Table of Contents

Part I. The M.A. Program in History

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Introduction</td>
<td>1</td>
</tr>
<tr>
<td>The Graduate Program Director</td>
<td>1</td>
</tr>
<tr>
<td>History Department Faculty Information</td>
<td>2</td>
</tr>
<tr>
<td>Program Structure</td>
<td>5</td>
</tr>
<tr>
<td>Course Requirements for the M.A. in History</td>
<td>6</td>
</tr>
<tr>
<td>M.A. Progression Chart</td>
<td>6</td>
</tr>
<tr>
<td>Electives</td>
<td>8</td>
</tr>
<tr>
<td>Guidelines for Writing the M.A. Thesis of the Finished Thesis</td>
<td>10</td>
</tr>
<tr>
<td>The Thesis Proposal</td>
<td>12</td>
</tr>
<tr>
<td>Style and Format of the Finished Thesis</td>
<td>13</td>
</tr>
<tr>
<td>The Thesis Presentation</td>
<td>16</td>
</tr>
<tr>
<td>Evaluation</td>
<td>18</td>
</tr>
<tr>
<td>Recent M.A. Theses</td>
<td>18</td>
</tr>
</tbody>
</table>

Part II. Selected University Academic Policies and Information

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>David and Lorraine Cheng Library</td>
<td>19</td>
</tr>
<tr>
<td>How to Register for Classes</td>
<td>20</td>
</tr>
<tr>
<td>Types of Graduate Student Status</td>
<td>21</td>
</tr>
<tr>
<td>Non-Degree (GN) Student Status</td>
<td>22</td>
</tr>
<tr>
<td>Graduate Assistantship Information</td>
<td>23</td>
</tr>
<tr>
<td>Student Responsibilities and Important Student Policies</td>
<td>24</td>
</tr>
<tr>
<td>Degree Requirements</td>
<td>24</td>
</tr>
<tr>
<td>Academic Probation &amp; Dismissal</td>
<td>24</td>
</tr>
<tr>
<td>Grades</td>
<td>25</td>
</tr>
<tr>
<td>Incomplete Course Policy</td>
<td>25</td>
</tr>
<tr>
<td>Withdrawal from a Course</td>
<td>26</td>
</tr>
<tr>
<td>Independent Study</td>
<td>26</td>
</tr>
<tr>
<td>Transferring Credits</td>
<td>27</td>
</tr>
<tr>
<td>Taking Courses in Other Departments</td>
<td>27</td>
</tr>
<tr>
<td>Leave of Absence</td>
<td>27</td>
</tr>
<tr>
<td>Readmit Policy</td>
<td>28</td>
</tr>
<tr>
<td>Forms on File at the Office of Graduate Students</td>
<td>28</td>
</tr>
<tr>
<td>Graduation Procedure</td>
<td>30</td>
</tr>
</tbody>
</table>
Part I. The M.A. Program

Introduction

The Master of Arts (M.A.) in History at William Paterson is designed for the twenty-first century. Through an innovative curriculum that focuses on global historical analysis and the integration of information technology into historical research and teaching, the program provides graduates with the skills necessary to communicate historical insights in a diverse and technologically advanced society.

Graduate students in History may choose from three academic paths: the Examination option, the Thesis option or the Applied Historical Studies track – all requiring 30 credits.

The history faculty at William Paterson is one of the largest in New Jersey and offers a wide range of courses that reflect the latest scholarship in the discipline. Thematic courses, such as the history of crime, science, women, and sexuality, complement the traditional menu of national histories. The program’s flexibility also allows students to tailor a course of study to fit their needs.

All incoming students will take HIST 5000 Historical Thinking, the core course designed to introduce the fundamentals of historical interpretation, theories, and methodologies. Those pursuing the Examination and Thesis options are required to take one of the Global History Seminars. Students in the Applied Historical Studies track will take courses in Digital History and Public History, as well as an Internship.

The Graduate Program Director

Dr. Dewar MacLeod
Email: macleodg@wpunj.edu
Office: Atrium 213
Office Hours: email to confirm; office hours vary by semester.

The Graduate Program Director serves as advisor to all students in the program. Students should call or meet with their advisor on a regular basis to discuss their course of study. The program director will be able to advise students on resources and faculty available within a specialized area of history that is of interest.

Dept. Chair: Dr. Joanne Cho, Atrium 208, X 3051, choj@wpunj.edu
Asst. Dept. Chair: Dr. Lucia McMahon, Atrium 211, x 3044, mcmahonlu@wpunj.edu
Dept. Secretary: Malissa Williams, Atrium 210, X 2319, williamsma@wpunj.edu
Department of History Faculty Specialization

ambroisej@wpunj.edu

Jonathan Bone (Ph.D., U. of Chicago) Russia and the USSR, Northeast Asia, information technology  
bonej@wpunj.edu

Suzanne Bowles (Ph.D., Syracuse U.) Colonial America, cultural and religious history  
bowless@wpunj.edu

Joanne Cho (Ph.D., U. of Chicago) Modern Germany, modern Europe, intellectual history  
choj@wpunj.edu

Theodore Cook (Ph.D., Princeton U.) Japan, East Asia civilization, military history  
cookit@wpunj.edu

Yingcong Dai (Ph.D., U. of Washington) Early modern China, frontier history  
daiy@wpunj.edu

Terence Finnegan (Ph.D., U. of Illinois) 19th-century U.S. History, the South, information technology  
finnegant@wpunj.edu

