Graduate Student Handbook
2020-2021

Department of History

Chair: Dr. David Burrow
Director of Graduate Studies: Dr. Molly P. Rozum
East Hall
605-677-5218
history@usd.edu
www.usd.edu/history
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Master of Arts in History

The MA program in History has thesis (Plan A) and non-thesis (Plan B) options. Students, especially those who intend to pursue a Ph.D., are encouraged to write a thesis. The department also offers a joint MA/JD degree in conjunction with the Law School; students must be admitted to the Law School before beginning this program and traditionally join the program in their second year of law school. Additionally, a student may earn a certificate in Museum and Archive Studies by embedding it in the MA program, taking coursework in addition to those required for the MA, or as a terminal credential. Students must satisfy the core coursework requirements described below.

The History MA degree requires 30 or 33 credit hours of coursework.

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<td>Required courses</td>
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<tr>
<td>Departmental electives</td>
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<tr>
<td>Departmental or non-departmental electives</td>
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<td>Thesis credits</td>
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<tr>
<td>Total</td>
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</table>

**Required Core Courses: Thesis and non-Thesis**
- HIST 780: Historiography
- HIST 782: Research Seminar
  AND
- HIST 798: Thesis (6 credits)
  OR
- HIST 791: Independent Study (Exam Readings) (3 credits)

**Required Seminar Courses: four readings seminars (12 credits) selected from the following:**
- HIST 770: Seminar in Native History
- HIST 771: Seminar in European History
- HIST 772: Seminar in American History
- HIST 773: Seminar in Ancient History
- HIST 774: Seminar in Diplomatic History
- HIST 775: Seminar in Women’s and Gender History
- HIST 776: Seminar in Great Plains History
- HIST 777: Seminar in Intellectual History
- HIST 778: Seminar in Military History
- HIST 779: Seminar in Medieval History
- HIST 781: Readings Seminar
- HIST 791: Independent Study
Seminar Requirement
The History graduate program is built around seminars. At least four courses on your Program of Study in addition to required courses (HIST 780 and HIST 782) must be graduate-level seminars (700 level) in History. Independent Study, Directed Research, or other 700 level courses that do not include “Seminar” in the course title may not be used to fulfill this requirement. HIST 780 and HIST 782 are designed to orient new MA students to graduate level work, and to get students started on a thesis topic. The seminars offered in any given semester will often be centered on topics outside a student’s main field of interest. At the masters level, it is valuable for students to study in a variety of areas of history to acquire the diverse research and interpretive skills required of professional historians. Seminar courses teach students cross-field skills required by the history professions.

Electives
For additional coursework, students are encouraged to enroll in 500- or 700-level courses in the history department or allied disciplines and relevant courses with a prefix other than HIST (i.e., non-departmental electives) that will support thesis work and professional goals, including independent studies designed to a student’s particular research interests. Up to six credit hours of non-departmental electives are permissible. The student’s primary advisor or the Director of Graduate Studies (hereafter DGS) must approve non-departmental electives. When possible, students are strongly encouraged to take 700-level courses, which are for graduate students only, in preference to 500-level courses, which are paired with 400-level undergraduate classes. Each 500-level course has a separate syllabus that defines appropriate graduate-level work and may have additional required graduate-student only meetings. In addition to their graduate-level work, graduate students may also do the same course work as undergraduates.

Courses with numbers below 500 do not count for graduate credit. This means graduate students may not take undergraduate language courses for credit, except by special arrangement. You may enroll in language courses, but these do not count toward your graduate degree requirements unless they are at the graduate level.

Transfer Credit
You may transfer up to six hours of graduate credit from other departments or schools within USD, or from other accredited institutions. Credits must not be more than seven years old at the time of graduation from USD. Transfer credits are approved through the Approval of Graduate Transfer Credit form, which the DGS, department chair, and the Graduate School must sign. See the Graduate School website.

Admission Status
Students who have been provisionally admitted to the MA program must be fully admitted in order to graduate. The DGS makes the change from provisional to full status. Generally, the change from provisional to full status happens if the student eliminates the reason for provisional admission (takes the GRE, achieves the requisite grade point average, etc.). You should receive official notification of any change in admission status from the Graduate School. Provisional status students are not eligible for GTA (Graduate Teaching Assistant) positions.
Advising
The DGS serves as the temporary advisor for all entering graduate students in the History Department and will continue to serve as a procedural advisor and information resource after a graduate student has been assigned to an academic advisor. Any concerns about policies, forms, Graduate School processes, and permanent advisors should be brought to the DGS. Most graduate students will be assigned to a permanent academic advisor by the end of the first semester. This professor will share academic and research interests and traditionally, will serve as the thesis or exam advisor. Students should confer with advisors on coursework planning, including enrollment in outside elective coursework in allied disciplines and appropriate independent study courses.

