

A Guide
to Graduate Studies in History

Illinois State University

Academic Year 2011-2012

Department of History

Illinois State University
Normal, Illinois

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Introduction

Several years ago, Illinois State University declared its intent to become the state’s premier public institution for undergraduate education, a goal that had, in fact, been anticipated by the university’s

Department of History. Our department has over the years established an enviable reputation for emphasizing undergraduate education. Our department's faculty has dedicated itself to developing an unusually challenging program for undergraduates that today entails both the major in history but also a nationally recognized program for the development of history and social sciences teachers. Our faculty have done so even while pursuing ambitious research and publishing agendas.

It is upon that foundation—one that emphasizes the importance of teaching—that the Department of History recast its graduate program in 1999. The department's faculty recognized that the job market for doctoral students that had been dismal since the early 1970s promised to remain, at best, unpromising. The faculty decided to close the doctoral of arts program and to shift the department's resources toward strengthening our master program. The department has subsequently developed a robust graduate program of roughly forty full and part-time students. Our graduates leave our program well positioned to make use of their degree in a variety of careers.

Our students come from widely ranging backgrounds and enter our program with wide ranging hopes. While the department has continued to train students who elect to pursue a doctorate elsewhere, our program recognizes that many of its students have other goals. Some of our students find that graduate study broadens their perspective and helps them to develop skills in analysis and interpretation that are of significant value in government and law as well as in business. Other students seek opportunities in such kindred disciplines as archives, museums and libraries and believe that further study in history will prepare them for such careers, as indeed it will. And some students, often older students, simply hope to study history for the sake of studying history. Many of our students, however, are secondary school teachers who wish to broaden their knowledge of history and strengthen their skills in teaching. About half of our students attend full-time and complete their degrees in three or four semesters while half, who include many in-service teachers, attend part time to complete the program over a period of three or four years, sometimes several.

Whether a student is full or part time, whether he or she is working or not, whether just out of an undergraduate program or retired from one profession and hoping to enter another, our students can, for all intents and purposes, design a program of study to meet their hopes. Our program is designed to give our students an unusually high degree of flexibility in designing their course of study.

At Illinois State, students find an experienced and committed history faculty that is proud of its master's program and who are deeply committed to providing quality instruction to students, at both the graduate and undergraduate level. Our department consists of twenty-four full time faculty, several part time or shared time faculty, three secretarial staff members, and a number of Graduate Teaching Assistants and Undergraduate Teaching Assistants. The faculty itself is a diverse group, coming from many different backgrounds, and specializing in a wide range of geographic areas, periods, and themes, including European, global and United States history, cultural, urban and public history, and the teaching of history.

Our faculty values its graduate program and recognizes that our graduate students add much to the department's vitality.

The purpose of this Guide

In part, this guide has been designed to introduce prospective students to our program and to guide interested students through the application process but at the same time it offers direction to our existing students as they progress through our graduate program.

We certainly hope that this guide proves useful, but students should be aware that the most current university *Graduate Catalog* serves as the authoritative source for information about the university's graduate programs. That catalog is, in effect, the graduate student's contract with the university. A copy of the *Graduate Catalog* and application forms for admission to the History Master's program may be obtained by contacting ~

Admissions Office
Mail code 2200
Illinois State University
Normal, IL 61790-2200

or gradinfo@ilstu.edu

Information is also available online. For the History Department ~ www.history.ilstu.edu and for the Graduate School ~ www.grad.ilstu.edu.

Applying for Admission

Since Applicants must submit application materials to both the university's Graduate School and to the History Department and since they must also apply separately for admission to the program and for financial support the process of, applying to our program can be surprisingly confusing—please bear with us.

The basic steps are explained in some depth on our department's website but let us offer a summary of the process here.

The process for applying for admission to our graduate program involves two distinct steps—

Step 1 Initially, applicants must apply to the Graduate School through the university's Admissions Office. To do so, simply follow the steps for the on-line application that is available on the Admissions Office website ~

<http://www.admissions.ilstu.edu/apply/>

Note that it is to the Admissions Office that you will be submitting your transcripts. A writing sample, resume, and cover letter explaining why you hope to pursue a graduate degree should be electronically attached to the application sent to the Admissions Office, which will determine your basic eligibility.

