University of New Mexico Department of History
M.A. Program Requirements
(Approved by Department of History May 2017)

This document outlines the minimum requirements for the M.A. in History at UNM. Students should understand that graduate study in history is not satisfied by course work alone, but by independent study and preparation for the Master’s examination (and research and writing of the thesis under Plan I or capstone project under Plan II 4c). It is the students’ responsibility to seek guidance from appropriate faculty members in the preparation of their program.

The Department of History offers the M.A. degree under Plan I (with thesis) and Plan II (without thesis). Plan I may be undertaken only with the advance approval of a professor in the appropriate field.

I. UNIVERSITY REQUIREMENTS: The University Catalog states the general requirements for the Master’s degree. In brief, these are as follows:

Plan I (Thesis)

1. Students must present at least 24 hours of graduate-level (500-level and above) course work beyond the bachelor's degree.

2. At least 50% of course credits must be completed after admission to the graduate program.

3. Students must enroll for at least 6 hours of thesis (History 599) credit. All theses must be written in English.

Plan II (No Thesis)

1. Students must present at least 30 hours of graduate-level (500-level and above) course work beyond the bachelor's degree.

2. At least 50% of course credits must be completed after admission to the graduate program.

Seven-Year Rule

All master’s degree work, including applied non-degree hours, transferred credits, and thesis, must be completed within 7 years. Course work older than 7 years cannot be used to fulfill requirements for the master’s degree.

For further details, consult the University Catalog.
II. HISTORY DEPARTMENT REQUIREMENTS:

In addition to the University Requirements (see Section I above), the program of studies for the M.A. degree requires the following:

1. **Admission.** Students entering the M.A. program are strongly recommended to have completed a Bachelor’s degree in History or its equivalent. Applicants must demonstrate evidence of engagement with the discipline of history, as determined by the History Department Graduate Entrance Committee (GEC).

2. **Graduate course in Advanced Historiography (History 664):** Every History graduate student must take this course, normally in the first year of study.

3. **Foreign language requirement.** M.A. students must demonstrate a proficiency in one other language other than English. This requirement may be fulfilled either by language examination, presenting 12 credit-hours of course work in a foreign language from an accredited institution, completed during the period of graduate study at UNM with grades of B or better; completion of the fourth semester level course of a language with a grade of B or better; or approved pathways for Latin or Native American Languages (See Section VI below).

   Courses used to satisfy the language requirement do not count as graduate credit toward the Master’s Degree. The foreign language requirement must be completed before the student takes his/her Master’s examination in their Primary Field of Concentration.

4. **Primary field.** Students must choose a Primary Field of Concentration, complete at least 18 hours of course work, and pass a written comprehensive exam in that field. (see Section VII below).

5. **Secondary field/concentration.** Students will choose from one of the Plans below to determine secondary field and follow requirements for demonstrating proficiency in this field.

6. **Graduate seminars.** Graduate students will be required to take at least half of their required course hours as graduate seminars. A student may take a maximum of two seminars from one professor. At least one graduate-level seminar (History 666 and higher) in the Secondary Field of Concentration/Minor (see Section IV below).

7. **Limit on problems courses.** Problems courses (History 697-698) are individually arranged by the student and professor. Their purpose is to supplement and fill gaps in the Department’s regular course offerings. Without specific authorization from both the department and the Office of Graduate Studies, no more than two Problems courses may count toward the Master’s degree. Problems courses are not seminars and do not count as such.

III. DEPARTMENT OF HISTORY PLAN I AND II OPTIONS

**PLAN I: Plan I (Thesis and 30 credit hours)**
1. Students must present at least 24 hours of graduate-level (500-level and above) course work beyond the bachelor’s degree with a minimum of 18 credit hours in History.

2. At least 50% of course credits must be completed after admission to the graduate program.

3. Students must enroll for at least 6 hours of thesis (History 599) credit.

4. M.A. students must demonstrate a proficiency in one other language other than English. This requirement may be fulfilled either by language examination or course work. Courses used to satisfy the language requirement do not count as graduate credit toward the Master’s Degree, and the foreign language requirement must be completed before the student takes his/her Master’s examination in their Primary Field of Concentration.

5. Primary Field of Concentration. Students under Plan I (Thesis) take a Master’s examination in their Primary Field of Concentration.

   **PLAN II (No Thesis, 30 credit hours)**

1. Students must present at least 30 hours of graduate-level (500-level and above) course work beyond the bachelor’s degree with a minimum of 18 credit hours in History.

