

*History Department  
Graduate Student Guide*



*Dr. Lawrence Baron, Graduate Advisor  
2009-2010*

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## History Graduate Student Guide 2009-2010

### Advisor

Professor Lawrence Baron

Arts and Letters 569

[lbaron@mail.sdsu.edu](mailto:lbaron@mail.sdsu.edu)

594-5338

Hours: Tuesday and Thursday: 1:30-3:30 Or By Appointment

### Administrative Matters Relating to MA Program

Bonnie Akashian

Arts and Letters 588

[bakashia@mail.sdsu.edu](mailto:bakashia@mail.sdsu.edu)

594-5262

Hours: Mon-Thurs 7:30 AM-12:30 PM

Janice Leblanc

Arts and Letters 588

### Contracts for GAs, RAs, and TAs

Adriana Putko

Arts and Letters 588

[putko@mail.sdsu.edu](mailto:putko@mail.sdsu.edu)

594-7119

Hours: Mon-Fri 8:30 AM-4:30 PM

### Forms for 795, 797, 798, Thesis Committee:

Staff

Arts and Letters 588

594-5262

Hours: Mon-Fri

### Forms/Schedule Numbers of 799 A,B,C

Graduate and Research Affairs

Student Services East 1410

594-5213

### Financial Aid Office

Student Services, Room 3605

<http://www.sdsu.edu/financialaid>

594-6323 Press 3

### Graduate Student Association

182 Student Organization Offices

Aztec Center

594-6555

## SDSU Department of History Faculty, 2009-10

**Ancient and Medieval**

Mathew Kuefler (Medieval Europe, Gender, Sexuality)

Walter Penrose (Greek and Hellenistic history, Gender, Sexuality)

Elizabeth Pollard (Greece and Rome, Greco-Roman Religion, Women in Antiquity)

**Asia**

Andrew Abalihin (Indonesia, Philippines, Colonialism, Nationalism, Sexuality, Social)

Kathryn Edgerton-Tarpley (E.Asia, China and Japan, Trauma)

Walter Penrose (Ancient Asia)

**Europe**

Edward Beasley (Modern England, Imperialism, Racism)

Lawrence Baron (Modern Germany, Jewish, Holocaust, Genocide, Film)

Joanne Ferraro (Renaissance and Early Modern, Italy, Gender)

**Latin America**

Stephen Colston (Mesoamerica)

Elizabeth Cobbs-Hoffman, (US-Latin American Relations)

Paula De Vos (Colonial Mexico, History of Medicine)

Tom Passananti (Modern Mexico, Economic)

**Middle East**

Sandra Campbell (Middle East, Islamic World, Early Islam).

Chanan Naveh (Arab-Israeli Conflict), Visiting Professor 2009-2010

**United States**

Edward Blum, (Civil War, Reconstruction, African-American, Religion)

Elizabeth Cobbs-Hoffman, (American Foreign Relations, the Sixties)

Stephen Colston, (Southwest, Public, Film)

Sarah Elkind (Environmental, Political, Public, Urban)

Eve Kornfeld (Colonial, Revolutionary, Gender, Childhood)

Tom Passananti (US Economic)

John Putman (American West, California, Popular Culture, Urban)

Andrew Wiese (Urban, Social, African-American)

Chiou-Ling Yeh (Race, Ethnicity, Asian Americans, Gender)

**World**

Edward Beasley (Modern World)

Paula De Vos (Modern World)

Tom Passananti (Modern Economic)

Walter Penrose (Ancient World)

Beth Pollard (Ancient World)

## Directory of Professors

Abalahin, Andrew J.  
Office: AL 515  
Phone: 594-6999  
E-mail: [abalahin@mail.sdsu.edu](mailto:abalahin@mail.sdsu.edu)

Baron, Lawrence  
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Beasley, Edward  
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Office: AL 525  
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Office: AL 568  
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Office: AL 528  
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Office: AL 538  
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Office: AL 530  
Phone: 594-0707  
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Penrose, Walter  
Office: AL 565  
Phone: 594-1102  
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Passananti, Tom  
Office: AL 573  
Phone: 594-2919  
E-mail: [tpassana@mail.sdsu.edu](mailto:tpassana@mail.sdsu.edu)

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Office: AL 527  
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Putman, John  
Office: AL 557  
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Yeh, Chiou-Ling  
Office: AL 517  
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## Directory of Lecturers

Crawford, Kathleen  
U.S., Latin America, California  
Office: AL 523  
Phone: 594-7000  
E-mail: [kcrawford4@cox.net](mailto:kcrawford4@cox.net)

DiBella, Edward  
Office: AL 529  
Phone: 594-84w57  
E-mail: [edi-bella@hotmail.com](mailto:edi-bella@hotmail.com)