Step 2 You should arrange for two recommendations, preferably from people who are familiar with your prior academic work, to be sent to the History Department directly. The department does not require GRE scores, though it certainly accepts them. The address for the department's Graduate Secretary is as follows ~

Sharon Foiles
Graduate Secretary
Department of History
Box 4420
Illinois State University
Normal, University 61790-4420

Deadlines

For those applicants who wish to be considered for admission for the forthcoming fall semester all application materials must be received by January 31st; for admission during the spring semester October 15th is the deadline. The department accepts applications after each date but cannot guarantee that admission can be granted sufficiently early to allow for enrollment the following term. Late applicants also lower their chances for receiving tuition waivers and Graduate Assistantships.

Upon its receipt of an application, the Admissions Office reviews each applicant's qualifications and transcripts, determines whether a candidate is eligible for admission and, then, forwards a "decision sheet" to our department. Members of our department's Graduate Committee then review each applicant's qualifications, once his or her file is complete. The committee then meets, usually the week following an application deadline, and makes its decision regarding each application. Following that meeting, each "decision sheet" with the committee's recommendation is returned to the Graduate School for final consideration.

It is the Graduate School that notifies whether an applicant has been admitted to our program.

Typically, the Graduate School notifies applicants within the two or three week period following each deadline. Once the Graduate School releases its letters to applicants, our department is free to contact and welcome those applicants who have been admitted to our program.

Our successful applicants typically have an undergraduate GPA that exceeds a 3.0.

As the process for admission is proceeding, our Graduate Committee is also considering applications for financial support.

Applying for Financial Aid

Financial aid for graduate students in history comes in two forms—*Graduate Teaching Assistantships* and *Tuition Waivers*, both of which must be applied for separately.

→ *Graduate Assistantships*

Several graduate teaching assistantships (GTAs) are available each fall and spring semesters. Competition for these awards—which serve as our primary means of financial support—can be, as you would expect, tough, with applicants being required to at least an undergraduate 3.0 GPA and who typically have a GPA of 3.2 or more.

The department's Graduate Committee typically reviews applications for assistantships immediately following its review of applications for admission. Applicants are initially on the basis of academic and

student achievement, and recommendations. Once we receive word from the Graduate School we can contact students who have applied for assistantships. Most assistantships are awarded within three to five weeks following the application deadline, but the department frequently receives additional funding for assistantships just prior to the start of the fall and spring semesters to cover newly opened lower division classes. Those who apply for an assistantship but who do not receive an award in the initial round are placed in priority order on a “wait-list” that the department draws from when additional assistantships become available.

Applications for Graduate Assistantships in History, as well as in other programs, are available online. Go to: <http://www.history.ilstu.edu/graduate/> (on the left side of the page, click upon “Financial Aid and Assistantships,” then find the link to “Assistantship Application,” located on the right .

Graduate Assistant Duties

Tasks vary greatly, depending upon who the student is and to what professor a graduate assistant is assigned. Graduate assistants may be called upon to aid professors in the preparation of class material; in the grading of quizzes, examinations, research papers and essays; leading discussion groups; participating in one form or another in student instruction in and outside of the classroom; and, sometimes, assisting the professor in his or her research.

Conditions of Employment

- Graduate assistants should anticipate devoting twenty hours per week to their responsibilities.
- Full time graduate assistants are currently (Spring 2012) compensated at \$915 per month, in addition to receiving a full tuition waiver (for fall, spring and summer sessions).
- Graduate assistants must maintain a full-time load of at least nine credit hours and in History they typically take eleven or twelve credits per semester. You may, however, apply for a formal waiver from this requirement.
- Graduate assistantship contracts are awarded for one academic semester (4.5 months), but can be renewed based upon a student’s performance, both as a Graduate Teaching Assistant and academically as a student,
- Awards are normally for fall and spring semesters.
- Assistantships are normally awarded for no more than three semesters, total.
- Awards are, of course, subject to the availability of funding.
- As university employees, Graduate assistants must have health insurance (university sponsored or otherwise), which is automatically provided to all full-time students. Part-time students – those taking 8 or fewer hours – may secure university sponsored health insurance by applying (and paying) for the insurance through Student Services.

For a more detailed explanation of what Graduate Assistants might be expected to do see the department’s *Guidelines: Expectations for Undergraduate Teaching Assistants and Graduate Assistants*, which is available on the department’s website.

For further information still you can download and print a copy of the Graduate Assistant Handbook:

www.hr.ilstu.edu/downloads/GA_Handbook.pdf

→ *Tuition Waivers*

In addition to Graduate Teaching Assistantships, the department awards each semester several tuition waivers. These grants, which are awarded on a semester-by-semester basis, range from full to partial waivers, depending upon the amount of funds available from semester to semester and the number of students applying for the grants.

