

**Department of History**  
**Winthrop University**

**Graduate Handbook**

**Faculty and Staff**

Dr. Donald Rakestraw - Professor and Department Chair

Dr. Gregory Bell - Associate Professor and Medieval Studies Program Coordinator

Dr. Catherine Chang - Assistant Professor

Dr. Gregory Crider - Ellison Capers Palmer, Jr. Professor of History

Dr. Jennifer Dixon-McKnight - Assistant Professor and African American Studies Program Coordinator

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Katie Hartnett - Administrative Specialist for History and Political Science

Dr. J. Edward Lee - Professor and Director of Graduate Studies in History

Dr. Dave Pretty - Associate Professor

**Master of Arts in History - Thesis and Non-Thesis Tracks**

All Winthrop history graduate students have the choice of fulfilling a master's degree on the thesis-track or portfolio track. Those students on the portfolio track must complete a set amount of coursework and accumulate a predetermined number of graduate credit-hours to complete their masters. Those who take the thesis track will complete an original research paper roughly 100 pages in length after finishing requisite coursework. Both options lead to a degree, and can be completed in four semesters (two years).

When obtaining a master's degree in history at Winthrop University, the portfolio track has a lot to offer. This track allows students to garner the benefits of a master's degree without having to write a substantial thesis. By taking a variety of graduate-level classes over several semesters,

students on this track will practice and learn skills associated with the field of history including research skills, writing an argument from a particular point of view, balancing different perspectives in understanding historical events, and postponing judgment. Many students struggle with writing, and, while this skill is part of a lifelong learning process, students at Winthrop on the portfolio track have plenty of opportunities to practice and improve their writing skills. Successfully completing a degree on the portfolio track demonstrates that you are capable of handling graduate-level work and even flourishing at this stage. Depending on the employer, a master's degree can mean higher pay or access to positions that are closed to those who only have a bachelor's degree. In particular, this track can help those who hope to pursue a career in fields related to history including teaching at a private school or at the community college level. It opens doors for those who want to pursue a further graduate degree in related fields such as Museum Studies, archival work, or living history (historic sites). Indeed, mastery of the transferable skills listed above combined with a master's degree can help bolster almost any career.

The thesis-track in history at Winthrop University provides much of the same opportunities as the portfolio track, but, in addition, thesis-track students get to research and write a paper on a topic of their choosing. Students who write a thesis work closely with a history professor and other faculty, and explore a topic that fascinates them. This is a rigorous process, but can be quite rewarding. Students who choose this option not only get to apply learned skills to writing an academic paper of quality, but the thesis-track option can also help students who hope to go on to a Ph.D. program.

## **Master of Arts in History – Non-Thesis Track**

The Master of Arts in History without a thesis is a wonderful option for students who want to get the most out of their graduate experience without writing a long research paper (a thesis). Many students hope to use their master's degree to get ahead at work or to ensure, with a higher degree, an increase in pay. Others may hope to be competitive at getting teach positions at the high school level. A master's degree can open doors, making one eligible to apply for jobs only available to people who hold a master's degree or enabling promotion at a current position. Others hope to move into a related discipline such as Museum Studies, Library Studies or Archaeology. Earning a master's degree in history at Winthrop without writing a thesis can still open these doors. Further, students on this track hone their research, writing, and communications skills, not to mention an ability to think critically, and, as mentioned above, this can help make graduates more marketable on the job market as well as more competitive in the jobs that they have.

At Winthrop, the focus of the program is completing coursework when obtaining a Master of Arts in History without a thesis. This track requires the completion of at least 30 hours of

approved graduate-level courses and at least half the work presented for the degree must be 600-level courses. Immediately upon entering the graduate program, the student should coordinate with the director of graduate studies to develop an individual course of study that meets the requirements for the degree and the student's objectives.

This includes taking HIST 603 and/or HIST 604 (HIST 603 is offered in the fall semester and HIST 604 is offered in the spring). Both HIST 603, which is also called Graduate Colloquium I, and HIST 604 (Graduate Colloquium II) offer an advanced survey and historiographical study of a specific historical field that includes an in-depth analysis of a broad array of primary and secondary sources. Faculty rotate through teaching the historical field of study, whether it relates to the United States, Latin America, Asia, Europe or Africa, so that students have the opportunity to learn about a particular area or time period in more depth and also study historical methodologies and practices.