Grimshaw-White, Margaret  
American, science and medicine  
Office: AL 513  
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Guthrie, Wayne  
Modern Germany, Britain, 19<sup>th</sup> Century Europe  
Office: AL 553  
Phone: 594-8458

Hay, Jeff  
Modern Europe, World  
Office: AL 584  
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Kenway, Christopher  
Modern Europe, Holocaust  
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Legal, Native American, American West  
Office: AL 511  
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E-mail: [Grant.Nebel@gcccd.edu](mailto:Grant.Nebel@gcccd.edu)

Nobiletti, Frank  
History of Sexuality in the United States  
Office: AL 555  
Phone: 594-2266  
E-mail: [fnobilet@mail.sdsu.edu](mailto:fnobilet@mail.sdsu.edu)

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Roy, Carolyn Sexton  
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Ysursa, John  
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## Masters Degree Roadmap

### MA Requirements:

#### **30 units of graduate level courses consisting of:**

24 units minimum of history graduate level history courses.

18 of which must be in 600-700 level courses including:

History 601 (first semester)

History 665 (2nd year)

6 units in 500-level courses.

6 additional units of graduate levels courses in history or another department.

#### **Plan A Thesis Option:** (Declare option at beginning of 2nd Year)

6 units History 601, 665

6 units from History 620, 630, 640, 650, 680

6 units History 797, 799 A

6 units of graduate level history courses at 500 or 600 level.

6 units of graduate 500/600 level courses in history or another department

Approval of thesis by thesis committee

#### **\*Plan B Comprehensive Exam Option:** (Declare option at beginning of 2nd Year)

6 units History 601, 665

9 units from History 620, 630, 640, 650, 680

3 units History 795

6 units of 500 or 600 level History courses.

6 units of 500 or 600 level courses in history or another department.

Passage of written exams in two fields of study.

#### **Foreign Language Proficiency-Recommended First Year:**

12 semester units or their quarter system equivalents of college language courses with at least C average or

Proficiency demonstrated on GRE language exam (score of 500 or higher) or

Proficiency demonstrated by exam administered by SDSU language department.

**Thesis topic and committee:** Each Plan A student should select a thesis topic and committee by their third semester. A thesis committee consists of a first and second reader from the History Department and a reader from another department. The formation of a thesis committee is a prerequisite to enrolling in History 797.

**Comprehensive Fields and Examiners:** Each Plan B student should select 2 examination fields as described in the Plan B handout and form a committee of 2 faculty members. The faculty member in the student's area of specialization will chair the committee. History 795 consists of intensive reading of books and articles in the two examination fields.

Minimum Grade Point Average: 3.0 Average

Courses in which you earn a grade below C do not count towards the requirement.

Credit/No Credit grades do not count unless that is the only grading option for a course.

Courses taken seven years prior to completion of MA expire, but can be counted for credit if the student submits a Validation for Recency Form signed by the instructor for the course who will require either a written or oral exam demonstrating student's command of the course material and approved by the graduate advisor.

**Sample Program:**

First Semester-9 units:

History 601

500 or 600-level course in History or a related discipline

History 620, 630, 640, 650, or 680

Second Semester-9 units:

History 620, 630, 640, 650, or 680

History 620, 630, 640, 650, or 680

500/600-level course in History or in a related discipline

Third Semester-6 units:

Selection of Thesis Topic and Committee or Exam Fields and Exam Committee.

Plan A History 620, 630, 640, 650, 680, 797 and History 665 if ready to write thesis.

500 level History courses or graduate level courses in other department if you have not 12 unit maximum of the former or six unit maximum of the latter.

Plan B: History 620, 640, 650, or 680

500 level History courses or graduate level courses in other department if you have not taken 12 unit maximum of the former or 6 of the latter.

Fourth Semester-6 units:

Plan A History 665 if not taken yet.

History 797 and 799A

Plan B History 795 and optional 798 preparation for comprehensive examination.

Fifth Semester if needed:

Plan A: 799B Thesis Extension

Plan B: 799 C Comprehensive Examination Extension

\*For the specific requirements for Plan B, see the Plan B handout.

## **Plan A Thesis**

### **1. Advancement to Candidacy:**

Students must be advanced to candidacy by filing a program of study with the graduate advisor before they can enroll in the required courses for writing a thesis, History 797 and History 799A. This is usually done either at the beginning of the student's third or fourth semester in the MA Program. They must have completed or be concurrently enrolled in History 665 before registering for History 797 and 799A.

### **2. Thesis Committee:**

In consultation with the graduate adviser, a student will select a chair for the thesis committee. The student and thesis committee chair will select other faculty members who will serve on the thesis committee. Two of the three members of the committee must be History Department faculty. History Department Lecturers can serve as second readers. The third reader must be from a faculty member from another department on the basis of expertise is related to the topic of the thesis. All members of the committee and the graduate advisor must sign the thesis form. The Graduate Advisor sends the completed form to the Division of Graduate Affairs.

