Preface

The University of Cincinnati has an excellent mid-sized Department of History and a lively intellectual community. The Master’s program is designed to give students a strong grounding in a particular major field – United States, Europe, World, or Public History – while providing professional training in both teaching and researching history.

Our curriculum encourages broad interaction with History faculty and allows students to take valuable courses in other fields, including foreign languages. The flexibility of our program matches the varied expectations of our students. Graduates move along a variety of paths, including entering a doctoral program, teaching at the secondary level, and taking positions in public history.

Purpose of this Document

This document is a guide to the Master’s program for current and prospective graduate students. It includes a description of the program’s curricular structure and rules concerning coursework, concentrations, and the paper defense.

This document does not offer a comprehensive list of rules and regulations that affect students. University rules should be accessed through the Graduate Handbook (http://grad.uc.edu/academics/graduate_studenthandbook.html) which is updated regularly by the Graduate School. That handbook provides details concerning financial support, including Graduate Assistantships and University Graduate Scholarships, as well as guidelines concerning registration and grading. The Graduate Handbook also includes university rules concerning course loads, time to degree, extensions, withdrawals and other special circumstances. Current and prospective graduate students will find additional important information (e.g. departmentally controlled financial support, the admissions process, etc.) on our website (http://www.artsci.uc.edu/collegedepths/history/grad/).

Further questions should be directed to the Director of Graduate Studies or the Department Head should the Director of Graduate Studies not be available.

Advising and Registration

The Director of Graduate Studies advises all Master’s students on matters of curriculum, graduation, and, when appropriate, applications to the doctoral program. While students may seek the advice and guidance of any faculty member, students should meet with the Director of Graduate Studies at least once per semester to discuss their progress and plan their curriculum.
Students register for courses through the Registrar’s website (http://www.uc.edu/registrar.html).

**Curriculum**

Students in the Master’s program develop basic professional skills in the discipline of history as well as competence in a major field. Our program emphasizes the acquisition of both historical knowledge and an understanding of diverse historical methodologies. Primary research and expository writing techniques are critical to this program.

**Coursework**

Most students take two years to complete the MA, although in exceptional cases it can be finished in three semesters. Students must take a minimum of 32 credit hours to earn a Master’s degree. At least 8 of these credit hours must be in the area of concentration. (See below.) Note that most MA students will actually graduate with 48 credit hours because of institutional rules concerning funding and full-time status. The standard semester course load is 12 credit hours – the equivalent of three graduate seminars.

All students, regardless of concentration, must complete the following courses: HIST 7060 Historical Methodologies Seminar (4 credit hours); two research seminars HIST 9040 and HIST 9041 (8 credit hours total); one history seminar outside the chosen concentration (4 credit hours; world history concentrators are exempted from taking a course outside their concentration but must fulfill these 4 seminar credit hours nonetheless); and one comparative history seminar, HIST 7070 (4 credit hours). In addition, those students who serve as discussion section leaders as teaching assistants must take HIST 8073 Graduate Teaching Practicum (4 credit hours). Those students who do not serve as discussion section leaders should substitute any History seminar for the teaching practicum, selected in consultation with the Director of Graduate Studies.

Students may take up to 16 credit hours in courses outside the Department of History. Students studying European or World history are especially encouraged to take language courses. Students may enroll in courses outside Arts and Sciences, including historically based classes in CCM and DAAP.

**Concentration Requirements**

Students must concentrate in one of four fields: Europe, United States, World, or Public History.

Students concentrating in United States and European History must complete two graduate historiography seminars in their field. For U.S. concentrators, HIST 7021 and HIST 7022 (8 credit hours), and for European concentrators, HIST 7031 and HIST 7032 (8 credit hours).

Students concentrating in World History must complete at least two seminars selected in consultation with the Director of Graduate Studies and HIST 7061 Methodologies of
**World History.** (The latter course is taken in addition to HIST 7060.) Students concentrating in World History need not take a seminar outside the concentration.

The Public History concentration requires HIST 7064 Introduction to Public History, two relevant courses outside the department (in Historic Preservation, Museum Studies, or Media Studies, for example), HIST 6010 Public History Practicum, and HIST 7066 Public History Internship. Public History majors are also required to take either two European or two United States literature seminars.

**Sample Master’s Curriculum**
The following provides an example of the curriculum for a student concentrating in United States History. Note that the program allows for considerable variability. Courses that fulfill a requirement are in bold; electives are in standard font.

**Semester 1:**
- **HIST 7021 United States History Seminar I**
- **HIST 7060 Historical Methodologies Seminar**
- **HIST 7064 Introduction to Public History**

**Semester 2:**
- **HIST 7022 United States History Seminar II**
- **HIST 7070 Comparative History Seminar**
- **HIST 7061 Methodologies of World History**

**Semester 3:**
- **HIST 9040 Graduate Research Seminar I**
- **HIST 8073 Graduate Teaching Practicum**
- **Graduate Course outside History or Independent Study**

**Semester 4:**
- **HIST 9041 Graduate Research Seminar II**
- **HIST 7032 European History Seminar II**
- **HIST 7070 Comparative History Seminar**

**Good Standing**
All students must maintain a 3.0 average to remain in good standing. Only students in good standing may serve as graduate assistants and receive University Graduate Scholarships. Standing is assessed at the end of each semester for the purpose of reviewing financial support.

Students must earn at least a B- to receive credit for a course. Students who fail to maintain at least the minimum grade point average are subject to dismissal from the program after two semesters. Students who are dismissed from the program must reapply and gain acceptance before resuming coursework.