Although historiography and methodology will be included in the curriculum of HIST 603 and HIST 604, either of which are often taken by graduate students in their first year, any student who has not taken HIST 300 or an equivalent historiography and methodology course prior to graduate matriculation must do so in the first semester. However, the student will not receive graduate-level credit for HIST 300. Students who have not taken a historiography and methodology course before being accepted into graduate school may, with the permission of the MA advisor and the department chairperson, demonstrate proof of adequate research and writing skills in lieu of taking HIST 300. In such case, the student must submit to the MA advisor a research paper and receive the advisor's approval that the paper demonstrates adequate research and writing skills.

If unforeseen circumstances block a student from taking sufficient classes in a given semester, registration for GSTC 600, Continuing Graduate Studies, may be required. This option is meant to help students remain enrolled in graduate school. The History Department's goal is for all history graduate students to graduate in two years, but if this is impossible, check with the director of graduate studies in the History Department to see if GSTC 600 is a viable option.

Visit the [graduate course descriptions webpage](#) to view course descriptions.

Here is a breakdown of the necessary credit-hours to obtain a master's degree in history:

<b>Required Program</b>	<b>Semester Hours</b>
HIST 603 or 604	3
Additional 600-Level approved HIST courses	12

500-600 level approved HIST courses	9-15
500-600 level approved collateral courses in supporting areas or departments	0-9
<b>Total Semester Hours*</b>	<b>30</b>

**\*At least half the work presented for the degree must be 600-level courses.**

### **Foreign Language Requirement**

In addition to the requirements stated above, before registering for the 25th semester hour of the program, the student must have successfully completed 6 semester hours of a foreign language or have passed a language examination approved by the department.

### **Exit Requirements**

To be eligible for graduation, the student must perform satisfactorily on a comprehensive examination administered by the department.

**Department of History**  
**Winthrop University**

**Master of Arts in History – Non-Thesis Track**  
**Checklist**

*At least half the work presented for the degree must be 600-level courses*, so a full fifteen credit-hours of history courses must be taken in order to fulfill this requirement. The history colloquia, HIST 603 and HIST 604, count toward this total, and, since a unique colloquium topic is taught each semester, they can be taken more than once. In fact, history graduate students who hope to obtain their degree in two years can take HIST 603 and HIST 604 every semester.

Of the total thirty credit-hours needed to graduate, *twenty-four credit-hours must be in history*; only six credit-hours can be taken outside of history. Therefore, on the following list, seven classes must be in history, and only three can be outside the discipline.

**Required Courses (24 hours in history courses and at least 15 hours at the 600-level)**

Colloquia (3 hours)

- HIST 603 – History Colloquium I (Offered in Fall) **or**
- HIST 604 – History Colloquium II (Offered in Spring)

**Reminder: at least half the work presented for the degree must be 600-level courses. HIST 603/604 count toward this total.**

**600-Level Courses (12 hours)**

- HIST 6\_\_\_\_
- HIST 6\_\_\_\_
- HIST 6\_\_\_\_
- HIST 6\_\_\_\_

**Electives (15 hours)**

- Up to fifteen hours of 500 or 600-level approved History courses
  - HIST \_\_\_\_\_
  - HIST \_\_\_\_\_
  - HIST \_\_\_\_\_
  - HIST \_\_\_\_\_
  - HIST \_\_\_\_\_
- Up to three 500 or 600-level approved courses from other departments

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

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**Additional Information**

Students who take the Portfolio option are required to take 30 credit-hours of courses, including HIST 603 and/or HIST 604, which are the Colloquia required of all history graduate students. That means students should take nine credit-hours in each of their first two semesters to ensure that they are considered full time; however, six credit-hours per semester is enough to ensure financial aid. Generally, after the first full academic year, students would take six credit-hours per semester as they complete the thesis (18 credit hours in the first year and 12 in the second year to make 30 credit hours total).