### **3. Add Codes:**

Add codes for 797 and 799 A can only be issued after the signed Thesis Committee Form has been submitted. Adriana in the History Department issues the add codes for History 797 and the Division of Graduate Affairs issues the add code for History 799A.

### **4. Human Subject Research Approval:**

Determination of whether the research will involve human subjects must be made when the thesis committee is formed. See Graduate Bulletin pp.38-40 under Human Subject (Thesis/Dissertation) Research Involving Human Subjects or Animal Research. If human subjects will be used, appropriate authorization for such use must accompany the thesis committee form when it is submitted to the Division of Graduate Affairs. Research in which information is obtained about an individual through the use of a survey, interview, observation, or experimentation or which involves analysis of previously collected human tissues, records, samples or other existing or secondary data is subject to the review and approval of the Institutional Review Board (IRB). For general information, application procedures, guidances on ethical practices, and submission deadlines, visit: <http://gra.sdsu.edu/research/irb>, or e-mail [irb@mail.sdsu.edu](mailto:irb@mail.sdsu.edu) or call 619-594-6622.

### **5. Recommendations**

- a. Before writing your thesis, submit an outline and bibliography of sources to the chair of your thesis committee for feedback. You may also want to solicit the feedback of the other members of your committee at this time.
  
- b. Hand in individual chapters for review by your committee as they are written. If you receive on-going feedback, this should provide direction for subsequent chapters, as well as insure that your committee members return your drafts in a timely fashion. Handing in

a final draft of an entire thesis and after the thesis deadline usually means that it will take a long time for your readers to evaluate it and that you will have little time to make the revisions they recommend to graduate that semester.

c. Hand in chapters and final versions well ahead of the Fall or Spring semester deadlines for theses. Although you can hand in drafts after these deadlines, there is no guarantee that the thesis can be revised and approved in time for graduation in that semester if you miss the deadlines.

d. Final submittal of a thesis requires the formal approval of the officially appointed faculty thesis committee and acceptance of the thesis by the graduate dean for deposit in the university library. The dean will only accept thesis manuscripts that conform to the format and presentation requirements specified by the Graduate Council and the sponsoring department. The council requirements are fully presented in the SDSU *Dissertation and Thesis Manual*. To learn how to properly format your thesis (or you can hire people with this expertise), take on the BATS (Baseline, Access, Training, and Support) Workshops on the Master's Thesis Template while you are writing your thesis. You can find information about these workshops on the Instructional Technology Services website. You can find the thesis template at <http://gra.stdu.edu/graduate/thesis>

e. The university requires that the student be enrolled in 799A, Thesis, or 799B, Thesis Extension, in the term in which the thesis is granted final approval by the faculty committee and submitted to the Division of Graduate Affairs for format review. Unless the thesis division deems the thesis manuscript unready for submission due to gross deficiencies of format or presentation or incomplete, students will not be required to reregister for thesis in any subsequent term if the thesis is submitted to the dissertation and thesis review service by the end of the last working day of the semester or summer term in which the student is enrolled in 799A or 799B. Consult the academic calendar in Part One of the Graduate bulletin for specific deadline dates. Students who cannot meet the final deadline for submission because of rejection by the dissertation and review office will be required to reenroll in thesis as well as to reapply for graduation.

f. Students are expected to make all required changes and submit the final revised manuscript within 30 days following the date of initial review by the dissertation and thesis review service. A "credit" grade will not be recorded or the degree awarded unless the thesis has been approved by the dissertation and thesis review service and arrangements made to deposit the required copies in the university library (this can be done most conveniently through Montezuma Publishing of the Aztec Shops). If this final process is not completed by the noon deadline listed in the academic calendar, the student will be required to reapply for graduation in any subsequent term in which he or she expects to graduate.

g. Two microfiche copies and one bound copy of all master's theses are accessioned by the library of San Diego State University and are subject to the regulations of the library with respect to the circulation or duplication of its cataloged materials.

**Plan B  
Comprehensive Exams  
(Amended February 1, 2008)**

**Plan Requirements and Goals:**

In addition to completing the course requirements listed in the Graduate Bulletin, the Plan B MA candidates must complete written examinations and enroll in History 795 and one additional three unit course numbered from 620 to 680 in lieu of History 797 and 799 A. On their exams, candidates are expected to demonstrate a mastery of the factual knowledge and historiographical debates within two broad fields defined by geographical area and a standard chronological period with a focus on a particular methodology or theme. Plan B exists to offer greater breadth than available under the thesis plan. It should be an attractive alternative to the thesis for students considering careers in high-school or community college teaching or who have not determined what specialization they want to pursue in a doctoral program.

