richard.Crepeau@ucf.edu

Research Interests: 20th Century US, Cultural History, Sport History

Dr. Edward Dandrow, Assistant Professor, CNH 541, (407) 823-4626 Edward.Dandrow@ucf.edu

Research Interests: Classical World, Western Civilization

Dr. Jose Fernandez, Professor & Dean of Arts & Humanities, CAH191

Research Interests: Latin America, Colonial Spanish Letters, Hispanics in U.S.

Dr. Amy Foster, Associate Professor, CNH 534E, (407) 823-6420 Amy.Foster@ucf.edu

Research Interests: US Space History, History of Science and Technology

Dr. Scot French, Director of Public History, CNH 411A, (407) 823-5900 Scot.French@ucf.edu

Research Interests: Digital & Public History, US South, African American History, Atlantic World, Collective Memory/Local Knowledge

Dr. Barbara Gannon, Assistant Professor, CNH 408E, Barbara.Gannon@ucf.edu

Research Interests: US Military History

Dr. Fon L. Gordon, Associate Professor, CNH 536 Fon.Gordon@ucf.edu

Research Interests: African-American History & Black Women's History

Dr. Kevin Herlihy, Lecturer, CNH 524 Kevin.Herlihy@ucf.edu

Research Interests: Irish History, Religious History

Dr. Edmund F. Kallina, Professor, CNH 505A (407) 823-5450 Edumnd.Kallina@ucf.edu

Research Interests: US Political, Military, and Diplomatic History

Dr. Peter Larson, Director of Graduate Programs, CNH 537 (407) 823-6466, Peter.Larson@ucf.edu

Research Interests: Medieval & Early Modern British social and economic history; medieval law.

Dr. Connie Lester, Director of RICHES of Central Florida & Editor of the *Florida Historical Quarterly*, CNH 415D, (407) 823-0261, Connie.Lester@ucf.edu

Research Interests: Modern South, Agricultural, Environmental and Economic History

Dr. Amelia Lyons, Associate Professor, CNH 534D, (407) 823-0072, Amelia.Lyons@ucf.edu
Research Interests: Modern Europe, French and French Colonial History, Decolonization, Women's History, Gender Studies

Dr. Luis Martinez-Fernandez, Professor, CNH 534D, (407) 823-1169, Luis.MartinezFernandez@ucf.edu
Research Interests: Latin America, the Caribbean, Cuba and Puerto Rico

Dr. Daniel Murphree, Assistant Editor of the *Florida Historical Quarterly*, CNH415B, (407) 823-1298
Daniel.Murphree@ucf.edu
Research Interests: Florida History, Native American History, Early American Borderlands

Dr. Deepa Nair, Assistant Professor, CNH 411S. Deepa.Nair@ucf.edu.
Research Interests: Modern and Contemporary Indian/South Asian History (Politics, Religion, Gender, & Society); Imperialism & Decolonization; Education & Curriculum Reform

Dr. Hakan Özoglu, Professor & Director of Middle Eastern Studies, CNH 554, (407) 823-0512,
Hakan@ucf.edu
Research Interests: Islamic/Middle Eastern History

Dr. Yovanna Pineda, Associate Professor, CNH 505B, Yovanna.Pineda@ucf.edu
Research Interests: Latin American History, History of Argentina (19th & 20th c.), economic history, ecological economics

Dr. John Sacher, Department Chair, CNH 551B, (407) 823-5501, John.Sacher@ucf.edu
Research Interests: Civil War, US South, 19th Century Politics

Dr. Vladimir A. Solonari, Associate Professor, CNH551E (407) 823-6420, Vladimir.Solonari@ucf.edu
Research Interests: Russian History, Eastern Europe, Holocaust

Dr. Ezekiel Walker, Associate Professor, CNH 548 Ezekiel.Walker@ucf.edu
Research Interests: African & World History

Dr. Lori Walters, Research Associate, (407) 882-1406 Lori.Walters@ucf.edu
Research Interests: Post World War II US, Public History, Virtual Heritage

Dr. Hong Zhang, Associate Professor, CNH 534A, Hong.Zhang@ucf.edu
Research Interests: China, Women in East Asia, Modern East Asia, World History