To reiterate: full time for graduate students is at least **9 credit hours**; however, graduate students need at least **6 credit hours for financial aid eligibility**. During their second year, Portfolio track graduate students generally take two courses each semester to receive financial aid.

## **Master of Arts in History - Thesis Track**

Writing a master's thesis is a rewarding experience. After years of studying history, students who choose to write a thesis and obtain departmental approval for their project have the opportunity to write an extensive research paper on a topic that interests them. Working closely with a professor of their choosing (depending on availability) and with the support of a committee of professors, students get to delve into the sources to explore a topic that is inherently interesting to them and say something meaningful in a well-honed academic paper.

Any graduate student who wishes to complete their graduate history degree on the thesis-track at Winthrop University must complete all of the following steps: 1) obtain permission of a committee comprised of the department chair, graduate director and an additional faculty member to explore the thesis route by submitting your prospectus, which should be submitted to the director of graduate studies in the history department. 2) Once the prospectus is submitted and approved, the student will form an committee of faculty members who will work with the student as they write their thesis, 3) enroll in and complete/pass HIST 695 including the completion of at least two chapters of the thesis including an introduction, 4) after passing HIST 695, separately enroll in and complete/pass HIST 696, and 5) submit a final, complete, and fully formatted thesis of roughly 100 pages that has been approved by the thesis committee, the college, and the graduate school by the graduate school deadline.

The Thesis track option, therefore, has a number of steps that must be done in sequence. It is time-sensitive and the tasks must be completed in the proper order. While the Thesis track can be a rewarding, it is not an easy path to follow. To reiterate, only when the history department accepts a student's master's thesis prospectus following a departmental review process will a student be able to enroll in HIST 695 and begin working on a written thesis. Those students whose prospectus are not accepted during this process can finish their degree on the portfolio track.

<b>Required Program</b>	<b>Semester Hours</b>
HIST 603 or 604	3
HIST 695	3
HIST 696	3
Additional 600-Level approved HIST courses	6
500-600 level approved HIST courses	9-15

500-600 level approved collateral courses in supporting areas or departments 0-9

**Total Semester Hours\*** 30

**\*At least half the work presented for the degree must be 600-level courses.**

### **Foreign Language Requirement**

In addition to the requirements stated above, before registering for HIST 695 – Thesis, the student must have successfully completed 6 semester hours of a foreign language or have passed a language examination approved by the department.

### **Master of Arts in History - Thesis Prospectus Guidelines**

*Admission to the thesis track is granted by the Department of History only to students who have demonstrated the ability to successfully complete a quality thesis and whose prospectus identifies a feasible approach to an original historical topic.*

A prospectus is a formal statement that identifies a thesis topic and explains the relevance of the chosen approach to understanding this topic. Not only should the topic be worthwhile, a prospectus shows that the project is manageable and identifies a thesis committee. In the prospectus, a familiarity should be demonstrated with the secondary literature and primary sources that pertain to the topic. In a way, the prospectus can act as a rough draft for the introduction to a thesis. Additionally, a prospectus can take time to organize and complete. The process of completing a prospectus is not an official "course," but it takes place over more than one semester (and during the breaks--Winter and Summer Break--between semesters) and requires research and writing that can be equivalent to the amount of work done in a regular class. Keep in mind that faculty who work with students on master's projects are doing this on top of their regular course loads as well.

Since the prospectus must be approved before history graduate students are permitted to enroll in HIST 695 and thereby begin the process of writing a Master's thesis, the deadlines for submitting a prospectus are critical and must be met:

- Students who plan to write a thesis should begin considering a thesis topic during the **first semester of their first year**. At this time:
  - Choose a general area of study or region of study as well as a chronology. Do you hope to write about World War I? China? Medieval Europe? Latin America around the turn of the century? Where, when, and what do you intend to write about?
  - Consider which professor in the history department fits with your topic geographically, chronologically, or thematically, and approach that professor to see if they will consider being the chair of your thesis committee