Students should file a Program of Study indicating their intent to take the comprehensive examinations no later than their 4<sup>th</sup> semester in the graduate program.

**Enrollment in History 795:**

Only students advanced to candidacy may enroll in History 795. To enroll, a student must file an "Area Studies in History (History 795)" form with the graduate advisor. This form identifies examination fields and the examination committee.

**Examining Committee:**

The candidate must form a committee composed of two professors, one from each field. The candidate will designate one of the professors as chair of the committee. The chair of the committee will serve as the instructor for History 795. Lecturers with PhDs who have taught at SDSU for three years or more may serve on a committee, but not chair it.

**Reading Lists:**

Each professor will work with the candidate to prepare a reading list of approximately 40 books or their equivalent for his or her field. The readings should focus on key events, figures, trends, and historiography in each field. Candidates should expect to read a total of 80 books (or the equivalent) for the entire exam.

**Selection and Definition of a Field:**

With the approval of the committee, the student will select two geographical fields in standard chronological periods and indicate a methodological or thematic focus for each. Other fields and chronological periods can be chosen if the student and examining committee agree to them.

A.. GEOGRAPHICAL FIELD IN STANDARD CHRONOLOGICAL PERIOD:  
Pre-Modern: African, Asian, Latin American, Middle Eastern, or World

Modern: African, Asia (China/Japan, or Southeast Asia), Latin American, Middle Eastern, or World,  
 Ancient Near East, or Ancient Greece and Rome  
 Medieval, Early Modern, or Modern Europe  
 Colonial US to Civil War, or US from Reconstruction to Present

**II. METHODOLOGICAL OR THEMATIC FOCUS OF FIELDS:**

history of childhood, cultural, or intellectual history, economic history, environmental history, film history, history of foreign relations, history of gender, political history, race and ethnicity, public history, history of religion, history of science and technology, history of sexuality, social history, urban history, or war and mass violence.

**Examinations:**

The professors on the committee will develop study questions at least a month before the exam. Each field supervisor will draft three questions in his or her field based on these study questions. The student will be required to answer two questions in each field. One of the questions in each field will be about the field as a whole; the second will have a methodological or thematic focus.

The written exams must be scheduled with Jan Leblanc in the History Department Office no later than two weeks before the semester ends. The student will choose which the field in which he or she will be examined on the first day. The examination in the second field will be given the next day. Students will have four hours to complete each exam. Students who prefer to write their exam on a laptop will be issued a laptop by the department.

To pass, the student must pass both exams, each of which will be graded by the two exam committee members. To pass with distinction requires unanimity of the committee. A student who fails part or all of the exam has one academic year to retake the exam in the field(s) he or she failed. During this time, the student must enroll in History 799C. Examinations cannot be retaken more than once.

Whether a student has passed or failed all both or one of the exams must be transmitted to the student no later than a week after the examination is taken. The chair of the committee will inform the graduate advisor that the student has successfully passed the examinations. Completed exams will be kept on file in the Department of History office for three years

### Community College Teaching Option

The History Department has adopted Plan C which will enable students to jointly get their MA in History and community college teaching training. This will not formally go into the *Graduate Bulletin* until it is approved by the College of Arts and Letters and the University. In the interim, the ARPE Program in the College of Education will allow history graduate students who have taken ARP 611 and 631 to take ARP 760, an internship at a local community college. Students can also enroll in an additional course listed below to receive a community college teaching certification. Since only two courses from another department can be towards the history MA, the 3<sup>rd</sup> or 4<sup>th</sup> additional ARP courses will not be included on the Program of Study.

#### Community College Teaching Certificate Program

The purpose of this certificate program is to prepare students to teach in community colleges within the transfer, developmental, vocational, and adult education areas. The program provides students with experiences in curriculum development and evaluation, instructional techniques, methods to meet adult learning needs, and a practical internship in a local community college.

This is an advanced academic certificate at the postbaccalaureate level. Admission requirements are a bachelor's degree from a regionally accredited institution of higher education, with at least a 2.85 GPA in the last 60 units.

Students must complete the following courses with a minimum grade of B in each course and Cr in ARP 760. Courses in the certificate program may be applied to a master's degree if applicable.

- ARP 611 Program Development and Evaluation in Postsecondary Educ. (3)
- ARP 631 Seminar in Teaching in Postsecondary Education (3)
- ARP 730 Seminar in Adult Learning (3) (**optional for history MA students**)
- ARP 760 Internship in Educational Leadership (3) Cr/NC/RP

For further information, contact Dr. William E. Piland, Department of Administration, Rehabilitation and Postsecondary Education (<http://www.interwork.sdsu.edu/arpe>).

## Foreign Language Proficiency

I. Candidates for the Masters Degree in History must demonstrate knowledge of a relevant foreign language. Substitutes may be approved where the skills involved are directly related to the student's research interests. It is strongly advised that candidates demonstrate such proficiency before beginning their second year of graduate work.