Because funds are limited, the department, in keeping with the University's state-wide mission, places higher priority in awarding tuition waivers to those students who are teachers or who are hoping to become teachers, but for most semesters funding for waivers is sufficiently generous to encourage any student to apply. We urge any student, full or part-time, who is not already receiving costs for tuition are not covered by one source or another to submit an application—

- All graduate students who have not already received tuition waivers or who are not receiving some form of tuition reimbursement may apply for a tuition waiver.
- Students who have received a Graduate Teaching Assistantship need not apply as they receive a tuition waiver as part of their employment package.
- Students who are otherwise employed should first seek tuition reimbursement from their employers before requesting a tuition waiver.
- Tuition waivers apply only to courses taught at the 400- or a 300-level senior/graduate course.
- Students who receive tuition waivers during any particular semester continue to remain eligible for further grants in succeeding semesters up to a maximum of 12 hours credit per academic year until degree credit hour requirements are reached, but must reapply each semester.
- Waivers can cover not only the fall and spring semesters but, occasionally, also summer study.
- Students must maintain a minimum of a 3.0 in graduate work at Illinois State to qualify.

Applicants seeking tuition waivers must complete the “Graduate Student Tuition Waiver” application, which are available on the department's website (www.history.ilstu.edu/forms/), and return it to the department no later than the last day of the fourth week of the semester for which the waiver is being requested. Any application received after that date will be considered only if funds are available. Tuition waiver application forms are available in the department office from the Graduate Secretary.

If you are awarded a waiver, you will receive a letter informing you along with a “Statement of Registration” form, which you are to fill out and return to the department.

→ *Other sources of financial aid*

Graduate Teaching Assistantships and Tuition Waivers represent the two forms of financial aid that the History Department has available, but other grants, scholarships, and loans, as well as other assistantships and various employment opportunities are occasionally available through other academic and university departments

All university financial aid is coordinated through the Financial Aid office located in Fell Hall 231, where Financial Aid advisors are available Monday through Friday, 9 a.m. to 4 p.m. All candidates for the program are strongly encouraged to contact the Graduate School for more detailed information about financial aid and grant programs.

Summary—Application Process

By way of summary, your application will include—

- To the Admissions Office, your formal application, including attachments of a cover letter of intent, a vita, and a writing sample, plus copies of your transcripts.
- Two letters of recommendations are to be sent directly to the History Department.

And if you are interested in applying for financial aid, your packet should also include applications for a *Graduate Teaching Assistantship* and a *Tuition Waiver*.

- Remember that the process of applying for financial aid is a separate process from applying for admission.

The Master’s Program in History at Illinois State

The Department of History’s graduate program offers students an usual degree of flexibility in designing their course of study. No formal breadth requirements must be met while students still have the opportunity to focus their study—if they choose to do so—upon a specific topic of history. Students can elect to complete the program through either the thesis or the “field of study” option. Students who entered the program prior to Fall 2011 also have the “two seminar paper” option for completing the program. In any of these alternatives, the student will necessarily be concentrating their study upon one topic or another. For detailed information concerning these options for completing the program, please see *Planning For and Completing the Master’s Program in History at Illinois State University*, which can found on the History Department’s Graduate website: <http://history.illinoisstate.edu/graduate/>.

Whether a student wishes to explore a broad range of courses or to focus upon a specific area of study, whether the student’s intent is to undertake a thesis or the “field of study” not, all students should begin planning the course of their study even before registering for their first classes. It is better to plan in advance than to be surprised.

The first question they should perhaps ask themselves is whether they should pursue the Master of Arts degree or the Master of Science.

A Masters of Science or a Masters of Arts?

One of the first questions a new student should consider is whether to pursue the Master of Arts or the Master of Science degree. Fortunately, this question is easily enough addressed, at least for most students, as the sole difference between the two degrees is whether a student somehow meets the language requirement for the Master of Arts degree.

In brief, any student who can in some way demonstrate “a minimum of two years in foreign language at the university level” or achieve a satisfactory score on an assessment test” will qualify for the Masters of Arts degree, assuming all other degree qualifications are met. Those students who perhaps speak English as a second language or who have somehow mastered another language may qualify for the Masters of Arts. Be aware that it is the Graduate School, not the department that determines whether a student

qualifies for the degree. If you have any questions regarding whether language courses that you have taken qualify for the degree, the character of the assessment test or if you might somehow qualify for the degree in another way, you should contact the school.