- Begin working with the thesis advisor to hone the topic, consider an approach or purpose, and locate sources. Students should begin reading these sources during the first semester of their first year and over the subsequent break between semesters, as completing the prospectus requires a general knowledge of the primary and secondary sources relevant to the topic
- Note that a draft prospectus is due the Director of the History Graduate Program and the thesis **prior** to the final prospectus deadline:
  - Students who enroll in the fall:
    - Prospectus draft deadline: End of first week of February
    - Prospectus final version deadline: March 15
    - Acceptances announced by April 1
  - Students who enroll in the spring:
    - Prospectus draft deadline: End of first week of September
    - Prospectus final version deadline: October 15
    - Acceptances announced by November 1

**Departmental Approval of Thesis:** The History Department faculty determine which theses are approved each semester. Generally, the thesis advisor and the graduate director lead this process, but other members of the History Graduate Subcommittee or the History Department in general can participate in selecting which projects will go forward. When choosing a thesis advisor, students should consult with the graduate director. The student must then work closely with the thesis advisor to develop an effective prospectus.

**Thesis Committee:** The Thesis Committee includes the thesis advisor and at least two other readers who will provide guidance for and give feedback to the thesis author. Students should consult with the graduate director or the thesis advisor, once determined, to identify appropriate thesis committee members.

- While the thesis committee should include a member of the Winthrop history faculty, the committee can include individuals from other departments on campus and/or from another institution

**Topic selection:** A topic must be sufficiently narrow in scope to allow for the in-depth focus necessary in a work of this sort, but it must also address significant historical and historiographical issues. *Input from the thesis advisor and other professors in the History Department prior to the submission of the prospectus is an essential part of the topic selection process.*

**Originality:** A thesis must be original in some significant way. A thesis cannot simply synthesize the work of other scholars in the field—to be, in effect, a lengthy term paper. It must address a topic or a research question previously unexamined by historians and/or use sources in a novel way.

**Format:** The prospectus, including the citation format, must be done in accordance with the most recent editions of *Chicago Manual of Style* or Kate Turabian's *A Manual for Writers of Research Papers, Theses, and Dissertations*.

## Prospectus Guidelines

The prospectus should be **1800-2100 words** in length. In addition, an appended bibliography is necessary. The thesis prospectus *must* include the following (submitting a prospectus with missing items will likely result in a rejection of the thesis project):

1. A working title for the thesis.
2. An abstract of no more than 100 words. An abstract is a useful exercise in reducing your topic to its essence and clarifying your thoughts regarding the project.
3. A discussion of the proposed topic, including the research question(s) that the student proposes to address in the thesis. The research questions are, in essence, the purpose of the thesis.
4. A review of the literature, including both primary and secondary sources that have thus far been accessed. Begin with a historiographical review of the relevant secondary literature addressed by the proposed research questions, including the most significant works in the field, their methodological approaches, and how your thesis will fit into the extant body of literature. Discuss the most significant secondary works in the field, and focus on texts in proportion to their relevance to the topic. This section should also explain the ways in which the proposed thesis will differ from extant works and offer an original contribution to the literature. Conclude the literature review with a discussion of the primary sources on which the thesis will be based and information that each offers. This section must demonstrate familiarity with each of the major sources or collections of sources to be used, and it must focus on texts in proportion to their relevance to the topic. Show how the primary sources address the research question.
5. A tentative chapter outline that identifies the thematic organization of the thesis. Each chapter heading should include a brief discussion of the thematic content of that chapter. The final thesis does not have to and probably will not adhere fully to this outline, but doing this now will force you to think in organizational terms.
6. A schedule for completion of the thesis.
7. A list of all thesis committee members; students should obtain confirmation of each thesis committee members' agreement to participate in order to receive approval to sign up for HIST 695.
8. A bibliography

## Prospectus Bibliography

The bibliography must be reasonably comprehensive and must include relevant secondary sources, including but not limited to the secondary works discussed in the literature review section of the prospectus. The bibliography should be divided into sections for primary and secondary sources, and each section should include subheadings for books, articles, and any other category that is appropriate to the individual project.