Graduation Requirements
- 30 or 33 credit hours of coursework
- Thesis and oral defense OR Written exam and oral defense of examination

All students must submit the following forms to the Graduate School by the appropriate deadlines. Forms are always available on the Graduate School’s page in the USD Portal.
- Program of Study/Application for Degree [initiated online by graduate student]
- Graduation Approval Form [initiated online by your advisor]

MA Thesis Option—Plan A

Choosing an MA Thesis Topic
Your thesis topic should derive from your graduate coursework and scholarly interests. HIST 780 and 782 will set you on the path toward a thesis topic. Select a topic that involves original archival research, and that you can be happy living with for an extended period of time. Pay attention to the scope of your topic. There is not a mandated length for an MA, but typically, a scholarly thesis includes an introduction, several chapters of approximately seminar-paper length, and a conclusion. Most scholarly theses are about 100 pages long (not including front matter, bibliography, or appendices). You should consult carefully with your committee chair about the organization of your thesis. You will need a topic that is both substantive and manageable. Some recent History MAs are in East Hall 220 (the Seminar Room), and all History MA theses can be found in I.D. Weeks Library on campus and online through ProQuest (available through the data bases of I.D. Weeks Library).

Signing Up for Thesis Credits
Registration for thesis credits (HIST 798) occurs in consultation with your thesis advisor, the DGS, and the History Department Chair. Six credits of thesis work total are required, traditionally spread out over two semesters (3 credits per semester) in the second year of the program. You may, if necessary, take all six credits in one semester (the one semester option is not encouraged). A letter grade for thesis work will be awarded after you successfully defend your thesis; a grade of “NP” or “Normal Progress” will indicate sufficient research progress until a final letter grade is awarded.
If the process of writing your thesis stretches beyond two semesters, you can sign up for HIST 799, a zero credit “thesis sustaining” course using the same process as defined above for enrolling in thesis credits. HIST 799 enables students to stay enrolled at the University and to retain their University email account and library access. A HIST 799 course will be given a placeholder grade of “NG” (“No Grade”); because it is for zero credits, it does not count for or against your GPA. HIST 799 can only be used for thesis work and can only be obtained with permission of your advisor, the DGS, and the History Department chair.

Selecting a Committee
You and your advisor must organize a three-person thesis committee; you may elect to have a four-person committee. Your thesis advisor will chair your committee and you will also need one other History Department faculty member and at least one faculty member from outside the department to be on your committee (the “outside reader”). You should consult with your thesis advisor about finding an appropriate committee member from outside the History Department and consider enrolling in elective coursework with the outside committee member. All the members of your committee must have graduate faculty status. Thesis advisors, by Graduate School policy, must have regular, tenure or tenure-track, graduate faculty status with the Department.

Prospectus or Thesis Proposal
All thesis MA students are required to write and present a thesis prospectus or proposal, traditionally at the end of the first year in the program. The prospectus is not graded, but completion demonstrates continued progress through the MA program and is a required part of the thesis process. Failure to complete a prospectus may be grounds for probation or program dismissal per the Graduate School’s policies.

Students will give a short (20-minute) public presentation of their prospectus to the Department, full thesis committee, and their fellow graduate students. A prospectus is the first formal opportunity for you to articulate the scale, scope, context, and content of your proposed MA thesis, and to receive feedback from your peers and the faculty. You must work closely with your thesis advisor to develop your prospectus. Your prospectus is due to the DGS one week before your presentation for public distribution to the department. The prospectus should be about 10 double-spaced pages long and contain the following elements:

- A general description of the project placed in historical context.
- A discussion of the question(s) you hope to answer with your thesis and a preliminary thesis statement. Remember that everything is tentative at this point and is intended only to provide a starting sense of direction for the thesis. You are not committing to any specific argument at this point.
- A discussion of the historiography associated with your topic. What has been written about your topic and/or related areas, and what do you expect your thesis will contribute to the historiographic discussion? Are you filling a gap, are you extending an existing discussion, or are you providing a new perspective? This section should be a substantial part of your prospectus.
- A discussion of the primary sources that you intend to use. You should be familiar
enough with a coherent set of sources to argue there is enough evidence for a thesis, although you may encounter and seek out additional primary sources as a part of further research.