2. At least 50% of graduate course credits must be completed after admission to the graduate program.

3. M.A. students must demonstrate a proficiency in one other language other than English. This requirement may be fulfilled either by language examination or course work. Courses used to satisfy the language requirement do not count as graduate credit toward the Master's Degree, and the foreign language requirement must be completed before the student takes his/her Master’s examination in their Primary Field of Concentration.

4. At least 18 credit hours in the Primary Field of concentration (including Advanced Historiography) and at least 12 hours of course work as described in sections A or B or C. Students take a comprehensive examination in this primary field.

   **A.** Secondary Field of Concentration in History (12 credit hours) in addition to the primary field comprehensive examination, students take a secondary field examination.

   **B.** Transcripted Graduate minor/certificate (12-15 credit hours, depending on the requirements of the minor/certificate department or program).

   **C.** Creation of a Secondary Field of Concentration of student’s design that reflects professional and career interests and goals, subject to approval by the Graduate Advisory Committee. (A minimum of 12 credit hours inside and/or outside of the Department of History.)

   1. **Requirements.** Students under C take a Master’s examination in their Primary Field of Concentration. Subject to approval by COS Chair and the GAC, a capstone project* will demonstrate proficiency in the secondary field of concentration.

   2. **Advisement.**

      **a.** During the student’s first semester, the student’s Committee of
Studies chair will work closely with the student on selecting appropriate graduate courses and members (at least one from outside history, if germane) for their COS. All members of the COS must approve the Secondary Field of Concentration and the capstone project* for this field of concentration.

b. One week prior to the student’s second semester, the student will submit for approval the proposed secondary field and capstone project* to the Graduate Advisory Committee with a letter of support from the COS chair.

3. *Capstone Project. Capstone project must demonstrate deep engagement with at least 2 but preferable more of the Student Learning Outcomes for the History MA. MA Capstone examples include but are not limited to: a revised and expanded research paper from a graduate seminar in the non-transcripted minor/secondary field, a curated show, teaching portfolio, website, internship, documentary, a teaching dossier etc. . . .

IV. FIELDS OF CONCENTRATION

Students working under Plan I shall select one Field of Concentration from the following; students working under Plan II-4A shall select a Primary Field of Concentration and Secondary Field of Concentration from the following:

- The Western World to 1500
- Europe 1500-1815
- Europe 1815-present
- United States
- American West
- Latin America
- Asia

The M.A. examination(s) will be based on the Field(s) of Concentration selected by each student (see Section VII below).

V. THE GRADUATE DIRECTOR AND THE COMMITTEE ON STUDIES(COS)

The Graduate Director is familiar with all the rules and regulations concerning graduate students and is the authority on what they mean and how they should be interpreted, though appeals may be made to the History Department Graduate Advisory Committee (GAC). Students should meet with the Graduate Director every semester and keep him/her apprised of their progress.

Each student shall, by the end of the second semester of study, establish a Committee on Studies in consultation with the Graduate Director. The composition of the Committee may subsequently be altered with the Graduate Director’s approval. The Committee should have at least three members.

The Committee on Studies supervises the student’s general program of study and guides the student’s preparation for M.A. examinations. Students should consult with their Committees on
Studies on a regular basis.

Students with secondary fields/concentration that draw on graduate courses outside the Department of History must consult with the Graduate Advisor of the certificate/minor program/non-history graduate program in order to approve the program of study for that program, and have one faculty member from outside the department on their committee. Students should do so by the end of their second semester of graduate studies and share this plan with their COS chair, who shall provide a letter of support on behalf of his/her student to the Graduate Advisory Committee (GAC) which will approve the total History Master’s Degree Program of Study.

Students who fail to meet with their Committee on Studies through their own negligence shall, at the discretion of the Graduate Director and with the approval of the Department Chair, not be permitted to continue their program until the problem has been rectified.

VI. FOREIGN LANGUAGE REQUIREMENT

All M.A. students are required to demonstrate proficiency in a language other than English. This requirement may be fulfilled by passing the Departmental language examination; presenting 12 credit-hours of course work in that language from an accredited institution, completed during the period of graduate study at UNM with grades of B or better; or completion of the fourth semester level course of a language with a grade of B or better. The latter two options are strongly recommended for students with weak language skills, and required for those who fail the departmental language exam. Continuing language study does not exclude students from taking the departmental language exam a second or third time, and if such attempts are successful, no further language coursework is required.

Students are expected to demonstrate progress toward fulfilling the Language Requirement within the first two semesters of graduate study, either by attempting the language examination or beginning course work in the language. The language requirement must be completely fulfilled before taking the M.A. examination.