- **Primary sources:** This section will vary considerably according to the nature of the topic and the sources. Very large individual sources such as manuscript collections, government documents, and oral history interviews should be broken down into

subsections to the extent practicable. The literature review section of the prospectus is the appropriate place in which to discuss the details of the major primary sources to be used in the thesis.

- **Secondary sources:** Relevant books, journal articles, individual entries in collections of essays, and any other secondary sources should be listed under appropriate subheadings.

## **Committees**

**Prospectus Committee:** The Prospectus Committee includes the thesis advisor and the graduate director. Consult with the graduate director to identify an appropriate thesis advisor. The student must then work closely with the thesis advisor to develop an effective prospectus.

- Contact the faculty member directly to determine availability.
- The thesis advisor's research interests should, when possible, be relevant to the thesis topic chosen by the graduate student.
- Work with the Director of Graduate Studies in History to identify a thesis topic and potential thesis advisor during the **first semester of the first year**.

**Thesis Committee:** The Thesis Committee includes the thesis advisor and at least two other readers who will help and give feedback to the thesis author. The student should consult with the graduate director to identify appropriate thesis committee members.

- While the thesis advisor must be a member of the Winthrop Department of History faculty, the committee can also include individuals from other departments on campus and/or from another institution.
- You will need to select members of your thesis committee as a part of your prospectus development.

## **Departmental Review of Prospectus**

Before a student can sign up for HIST 695 and thereby formally begin the process of writing a thesis, the student's prospectus must be approved. Under the guidance of the director of graduate studies in the History Department, departmental faculty will decide which prospectus are accepted. Normally, the director of graduate studies in the History Department and the proposed chair of the thesis committee will play a major role in the decision. The Departmental Graduate Faculty Committee may also participate in the decision, as might all graduate history faculty members. The decision will focus on the nature of the proposed project and its academic viability as well as whether it is feasible to complete in a timely manner; however, late submissions and incomplete prospectus applications can also be a factor in the decision.

## **Thesis Courses - HIST 695 and 696**

### ***HIST 695***

Once a prospectus has been approved, students should enroll in HIST 695. This course is offered in the fall or spring semesters, and is the first of two graduate classes in which students work on their master's thesis. Although students complete much of the preliminary organization of the project as they prepare their thesis, it is in HIST 695 where much of the groundwork is set for

completing the project. Working closely with the chair of their thesis committee, students will continue doing research on their topic, but also should begin writing. At a minimum, to complete HIST 695, students should have submitted a complete draft of at least two chapters to the chair of their thesis committee. Preferably one of these chapters would be the introduction to the thesis. Additionally, at least one revised chapter of the thesis should be distributed to the entire thesis committee before the end of the semester. Having the entire thesis committee look at and provide feedback on a revised chapter helps ensure that everyone—student and faculty alike—are on the same page and that the committee as a whole agrees that the project is both viable and can be completed. These are minimum requirements. If a student is able to complete and submit more draft chapters or distribute more than one revised chapter of their thesis, this will help reduce the amount of work that needs to be completed the following semester in HIST 696.

### ***HIST 696***

Once a student passes HIST 695, the student and the chair of the master's committee get the permission of the chair of the history department to set up HIST 696. HIST 696 is offered in the fall and spring semesters, and is the second of two graduate classes in which students work on their master's thesis. For students on the thesis track, in order to graduate the full master's thesis must be completed in HIST 696 and successfully submitted to the graduate school. While HIST 696 is a semester long course, students should be advised that the graduate school and the college have their own deadlines. Generally, a completed and properly formatted thesis of around 100 pages in length that has the approval of the thesis committee and the college with the appropriate signatures is due to the graduate school about a month before the end of the semester. All of these requirements are necessary in order to submit a thesis to the graduate school at that time. Therefore, students ideally should have a complete revised draft of their thesis distributed to their thesis committee a minimum of roughly two months before the end of the semester so that the committee has time to edit and offer feedback before signing the final clean version of the thesis that will move forward to the college. Deadlines are important and theses are due to the college and graduate school in addition to the History Department. For example, the Dean or Assistant Dean of the College of Arts and Sciences reads all the theses produced in a given semester, and it is vital that the departmentally approved thesis is in their hands in time for them to read it prior to submission to the graduate school. The graduate school sometimes will send the thesis back to the student to make some final formatting changes.

