

INDIANA UNIVERSITY DEPARTMENT OF HISTORY

GRADUATE GUIDE



DUAL MASTERS: HISTORY AND LIBRARY SCIENCE (MA/MLS)

Name: _____



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INDIANA UNIVERSITY HISTORY DEPARTMENT

GRADUATE GUIDE FOR MA/MLS STUDENTS

The Department of History at Indiana University's Bloomington campus is dedicated to training first-rate historians for careers in and out of the classroom. The department's MA/MLS tracks provide students with the skills to gain admission to competitive Ph.D. programs and/or to lead rewarding professional lives as teachers, public historians, librarians, and in numerous other occupations. With more than 50 faculty members, the department offers a rich range of choices for graduate study. Students at IU Bloomington have the opportunity to choose and pursue the course of study that best serves their needs.

Prerequisites for Admission: (1) Bachelor's degree from a recognized institution, including 24 undergraduate hours in history, an overall undergraduate B (3.0) average, and a superior record in history; (2) three letters of recommendation; (3) a Personal Statement concerning intellectual interests and professional aspirations; and (4) a sample of written work, such as a term paper, thesis, or any other piece of writing that indicates ability to communicate well in non-fiction prose. Ideally the writing sample should demonstrate the applicant's ability to conduct historical research using primary sources.

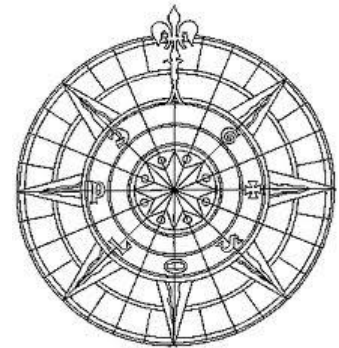
GENERAL INFORMATION

ADVISING

A new graduate student in the Indiana University Department of History is assigned a faculty advisor who works in the general field of the student's interest. As the student refines and focuses that interest, she or he is encouraged to seek out the most appropriate faculty members with whom to work. Students are free to change advisors at any time after the first semester, subject to approval by the Director of Graduate Studies. Effective and continuous advising provides the basis for satisfactory development of education and career plans. Students should meet with their advisors at least once each semester to review thoroughly both their current programs and future plans. Each student is required to schedule a formal progress meeting with her or his advisor during the spring semester of *every* year in which s/he is enrolled in the graduate program. Each year the advisor will complete a brief report that summarizes the student's academic progress to date. The Director of Graduate Studies is also available to clarify degree requirements and to discuss long and short-term goals.

SATISFACTORY PROGRESS

A student is expected to maintain satisfactory progress toward a degree at all times during his or her graduate career. There are several indicators that a student is not making satisfactory progress; among them are an excessive number of "Incomplete" grades for courses, a relatively low number of accumulated credit hours, and an unacceptably low grade point average. **The History department defines an unacceptable grade point average as below 3.0 for students who matriculated before the 2013-2014 academic year and below 3.4 for students who matriculate in 2013-2014 and after.** In cases of unsatisfactory progress toward a degree, the Director of Graduate Studies may recommend to the College of Arts and Sciences that a student be placed on Academic Probation for the coming term. Any student on probation who does not return to good standing is subject to dismissal by the College. Further, students with more than one incomplete or with other indicators of unsatisfactory progress may be ineligible to serve as Course Assistants or to hold other Student Academic Appointments. The department reserves ultimate responsibility to determine a student's qualifications for further study in History at Indiana University.



FINANCIAL ASSISTANCE

Students enrolled in the MAHLA, MAREE, MAUS, MAT, MA/MLS tracks, and the joint MA in History and Jewish Studies are not considered for departmental funding packages and normally receive no departmental funding during their first year in the program.

Depending on available resources, the department may be able to employ terminal MA students as Course Assistants during their second year; the department, however, cannot guarantee employment. A Course Assistant helps the instructor of an undergraduate lecture class at the introductory or upper levels, usually by grading students' coursework. The stipend for a Course Assistant is currently \$8,000 per semester. In addition, Course Assistants receive health benefits, which are almost entirely paid by the university, and fee scholarships, which cover all but the mandatory fees (the student health, technology, building, transportation, and activity fees). Students who wish to be considered for Course Assistantships must complete the Associate Instructor/Course Assistant Application, which is usually distributed early in the spring semester. Many students find employment on and off campus; see <https://cdc.indiana.edu/index.html> or <https://gradgrants.indiana.edu/> for listings of on-campus jobs.