Evelyn Gonzalez (Ph. D., Columbia U.) 20th-century U.S., Urban History  
gonzaleze@wpunj.edu

David Koistinen (Ph.D., Yale U.) 20th-century U.S., economic and industrial history  
koistinend@wpunj.edu
John Livingston (Ph.D., Princeton U.) Islamic civilization, modern Middle East, history of science x 3045
livingstonj@wpunj.edu

Dewar MacLeod (Ph.D., City U. of New York) 20th-century U.S., social/cultural history, U.S. foreign policy x 3047
macleodg@wpunj.edu

Scott McDonough (Ph. D., U. of Cal., Los Angeles) Ancient Greece and Rome, Persian Empire, Byzantine Empire x 3930
mcdonoughs21@wpunj.edu

Lucia McMahon (Ph.D., Rutgers U.) Early American Republic, women’s history x 3044
mcmahonlu@wpunj.edu

Daniel Meaders (Ph.D., Yale U.) Colonial and Revolutionary America, African American x 3050
meadersd@wpunj.edu

Sara Nalle (Ph.D., Johns Hopkins U.) Early modern Spain, Renaissance and Reformation Europe, history of religion x 3049
nalles@wpunj.edu

Rochisha Narayan (Ph.D., Rutgers U.) Modern India, South Asian history and culture X2414
narayanr@wpunj.edu

Krista (Molly) O’Donnell (Ph.D., SUNY Binghamton) Women’s history, Imperialism, Information technology x 2146
odonellk@wpunj.edu

George Robb (Ph.D., Northwestern U.) Modern Britain, gender history, history of crime x 3058
robbg@wpunj.edu
Isabel Tirado  (Ph.D., U. of Cal., Berkeley) Imperial Russia, Soviet Union, Modern European history  
tiradoi@wpunj.edu  
x 3038  
Atrium 215

Kathleen Waldron  (Ph.D., Indiana University) Latin American history  
x 2222  
Hobart Manor 144

Neici Zeller  (Ph.D., Univ. of Illinois at Chicago) Latin American history, Women’s history and gender studies, Caribbean history  
zellern@wpunj.edu  
x 2324  
Atrium 209

For information about faculty publications and courses, visit the History Web Page at: 
http://www.wpunj.edu/cohss/departments/history/.

For information about links to historical web pages, visit the William Paterson University Library Web Page on historical resources at: 

BlackBoard

BlackBoard is a web program utilized by the University to provide online course material to students. It is an interactive platform through which online courses are conducted or in-person classes are supplemented through. Graduate students are automatically enrolled in a “Graduate Students” section of BlackBoard through which program information can be conveyed. For more information, students should visit http://www.wpunj.edu/dotAsset/198460.pdf.
Program Structure

In the first semester, all students will take the course HIST 5000 Historical Thinking. This course will form the foundation for graduate studies in history, introducing students to the essentials of historical scholarship from research to publication. Students will read historical theory and methodology in order to understand the methods of interpretation that historians use, exploring classic and modern major theories of historical scholarship and historiographical debate. Students will learn how to find, analyze and use historical evidence and how to integrate evidence and interpretation in a scholarly research paper.

Those pursuing the Examination and Thesis options are required to take one of the Department’s Global History Seminars -- Empires in World History; the Twentieth Century World; Intellectual and Cultural History; and War and Revolution. These courses view historical developments and processes from a global perspective and rotate among the faculty. The seminars progress from consideration of a general theme to analysis of specific historical situations. The Global Seminars are designed to familiarize students with aspects of comparative history and historiographical discussion, introducing methods of analysis needed for all subsequent graduate work.

Students in the Applied Historical Studies track will take courses in Digital History and Public History, as well as an Internship.

From the required introductory courses, students advance to Electives. Here, they can structure a sequence of courses to fit their individual needs. For example, those who plan to teach in the New Jersey high school system can enroll in U.S. History and take specialized courses in New Jersey history. Those with a special interest in European or World history can pursue courses in those areas.

Finally, students pursuing the Thesis Option will write a Master’s Thesis, an extended research and historiographical essay. The thesis will be researched and written over the course of two semesters in a Advanced Writing Seminar under close faculty guidance. The experience of writing a master’s thesis will allow students to integrate the tools and knowledge they have mastered throughout the program: to demonstrate familiarity with research techniques, both traditional and electronic; to apply the analytical skills developed in their other course work; to write an extended thesis; and to discuss the results of their research with other students and faculty in a colloquium setting where they will demonstrate the use of multimedia techniques in their final presentation.

Students pursuing the Examination Option will take a Reading Colloquium to prepare for the Examination and take a written Examination in their final semester.

Students in the Applied Historical Studies track will be required to do an internship in public history and will demonstrate scholarly competence in research, writing, analysis, and historical documentation in a capstone project in applied history. An exhibition in a historical society or museum, a digital history project, or another appropriate work in public history may be an acceptable capstone project.
Requirements for the Degree
All students must complete a minimum of 30 credits of graduate study.

THESIS OPTION
Requirements (12 credits):
HIST 5000 Historical Thinking (3 cr.)
One Global History Seminar (3 cr.): HIST 5360 Intellectual & Cultural History; HIST 5370 Twentieth Century; HIST 5380 Empires; or HIST 5390 War & Revolution
HIST 6980 Advanced Writing Seminar (3 cr.)
HIST 6990 Independent Thesis Research (3 cr.)
Electives (18 credits): Six courses at the 5000-7000 level.