**Department of History**  
**Winthrop University**

**Master of Arts in History – Thesis Track**  
**Checklist**

*At least half the work presented for the degree must be 600-level courses*, so a full fifteen credit-hours of history courses must be taken in order to fulfill this requirement. The history colloquia, HIST 603 and HIST 604, count toward this total, and, since a unique colloquium topic is taught each semester, they can be taken more than once. In fact, history graduate students who hope to obtain their degree in two years can take HIST 603 and HIST 604 every semester.

Students who take the Master’s Thesis option are required to take HIST 695 and HIST 696, which are the official classes wherein the Master’s Thesis is written. Students can only register for HIST 695 after their prospectus has been approved. Students can only register for HIST 696 after completing HIST 695, which includes writing a draft introduction and one other chapter. Both should be distributed to the thesis committee by the end of the semester. HIST 695 and HIST 696 count toward the 15 hours of 600-level courses requirement.

Of the total thirty credit-hours needed to graduate, *twenty-four credit-hours must be in history*; only six credit-hours can be taken outside of history. Therefore, on the following list, seven classes must be in history, and only three can be outside the discipline.

**Required Courses (24 hours in history courses and at least 15 hours at the 600-level)**

Colloquia (3 hours)

- HIST 603 – History Colloquium I (Offered in Fall) or \_\_\_\_\_
- HIST 604 – History Colloquium II (Offered in Spring) \_\_\_\_\_

Thesis (6 hours)

- HIST 695 – Thesis \_\_\_\_\_
- HIST 696 – Thesis \_\_\_\_\_

**Reminder: at least half the work presented for the degree must be 600-level courses. HIST 603/604, HIST 695 and HIST 696 count toward this total.**

**600-Level Courses (6 hours)**

- HIST 6\_\_\_\_ \_\_\_\_\_
- HIST 6\_\_\_\_ \_\_\_\_\_

**Electives (15 hours)**

- Up to fifteen hours of 500 or 600-level approved History courses
  - HIST \_\_\_\_\_ \_\_\_\_\_

- HIST \_\_\_\_\_
- HIST \_\_\_\_\_
- HIST \_\_\_\_\_
- HIST \_\_\_\_\_

- Up to three 500 or 600-level approved courses from other departments

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

**Prospectus**

**Submitted and approved in second semester  
(Due by the end of the first week of March)**

\_\_\_\_\_

**Additional Information**

Students who take the Master's Thesis option are required to take 30 credit-hours of courses, including HIST 695 and HIST 696, which are the official classes wherein the Master's Thesis is written. That means students should take nine credit-hours in each of their first two semesters to ensure that they are considered full time; however, six credit-hours per semester is enough to ensure financial aid. Generally, after the first full academic year, students would take six credit-hours per semester including HIST 695/696 as they complete the thesis (18 credit hours in the first year and 12 in the second year to make 30 credit hours total).

To reiterate: full time for graduate students is at least 9 credit hours per semester; however, graduate students need at least 6 credit hours for financial aid eligibility. During their second year, thesis-track graduate students generally take two courses each semester to receive financial aid and ensure there remains enough time to complete the thesis. This equates to HIST 695 and another course in one semester, and, in the second semester, HIST 696 and one other course to complete the degree.

**Winthrop University**  
**Department of History**

**Master of Arts in History – Thesis Track**

**Program Progress**  
**2 Year/4 Semester Completion**

**First Year**

- **First semester**
  - HIST 603 (offered in fall) / 604 (offered in spring)
  - 500 or 600 level history courses or other relevant graduate courses
  - Begin to develop a Thesis topic
    - Meet with Graduate Director to discuss your topic and thesis advisor
    - Contact thesis advisor and develop a plan for completing the thesis and program.
  