- A bibliography of proposed sources for the thesis. The bibliography should be divided into primary and secondary sources, and each section should include both sources that you have looked at and sources that you have not yet had the opportunity to evaluate but which may prove useful for the thesis. The bibliography is in addition to the 10-page prospectus narrative.

Upon a successful defense, acquire the signatures of approval from your committee and turn the **MA Prospectus Approval Form** in to the DGS. A prospectus judged to be unsuccessful by the student’s thesis committee must be revised and re-defended. A second prospectus presentation does not need to be public but can be presented only to the full thesis committee. The date for a second prospectus defense is at the discretion of the thesis advisor. The prospectus MUST be approved before a student can move forward with the thesis process.

**The Research & Writing Process**

After a successful proposal/prospectus defense, continue to meet frequently with your thesis advisor. You should distribute sections or chapters of your thesis in progress to or consult with your committee members as is appropriate and recommended by your thesis advisor. You should seek feedback from all of your committee members at least once prior to the defense to discuss the thesis as a whole. Consult with your advisor about meeting with committee members to workshop the thesis prior to the defense; this step is strongly encouraged.

At a minimum, before organizing an oral "defense" of your thesis, your advisor and at least one additional member of your thesis should approve a full draft of the thesis. Students should never try to defend a partial or incomplete thesis. A full draft means that you have written the entire thesis, including all of the main evidence and arguments, and a conclusion summarizing the thesis and its significance. The third reader should be given a minimum of two weeks to read the full draft. A public oral thesis defense can be scheduled a minimum of two weeks after the full, revised thesis has been approved by the first two committee members and sent to the outside reader. If you plan to defend your thesis during the summer months, confirm the availability of your committee members.

**Thesis Defense and Oral Examination Process**

Graduate School rules require a public thesis defense; defenses typically run for an hour. The student and thesis advisor may invite guests to the public portion of the defense; other History MA students are encouraged to attend. You should expect to provide a short oral overview (20 minutes) of the important arguments and contributions of your thesis. Members of the public at your defense can then ask questions.

After the public portion of the defense, the committee members will close the defense, and they will ask the student to clarify, expand on, or reconsider the ideas and material in the
thesis. If the committee members judge the student’s performance unsatisfactory, they may ask the student to rework portions of the thesis, and there will have to be a second oral defense of the freshly revised thesis. The committee is likely to suggest some changes, regardless of the overall quality of the thesis. Revisions, including revisions to a successfully defended draft, are a normal and expected part of the defense process. Your defense should be scheduled at least a week before the end of the academic semester. Defending earlier than this deadline is strongly preferred, and greatly to your advantage.

You are responsible for bringing to the defense:

- One complete copy of your thesis.
- The signature page of your thesis (or it can be initiated online by graduate student).
- The Graduation Approval Form (or it can be initiated online by your advisor)

After you have satisfactorily completed the oral defense and have made any revisions requested by the committee, the members of the committee will determine a grade of A or B; a grade of C requires students to revise and redefend the thesis.

**Style and Format**
The Graduate School’s Thesis and Dissertation Guide should be used in the preparation of your thesis. The Guide is available on the Graduate School’s page in the USD Portal. Your thesis should adhere to the discipline's standards, which for History can be found in the most recent edition of the *Chicago Manual of Style*. The department keeps recent editions in the seminar room (East Hall 220). Consult the useful Chicago-Style Citation [Quick Guide](#).

Preliminary thesis pages should be numbered separately from the body of your thesis, with lower-case Roman numerals at the bottom center of the page. The title page does not contain a page number. Preliminary pages should be placed in the following order:

- Title page, with date of degree confirmation
- Committee signature page
- Abstract (approximately 350 words)
- Dedication (optional)
- Acknowledgments (optional)
- Table of contents
- List of tables, with titles and page numbers (if necessary)
- List of illustrations, with titles and page numbers (if necessary)

**Submitting Your Thesis to the Graduate School**
Prepare the final version of your thesis according to the guidelines posted on the Graduate School website. You should submit your thesis online using [ProQuest](#). Be aware that ProQuest will charge a fee and USD requires you to pay for two copies your thesis to go to the library.
Non-Thesis MA Option—Plan B

Non-Thesis Exam and Oral Defense
The non-thesis MA track requires both a written and an oral exam, traditionally taken on campus. What a student will be tested over depends on what courses that student has taken and a special Independent Study focused on exam preparation. Students are generally given questions asking them to reflect on material they know from specific courses and areas of interest (e.g., Women & Gender, Western, Political, Military, U.S., European, Ancient). Students should enroll in 3 credits of HIST 791 Independent Study to prepare for the MA examination. It is expected that students be able to reflect on the “bigger picture,” that is, issues of historiography (not just “what happened,” but how historians have interpreted particular events and why these interpretations are significant).