**Research Paper Defense**
All students write an original research paper, which is completed during a two-semester seminar sequence. Students defend their papers before a panel of three faculty members.
This defense lasts no longer than one hour. It should include a discussion of methodological and historiographical considerations, including the use of sources and historical argumentation.

All "I" and “In Progress” (i.e. SP or UP) grades must be resolved before the students can arrange their paper defense. All “F” grades must be replaced by a passing grade.

Students create their defense panel in consultation with the Director of Graduate Studies. The panel must include the professor who led the research seminar in which the paper was written. It may include one faculty member from outside the Department of History.

At least one week prior to the paper defense, students must deliver a copy of their work to each of the panel members. (Electronic copies will suffice unless a panel member requests a hard copy.)

The defense will be graded either Passed with Distinction, Passed, or Failed. All three members of the panel must vote for a passing grade for a successful defense. In the event of a failure, a second defense may be arranged between 2 and 10 months after the first. Anyone failing the defense a second time will be ineligible to continue in the program.

Upon successful completion of the defense, students must send an electronic copy of the final draft of the paper to the Director of Graduate Studies.

**Graduation**

Each student who has successfully completed all requirements for the Master's degree must apply to the Graduate School for graduation. It is the responsibility of the student to ensure that all forms, procedures and regulations required by that office be fulfilled.

**Graduate Credits and Grading Practices**

**Full-time and Part-time Course Load**

Unless specifically admitted as a part-time student, all graduate students are expected to carry a minimum of 12 graduate credit hours (courses above 6000) in the fall and spring semesters. Students need not register for summer courses to maintain their status. Part-time students must take a minimum of one graduate course per semester and no fewer than 4 credit hours to maintain their status in the program. Students admitted as full-time students may request part-time status by submitting a request to the Director of Graduate Studies.

**Pass/Fail**

A graduate student may not take courses for graduate credit on a pass/fail basis without the approval of the Director of Graduate Studies. Courses taken pass/fail cannot fulfill a degree requirement.

**Auditing Courses**
The audit option is intended for cases in which course work is desired or advised but in which a grade is unnecessary. Admission and conditions for participation in audited courses are at the discretion of the instructor, who is not obligated to accept a student for audit. Audited courses cannot be used to satisfy any degree requirements, and students should enroll for them only after consultation with the Director of Graduate Studies.

Audit hours may not be covered by a University Graduate Scholarship (UGS) unless 12 graduate credits are taken that same semester (and if the total is less than 19 credits). Also, no more than one audit course per semester may be charged to a UGS.

Graduate Assistants and University Graduate Scholarship Recipients
Students receiving a Graduate Assistantship (GA) and a University Graduate Scholarship (UGS) must carry at least twelve credit hours each semester. Audit credits may not count toward this twelve-hour minimum.

Graduate Courses

Historiography Seminars
The historiography seminars acquaint students with major historiographical issues and trends over broad chronological eras. They assist students in moving from the narrower perspective of specialized lecture courses to the wider view of history as a discipline. Thus the emphasis of these seminars is on extensive reading of key works of interpretation and synthesis.

Research Seminars
The major emphasis in a research seminar should be the writing of a journal-length article using primary research materials and scholarly documentation. The length of the paper ranges from 25 to 40 pages. The goal should be an article that is publishable in a refereed journal. Students are also encouraged to present their work at the Department’s annual Queen City Colloquium or at another scholarly conference.

Comparative Seminars
History 7070 is offered at least once a year, and all students are required to take it at least once to earn the MA degree. Topics for these courses vary from year to year, depending on the faculty selected to teach the course. This is a team-taught course, in which faculty from two different regional specialties focus on a particular theme or era in the past.

Methods Courses
The department’s two methods courses provide thorough introductions to a variety of methodological approaches employed by historians. The Historical Methodologies Seminar (HIST 7060), a course required of all MA students regardless of concentration, covers practical issues related to research and documentation, as well as the development and uses of theory in historical argumentation. Methodologies of World History (HIST 7061) examines history writing in the field of World History from the 19th century to the present. Students read widely in order to develop a detailed understanding of past and current research methodologies and questions in Comparative and World History.
Independent Studies and Directed Readings
Independent studies and Directed Readings are one-semester courses offered in various areas of historical specialization, usually given on an individual basis. Directed Readings are usually used to prepare a field for examinations or to prepare a student for the writing of a major research project. Independent Studies usually involve work on a specific research project that is independent of the regular research seminars. Both Directed Readings and Independent Studies tend to focus on those historical areas not covered in frequently scheduled graduate courses. Normally a student will register for no more than 4 credits of independent study in any one semester. Conditions for the courses, including credit hours, meeting times, and other requirements, are arranged between individual faculty members and individual students.

Graduate credit in 6000-level courses
Students may take 6000-level courses for graduate credit. Instructors determine what additional work students must complete to earn graduate credit.

Special Rules and Provisions

Nondiscriminatory Policy
The Department of History reaffirms the University of Cincinnati policy that discrimination on the basis of race, color, religion, national origin, sex, sexual orientation, handicap or age will not be practiced or tolerated in any of its activities. Complaints involving discrimination should be directed to the Director of Graduate Studies or the Department Head.

Right to Review Records
Students have the right to review their educational records. Students who wish to review their department file must submit a request to the Director of Graduate Studies. Students may review their files only in the presence of the Department Head or the Director of Graduate Studies. Students are not permitted to view certain material in their files (e.g. letters of recommendation to which students have previously waived the right to read).