

History Department MA Program Checklist and Timeline

The following is intended to assist you in planning ahead and making sure you will complete your MA degree in two years. The requirements discussed below vary depending on which of the three MA degree options you choose. Be sure to see pp. 8-9 of the Graduate Handbook for a full description of each option.

CHECKLIST – Courses Required for all MA Degree Options:

- ___ Two Research Seminars (HIS 701, 705, or 722) – *Only one seminar is required for Option 1*
- ___ HIS 606, Historical Criticism
- ___ HIS 750 (1 credit), Professional Development
- ___ MA Degree Foreign Language Requirement fulfilled or exemption requested [*See Handbook, p. 7*]
- ___ Additional Foreign Language Requirements fulfilled for students in European history [*See Handbook, p. 7-8*]
- ___ History Course Credits at the 600-700 level (not counting HIS 695 Independent Study Courses):
 - ___ 16 credits for Option 1
 - ___ 21 credits for Option 2
 - ___ 24 credits for Option 3
- ___ Total Course Credits required:
 - ___ 30 for Option 1 (Note: A maximum of 6 hours of HIS 768 is allowed)
 - ___ 30 for Option 2
 - ___ 36 for Option 3

TIMELINE -- Year 1

- 1) Secure an advisor. You have been assigned an advisor at the outset, but keep in mind that students can – and do – change advisors. The advisor, of course, should be a faculty member who specializes in a student’s field of interest.
 - Discuss with the advisor your goals and objectives.
 - Discuss with the advisor which of the three MA options you might pursue and the specific requirements for each. These include: M. A. thesis (plus 30 hours); M.A. essay (plus 30 hours); or three research papers (plus 36 hours).
 - If you elect to write the thesis, begin discussing possible topics and sources with your advisor during the first year. Consider exploring them in a research seminar.
- 2) Foreign language: If your advisor requires language training, be sure to consult with them for how this should be done.
- 3) Be sure to take at least one research seminar during your first year.
- 4) Consult with your advisor on what reading or research you might pursue over the summer and on what courses you should take in Year 2 of the M.A. program.

Year 2

- 1) Meet with your advisor to determine what requirements you still need fulfill in Year 2 in order to graduate.
 - If you are writing a thesis (Option 1) you should have selected a topic approved by the advisor. Work with the advisor to determine research sources and the structure and argument of the thesis. Be aware that the formal thesis (an electronic version) must conform to the Graduate School’s rules and guidelines. See this site: <http://gradschool.uky.edu/thesis-dissertation-preparation>.
 - If you are writing the non-thesis M.A. essay (Option 2), you also need an advisor-approved topic. As with the thesis, work with your advisor to locate sources and to develop the essay’s argument and analysis.
 - If you plan to defend three papers, discuss with the advisor which papers to present for the M.A. defense and whether the papers will require any revisions or additional research.
- 2) Form your MA advisory committee. Discuss with your advisor who could best serve your committee and secure their participation in the Fall semester.
- 3) Schedule the M.A. oral exam during the Spring Semester. You may do this only with the approval of the M.A. advisor and the members of the M.A. advisory committee. Before scheduling the oral exam, the committee members should have available the thesis, essay, or three papers or at least substantial drafts. You may then request the Graduate School to schedule the exam. The exam must be held when classes are in session and no later than eight days prior to the last day of class.
- 4) Be sure to follow the Graduate School timeline and guidelines for submitting your degree application. This can be done two months before your expected graduation. Please see the DGS if you have any questions about this process.