The student will need a committee of three faculty members with Graduate Faculty status, traditionally, the professors which directed your exam preparation. The chair must be from the History Department. One member must be from outside the History Department and will serve as an outside reader of the exam essays. Work with your advisor to contact each of the committee members to set a time for the written and oral exams. The dates between the written and oral exams must be two weeks apart, in order to give the committee members plenty of time to read the exam. The oral defense should be scheduled at least a week before the end of the academic semester.

The two History members of your committee will write questions for the written exam. All members will read the entire exam. The department administrative assistant will schedule a five-hour block of time (with an hour for rest in between two two-hour exams) and a room in which to write the exam. Students will be provided with a computer on which to write the exam. Students are not permitted to bring notes to the exam or other reference materials (although they may be allowed a few index cards); the student is not permitted to access the Internet while taking the exam. Students should plan to take the written exam during the final semester of course work. Students will not be permitted to take the master’s degree exam after leaving the University or six months after the completion of their course work, except in exceptional circumstances. Students who do not take the exam within six months of completing their coursework must apply for leave from the Graduate School and contact the DGS to avoid being dismissed from the program. With permission, it may be possible for students who are no longer on campus to arrange a proxy for the exam in another location; see the DGS to arrange details.

In the oral defense of the master’s exam, the committee will ask the student to discuss and expand upon written exam answers. At the end of the written and oral process, students receive a pass/fail grade. Students who fail the exam should speak to the DGS about strategies for retaking it. If the exam must be retaken, a fresh set of questions will be written; otherwise, the procedure is the same. Only one retake is permitted, and a student who does not pass on the second attempt is not permitted to remain in the program. Students who do not pass the masters’ degree exam on the second try will receive a formal notification of their dismissal from the Graduate School, and students may formally appeal the decision through the academic appeals process.
Joint History MA–J.D. Program

Students already enrolled in the USD School of Law may pursue a joint Juris Doctorate/Master of Arts degree. Students may choose the thesis or non-thesis option and apply 12 credit hours of law courses to the master’s degree in history. Admission to the joint program requires approval from the School of Law; eligible students will have completed the first year of law school with a satisfactory GPA. Students may apply up to 9 credits of history toward the J.D. For more information, please visit see the School of Law's Academic Rules and Student Policies.

### JOINT MA-JD Program

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<th>Courses</th>
<th>Thesis (Plan A)</th>
<th>Non-Thesis (Plan B)</th>
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<td>Required courses</td>
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<td>6</td>
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<tr>
<td>Readings Seminars</td>
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<td><strong>TOTAL Credits</strong></td>
<td><strong>30</strong></td>
<td><strong>33</strong></td>
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**Required Courses:**
HIST 780: Historiography (3 credits)
HIST 782: Research Seminar (3 credits)
AND
HIST 798: Thesis (6 credits)
OR
HIST 791: Independent Study (exam preparation) (3 credits)

**Required Seminar Courses:** two readings seminars (6 credits) selected from the following:
- HIST 770: Seminar in Native History
- HIST 771: Seminar in European History
- HIST 772: Seminar in American History
- HIST 773: Seminar in Ancient History
- HIST 774: Seminar in Diplomatic History
- HIST 775: Seminar in Women's and Gender History
- HIST 776: Seminar in Great Plains History
- HIST 777: Seminar in Intellectual History
- HIST 778: Seminar in Military History
- HIST 779: Seminar in Medieval History
- HIST 781: Readings Seminar
- HIST 791: Independent Study
Museum and Archive Studies Certificate

Graduate students may embed a Museum and Archives Studies Certificate within their MA coursework, add the certificate to a traditional MA program, or complete a certificate as a terminal credential.

The Museum and Archives Studies graduate certificate offers a credential to students who aim to work with museums, archives, libraries, and local historical societies. Students learn to handle, catalog, organize, and present to the public historical documents and objects. Graduates learn research skills, museum methodologies, and oral history techniques and also obtain practical hands-on experience through internships on and off campus.