For most of our students, whether the Master of Arts or the Master of Science degree is attained will not prove to be of any great significance, but any student who is considering the pursuit of a doctorate should give serious thought to language study *prior* to the start of a doctoral degree. Most doctoral programs require at least one language in addition to English and many require two. Given the rigors of doctoral study, it would make good sense to demonstrate a mastery of a language before doctoral study begins—one way to do so, of course, is to demonstrate your competency in a second language while you are securing the Master of Arts degree. Do so, if you can.

Other than language there are no differences in what is required for a degree. All students must take the same required courses and tally the same number of credit hours, which total 32 hours for those students electing to do a thesis and 39 hours for those who instead complete either the “two seminar paper” option, which is available only to students who entered the program prior to Fall 2011, or choose to undertake the “field of study” option.

Planning Your Program of Study

Following your acceptance into the program and our receipt of your statement declaring your intent to enroll, you will receive an invitation to meet with our program’s Graduate Director as well as a copy of ***Planning For and Completing the Master’s Program in History at Illinois State University***. This document sums up the different options for completing the program (thesis, “field of study,” or “two seminar papers,” including the required courses for each one and a timeline for how to proceed along each track. **It is a good idea to read over the options carefully.** Then, after meeting with the Graduate Director, you should map out your plan for completing the degree.

Students should revisit their plan regularly, with the understanding that whatever plan you first develop will be tentative. Students will—and should—revise their plan as they become more familiar with the program. The trick is, however, to plan ahead—you don’t want to be surprised by a requirement or some restriction when you apply for your degree.

Seeking Advice

In planning their studies, students should by no means limit themselves to meeting only with the Graduate Director. Students should certainly meet also with faculty whose areas of interest coincide with their own, as well as with faculty that they may simply feel most comfortable with. These professors can provide invaluable advice that will assist students in deciding what courses to take, what fields of study to pursue, and, perhaps most critically, whether to undertake a thesis or to pursue instead a course of study based upon taking additional courses and tackling the “field of study” option, plus what it means to be a graduate student.

Registering for your courses

If at all possible, try to meet with the Graduate Director sometime before you register for your first classes. If that cannot be done, you must contact the department’s Graduate Secretary and alert her to what courses you wish to take. She can then enter the necessary “overrides” into the online registration

system to allow you to enroll in each course. Otherwise, the enrollment system will notify you that a class is “full” or “closed.”

In cases where classes are indeed actually “full” students will then require authorization from the faculty member teaching the class to enroll in the class.

Given everyone’s time constraints and the distances involved, it is certainly possible that you will be unable to meet with the Graduate Director before you must register for your first semester of classes, but be aware that new graduate students must schedule a meeting with the Graduate Director by the end of the fourth week of the student’s first term of study. Those students who somehow avoid that meeting will not be able to register for their second term of classes. Do schedule that meeting and prepare for it by reviewing the questionnaire, *Planning Your Graduate Studies*.

The actual process of registering is pretty straight-forward. Simply go to the university’s homepage, trace down the Office of the Registrar, select “Registration Information”, and follow the instructions.

Our Courses

Whether a student undertakes the thesis or the “field of study” or completes the “two seminar paper options, all students must take *Philosophy of History (His 496)*, preferably in their first semester of study.

Philosophy of History introduces students to historiography—the historical argument—by providing a foundation for historical research by introducing various schools of historical philosophy, ranging from Foucault, whose radical break with structuralism shaped much of post-modern theory in several fields, including history to cultural anthropology, literary criticism, empirical history, the material history of Marx, gender theory, race and postcolonial theory, and finally contemporary reactions to postmodern thought.

Students doing the “field of study” option are also required to take *Research in History (His 497)*, although thesis students can certainly take the course as well if they so desire. This course is a seminar in which students are required to write a 25-30 page research paper (not counting the notes, bibliography, etc.). Usually one section of 497 covers some aspect of American history; the other section covers a topic in non-western or European history. The department expects that beginning in the academic year 2012-12, students will be able to take HIS 497 more than once and get credit toward their degree for doing so, as each section of 497 amounts to a distinct course.