EXAMINATION OPTION
Requirements (9 credits plus passing grade in Departmental M.A. Examination):
HIST 5000 Historical Thinking (3 cr.)
One Global History Seminars (3 cr.): HIST 5360 Intellectual & Cultural History; HIST 5370 Twentieth Century; HIST 5380 Empires; OR HIST 5390 War & Revolution
HIST 6970 Reading Colloquium (3 cr.)
Examination (not credit bearing): Departmental M.A. Examination to be evaluated by panel consisting of faculty who teach in the program
Electives (21 credits): Seven courses at the 5000-7000 level.

APPLIED HISTORICAL STUDIES TRACK
Requirements (15 credits):
HIST 5000 Historical Thinking (3 cr.)
HIST 5010 Digital History (3 cr.)
HIST 5200 Public History (3 cr.)
HIST 6900 Internship in Public History (3 cr.)
HIST 6980 Advanced Writing Seminar (3 cr.)
Electives (15 credits): Five courses at the 5000-7000 level.
WPUNJ HISTORY M.A. PROGRAM (30 credits)

REQUIREMENT FOR ALL STUDENTS:

*HIST 5000 Historical Thinking*

*Historical Thinking* forms the foundation for graduate studies in history, introducing students to the essentials of historical scholarship from research to publication. Students will read historical theory and methodology in order to understand the methods of interpretation that historians use, exploring classic and modern major theories of historical scholarship and historiographical debate. Students will learn how to find, analyze and use historical evidence and how to integrate evidence and interpretation in a scholarly research paper.

<table>
<thead>
<tr>
<th>THESIS OPTION</th>
<th>EXAMINATION OPTION</th>
<th>APPLIED HISTORICAL STUDIES TRACK</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>REQUIREMENT</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><em>One</em> of the following Global History Seminars:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>HIST 5360 Intellectual &amp; Cultural History</td>
<td>HIST 5370 Twentieth Century</td>
<td></td>
</tr>
<tr>
<td>HIST 5380 Empires</td>
<td>HIST 5390 War &amp; Revolution</td>
<td></td>
</tr>
<tr>
<td><strong>ELECTIVES:</strong> 6 courses</td>
<td><strong>ELECTIVES:</strong> 7 courses</td>
<td></td>
</tr>
</tbody>
</table>

**Research Project**: Submission of MA Thesis or approved research project to Advisor and one other faculty member; presentation of thesis in a public forum.

<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>HIST 6980 Advanced Writing Seminar</td>
<td>HIST 6970 Reading Colloquium</td>
</tr>
<tr>
<td>HIST 6990 Independent Thesis Research</td>
<td></td>
</tr>
</tbody>
</table>

**Examination (not credit bearing)**: Departmental M.A. examination to be evaluated by panel consisting of faculty who teach in the program. Readings will be prepared as part of HIST 6970 Reading Colloquium.

**Applied Project**: Expanding on the internship students will take HIST 6980 to develop an exhibition in a historical society or museum, a digital project, or another appropriate work in Applied History.

**REQUIREMENT**

*HIST 5010 Digital History*

*HIST 5200 Public History*

**ELECTIVES**: 5 courses.

Suggested:

*HIST 5950 Oral History*

*HIST 5890 New Jersey History*

*HIST 5900 New Jersey Urban History*
ELECTIVE COURSES

Global History Seminars (Courses may be taken twice for credit provided that the seminar’s focus is not repeated)
HIST 5360 Seminar on Intellectual and Cultural History
HIST 5370 Seminar on the Twentieth Century
HIST 5380 Seminar on Empires
HIST 5390 Seminar on War and Revolution

U.S. History
HIST 5400 Abundance and Poverty in U.S. History
HIST 5450 The Reform Impulse in American History
HIST 5500 Violence in America
HIST 5600 The U.S. as Global Power
HIST 5650 The Cold War at Home and Abroad
HIST 5700 America Since World War II
HIST 5890 Seminar in New Jersey History
HIST 5900 New Jersey Urban History
HIST 5950 Seminar in Oral History

European History
HIST 6020 Issues in Western Civilization I
HIST 6110 Europe in Transition: Constantine to Charlemagne, 300-800
HIST 6130 Social History of Modern Europe
HIST 6160 Seminar in Early Modern Europe
HIST 6330 Modern Britain
HIST 6340 Modern France
HIST 6360 Crime and Punishment in Modern Europe
HIST 6370 German History: Issues and Debates
HIST 6380 Nazi Germany: Selected Topics
HIST 6450 The Soviet Union
Non-Western and Topical History
HIST 6490 Seminar in Women’s History
HIST 6500 Seminar in Contemporary Middle East
HIST 6600 Seminar in East Asian History and Culture
HIST 6610 Seminar in Japanese History and Culture
HIST 6650 Seminar in Chinese History and Civilization
HIST 6700 Seminar in Latin American History
HIST 6810 History of Technology and Culture
HIST 6820 Seminar in the History of Science
HIST 6830 Military History
HIST 6840 Seminar in the History of Sexuality
HIST 5990 Selected Topics
HIST 7000 Independent Studies

Applied History
HIST 5010 Digital History
HIST 5200 Public History
HIST 6900 Internship in Public History

Recommended:
POL 5010 Public Policy in an Age of Globalization
POL 6020 Critical Theory and Public Policy
SOC 5100 Cities and Urban Policy
SOC 5190 GIS Basic Mapping
SOC 5200 Principles of GIS

Students may also take up 2 graduate electives in other departments with advisor’s approval.