- **Second semester**
  - 500 or 600 level history courses or other relevant graduate courses
  - Complete and submit prospectus (see deadlines below)
    - Your MA Thesis Prospectus must follow these guidelines:  
<https://www.winthrop.edu/uploadedFiles/cas/history/ProspectusGuidelines2016Update.pdf>
    - First draft of completed prospectus is due to the Director of the History Graduate Program and your thesis advisor 6 weeks prior to the prospectus deadline
    - You will receive feedback on your prospectus from the Director of the History Graduate Program and your thesis advisor.

- Complete revisions and submit the final draft to the Director of the History Graduate Program and your thesis advisor by the appropriate deadline.
- Note that a draft prospectus is due the Director of the History Graduate Program and the thesis advisor prior to the final prospectus deadline:
  - Students who enroll in the fall:
    - Prospectus draft deadline: End of first week of February
    - Prospectus final version deadline: March 15
    - Acceptances announced by April 1
  - Students who enroll in the spring:
    - Prospectus draft deadline: End of first week of September
    - Prospectus final version deadline: October 15
    - Acceptances announced by November 1

## **Second Year**

### **First semester**

- HIST 695 (students can only register for HIST 695 after their prospectus has been approved)
  - This is one of two courses where you will develop your thesis. HIST 695 involves writing a draft introduction and one other chapter. Both should be distributed to the thesis committee by the end of the semester.
  - 500 or 600 level history course or other relevant graduate course

### **Second semester**

- HIST 696 (Students can only register for HIST 696 after completing HIST 695.)
  - 500 or 600 level history course or other relevant graduate course
  - Complete and submit the MA Thesis



- Your MA Thesis must follow these Graduate School guidelines <https://www.winthrop.edu/graduateschool/thesis-guidelines-and-instructions.aspx>
- Formatting for your MA Thesis must follow these Graduate School guidelines <https://www.winthrop.edu/uploadedFiles/graduateschool/applicationforms/ThesisGuidelines.pdf>
- The completed draft of the MA Thesis must be submitted to the committee for review and then the Graduate School by the following deadlines:
  - The thesis is a minimum two-semester project, for which a student receives six hours of credit.
  - A student whose prospectus has been approved may register for HIST 695, and, on the successful completion of that course, he or she may register for HIST 696 during the next or any subsequent semester. Further information on the specific requirements for HIST 695 and 696 are found on the syllabi for those courses.
  - Fall Graduation
    - Complete MA Thesis Draft due to Thesis Committee by October 1.
    - Final Complete Draft of the MA Thesis will be due to the Graduate School on or around November 15.
  - Spring Graduation
    - Complete MA Thesis Draft due to Thesis Committee by March 1.
    - Final Complete Draft of the MA Thesis will be due to the Graduate School on or around April 15.

## Contacts

Dr. Edward J. Lee, Department of History Graduate Director

Email - [lee@winthrop.edu](mailto:lee@winthrop.edu)

Phone - 803-323-4844

\*The Graduate Director is the first person of contact regarding the Master of Arts in History and will be able to provide guidance and information regarding the program.

Dr. Donald Rakestraw, Department of History Chair

Email - [rakestrawd@winthrop.edu](mailto:rakestrawd@winthrop.edu)

Phone - 803-323-3923

\*The Department Chair will be able to provide information regarding the Department of History in general. For information specific to the MA in History, contact the Department of History Graduate Director.

Dr. Jack DeRochi, Dean of the Graduate School

Email - [derochij@winthrop.edu](mailto:derochij@winthrop.edu)

Phone - 803-323-2204

\*The Dean of the Graduate School can provide information, guidance, and expectations of graduate education in general. For information specific to the MA in History, contact the Department of History Graduate Director.

April Hershey, Assistant to Dean of the Graduate School

Email - [hersheya@winthrop.edu](mailto:hersheya@winthrop.edu)

Phone - 803-323-3459

\*The Assistant to the Dean of the Graduate School is the go-to person for general graduate education policies and procedures (Graduate School deadlines, thesis formatting and submission, etc.).

Graduate School Website

<https://www.winthrop.edu/graduateschool/>

Department of History Website  
<https://www.winthrop.edu/cas/history/>

Department of History Master of Arts in History Website  
<https://www.winthrop.edu/cas/history/master-of-arts-in-history.aspx>