<table>
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<th>Museum &amp; Archives Studies Certificate</th>
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<td>Courses</td>
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<td>Required courses</td>
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<tr>
<td>Internships</td>
</tr>
<tr>
<td><strong>Total Credits</strong></td>
</tr>
</tbody>
</table>

**Required Courses:**
HIST 782: Research Seminar in History (3 credits)
MUS 788: Project in Music (Intro to Museum Studies) (3 credits)

**Internships:**
A&S 594: Library Internship (University Archives, I.D. Weeks Library) (1-3 credits)
HIST 794 or XXX 794 Internship (off-site museum, approval required) (3-6 credits)
Graduate School Policies

Academic Policies and Procedures

Academic Standing and Incomplete Grades
Graduate students are required to make progress toward degree completion every semester they are enrolled at the University. Graduate School policies include the following: “In addition to overall satisfactory performance, graduate students must maintain a cumulative GPA average of 3.0 or above [B or above] in all work included in the program of study submitted for their degrees. Furthermore, no more than one-third of the credit hours with grades of ‘C’ are permitted.... A cumulative GPA of 3.0 or higher is required to progress in the Graduate School.” No grade below a ‘C’ is acceptable for graduate credit. “Grades of ‘D’, ‘F’, or other unsatisfactory designations are not acceptable for graduate credit. This does not mean that grades of ‘D’ and ‘F’ may not be assigned to graduate students but that credit for courses in which such grades have been earned will not be counted toward a graduate degree although they are included in GPA calculations.” Only the last grade is used in calculating GPA for courses that have been repeated.

A grade of "I" ("Incomplete") should be given to graduate students only when exceptional circumstances prevent [a person] from completing a particular piece of assigned work (such as a seminar or research paper) on time. Student and professor will agree on a deadline for the work to be completed. The deadline should be a maximum length of one calendar year from the date the Incomplete was assigned. If the student does not meet that deadline, the Incomplete will remain on the student’s transcript, and the student, according the Graduate School policy, must retake the course. An Incomplete cannot count toward the 30 credits required for the MA degree.

Students may carry two Incompletes only under extraordinary circumstances or at the discretion of the DGS. Students with two Incompletes are not considered by the Department to be in good academic standing and will not be allowed to register for the next semester. At least one of the Incompletes must be resolved before taking additional classes or engaging in thesis work.

Academic Standing: Probation and Dismissal
The History Department adheres to the Graduate School's policies on probation and dismissal, which are as follows: “If a student has more than one course of unsatisfactory work and/or has not maintained a 3.0 term or cumulative graduate GPA, the academic program [the History Department] places the student on warning, or probation or dismisses [a person] from the program in keeping with department and Graduate School policies. Degree programs and the Graduate School review the academic standing of all graduate students each term, and program directors notify students directly of academic warning, probation or dismissal. The Graduate School is copied on all student communication. A graduate student may be dismissed from the program at any time for failure to meet the academic performance and progress standards of the degree program or Graduate School. The department is required to provide students with a written notice of
the issues and an opportunity to meet with the program director (face-to-face, teleconference, virtually) before dismissal action.”

**Oral Exams and Defenses**

In keeping with Graduate School policy, all MA thesis defenses or qualifying examinations will be conducted in person on the USD campus. With the prior written approval of all committee members, defenses or exams may be conducted via video-conferencing systems. East Hall 220 (the seminar room) has a whole-room Skype camera attached to its AV system and may be reserved through the History Department secretary.

**Academic Integrity**

“The College of Arts and Sciences considers plagiarism, cheating, and other forms of academic dishonesty inimical to the objectives of higher education. The College supports the imposition of penalties on students who engage in academic dishonesty, as defined in the ‘Conduct’ section of the University of South Dakota Student Handbook.

No credit can be given for a dishonest assignment. A student found to have engaged in any form of academic dishonesty may, at the discretion of the instructor, be:

a. Given a zero for that assignment.
b. Allowed to rewrite and resubmit the assignment for credit.
c. Assigned a reduced grade for the course.
d. Dropped from the course.
e. Failed in the course.”