If students have any doubts about their course of study and requirements, they should call the Graduate Director for clarification.
Guidelines for Writing the M.A. Thesis in History
William Paterson University
(as of August 2011)

Once students have completed 18 to 24 credits (depending on individual rate of progress through the program), they are qualified to begin the process of writing the M.A. thesis. The M.A. thesis writing sequence (HIST 6980 and HIST 6990) should be the last 2 courses completed in the program.

The semester BEFORE the thesis is written students select an advisor from the History Department faculty under whose supervision they will write their Master’s thesis. Students should consult the Graduate Program Director if they are uncertain about choosing an advisor.

At least once a year, the Graduate Program Director holds a thesis workshop. Samples of past proposals are distributed and discussed, and questions regarding the proposal may be asked. A flyer announcing the date of the workshop is disseminated in current graduate classes and is posted on the University’s web site and bulletin board.

Thesis proposals are due upon registration for HIST 6980: Thesis Seminar. After the thesis advisor and instructor of HIST 6980 approve the thesis proposal, the student begins researching the thesis (if s/he has not already begun to do so). The instructor of HIST 6980 provides a summary of his/her and the advisor’s observations and comments on the proposal and suggestions for further research.

You will not be allowed to register for HIST 6990 Independent Thesis Writing until you have completed a first draft of your thesis.
William Paterson University  
Department of History

Convocation of Readers for the Master’s Thesis

We, the undersigned, agree to serve as first and second readers and advisors for the Master’s thesis entitled

____________________________________________________________________

to be presented by_____________________________________________________

on or about (month) _____ (year)________________

First Reader________________________________________

Date__________________

Second Reader_____________________________________

Date__________________
The Thesis Proposal:
a) Rationale
A Master’s Thesis is a work of original research from thirty to fifty pages in length. This thesis is to be conceived of as an article worthy of publication. The thesis will be researched and written over the course of two semesters, within the framework of HIST 6980: Thesis Seminar and HIST 6990: Independent Thesis Research. Students are required to present their findings to the department via a multi-media presentation. The first step in this challenging road towards a completed Master’s Thesis is the submission of a Thesis Proposal.

b) What is a thesis proposal?
A thesis proposal is a brief statement describing a student’s chosen topic, the significance and uniqueness of the intended approach to the topic, and a general plan of research.

c) When should you start researching a thesis proposal?
At the latest, students should start researching and preparing their proposal in the spring semester prior to enrolling in HIST 6980 (offered only in the fall).

d) When should the proposal be submitted?
The proposal should be submitted prior to enrolling in HIST 6980, the first of a two-course sequence dedicated to the researching and writing of the Master’s Thesis. HIST 6980 and HIST 6990 should be the last two courses taken in the program.

e) To whom should the proposal be submitted?
The proposal is submitted to the professor who has agreed to be the first reader (advisor) of a student’s thesis and to the HIST 6980 instructor. The proposal must be approved by both a student’s first reader and his/her HIST 6980 instructor. Timely submission and approval of the proposal is critical to the successful completion of the master’s thesis in two semesters.
f) What is the correct format for the proposal?

Proposals should be double-spaced, from three-to-five pages in length, not including the bibliography. The proposal should contain the following sections:

-- a narrative in which the thesis topic is clearly defined.
-- a historiographical discussion of the thesis’s proposed contribution to the field.
-- a research plan outlining possible sources, libraries, collections to be visited or requested through inter-library loan, and estimates of the approximate amount of time required for completion of each phase in the project.
-- a preliminary bibliography of primary and secondary works.

Style and Format of the Finished Thesis:
Requirements for formatting and the final production of the Thesis are to meet the standards of University Microfilms, Inc. for microfilming, and American Library Association (ALA) suggestions for preserving archival copies of theses. A master's thesis will be microfilmed if it is requested through interlibrary loan. Many of the procedures specified below are intended to ensure optimal microfilm copies.

Arrangement of Contents:
This list indicates the order in which to place the parts of the thesis. Pages marked with an asterisk (*) are mandatory. All others are optional or depend on the content of each individual thesis. All pages, except for the title page and dedication page, must be titled in capital letters accordingly. All titles are centered.

* TITLE PAGE
  COPYRIGHT PAGE
* ABSTRACT
* BIOGRAPHICAL SKETCH
  DEDICATION
  ACKNOWLEDGMENTS
* TABLE OF CONTENTS
  LIST OF TABLES (if applicable)
  LIST OF FIGURES (or LIST OF ILLUSTRATIONS) (if applicable)
  LIST OF ABBREVIATIONS
* TEXT
  APPENDIX (or APPENDICES) (if applicable)
* BIBLIOGRAPHY
**Title Selection:**
The words in the title of the thesis should be selected carefully to represent as accurately as possible the subject content. The words in the title are important access points to researchers who may use computerized keyword search techniques to identify works in various subject areas.

**Title Page:**
The title is in all-capital letters, centered within the left and right margins, double-spaced, about 2 inches from the top of the page. (See sample title page at end.)