II. The standard for such translation proficiency is "intermediate high" as defined by the American Council on the Teaching of Foreign Languages. Candidates must be "able to read consistently with understanding simple connected texts dealing with basic and personal needs about which the reader has personal interest and/or knowledge." The candidate should also be able "to get some main ideas and information from texts at the next higher level featuring description and narration. Structural complexity may interfere with comprehension and basic grammatical relations may be misinterpreted and temporal references may rely primarily on lexical items." Candidate may have "some difficulty with the cohesive factors discourse, such as matching pronouns with referents. While texts do not differ significantly from those at the Advanced level, comprehension is less consistent. Candidate "may have to read material several times for understanding."

III. Methods of Demonstrating Proficiency:

A. Passing GPA of C or better in 12 semester hours or their quarter system equivalent of college level language courses.

B. GRE examination in the language with a score of 500.

C. For taking the proficiency exams in these languages, contact the following:

Language	Faculty Member	Phone Number	e-mail
Arabic	H. Taha-Thomure	594-8800	<a href="mailto:hanada@arabexpertise.com">hanada@arabexpertise.com</a>
Chinese	Z. Zhang	594-1912	<a href="mailto:zzhang@mail.sdsu.edu">zzhang@mail.sdsu.edu</a>
Farsi	A. Oliai	594-8968	<a href="mailto:aoliyai@mail.sdsu.edu">aoliyai@mail.sdsu.edu</a>
Filipino	H. Acejo	594-0411	<a href="mailto:hacejo@mail.sdsu.edu">hacejo@mail.sdsu.edu</a>
French	E. Benkov	594-5127	<a href="mailto:ebenkov@mail.sdsu.edu">ebenkov@mail.sdsu.edu</a>
German	M. Wauchope	594-4235	<a href="mailto:mwauchop@mail.sdsu.edu">mwauchop@mail.sdsu.edu</a>
Greek	J. Smith	594-5186	<a href="mailto:jasmith@mail.sdsu.edu">jasmith@mail.sdsu.edu</a>
Hebrew	Z. Bar-Lev	594-6389	<a href="mailto:zev.bar-Lev@sdsu.edu">zev.bar-Lev@sdsu.edu</a>
Italian	C. Cho	594-1131	<a href="mailto:cclo@mail.sdsu.edu">cclo@mail.sdsu.edu</a>
Japanese	R. Kitajima	594-5524	<a href="mailto:rkitajim@mail.sdsu.edu">rkitajim@mail.sdsu.edu</a>
Latin	J. Smith	594-5186	<a href="mailto:jasmith@mail.sdsu.edu">jasmith@mail.sdsu.edu</a>
Korean	S. Jung	594-3377	<a href="mailto:sjung@mail.sdsu.edu">sjung@mail.sdsu.edu</a>
Portuguese	E. Aguilar	594-5001	<a href="mailto:laguilar@mail.sdsu.edu">laguilar@mail.sdsu.edu</a>
Russian	V. Shapovalov	594-7147	<a href="mailto:venonica.shapovalov@mail.sdsu.edu">venonica.shapovalov@mail.sdsu.edu</a>
Spanish	E. Aguilar	594-5001	<a href="mailto:laguilar@mail.sdsu.edu">laguilar@mail.sdsu.edu</a>
Vietnamese	D. Pham		Check directory.

## **Graduate Policies**

### **1. Educational Leave of Absence**

Graduate students are permitted to take up to four semesters of approved leave of absence when you are engaged for the majority of the leave time in an activity that is directly learning to their formal academic careers or contributes to specific academic goals. You must apply for each semester you are absent and request a leave of absence at <http://www.sdsu.edu/portal>

### **2. Exchange Programs with Cal-Western Law School and UCSD (see SDSU-UCSD Exchange Agreement)**

After completing 6 units of SDSU graduate work, SDSU graduate students can enroll in up to 9 units of course work at CAL-Western Law School or 6 units at UCSD. Admission is dependent on the instructor's approval, enrollment availability, and having a 3.5 GPA in graduate coursework at SDSU.

### **3. Grades-C,D,F, and WU**

An unauthorized withdrawal grade is counted as an F in your GPA. You must repeat courses in which you received a grade of C or lower. The second grade will be averaged with the first grade in your GPA. You can repeat one WU course. Although the WU will still appear in your transcript, only your second grade will be counted in your GPA.

### **4. One Semester Stop Out**

You can "stop out" of the university for one semester and continue your graduate status.

### **5. Residency**

Non-resident students should establish residency in California as soon as possible by getting a California drivers' license, registering to vote, and establishing a bank account.