*NOTE: Adopted by vote of the faculty of the College, April 12, 2005 and Amended by vote of the faculty of the College, March 18, 2014.*

Graduate students are expected to conduct themselves honestly and professionally both within and outside the department. Graduate students who engage in dishonest conduct in their professional relationships - including in the production and submission of theses, presentations, and work for publication - may be subject to sanctions, including, but not limited to, removal of departmental funding or dismissal from the program. All such decisions are at the discretion of the DGS in consultation with the student's primary advisor. The University of South Dakota Graduate Catalog states that “a graduate student may be dismissed from the program at any time for failure to meet the academic performance and progress standards of the degree program [History] or the Graduate School. The department is required to provide students a written notice of the issues and an opportunity to meet with the program head (face-to-face, teleconference, virtually) before dismissal action.”

**Graduate Academic Appeal and Grievance Procedures**

Students may appeal an academic decision involving such matters as final course grades and dismissal from the program using an appeal process defined by South Dakota Board of Regents Policy 2:9. The History Department adheres to the procedures established by the Office of Academic Affairs for impartial review and hearing of any academic grievances. The university’s academic appeal procedures, including the form that must be filed with any appeal, are accessible through the Graduate School’s page in the USD Portal; look for the “Academic Appeal Form.” A student pursuing an academic appeal may confer with the
Graduate School before initiating the process. Students may also invoke the standards and procedures provided under this policy to challenge academic responses to instances involving alleged student academic misconduct or to challenge other decisions, justified on academic grounds, that affect their participation in or completion of university academic programs.

Students should initiate an appeal through discussion with the individual responsible for the decision. For grading disputes, students should contact the appropriate faculty member. For decisions regarding the program, students should contact the DGS and the chair of the History Department.
Professional Development

Graduate Assistantships
The History Department traditionally has five graduate teaching assistantships per academic year. The number of assistantships may vary due to available funding; future assistantships are not and cannot be guaranteed. Graduate assistants are normally assigned as teaching assistants to the faculty members with the highest-enrolled freshman courses (HIST 111 and 112, HIST 121 and 122, HIST 151 and 152, and REL 250). Specific tasks carried out by graduate assistants and workloads vary from course to course and from faculty member to faculty member. Once notified of an assistantship by the Graduate School, students should contact the faculty member they will work for to find out the specifics of their assistantship. GTAs will be assigned office space by the Department and can expect to have the Department provide them with the books for their course. GTAs will also have to keep track of their time per instructions provided by the Graduate School.

Students apply for GTA positions through the Graduate School. Both first-year (incoming) graduate students and returning graduate students are eligible to apply for GTA positions. Graduate assistantships are chosen and assigned by the DGS in consultation with the history department. Students may serve as graduate assistants for more than one year. Students who have provisional status are ineligible for GTA positions.

Engaging with the Profession
Graduate students are strongly encouraged to pursue professional opportunities as part of their training in the discipline, including membership and service in professional organizations and scholarly societies, conference presentations, and publication in peer-reviewed journals. Funding for students who have had a paper accepted at an academic conference may be available from the Graduate School, the Office of Research and Sponsored Programs, or the History Department.

Graduate Student Travel
Specific Departmental funds are available for graduate student research, travel, and presentations. The History Department will strive to reimburse graduate students for some or all of the expenses they incur while traveling to engage in research or present their work at conferences. The following policies apply:

• Students must fill out an Application For Student Research and Conference Presentation Funding Support form, which is available from the department secretary or department chair.
• Research and travel support is subject to the availability of funds.
• Requests for funding are approved by the department chair.
• Students are strongly urged to apply for funds and submit travel request forms at least four weeks before the start of their trip. Each funding support and travel request form must include a budget and a justification for the trip, with the justification consisting of one or two paragraphs explaining the specific professional benefits of participation.
• Students must follow state and university policies on travel requests.
• Receipts and other documentation must be provided in accordance with university reimbursement procedures.
• Students should also seek out and apply for appropriate funding competitions sponsored by the Graduate School, Office of Research and Sponsored Programs, and other university entities.
History Graduate Faculty

Elise Boxer, PhD, Arizona State University. Assistant Professor: American Indian Studies/History, Mormon History, 19th/20th Century U.S. History

Scott Breuninger, PhD, University of Wisconsin-Madison. Professor: European Intellectual History, Early Modern, Modern British, Irish, and Atlantic History.

David Burrow, PhD, University of Wisconsin-Madison. Associate Professor and Chair of the Department of History: Modern European History, Russian and German History, 20th Century Europe.

Kurt Hackemer, PhD, Texas A&M University. Professor and Provost: Military History, Civil War, 19th Century U. S. History.