At the vertical and horizontal center of the margins and double-spaced are the following five lines (all centered):
* Line 1: A Thesis
* Line 2: Presented to the Faculty of the Department of History
* Line 3: of the William Paterson University of New Jersey
* Line 4: in Partial Fulfillment of the Requirements for the Degree of
* Line 5: Master of Arts

The following three lines are centered within the margins approximately 1.5 inches from the bottom of the page and are double-spaced:

* Line 1: by
* Line 2: Student's Name
* Line 3: Month and Year of degree conferral (no comma between month and year)

The student's name must appear as it is on file in the University Registrar's Office. The date on the title page should be the date of degree conferral, not the date the thesis is submitted. The thesis title and the student's name must be exactly the same wherever they appear in the thesis: title page, copyright page, and acceptance page.
Spacing, Margins, and Fonts:
The text of the manuscript is double-spaced. Footnotes, bibliography or list of references, tables and figure captions are single-spaced. Bibliographic entries are separated by double-spacing.

The left-hand margin must be 1.5" wide; the top, bottom, and right margins 1". The appendix, if applicable, and the bibliography each start on a new page, with a 2" top margin. Justifying the copy at the right margin is optional.

The general requirement is that only fonts giving 12 characters per inch (CPI) may be used. Use a font that is easy to read and photocopy. Footnotes may be single-spaced in a 10-point size but must be in the same font as the rest of the text. Use the same font throughout the thesis, including page numbers and other minor aspects of formatting.

Signature Page:
To be supplied by the Program Director

Abstract for Master's Thesis:
The abstract should state the problem, describe the methods and procedures used, and give the main results or conclusions. The abstract must not exceed six hundred (600) words in length and should be double-spaced. The heading of the Master's abstract is the word "ABSTRACT" in all capital letters, centered within the margins at the top of the page. Do not number the abstract pages, and do not count the abstract when numbering preliminary pages.

Biographical Sketch:
The biographical sketch must be written in the third person and contain the student's educational background. It may contain additional biographical facts. The heading is the phrase "BIOGRAPHICAL SKETCH" in all capital letters, centered within the margins at the top of the page. The sketch should be double-spaced. The page is numbered at the bottom of the page, centered within the margins, using lowercase Roman numerals

Footnotes:
Footnotes are required. They are single-spaced, in the same font as the text but in 10 CPI, and numbered sequentially in Arabic numbers. Footnotes must conform to the Chicago Manual of Style.
Page Numbering:
Each page excluding title page and abstract is numbered. The number may be centered at the top or bottom of the page, or may appear at the top right-hand corner. For the preliminary pages (those before the text of your thesis), use lowercase Roman numerals (i, ii, iii, etc.).

Tables and Figures:
Tables and figures must conform to the same margins as the text. Over-sized computer-generated tables can be reduced and printed or photocopied onto bond paper for inclusion in the original. If a table or figure must be placed broadside (horizontally on the paper), the margins and page-number location must be the same as on a regular page. Captions for tables, figures, and page numbers should be in the same type as the body of the text.

Bibliography or References:
The style for references should follow the *Chicago Manual of Style* and must be consistent throughout the manuscript.

Print Quality:
Be sure that the manuscript is clearly legible throughout. All photocopies should be checked to make sure they are legible and will reproduce well. If materials are scanned, select a setting of at least 200 DPI.

Submission and Binding:
The original and one copy are submitted to the Program Director. They must be submitted in separate envelopes or folders with the following notations made on the envelopes: 1) your name 2) the word “thesis” 3) the word “original” or “copy.” After binding, the original, first copy is filed in the library; the second copy goes to the program office.

The Thesis Presentation:
In the Spring semester, while enrolled in HIST 6990, all Thesis students will present their work orally and electronically to Graduate faculty and peers. The overall time for the presentation should be one hour, with the body of the presentation taking about 20 minutes, leaving 40 minutes for question and answer. Students will report on their research and historiography, and History Department faculty and students will raise questions and make suggestions. Following the presentations, all Thesis students will meet with their advisors to discuss the comments and design plans for revision and finishing the thesis.
A HISTORY OF THE MIDDLE-EASTERN COMMUNITY OF CLIFTON, N.J.

A Thesis
Presented to the Faculty of the Department of History
of the William Paterson University of New Jersey
in Partial Fulfillment of the Requirements for the Degree of
Master of Arts

by
Jane Q. Student
20__

17
Evaluation

Both Hist 6980 and Hist 6990 are taken on a pass/fail basis. The instructor of Hist 6980 determines whether a student is ready to continue on to Hist 6990, and issues either a "Pass," "Fail," or "Incomplete" for the course. Students may not register for Hist 6990 until they have passed Hist 6980. Upon completion of the final draft, both the thesis advisor and second reader must approve the thesis. Very often, revisions may be required before the thesis is accepted and the M.A. is granted.

Examples of M.A. Theses

Richard Kearney, “Child Labor Laws in New Jersey” (Advisor: Evelyn Gonzalez)


Robin Chandler, “From Soldier to Educator: The Reinvention of Richard H. Pratt and the Carlisle Indian Industrial School” (Advisor: Terrence Finnegan)


Jonathan Kinney, “New Jersey’s Civil War Bounty Jumpers” (Advisor: Lucia McMahon)

Part II. University Academic Policies and Information

David and Lorraine Cheng Library

The University Library houses over 350,000 volumes, 18,000 audiovisual items, a 36-station electronic lab, study rooms, and other services. Access is provided to over 50,000 journals in print and paper, and over 100 electronic databases. You can familiarize yourself with the Library’s many resources by consulting the web page for graduate students at http://www.wpunj.edu/library/library-resources-services/library-resources-for-graduate-students.dot and signing up for a personalized orientation to the library.