### **6. Visitation at Other CSU Campus**

You can take a semester of your courses at another CSU campus and these courses will be transferable to your SDSU MA degree.

### **7. Withdrawals (see p.32 of Graduate Bulletin)**

If you not completed courses for two consecutive semesters, you are considered to have withdrawn from the program and will need to apply for readmission upon resumption of graduate study. Formal withdrawal through the Office of the Registrar is permitted before the end of the fifteenth class day of the semester. No courses or W will appear on your transcript. After then withdrawal is permitted only in cases where the cause of withdrawal is due to verifiable circumstances like accidents or serious illness.

### **8. Application for Graduation:**

An application for Graduation (along with the graduation service fee of \$55) must be filed with the Division of Graduate Affairs via the Cashiers Office. The university begins accepting applications for graduation the semester or term prior to the anticipated graduation semester. However, the deadline occurs during the first few weeks of the semester of the term in which the student expects to graduate. Refer to the academic calendar in Part One of the Graduate Bulletin for deadline dates.

Students who do not graduate in the semester or term for which they have applied must reapply for the subsequent semester or term in which they expect to graduate. The graduation services fee of \$55 must accompany each subsequent Application for Graduation.

## **SDSU HISTORY DEPARTMENT GUIDELINES FOR GRADUATE STUDENT EXCHANGE WITH UCSD HISTORY DEPARTMENT**

In accord with an agreement between San Diego State University and the University of California, San Diego, the Departments of History at the two institutions will make graduate courses available to one another's graduate students. Students will pay fees at their home institutions. Courses completed at the host university may be considered for degree credit according to the policies governing transfer credit at the home institution.

1. SDSU History graduate students wishing to take graduate courses in History at UCSD must consult with the SDSU graduate adviser for each course and obtain his or her approval. Faculty members should refer students interested in the program to the graduate adviser.
2. SDSU students must have graduate standing in History. Student who are unclassified or conditionally classified are not eligible to participate.
3. SDSU students must at the time of enrollment in a course at UCSD carry a grade point average of 3.5 or higher.
4. SDSU graduate students will normally take no more than six semester units of courses at UCSD as part of their thirty unit graduate program. (Note: One four-unit course at UCSD, which is on the quarter system, will normally transfer to SDSU as two semester units.) Students may not enroll at UCSD for more than one course per term, and the number of credits carried by a student in any more term may not exceed the equivalent of a full-time academic load, normally nine units.
5. A graduate student will be eligible to take courses at UCSD only after completing one semester and at least six units of work at SDSU.
6. SDSU students participating in an exchange must submit the appropriate UCSD transcript to the SDSU graduate division.
7. SDSU History faculty should notify the graduate adviser of UCSD students enrolled in their classes. The graduate adviser must then notify the graduate dean's office.
8. The SDSU and UCSD graduate advisers should exchange class schedule information and syllabi for all courses pertinent to the program.
9. The graduate adviser will monitor the programs of all SDSU graduate students who participate in the exchange to ensure that courses taken at UCSD are appropriate. The adviser will also monitor the exchange program during the first two years to ensure that students from both universities are participating.

## Teaching Associates

**GENERAL DESCRIPTION OF DUTIES:** Duties will include leading weekly discussion sections in large lecture courses, attending staff meetings and lectures and modeling excellent note-taking, grading students written work, assessing student attendance and participation, and holding weekly office hours to provide direct individual contact with students and to clarify course material or skills for students. If you never been a TA, send two letters of recommendation with your application. If you have, the professor or professors who supervised you be asked to send a letter about your effectiveness as a TA.

**MINIMUM QUALIFICATIONS:** Knowledge of the subject matter of the discipline and area in which assigned. Ability to relate well to others within the academic environment; ability to supervise, assist, and train students; and ability to assist faculty in various aspects of a large lecture course. Experience: For the initial appointment, minimum of 3.0 average in graduate courses. Academic background in the subject. For subsequent appointment, evidence of satisfactory progress toward completion of the MA degree. Full time (6 units) registration in SDSUs History Graduate program. After you have filed your Program of Study, these six units must be those listed on your Program of Study. If you are taking a thesis extension (799 B), that will meet the enrollment requirement for the first semester of your extension, but not thereafter.

**EXCEPTIONS:** Exceptions to minimum eligibility qualifications may be granted at the sole discretion of the hiring department/authority. Students who already have 4 semesters of serving as TAs, GAs, or RAs in the History Department will only be considered for appointment under exceptional circumstances.

**APPOINTMENTS:** Appointments will either be to teach one or two break-out sections of a class with a maximum number of 33 students in each. You will be expected to attend the class lectures and hold weekly office hours.

**APPLICATION PROCEDURES OR HIRING UNIT CONTACT PERSON:** Application forms and information for the Spring Semester are due November 15, 2008 and April 15, 2009 for the next Fall Semester. The applications are also valid for Grading Assistant and Research Assistant positions. .