DEGREE REQUIREMENTS

Courses: The number of overall credits required varies according to track (see below). *All* students must complete at least 30 credits, 20 of them in History, with a minimum grade of 3.0 (B) in each course. A minimum grade of 3.0 (B) is required in *all* courses counted toward the M.A. degree. Courses must include History H601, "Introduction to the Professional Study of History," three courses in the student's major field of study, two colloquia in the student's major field, and one seminar in the student's major field (taught by a different instructor than the student's instructor for H601).

A colloquium covers a broad sweep of the historiography of one of the seventeen fields of study. It establishes a dialogue between the student and the instructor on the range and types of historical problems in this field. A seminar brings the student into direct contact with the tools of research and the writing of monographic history. Depth is stressed, and normally the student will prepare a research paper based on primary as well as secondary sources.

The remaining credit hours in History must be completed in graduate colloquia, seminars, pedagogy courses, or readings courses. Students are strongly encouraged to take regularly listed courses whenever possible. When colloquia and seminars are unavailable, a student may substitute the readings course, H575. In order to set up such an independent class, a student should enter into an explicit agreement with a faculty member about reading, written assignments and total credits for course work. That agreement must be filed with the Graduate Secretary at the start of the semester. Graduate students may receive History credit for undergraduate courses only in special cases (such as in the study of fields not commonly available at the undergraduate level, or in small fields).

Language Requirement: Certification in at least one foreign language is required for all MA tracks. Reading proficiency in one of the following languages: Arabic, Chinese, French, German, Hungarian, ancient Greek, Italian, Japanese, Latin, Polish, Portuguese, Romanian, Russian, Serbo-Croatian, Bosnian, Spanish, Turkish, or another language appropriate to the student's program of study, if approved by the University Graduate School. Proficiency in a foreign language may be demonstrated in one of four ways. First, students can pass a proficiency examination administered by one of IU's foreign language departments. Students should contact the appropriate departments for details. Second, students can demonstrate proficiency by earning a grade of B (3.0) or better in a _492 graduate reading course offered by a foreign language department. Third, students can demonstrate proficiency in some languages by earning a grade of B (3.0) or better in an IU literature or civilization course at or above the 300 level (check with the appropriate language department). Finally, students can demonstrate proficiency by passing a reading examination prepared by members of the History faculty. The examination includes two texts of approximately 400 words each, one drawn from primary historical sources and the other typically drawn from

historiographical sources. A student will be expected to translate the first text and answer critical questions about the second.

Students eligible to use English as a second language to fulfill the graduate language requirement should contact the Center for English Language Training (CELT) for details. Certification is made by the CELT office, not the major department. In addition to any language placement-level exams or English improvement courses taken prior to or after regular admission to the academic department, an examination, the Test of English as a Foreign Language (TOEFL), is necessary for certification for degree conferral.

MA Review: All students must be reviewed by a committee consisting of faculty in the student's major field after they have completed requirements for the History MA, normally during their fourth semester. Students will present at least two papers (one from a seminar) to the committee. The committee reads these papers, meets with the student to discuss them, and considers the student's overall record. The purpose of the review is to determine whether the student should be awarded the MA degree. All field review committees must include at least one core faculty member from the Department of History. All field review committees involving a student seeking a joint MA degree with History and another department or program must be chaired or co-chaired by a core Department of History faculty member.

Important note: The MAHLA, MAREE, MAUS, MAHJS, AND MA/MLS tracks culminate in a terminal MA degree. Those wishing to pursue a PhD in History will need to apply to the PhD program upon completion.

The rules and procedures for the different tracks of study, as they are described here and in the *Indiana University Graduate Bulletin*, must be closely observed.

PROGRAM-SPECIFIC REQUIREMENTS

DUAL MASTERS IN HISTORY AND LIBRARY SCIENCE (MA/MLS)

A dual program for the MA in History and the Master of Library Science (MLS) is available to students interested in careers in libraries, archives, historical societies, museum collections, and other related fields. The combined program allows an overlap of elective credit for the two degrees. Study for these two degrees can be combined for a total of 56 credit hours rather than the 66 credit hours required for the two degrees taken separately. Students take 26 credit hours in history and 30 credit hours of library science. For the history credit hours, at least 20 must be in the Department of History; the remaining 6 are electives that may be fulfilled with further history courses or with library science courses, including those counting for requirements in that program. Students are required to complete H601 and at least one seminar and two colloquia. Graduate students will be allowed to receive credit for undergraduate courses only in special cases (such as in the study of fields not commonly available at the undergraduate level, or in small fields). For specific library science requirements, see the entry for the Department of Information and Library Science in the Indiana University Graduate Bulletin. Admission to each of the two areas of study is approved separately on the same basis as for other applicants not in the dual program.