400-level courses

In addition to the required courses, students must also secure a minimum number of 20 credit hours at the 400-level (see *Planning For and Completing the Master’s Program in History at Illinois State University*). Listed in the Graduate Catalog, these courses cover a wide array of topics in European, American, and Global History. They are usually taught in the evening to accommodate students, such as secondary school teachers, who are employed during the day.

300-level courses

For a smaller graduate program, our department offers a broad range of 400-level courses, but not every course is offered every semester or year and the 400-level courses that are offered may not fully address the topics that interest you. Fortunately, our graduate students enjoy the option of taking 300-level courses for graduate credit. Typically, these courses are larger than our graduate courses, include more undergraduate students than graduate and are often geared more towards readings than research but these courses do offer our graduate students an opportunity to undertake the study of a topic that might not otherwise be possible.

Unlike 400-level course, which are set at 4 credit hours, 300-level courses offer 3 hours. Students should introduce themselves to the professor as a graduate student, as graduate students are expected to do extra work, whether taking the course for 3 or 4 credit hours. (See on the department's Graduate website: *Guidelines: Graduate Students in 300-level Courses.*)

Note! Students should be aware that in order to receive credit for any course taken at the 300-level the course must be listed as a graduate course on your transcript—the course number must be followed by a “G” (i.e., *His 398G*).

Other Decisions, Other Opportunities

Our students also enjoy considerable flexibility in taking courses from outside the department, from both other disciplines and from other schools.

Other, kindred disciplines

In addition to courses inside the History Department, our students can take graduate courses in other, related disciplines, such as Art, English, Foreign Languages, Philosophy, Politics and Government, Sociology-Anthropology, and Historical Archaeology. Doing so can only broaden a student's perspective.

Up to eight hours credit from classes taken in other departments may be used in History master's degree program, providing the student receives written permission from the Graduate Director prior to enrollment.

Taking courses elsewhere

Our students can also take courses elsewhere on topics that our own curriculum may not cover and transfer them here. Or, perhaps, you will be returning home for the summer and hope to take a course locally. In either case, a course taken elsewhere can apply towards your degree here at Illinois State.

A maximum of nine semester hours of graduate credit (including courses taken as a student-at-large) may be transferred to meet the requirements of the master's degree. Such credits may be transferred if they are taken at another accredited college or university in history, or in another discipline, but are judged relevant to a master's degree in history by the Graduate Director. To be considered for transfer credit, a course must be taught at the graduate level and the student must have received at least a B grade in the course. Correspondence and web-based courses are not accepted.

To gain credit, you must submit to the Graduate Director a “Request for Transfer of Credit” form, an official transcript of the course to be transferred, along with the catalog description of the course and any other relevant material. The course will first be considered by our Graduate Committee, and if approved on that level, the request then submitted to the Graduate School for approval. Approval must be given by both the department and the Graduate School. Expect the process to take at least two months.

Independent Study, Internships and Mentoring

In addition to taking formal courses, students can also take the opportunity to explore history outside of the classroom, through *Independent Study (His 400)*, *Professional Practices (His 498)*, the internship program or even the History and Social Science Education’s mentoring program. For the rule regarding how these hours can count toward your degree, please consult *Planning For and Completing the Master’s Program in History at Illinois State University*.

→ *Independent Study (His 400)*

The purpose of *Independent Study (History 400)* is to provide the advanced student with the opportunity to study intensively under the supervision of a qualified member of the faculty in an area of special interest not covered by existing courses.

Note: A written proposal describing the independent study must be approved prior to registration by the faculty member supervising the independent study, the Graduate Director, and the department chair. Forms for the proposal are available in the History department office.

→ *Professional Practices (His 498)*

The History Department’s internship program—formally known as its Professional Practices (His 498)—gives its students the opportunity to gain practical experience in a variety of arenas. Students in this program can earn academic credit while also exploring career options, both within and outside the field of history. Interns typically work within museums, in archives and within other historical agencies, conducting research, preparing reports, developing various types of educational programs and materials, and even making public presentations. Interns, however, can also explore how the skills and knowledge they have acquired as students in history can be of value outside of the field of history itself—on a newspaper, within a political office, or perhaps even in a bank or other business.

In general, students are free to design—in consultation with a sponsoring agency—their own internship experience.

Information regarding the program, as well as application forms, are available on the department’s website.

→ *Mentoring (His 407)*

Those graduate students teach at the secondary level might also receive credit through the History and Social Sciences Education’s teaching and Professional Development Schools. For each Illinois State University pre-service student mentored under the auspices of the course *Mentorship in the Teaching of History and the Social Sciences (His 407)* a graduate student can receive one hour of graduate credit for upwards of a total of three credit hours.