Sara E. Lampert, PhD, University of Michigan. Associate Professor: Colonial America, Early Republic, Women & Gender, Cultural History.

Clayton Lehmann, PhD, University of Chicago. Professor: Ancient, Medieval, and Early Modern European History.

Molly P. Rozum, PhD, University of North Carolina at Chapel Hill. Associate Professor and Director of Graduate Studies: U. S. West, Great Plains, Canadian Borderlands, South Dakota, and Women & Gender.
Sample Forms

1) MA Prospectus Approval Form

2) Department of History, Application For Student Research and Conference Presentation Funding Support.

3) Program of Study/Application for Degree

4) Program of Study - Graduate Certificate/Application for Graduate Certificate

Note: These are sample forms; please find the most recent versions on the Graduate School Portal; many of the forms can be submitted and circulated electronically. Most of the online forms have fillable capacity. Use the sample forms as a worksheet to keep track of your courses and their prefixes and relevant date needed for filling out the form in preparation of graduation.

5) Generic Thesis Title, Signature, and Abstract Pages

6) Sample of completed Thesis Title, Signature, and Abstract Pages

Note: Be sure to use the “Guide to Preparing Your Thesis or Dissertation” Guidelines on the Graduate School Portal, which also provides instructions on how to submit your approved thesis to ProQuest and USD’s Graduate School.
MA Prospectus Approval Form

Proposal form should be submitted to the History Department Director of Graduate Studies at the end of your first year of the MA program or after a successful defense of the MA prospectus. For more information on preparing a prospectus and writing a thesis see the History Department MA Student Handbook.

Name: ____________________________________________

Date of Defense: ___________________________________

Brief explanation of Thesis topic or working title:

________________________________________________________________________

________________________________________________________________________

Approval of Thesis Committee

Committee Chair: ________________________________________

Signature: ____________________________ Date: _____________

History Department Member: ________________________________

Signature: ____________________________ Date: _____________

Third Non-Department Member: ______________________________

Signature: ____________________________ Date: _____________

Additional (fourth) Member (optional): _________________________

Signature: ____________________________ Date: _____________

DEPARTMENT OF HISTORY
414 East Clark Street • Vermillion, SD 57069 • 605-677-5218 • 605-677-5568 fax • history@usd.edu • www.usd.edu/history
Department of History
Application For Student Research and
Conference Presentation Funding Support

Name: ____________________________________________

Address: ____________________________________________

Phone: ___________________ Email: ___________________

Purpose of Funding: ____________________________________________

Name and Location of Conference or Archive: ____________________________________________

Date(s) of Travel (if applicable): ___________________

Estimated costs (attach detailed budget if necessary): ____________________________________________

__________________________________________
Applicant’s Signature

__________________________________________
Sponsoring Faculty Signature

Chair’s Approval

Approved Funding Amount

Approved State/Foundation Account

Revised 7/14
**Note:**
1. All transfer credit must be accompanied by a Transfer Credit Approval Form and an OFFICIAL transcript.
2. All signatures are the responsibility of the student to obtain, signature means approval.
3. A copy of this completed form should be given to the graduate director/Coordinator in your department/program.
4. Any exceptions or substitutions from catalog requirements MUST be preapproved by the graduate dean and noted on this form.
5. This form is formatted to be completed electronically - handwritten forms will NOT be accepted.
6. The Program of Study presented for fulfillment of degree requirements must be comprised of all graduate work and no more than 50% of the credit hours in any graduate program can be at the 500 level unless otherwise approved by the South Dakota Board of Regents.
7. The deadline to submit this form can be found on the USD portal.

### Candidate for Degree Information:

<table>
<thead>
<tr>
<th>Name: ___________________________</th>
<th>Student ID#: ___________________________</th>
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<tbody>
<tr>
<td>Degree: □ Master’s □ Specialist □ Doctoral</td>
<td>Expected Graduation Date: ___________________________</td>
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<td>Major: ___________________________</td>
<td>Specialization: ___________________________</td>
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<td>Thesis or Dissertation Title (if applicable): ___________________________</td>
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### Degrees Presently Held (Bachelor’s degree and higher):

<table>
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### Identification of Committee Members (if applicable):

- Committee Chairperson, Printed Name
- Committee Member
- Committee Member
- Committee Member
- Committee Member

### Approval Signatures (signature means approval):

- Committee Chairperson Signature
- Department Chairperson Signature
- Dean of the Graduate School Signature
## Master’s / Specialist Level

<table>
<thead>
<tr>
<th>Prefix</th>
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## Supporting Coursework

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Total Master’s / Specialist Level Credit Hours: ___________
NOTE: Please submit this form to the Graduate School at grad@usd.edu or to the University of South Dakota Graduate School, McKusick Technology Center, Room 211, 414 E. Clark Street, Vermillion, SD 57069.