Hours: FALL/SPRING SEMESTER

Mon-Thursday 7:45 a.m. to 11:45 p.m.
Friday 7:45 a.m. to 10:00 p.m.
Saturday 8:00 a.m. to 8:00 p.m.
Sunday 12:00 noon to 11:45 p.m.

SUMMER SESSION I & II

Mon-Thursday 7:45 a.m. to 10:00 p.m.
Friday closed
Saturday 10:00 a.m. to 4:00 p.m.
Sunday closed

Library Telephone Numbers

Main number: 973-720-2541 for hours
All numbers are area code 973

Library Director 720-2113 Media Services (AV) 720-2308/2984
Ref/Info Services 720-2116 Curriculum Materials 720-2174
NJ Documents 720-2117 Special Collection 720-2289
Document Delivery 720-2567 Library Hours (recording) 720-2541
Lending Services 720-2542 Library Instruction 720-2663
Periodicals 720-2346 Assoc. VP - Lib/Info. Tech. 720-3172
Inter-Library Loan 720-2567
Borrowing Privileges and Access to Other Collections:

Graduate students may borrow books on a semester-long basis. Your Student I.D., once activated for Library privileges, will also allow you to borrow books from New Jersey City University, Kean University, Montclair State University, NJIT, Ramapo College, Rowan University, Stockton State College, The College of New Jersey, and Passaic County Public Libraries although you may not enjoy the same lending period.

Through the Library’s Interlibrary Loan Service you may obtain books and articles that are not available locally. You have stack privileges at Rutgers-New Brunswick, but cannot borrow books from that collection without going through interlibrary loan. You may also obtain stack privileges at Firestone Library (Princeton University) on a daily basis by borrowing the Library’s Institutional Access Card, available at the Reference Desk. New York City has many specialized libraries as well as the great New York Public Library, located at Fifth Avenue and 42nd Street.

Library Carrels:

The Library maintains a Graduate Research Center of 20 carrels equipped with electrical and data connections enabling the user to access email and the Internet. A network card is required to connect to University resources. Carrels may be reserved for periods ranging from one month to one semester.

Note: The information below is excerpted from the Master Schedule and the 2009-2010 Graduate Catalog, but does not represent the complete range of policies. If you have further questions, please consult the catalog.

How to Register for Classes

Where do I get a Master Schedule? Schedule is available on-line soon before registration begins.

What is my SID number? The SID number (855#) will be issued to new students by the registrar’s office.

What is my PIN number? The PIN number is your six-digit date of birth.

What is my alternate PIN? The alternate PIN is also your six-digit date of birth.

What is a CRN number? It is a code number for each course that you wish to add or drop.
What is On-line Registration?
Students may register for courses over the internet by accessing WPUNJ On-Line. The “windows” for registration still apply but the entire registration process is transacted on-line. A bonus is that the system displays how many seats are remaining in the class. To access WPUNJ On-Line, go to www.wpunj.edu. Located at the upper-right hand corner of the screen is a link for “WP Connect”. Select that, and follow the next screen by entering in your user name and password (Your last name with your first initial, followed by your 855# as the password). Next, click on the “Self Service” tab located near the top of the screen. Under the heading “Registration” you will see multiple links, including one to view courses being offered by semester, and then one entitled “Add or Drop Courses”. Select that link, followed by choosing a semester on the next screen. Enter your Alternate PIN, once asked, and proceed to search for your classes. Further assistance can be found at the following:

http://www.wpunj.edu/registrar/registration/registration-assistance.dot

Types of Graduate Student Status

**Matriculated (GM)**
A matriculated graduate student has completed his/her application and has been accepted by the History department into the M.A. program.

**Non-Degree (GN)**
A non-degree graduate student has earned a baccalaureate degree or higher, and does not necessarily wish to pursue a degree program. (See below for more information.)

**Full-Time**
A full-time graduate student has been formally admitted and is registered for 9 or more credits for the semester.

**Part-Time**
A part-time graduate student has been formally admitted and is registered for less than 9 credits. A student must register for at least one course per semester to remain in the program.
Post Master’s
A post master’s graduate student has already earned an M.A. degree. Students are allowed to earn up to thirty (30) credits of graduate and undergraduate credits.

Non-Degree (GN) Student Status
A non-degree graduate student has earned a baccalaureate degree or higher, and does not necessarily wish to pursue a degree program.

Admission on a non-degree basis does not imply eligibility for matriculation. Non-degree credits do not necessarily qualify toward fulfillment of the M.A. degree. In order that all credits count toward the M.A. degree, apply as an incoming student before 9 credits (3 courses) are completed.

To enroll as a non-degree student, present proof of an undergraduate degree to the Office of Graduate Studies and pay the required fee ($50.00). An official transcript must also be sent to the Office of Graduate Studies. The fee and transcript requirement are waived for WPUNJ graduates.

Students with a B.A. are allowed to take a total of 3 graduate courses or 9 graduate credits as “non-degree” students, whichever is less.

Upon successfully matriculating into the program, credits accumulated while a non-degree student may be transferred to the program. It is the student’s responsibility to arrange for the transfer of credits by filling out the appropriate form in the Graduate Studies Office.
Graduate Assistantship Information

A graduate assistant is a full-time matriculated graduate student employed in a work-scholarship program that carries a stipend and a waiver of tuition and fees. Graduate Assistantships are awarded on the basis of the following qualifications:

1. A minimum of 3.0 cumulative undergraduate G.P.A.
2. Submission of two letters of recommendation from past employers.
3. Experience in word processing and computer literacy.