For further information contact:

Monica Cousins Noraian
Director: History-Social Sciences Education Program
(309) 438-3001

Final semester of study

Students are well advised to confer regularly with the Graduate Director about what must be done to secure the degree, particularly once they approach their final semester.

Graduating

It is our hope that the reasonably diligent full-time student will finish the degree in four semesters, though, occasionally, a student finishes in three terms. However quickly you move through the program, when you approach what you hope to be your final semester, you should review *Planning For and Completing the Master's Program in History at Illinois State University* to make sure all of the degree requirements in the program will indeed be completed by the end of your final term.

Assuming that all is in order, you must then complete two additional forms for the Graduate School. Students must first complete the Graduate School's *Masters Degree Audit* and submit it to the department's Graduate Director for endorsement. On this form, you will list each of the courses that you have taken and indicate whether you completed a thesis or the "field of study" or "two seminar paper" options. The Graduate Director will verify the information on the form to be sure that you have met the departments various course and other requirements. Once the data on the form has been verified it will be forwarded to the Graduate School for formal approval.

The Graduate School carefully reviews the *Masters Degree Audit*, which serves as the official record of a student's work in the program, to ensure that all degree requirements have been met.

- Students must achieve a grade point average in graduate work at Illinois State University of at least 3.0.
- Students must have addressed any deficiencies stipulated at the onset of their study
- And students must have taken all required courses and have met all program requirements.

Once the Graduate School formally approves your *Masters Degree Audit* you will need to take one final step—you must also submit the Graduate School's form, *Application for Graduation*, with the required \$30 graduation fee.

Assuming that both your *Masters Degree Audit* and *Application for Graduation* are submitted by the Graduate School's required deadlines, you can graduate.

Awards

A distinguished teacher and scholar, Helen M. Cavanagh taught history at Illinois State University from 1945 to 1972. Over her career she guided the completion of sixty-five master's theses, an achievement

that contributed significantly to the reputation of the department's master's program. Upon her death, Dr. Cavanagh bequeathed to the department an endowment that has enabled the department to recognize the achievements of its graduate students—

The recipient of the *Helen M. Cavanagh Prize for the Best Master's Student* is chosen each year during the spring semester from among master's students who have reached the approximate mid-point in the degree program in history at Illinois State. Selection is determined by a departmental committee on the basis of the candidate's academic achievements, quality of written work in history, statement of intent in the study of history, certification of ability and intent to complete the degree, letters of reference, and at the selection committee's discretion an interview. The Cavanagh Prize is awarded at a departmental awards event. The recipient traditionally offers a brief address of response to the award. The award normally carries a stipend of \$5000.

The department awards two additional awards, one for the best masters thesis in American history and the second for the best thesis outside American history. The awards are chosen each year from among Master's theses completed in the history department during the academic year, September 1 through August 31. Candidacy in the selection is automatic upon final approval of the thesis and deposit of a copy in the History department. Criteria for evaluation includes

- clarity of purpose and methodology
- range and depth of sources
- organization and analysis
- literary style
- and contribution to the discipline, either as original scholarship or as synthesis.

Selection is determined by a departmental committee, and both prizes are awarded at a departmental awards event. Each award usually carries a stipend of \$500.

Academic Integrity

Successfully graduating is not just a matter of meeting various academic requirements but also of conduct. In brief, graduate students are expected to be honest in all academic work.

In respect to academic honesty, the university has developed clear standards--

1. *A student's name on any academic exercise (theme, report, notebook, paper, examination) shall be regarded as assurance that the work is the result of the student's own thought and study. Offenses involving academic dishonesty include, but are not limited to the following:*
2. *Cheating on quizzes or examinations occurs when any student is found using or attempting to use any book, paper, or other article, or assistance from any individual intending to deceive the person in charge of the quiz or examination with reference to his or her work. No books, notes, papers, or related articles shall be used at any quiz or examination unless specifically authorized by the person in charge. Conversation or other communication between individuals in examinations and quizzes is forbidden except as authorized by the instructor.*
3. *Computer dishonesty is the unacknowledged or unauthorized appropriation of another's program, or the results of that program, in whole or in part, for a computer-related exercise or assignment.*

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4. *Plagiarism is the unacknowledged appropriation of another's work, words, or ideas in any themes, outlines, papers, reports, or computer programs. Students must ascertain from the instructor in each course the appropriate means of documentation. Submitting the same paper for more than one course is considered a breach of academic integrity unless prior approval is given by the instructors.*
 5. *Grade falsification is any attempt to falsify an assigned grade in an examination, quiz, report, program, grade book, or any other record or document.*
 6. *Collusion occurs when students willfully give or receive unauthorized or unacknowledged assistance on any assignment. This may include the reproduction and/or dissemination of test materials. Both parties to the collusion are considered responsible. No individual may substitute for another in any quiz or examination.*

For more information, consult the university's Community Rights and Responsibility web site:

<http://www.crr.ilstu.edu>.

