

# Timeline and Checklist for M.A. Students

## 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 24 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.
- 2) Take History 606.
- 3) If you are a U.S. student, take History 640 and 641.
- 4) Fulfill History 750 requirement.
- 5) Take a 700-level research seminar.
- 6) Foreign language:
  - a) if you need to satisfy only the minimum requirement, review the options listed in the Graduate Handbook on how to do this;
  - b) if your advisor requires additional language training, consult with your advisor on how this should be done.
- 7) By the end of the second semester, form an M.A. advisory committee that includes your advisor and two other faculty members.
- 8) 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 must fulfill in Year 2 in order to graduate.
  - If you are writing a thesis, 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, 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) Schedule the M.A. oral exam. 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 classes of the semester in which you expect to graduate. The Graduate School requires the Director of Graduate Studies to approve all requests for scheduling the exam. See the links below for scheduling the exam:

<http://gradschool.uky.edu/sites/gradschool.uky.edu/files/AcademicServices/Documents/CheckSheetForMastersNonThesisStudentsPlanB.pdf>

<http://gradschool.uky.edu/sites/gradschool.uky.edu/files/AcademicServices/Documents/CheckSheetForMastersThesisStudentsPlanA.pdf>

- 3) Request degree application for graduation. You must submit the online application about two months in advance of the graduation date. See these links below for the degree application.

<http://gradschool.uky.edu/sites/gradschool.uky.edu/files/AcademicServices/Documents/CheckSheetForMastersNonThesisStudentsPlanB.pdf>

<http://gradschool.uky.edu/sites/gradschool.uky.edu/files/AcademicServices/Documents/CheckSheetForMastersThesisStudentsPlanA.pdf>

8/12/2019