Graduate Assistants work a maximum of 20 hours per week in their assigned positions. A graduate student may accept no additional on- or off-campus employment during the period of the assistantship without written permission from the Dean. Graduate Assistants must maintain a G.P.A. of 3.0. Applications are available in the Office of Graduate Studies and on-line at: http://www.wpunj.edu/dotAsset/115755.pdf

Graduate Assistants are appointed for the period of September 1 - June 30. In some cases, one semester appointments are made depending on the needs of the program. Assistants may apply for reappointment for a second year.

For more information, please contact Lissette DeJesus at 973.720.3093. Occasionally, the History Department wins additional fellowships available only to its own graduate students. Contact the Program Director for further information.
Student Responsibilities and Important Policies

While the Graduate Program Director and other faculty will help in every way possible, graduate students are responsible for complying with all policies, regulations and procedures outlined in this handbook and in the most recent Graduate Catalog.

Degree Requirements

1. Completion of 30 credits, and requirements of specific track.
2. Completion of a program with no more than 6 semester hours of C work.

Time Limit to Degree Completion

A master’s degree, certification or endorsement program must be completed within a period of six years from the time the student matriculates. The time to completion includes Leaves of Absences, Withdrawals, and the thesis. The college dean must approve requests for extension of time.

Academic Probation and Dismissal

The graduate student is responsible for maintaining the required grade point average (3.0). The cumulative grade point average (G.P.A.) appears on each semester’s grade report. Any student whose G.P.A. falls below a 3.0 is automatically placed on probation and cannot enroll for more than two additional courses. Students whose G.P.A. does not reach 3.0 after completion of these two courses will be dismissed from the University. Students who receive multiple C’s may be jeopardy of dismissal from the program for low G.P.A.

All members of the William Paterson University community are expected to adhere to the policies regarding academic integrity. A student who submits work of any kind which is not the work of that student and who fails to acknowledge the sources for that work has committed plagiarism, a serious violation of academic integrity and an ethical offense. Unintentional plagiarism results from carelessness about or ignorance of conventions regarding the acknowledgment of outside sources. Intentional plagiarism occurs when a student knowingly presents the work of another person as his or her own. In either case, a student will receive the grade of “F” for the plagiarized work, and/or the grade of “F” for the graduate course itself, and may face expulsion from the graduate program. Please consult the Graduate Catalog for a full explanation of plagiarism and for a description of the process for resolving academic integrity policy violations.
Grades

A course grade of “A” indicates an achievement of distinction. It marks work of excellence expressed in an exemplary manner.

A course grade of “B” indicates the acceptable standard of achievement. It reflects excellence in some aspect of the following areas: completeness and accuracy of knowledge, sustained and effective use of this knowledge, sustained and effective use of this knowledge, ability to work independently in the specific area, originality in quality and execution.

A course grade of “C” indicates the minimum acceptable standard of work for which credit toward the degree can be received. It reflects such factors as familiarity with course content and methods of study, the actual use of such content and methods, participation with a discriminating and active awareness course work, the ability to express one’s knowledge and opinions clearly.

A course grade of “D” reflects a quality of performance that is less than acceptable for graduate level work and carries no credit toward the requirements for a Master’s degree or certification/endorsement.

A course grades of “F” indicates that the student has not demonstrated work of sufficient quality and quaintly. No grade points.

Incomplete Course Policy

A course grade of IN (incomplete) indicates that the student has not completed, for valid reasons, such as severe illness or other circumstances beyond his/her control, all of the work required in a course. Unless the work is completed within 30 days following the end of the semester, the IN grade will automatically change to F. Note: This policy differs from that applying to undergraduates, who have 30 days beginning with the new semester.
Withdrawal From a Course

A graduate student who wishes to withdraw from a course must do so within the established deadlines published in the Master Schedule. After the last date to withdraw has passed, students may not withdraw from a course.

Independent Study

Independent study courses are designed to allow matriculated students to earn credit for extensive readings, research, practica or other individualized learning projects in a specific area of study. These projects are carried out under the supervision of a faculty member. The independent study course is not designed to substitute for a course described in the catalogue.

Students may take a maximum of six credits of independent study in their program, with no more than one independent study course (three credits) in any one semester. A student interested in independent study must:

1. Obtain an Independent Study application form from the department;
2. Arrange with a faculty member to serve as mentor/supervisor of the proposed project;
3. Prepare a written proposal that must be approved by the faculty advisor;
4. Submit the written proposal to the department chairperson of the sponsoring faculty advisor for approval. The student’s proposal should be submitted to the chairperson by the middle of the term preceding the one in which the independent study will be pursued. The chairperson, if he/she approves the project, will forward the proposal to the appropriate dean for approval. If approved, the dean will return the form to the student;
5. The student must submit the completed, signed application form in person to the Registrar’s Office.

At the completion of the independent study project, student must:

1. Present the completed study or written report to their sponsoring faculty for evaluation;
2. Submit the project to the sponsoring faculty’s chairperson for approval.
Upon successful completion of the independent study project, the student will receive an appropriate grade or academic credit by the sponsoring faculty. Note: Individual departments may establish additional procedures for independent study.

**Transfer Credit Policy**

A maximum of six credits from other institutions may be credited toward a master’s degree program provided that: (1) the student applies for transfer credit at the time of matriculation; (2) the work was taken in graduate courses for graduate credit; (3) the work was taken within the last six years; (4) the grade received was B or better; (5) the work does not duplicate any work, graduate or undergraduate, for which credit was previously given; (6) the work has not been applied toward an academic degree at any other institution; (7) the work has been taken at an accredited college or university; and (8) the work is applicable to the student’s program.