Other Information

Library Resources

The university library—the Milner Library—offers history graduate students a wide variety of materials and services. Overall, Milner holds over 1.5 million volumes. For history alone there are nearly 150,000 books and 350 current periodicals. Primary resources—government documents, newspapers, collections of personal papers and archival collections—are also available.

Generally, Milner's collections emphasize English language publications and North American and British materials, but they also contain significant foreign language and non-western materials. Of particular interest to graduate students doing research are the Special Collections (6th floor), which holds rare books and manuscripts and University Archives, which contains not only the historic records of the university but also the Illinois Regional Archives Depository, which houses public records for central Illinois and the University Archives.

Milner is also a member of a state-wide academic network, Illinet, that effectively enhances its collections, dramatically so, in fact. From within the library itself but also from their homes, students can access not only the library's own online catalog but an impressively broad array of journal citation and full-text databases. *J-Store* and similar sites offers access to scores of journals on a variety of topics and such online indexes as *American History & Life* and *Historical Abstracts* enable students to trace down citations for articles, book reviews and dissertations found within thousands of journals. Many of those articles will be in journals that can be found in Milner itself, but those that are not can be secured through the library's interlibrary loan system, as can books and other materials. The holdings of libraries across the state can be accessed through this system.

It can, of course, take several days for the library to secure material through its interlibrary loan program, but graduate students do enjoy user privileges in academic libraries across the state. Northwestern, the University of Chicago, and Newberry Libraries are within a three hour drive from Normal and the University of Illinois libraries—the nation's second or third largest libraries, is less than fifty miles from

our campus. For that matter, just a few blocks south of campus is found the McLean County Historical Society in Bloomington, whose collections include manuscript and printed source materials for local history.

In sum, library sources—both at the secondary and primary levels—for our students are quite impressive, though a student must still somehow identify what he or she requires. The increasing power of various online databases and other networking and electronic tools has greatly increased the researching power of students and faculty but help is still often needed—

Vanette Schwartz, the subject librarian for history, frequently assists graduate students (and faculty) in their research projects. Her support ranges from helping students to locate resources for individual classes to consultation on theses proposals, although we should not expect Ms. Schwartz to undertake large amounts of research for us.

Student Health Insurance

The University provides a plan of health coverage. Students who register for 9 or more hours of credit during the Fall and Spring semesters (6 hours summer) are automatically included and assessed a fee for health insurance.

Insured students who will not be registered for sufficient credit hours in the next school term to qualify for insurance because of academic program requirements (i.e., interns, student teachers) may obtain coverage if they apply and pay the appropriate fee by the first day of the next term.

Continuous year-round coverage is available if the student maintains University registration at 9 or more credit hours during the first and second semesters and pre-registers for 6 or more hours of summer classes.

Insured second semester students who will not be enrolled in sufficient summer hours to automatically generate an insurance fee assessment may obtain summer coverage if they make application in the Student Insurance Office and pay the applicable fee by the last day of spring semester.

New students who register for six or more credit hours after the first day of summer school classes have the option of paying a pro-rated fee for summer school coverage if they plan to return to school in the fall. Payment is due the first day of the summer class(es).

Students carrying the required number of hours and all Study Abroad students are assessed the insurance fee for the applicable term and do not have to apply for insurance.

Students enrolling for fewer than 9 credit hours due to the writing of a dissertation or thesis, are eligible to purchase coverage by payment of the fee by the 15th day Fall/Spring (8th day Summer), if they were insured the previous term

Insured graduating students who will not be enrolled in classes during the following term may continue coverage for one additional term by making an application and paying the required fee by the last day of the covered period.

Students will automatically be assessed the Student Health Insurance fee for the term for which they register. Other eligible students who want coverage must pay the fee on an individual basis through the Student Insurance Office.