Please type your name exactly as you wish it to be printed on your certificate.

<table>
<thead>
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<th>First Name:</th>
<th>Middle Initial:</th>
<th>Last Name:</th>
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<th>EXPECTED DATE OF COMPLETION:</th>
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<th>Year</th>
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<th>Mailing Address (certificate will be mailed to this address):</th>
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PLEASE NOTE: 1) All transfer credit must be accompanied by a Transfer Credit Approval form and an OFFICIAL transcript.

2) All signatures are the responsibility of the student to obtain.

3) A copy of this completed form should be given to the graduate advisor in your department.

4) Hand-written forms will not be accepted.

COURSES COMPLETED:

<table>
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<tr>
<th>Prefix/Number</th>
<th>Course Title</th>
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Total Certificate Hours

APPROVAL SIGNATURES

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<th>Advisor's Signature</th>
<th>Date</th>
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<th>Graduate Dean's Signature</th>
<th>Date</th>
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THESIS TITLE
CENTERED IN CAPITAL LETTERS

<8 lines>

By

<1 line>

Your Q. Name

<2 lines>

B.S., Northern State College, 1999
M.A., University of South Dakota, 2002

<8 lines>

A Thesis Submitted in Partial Fulfillment of
The Requirements for the Degree of
Master of Arts

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Department of History
In the Graduate School
The University of South Dakota
May 2021
The members of the Committee appointed to examine the thesis of [Your Name] find it satisfactory and recommend that it be accepted.

Chairperson, Dr. Sally Sue Sanity

Dr. Jane E. Smith

Dr. Bonnie Beautiful

Dr. Benjamin Boring
ABSTRACT

An abstract of your thesis should be 350 words or less, and single-spaced, with two-spaced paragraph indentation. Start with a space. You should include the thesis advisor’s signature. Capitalize ABSTRACT.

Thesis Advisor ____________________________

Dr. Sally Sue Sanity

<solid line 25 spaces>
THE WOMAN QUESTION A WAR QUESTION:
NEWSPAPER ANALYSIS OF WOMAN SUFFRAGE IN SPINK COUNTY, SOUTH DAKOTA FROM 1868-1918

By

Ashley Lynch

B.S., University of South Dakota, 2014

A Thesis Submitted in Partial Fulfillment of
the Requirements for the Degree of
Master of Arts

Department of History
In the Graduate School
The University of South Dakota
December 2019
The members of the Committee appointed to examine the thesis of Ashley Lynch find it satisfactory and recommend that it be accepted.

Chairperson, Dr. Molly P. Rozum

Dr. Sara E. Lampert

Dr. Cindy Struckman-Johnson
Abstract

South Dakota women pursued full enfranchisement over the course of fifty years, dating from territorial days and into the First World War. As the United States entered the First World War, pro-suffrage advocates in South Dakota took advantage of the increasing anti-German sentiment that was growing in the state and country with the promotion of Amendment E, an amendment that appeared on the 1918 ballot in South Dakota that would enfranchise the women of South Dakota while disenfranchising the state’s immigrant voters. South Dakota only required immigrants to file their “first papers” in order to vote, which declared their intention to become full citizens, but these immigrants did not have to serve in the military during the First World War.

This thesis examines newspapers in Spink County—a small county in the northeast part of South Dakota—and how these small-town newspapers addressed issues of citizenship, immigrants, politics, and woman suffrage over the course of the state’s woman suffrage movement. With the growing anti-immigrant sentiment coinciding with a revived woman suffrage movement, newspapers across the county examined issues surrounding the war in conjunction with issues regarding citizenship and loyalty. Suffrage advocates in Spink County exploited the anti-immigrant sentiment and began to implement ads and articles in newspapers to promote their cause and Amendment E while highlighting their significant wartime contributions. Ultimately, woman suffrage in Spink County passed in 1918 due to growing anti-immigrant sentiment in conjunction with their positive wartime contributions.

Thesis Advisor

Dr. Molly P. Rozum