A current matriculated William Paterson University student may, in some instances, be allowed to take courses off-campus at other institutions as a visiting student and transfer the credit to William Paterson. The student must receive permission from the dean of the college and/or the department chairperson of his/her program of study prior to course registration. These credits are allowed as transfer credit; provisions two through six as stated above remain applicable in such instances.

**Courses Taken in Other Departments**

To complement their program, students may take up to two courses in the following M.A. programs at WPUNJ: Sociology, English, and Political Science. Please consult with the Graduate Director first about the advisability of such courses.

**Leave of Absence**

Graduate students who wish to take a leave of absence from their studies for one semester must file a “Request for a Leave of Absence Form” with the Office of Graduate Studies (this form and other important forms are also available on-line at the graduate studies web-page). Students not enrolled in courses, or on leave of absence, must reapply to their program of study through the Office of Graduate Studies. *Semesters on leave are included in the six-year time limit to complete the program.*
Readmit Policy

Graduate students not enrolled in courses and who are not on an official leave of absence for a given semester are considered academically withdrawn and are required to apply for readmission before resuming graduate study. Completed readmission applications are submitted to the Office of Graduate Studies and forwarded to the appropriate academic department for review and an admission decision. Course work six years or older will be reviewed by the academic department and may be required to be retaken. The academic department will specify in its application review the amount of time remaining for program completion. Applications for readmission are available in the Graduate Office.

Forms on File At the Office of Graduate Admissions

Many of these forms can be found at Raubinger Hall, Room 139
Graduate Admissions Website: http://www.wpunj.edu/admissions/graduate/index-y.dot

Change of Status Form – This form moves William Paterson University credits from one status to another (e.g. from non-degree status to a master’s degree program or from a non-degree to a certification or endorsement program). Students must be officially accepted into the new program before completing this form.

Application for Transfer of Graduate Credits – Transfer Credit – It is the policy of the College that a maximum of 6 credits from other institutions may be credited toward a master’s degree program provided: (1) the student applies for transfer credit at the time of matriculation; (2) the work was taken in graduate courses for graduate credit; (3) the work was taken within the last six years; (4) the grade received was B or better; (5) the work does not duplicate any work, graduate or undergraduate, for which credit was previously given; (6) the work has not been applied toward an academic degree at any other institution; (7) the work has been taken at an accredited college or university; and (8) the work is applicable to the student’s program.

Application for Independent Study – These forms are available in the History Office as well. Registration for an Independent Study must be completed in the Registrar’s Office. Graduate students who wish to undertake an Independent Study must have a GPA of 3.0 and Dean’s approval. No more than six credits of Independent Study may be used towards a degree program. Students may not take more than three credits of Independent Study in a semester. An Independent Study may not be used as a substitute for an existing course, but may be used in lieu of degree requirements.
Graduate Assistantship Application – This form is an application to apply for the Graduate Assistantship position in the History Department. All students admitted to a graduate program are eligible to apply. To be eligible for consideration, a complete application must be filed by April 1. The application is available at: http://www.wpunj.edu/dotAsset/115755.pdf.

Application for Leave of Absence – This form is an application for a leave of absence from William Paterson University. Students are eligible for a one semester leave of absence, regardless of status, if they are in good academic standing. One additional semester of leave may be requested in writing citing reasons for the extension request.

Change of Program Concentration Form – This form is used to request a change of concentration within the same program of study (e.g. from M.Ed. in Elementary Education with a concentration in Language Arts to M.Ed. in Elementary Education with a concentration in Educational Media.)

Application for Graduate Degree – An application to apply for a graduate degree. To be eligible to apply for graduation, a graduate student must be matriculated in a graduate degree program at William Paterson University. A 3.0 cumulative grade point average is required for graduation. A degree candidate must file an application for the awarding of a degree in accordance with certain dates. Students who fail to apply for the proper graduation period must wait until the next graduation period to be conferred.

Application for Withdrawal from Graduate Study – This form is an application for withdrawal from William Paterson University. Withdrawal from the University must be initiated before the last month of classes of each academic semester.

Application for Graduate Admission (Non-Degree, Post Master’s and Visiting Students) – An application for admittance as a non-degree student into a graduate program at William Paterson University. Non-degree students may take no more than 9 credits worth of classes.

Application for Graduate Admission (Matriculated) – An application for admittance into a graduate program at William Paterson University for the purpose of obtaining a master’s degree.
Graduate Admissions Recommendation Form – This form is part of the Admissions application packet and should be given to a student’s referees, who return the form separately to the Office of Graduate Studies.

Foundation Scholarship Application – The William Paterson University Foundation offers scholarships to undergraduate and graduate students who are in good standing at the University. This form allows you to apply for this scholarship. In order to be eligible the student must submit the application, an essay and one letter of recommendation from a faculty member on campus.

Graduation Procedure

Applications: Applications are available on-line at http://www.wpunj.edu/registrar/graduation/.. Must be completed according to the following deadlines:

TO GRADUATE IN JANUARY: return the application by October 1
TO GRADUATE IN MAY: return the application by February 1
TO GRADUATE IN AUGUST: return the application by June 1

Approximately 60 days before the end of the semester, the university’s graduation committee sends graduate students information about how to obtain a cap, gown, and master’s hood. The cost is approximately $33.