The Community

The Department of History is found on the third floor of Schroeder Hall, on the northern end of the University Quad and across a bridge from the university library. Schroeder Hall, which was renovated just a few years ago, is a surprisingly comfortable facility, for both students and faculty. Most history classes are held within the building.

The university campus has been undergoing extensive work over the past several years, with one building after another being built or renovated. While the work can be disruptive at times, the campus is becoming an increasingly pleasant environment in which to work, study and play. The impressively shaded University Quad defines the campus.

Covering several city blocks, the university campus is on the western side of the center of Normal. “Uptown”, as it is coming to be known, has also undergone considerable change over the past few years. Originally, a rather ramshackle line of store fronts and restaurants fronting the Illinois Central rail line, the building of a major hotel and conference center is anchoring the building of new buildings and the widespread renovation of existing structures to create what is already becoming a rather exciting community of locally-owned restaurants, taverns, and stores. Currently, many buildings are in the state of construction or renovation, roads and walkways are in near-constant work, and parking can be a challenge, but an increasing number of students and members of the community are frequenting the area. Uptown Normal adds much to the university community.

Immediately to the south of the university campus is Illinois Wesleyan University and just beyond begins Bloomington. Roughly twice the size of Normal, the two city’s combined population exceeds 100,000 residents. Normal is in many ways the typical university town. Bloomington is more urban than its sister city but is nonetheless characterized by its residential neighborhoods, which reflect the city’s working-class history but also the impressive growth of its white collar, professionally based insurance industries. Like Normal, Bloomington is a comfortable residential community. To the east of the two cities is Veterans Parkway, which is lined with malls, box stores and an impressive variety of mainly franchise restaurants, but downtown Bloomington offers residents and visitor smaller, locally-owned stores, taverns and restaurants. The McLean County Museum of History—housed in what was once the county’s courthouse—is in the city center and serves as the cornerstone of the Bloomington Arts district, which includes, in addition to the museum, the Bloomington Center for the Performing Arts. The district has in recent years sponsors an impressive series of exhibits and events, ranging from the certifiably Midwestern-safe Letterman and Carrie Underwood to *Pearl Django*, a Hot Club quartet that played on the city’s streets to the raucous *Beaujolais*. And across the two communities there are plenty of theatres, including the restored Normal Theatre that offers classic, independent and art films, and book stores.

While Normal and Bloomington offer students and the public an often intriguing mix of the suburban and the urban but nearly within a long walk of either Bloomington’s civic center or the university campus are the corn and soy fields which surround both cities and extend in all directions for a distance greater than any one could walk in several days. Central Illinois is flat and centers within one of the world’s great agricultural regions. Across that landscape are found the many small towns and hamlets that give rural America much of its character. Though many of our undergraduate (and some graduate) students call such

communities home, our graduate students typically find more inspiration in Chicago, which is about just over a two hour drive to the north. Normal also hosts a station for Amtrak, which offers occasionally dependable service to Chicago and St. Louis.

Housing

Housing for graduate students is surprisingly diverse and reasonably affordable, with apartments, duplexes and other rentals being widely available across the two cities.

Costs vary, of course. Rentals within reasonable walking distance of the campus, say just over a mile, range in price (and quality) from about \$600 to \$800 per month, including utilities, for a one bedroom to \$400 to \$600 for those students who are willing to share space with other students. Rentals further from campus tend to drop in price but you will need to factor in the cost of transportation and parking, as well as the loss of convenience. More distant rentals may be a bit quieter, however, as our undergraduates both work and play hard.

The University Housing Office

The university's Off-Campus Student Services offers a strong program of support for students.

The office has developed an online database in which students can look for apartment listings, roommates, and subleases. The Off-Campus Student Services web site link can be found at:

http://www.deanofstudents.ilstu.edu/help/offcampus_housing/index.shtml.

From this site, you can access the Off-Campus Housing database (the direct link to the database is och.deanofstudents.ilstu.edu). Once you have reach the website, you login with your Illinois State University *ULID* and password. If you do not yet have an *ULID*, you can contact its office at 309.438.5951 and speak to its Coordinator, to receive a generic login that will enable you to enter the system.

The office also offers to review leases prior to signing and its staff will explain exactly what the lease entails and what rights you have as a tenant. Once you are renting and if a problem arises, the office along with the Students' Attorney can sit down with you to inform them of your options.

In conclusion

Such is our program, our university and our community. We hope that the information that we have provided proves useful. If you should have any questions, feel free to contact us.