**SDSU is an Equal Opportunity Employer and does not discriminate against persons on the basis of race, religion, national origin, sexual orientation, gender, marital status, age, disability or veterans status**

## **Grading and Research Assistants**

### **Duties of Grading Assistants:**

Assisting faculty in evaluating student work and examinations, preparing course materials and aids, or performing other functions requiring knowledge and background beyond that possessed by undergraduate assistants. Holding office hours to aid students in preparing for exams and explain the criteria used in determining their grades.

### **Duties of Research Assistants:**

Providing assistance to faculty conducting authorized research by collecting and arranging data, developing source materials, summarizing reports, searching the literature and compiling bibliographies, developing and operating research equipment, preparing and caring for research materials, and assisting in the conduct of experiments.

**MINIMUM QUALIFICATIONS:** Knowledge and Abilities: Knowledge of the subject matter of the discipline in which assigned. Ability to relate well to others within the academic environment; ability to assist students as a grader of their written work or to assist faculty in the conduct of special projects/research within the discipline. For the initial appointment, evidence of satisfactory achievement in previous academic work. For subsequent appointments, evidence of satisfactory progress toward completion of the MA degree. Full time registration (6 units) in the History MA program. After you have filed your Program of Study, these six units must be those listed on your Program of Study. If you are taking a thesis extension (799 B), that will meet the enrollment requirement for the first semester of your extension, but not thereafter. Students enrolled in credential programs are not eligible for this position.

**EXCEPTIONS:** Exceptions to minimum eligibility qualifications may be granted at the sole discretion of the hiring department/authority.

**APPLICATION PROCEDURES OR HIRING UNIT CONTACT PERSON:** Please submit an application and cover letter, indicating the hours you are available for work, and the name of two references currently in the department. Applications are available in the History Department, AL 588.

**PERCENTAGE OR HOURS OF APPOINTMENT:** Will average out to 10 hrs./wk

**APPLICATION PROCEDURES OR HIRING UNIT CONTACT PERSON:** Application forms and information for the Spring Semester are due November 15, 2008 and April 15, 2009 for the next Fall Semester. The applications are also valid for Teaching Associate positions.

**San Diego State University is a Title IX, equal opportunity employer and does not discriminate against individuals on the basis of race, religion, national origin, sexual orientation, gender, marital status, age, disability, or veteran status, including veterans of the Vietnam era.**

## OVERVIEW OF HISTORY DEPARTMENT SCHOLARSHIPS

For Deadlines: Contact Professor Devos, pdevos@mail.sdsu.edu

Name of Scholarship	Average Annual Amount Awarded (Approximate)	Application Criteria (Note: Department Requirements listed here are included pending department approval of motions listed below)
Kenneth and Dorothy Stott	\$1600	<u>Donor Requirements</u> <ul style="list-style-type: none"> <li>• History major</li> <li>• Two years of upper-division coursework in history</li> <li>• Teaching Credential and Master's level students</li> </ul> <u>Department Requirements</u> <ul style="list-style-type: none"> <li>• 3.5 GPA</li> <li>• Two letters of Recommendation</li> </ul>
Lionel Ridout	\$1,700	<u>Donor Requirements</u> <ul style="list-style-type: none"> <li>• History Major</li> <li>• No class level specified</li> <li>• Available to first-time freshman</li> <li>• Available to new transfers</li> </ul> <u>Department Requirements</u> <ul style="list-style-type: none"> <li>• 3.5 GPA</li> <li>• Two letters of Recommendation</li> </ul>
Richard Reutten	\$800	<u>Donor Requirements</u> <ul style="list-style-type: none"> <li>• History Major</li> <li>• Master's level student</li> </ul> <u>Department Requirements</u> <ul style="list-style-type: none"> <li>• 3.5 GPA</li> <li>• Two letters of Recommendation</li> </ul>
Colonial Latin American History	\$1,100	<u>Donor Requirements:</u> <ul style="list-style-type: none"> <li>• History major</li> <li>• Undergraduate and master's students</li> <li>• Financial need is one factor considered</li> <li>• Student must complete FAFSA to determine financial need</li> </ul> <u>Department Requirements:</u> <ul style="list-style-type: none"> <li>• 3.0 GPA</li> <li>• Two letters of Recommendation</li> <li>• 500-word essay concerning student's commitment to the study of colonial Latin American history</li> <li>• Minimum of 6 units taken in any of the following courses: History 115, 415, 550, 640, and/or an independent study at the undergraduate or graduate level</li> </ul>

## **CALIFORNIA STATE UNIVERSITY and SDSU FELLOWSHIPS**

**The Sally Casanova California Pre-Doctoral Program** is designed to increase the diversity of the pool of potential university faculty by supporting the doctoral aspirations of individuals who are:

Current upper division or graduate students in the CSU  
Economically and educationally disadvantaged  
U.S. citizens or permanent residents

The program offers graduate students who are interested in doctoral programs the opportunity to explore doctoral study with a cash award of \$2000 to the student and \$1000 to the faculty mentor. This money can be used for travel expenses to prospective universities, taking the GRE, attending seminars, subscriptions to publications etc. Students who receive this award also are given the opportunity to participate in one of UC's summer research internship programs during the summer of 2010. All details of this scholarship program can be found on [www.CalState.edu/predoc](http://www.CalState.edu/predoc). Applications are available in our office and on-line. Applications are to be submitted only through the Graduate and Research Affairs office. You may contact Janet Rodgers ([jrodgers@mail.sdsu.edu](mailto:jrodgers@mail.sdsu.edu)) if you have any questions about the fellowship and the deadline. Applications will be reviewed and recommendations forwarded to the CSU.

**The Chancellors Doctoral Incentive Program** is a program designed for underrepresented students; it provides financial assistance to doctoral students who are interested in teaching careers in the CSU. Loans of up to \$10,000 per year up to a total of \$30,000 within 5 years are available at a very low interest rate. If the recipient is hired at a CSU campus as a tenure track faculty member for each year of service 20% of the loan is forgiven. This program also requires a faculty mentor who will sponsor the student. All details of this loan program as well as an application request can be found at <http://www.calstate.edu/HR/FLP/> Applications may also be picked up in the Graduate and Research Affairs office. [jrodgers@mail.sdsu.edu](mailto:jrodgers@mail.sdsu.edu)

### **Graduate Equity Fellowship Program 2009/2010**

Graduate Equity Fellowship grants range from \$500 to \$2,000 per year. This program seeks to increase the diversity of students completing graduate degrees in the CSU, encourages continuation toward doctoral programs, and promotes consideration of university faculty careers. It provides fellowships for economically disadvantaged CSU students who have had success in overcoming educational disadvantages. Students may receive awards for a maximum of two years, dependent on demonstrated need and academic progress, but must apply each year. To apply, you must:

Be a legal California resident;  
Be attending a master's program as a classified or conditionally classified student;  
Complete a Free Application for Federal Student Aid (FAFSA);  
Have financial need of at least \$1,000;  
Enroll in a minimum of 6 units per semester applicable to the master's degree; and  
Demonstrate potential to succeed in graduate school and to complete a master's degree program in no more than two years as evidenced by coursework and letters of recommendation.

Applications are due: **Sept 21, 2009**

Interested students should download and complete the application form listed below or obtain one in the Graduate Division office and a Free Application for Federal Student Aid (FAFSA) form, obtained in the Financial Aid office. Both applications must be submitted by the fall add/drop deadline of each year.

## History on the Web

**American Historical Association:** <http://www.historians.org/>

**American Historical Association-Graduate Student Resources:**  
<http://www.historians.org/grads/index.cfm>

**California Community College Registry:** job notices:  
<https://www.cccregistry.org/jobs/index.aspx>

**Career Information for Historians:** <http://www.oah.org/pubs/careerinfo.html>

**Careers for History Majors:** <http://www.historians.org/pubs/Free/careers/index.htm>

**H-Net:** Web discussion groups on a variety of topics. <http://www.h-net.org/lists/>

**Ex Post Facto:** Graduate History Journal. <http://userwww.sfsu.edu/~epf/>

**Forms:** <http://gra.sdsu.edu/index.php?areaid=1&sectionid=51&subsectionid=13>

**Graduate Student Association of SDSU:** <http://as.sdsu.edu/govt/board-pages/gsa.html>

**Hindsight:** Graduate History Journal:<http://www.csufresno.edu/historydept/hindsight.htm>

**History Department: Writing Guides:** [http://www-rohan.sdsu.edu/dept/histweb/undergraduate\\_program/writing\\_guides.htm](http://www-rohan.sdsu.edu/dept/histweb/undergraduate_program/writing_guides.htm)

**History Doctoral Programs:** <http://www.historians.org/projects/cge/PhD/Intro.cfm>

**History Net:** <http://www.historynet.com/>

**History News Network:**<http://hnn.us>

**Organization of American Historians:** <http://www.oah.org/>

**Pandemonium.** SDSU's Graduate Journal.  
<http://as.sdsu.edu/govt/board-pages/images/Pandemonium.pdf>

**Phi Alpha Theta:** History Honor Society. <http://www.phialphatheta.org/>

**Retrieving the Master's Degree from the Dustbin of History: AHA Report**  
<http://www.historians.org/projects/cmd/2005/Report/index.cfm>

**World History for Us All:** SDSU site for teaching world history.  
<http://worldhistoryforusall.sdsu.edu/>