To pursue this degree, students must apply and be admitted to *both* the History Department for the MA and the School of Library and Information Science for the MLS. Sometimes students who have already begun one of the two degree programs wish to move into the dual degree program. To do this, application to the second unit must be made and admission must be granted before the completion of the first program. No fee is charged in such cases.

Language: Proficiency in one foreign language.

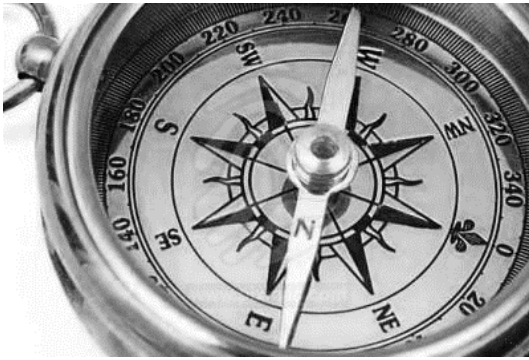
PROFESSIONAL SERVICE, HISTORICAL ASSOCIATIONS, AND INTELLECTUAL ENGAGEMENT

The History Graduate Student Association encourages all history graduate students to participate in its activities. In addition to intellectual and social functions, the group plays an active role in advising on departmental policy. Two students represent the HGSA at departmental faculty meetings. The History department's Graduate Affairs Committee includes two student members selected by the HGSA. The Student Advisory Committee meets with the Dean of the Graduate School to present University-wide student views on Graduate affairs.

Students will also find it helpful to become members of various professional organizations such as the American Historical Association, the Organization of American Historians, or more specialized organizations in their fields of interest. In addition to receiving the newsletters and journals of these organizations, members can profit from the annual conventions or from other meetings sponsored by the organization. Student rates for membership and conventions are available.

Finally, the History department encourages all graduate students to attend workshops organized by HGSA and the Director of Graduate Studies, job talks, guest lectures, Historical Teaching and Practice Seminars, and events sponsored by the Committee of Historians for Intellectual Culture, the European History Workshop, and other relevant programs.

RESOURCES



Department of History <https://history.indiana.edu/index.html>

Graduate School Bulletin

General requirements for admission and specific requirements for individual programs: <https://graduate.indiana.edu/academics-research/bulletin.html>

I.U. Code of Student Rights, Responsibilities and Conduct

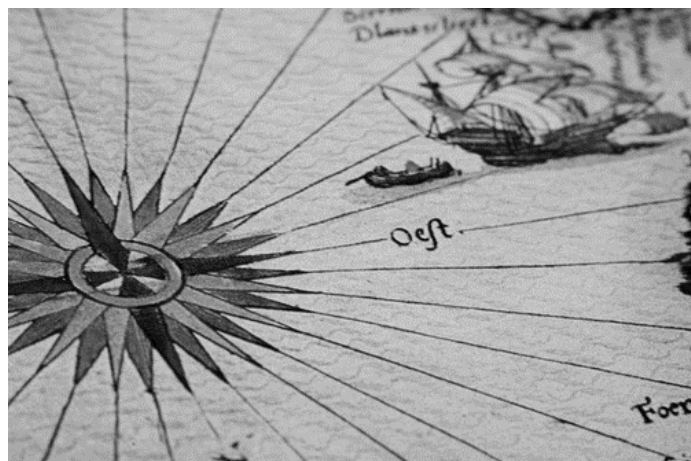
<http://studentcode.iu.edu/>

The purposes of Indiana University include the advancement of knowledge, the pursuit of truth, the development of students, and the promotion of the general well-being of society. As a community, we share a dedication to maintaining an environment that supports trust, respect, honesty, civility, free inquiry, creativity, and an open exchange of ideas.

Individual rights are best protected by a collective commitment to mutual respect. A student who accepts admission to Indiana University agrees to:

- be ethical in his or her participation in the academic community,
- take responsibility for what he or she says and does,
- behave in a manner that is respectful of the dignity of others, treating others with civility and understanding,
- use university resources and facilities in appropriate ways consistent with their purpose and in accordance with applicable policies.

Every Indiana University student is responsible for reading and understanding this Statement, as well as other expectations identified by individual schools or organizations relevant to an academic major, professional field, or on-campus residence. This Code of Student Rights, Responsibilities, and Conduct is intended to identify the basic rights, responsibilities, and expectations of all students and student groups to serve as a guide for the overall student experience at Indiana University.



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