For details on the Language Requirement and the Departmental language examination, see the attached appendix, “History Department Foreign Language Requirement.”

VII. MASTER’S EXAMINATION

The Master’s examination is a written, pass/fail examination of the student’s Master’s-level command of the discipline and the Field(s) of Concentration. Students under Plan I (Thesis) take a Master’s examination in their one Field of Concentration, while students under Plan II-4A take an examination in both the Primary and Secondary Fields of Concentration.

Master’s examinations will be given in the fall and spring. Notice of the exact date will be posted well in advance and students should sign up with the Department Administrator at least four weeks before the scheduled time. Master’s examinations will be offered in Summer sessions only in exceptional circumstances as approved by the GAC; for a Summer examination, students must petition the GAC, with support from their Committee on Studies, before April 1.

No student may take the Master’s examination until all incompletes have been removed and the Language Requirement has been fulfilled. Before taking the examination, students must also file
an Application for Candidacy (also known as the Program of Studies) with the Office of Graduate Studies (OGS), formally summarizing their program of studies; this form is available in the Department office. The Application for Candidacy must be approved by the Committee on Studies and the Graduate Director before submission to OGS.

Faculty in the respective sections will prepare the examination questions and designate a committee of examiners in each Field of Concentration. All students being examined in the same Concentration will take the same examination.

For students under Plan II-4A, both the Primary and Secondary Fields of Concentration examinations are three (3) hours in length. The Secondary Concentration examination will be comprehensive, but the candidate will not be expected to show as much command of substantive detail or bibliographical knowledge as in the Primary Field of Concentration.

A student who fails either the Primary or Secondary Field of Concentration examination must repeat the entire exam at a subsequent regularly scheduled date. A second failure terminates the student’s graduate study.

The Chair of the student’s Committee on Studies shall report the examination results to the student. In the chair’s absence, the Graduate Director or Department Chair may report the results.

*Examinations in absentia:* A student may in exceptional circumstances take language and/or M.A. examinations in absentia. Exceptional circumstances will be determined by the Graduate Advisory Committee upon recommendation of the student’s Committee on Studies. It shall be the responsibility of the Graduate Director to make appropriate arrangements for all exams given in absentia.

VIII. **STUDENT LEARNING OUTCOMES**

A.1. Each MA student will demonstrate in all research papers, including the thesis (Plan I), ethical use of sources and accurate and properly formatted citations.

B.1. Each MA student will demonstrate in all research papers, including the thesis, the abilities: to use primary and secondary sources appropriately; to identify and evaluate evidence; and to identify all relevant archival sources for a particular project. (Plan I)

Each MA student will demonstrate in all research projects the abilities to use primary and secondary sources appropriately and to identify and evaluate evidence. (Plan II)

C.1. Each MA student will demonstrate in her/his thesis the ability to formulate a clear argument, support the argument with appropriate and thorough primary evidence, and reach a convincing conclusion. (Plan I)

Each MA student will demonstrate in all research projects the ability to formulate a clear argument, support the argument with appropriate and thorough evidence, and reach a convincing conclusion. (Plan II)

D.1. Each MA student will demonstrate in the required Advanced Historiography course (664) the ability to recognize and apply the fundamental paradigms, analytical models, and theories of causation that are used in the discipline.
E.1. Each MA student will demonstrate in research topic choices and resulting work the ability to recognize and articulate the diversity of human experience, including ethnicity, race, language, sex, gender, as well as political, economic, social, and cultural structures over time and space.
Appendix

University of New Mexico
Department of History
Foreign Language Requirement
(revised November 2011)

All graduate students in History should be able to use historical sources or literature in languages other than English. Consequently, all students in the M.A. and Ph.D programs in History at UNM must fulfill the following foreign language requirement:

- Master’s students: One language other than English
- Doctoral students: One language other than English, and one additional language for Ph.D students preparing a Primary Field of Concentration outside of U.S. history (U.S. or American West)

Ways of Fulfilling the Language Requirement
The Language Requirement may be fulfilled in two ways:

1. Passing a Departmental language examination;

2. Presenting either 12 credit-hours of course work in that language from an accredited institution, completed during the period of graduate study at UNM with grades of B or better; or completion of the fourth semester level course of a language with a grade of B or better. This option is strongly recommended for students with weak language skills, and required for those who fail the departmental language exam. Continuing language study does not exclude students from taking the departmental language exam a second or third time, and if such attempts are successful, no further language coursework is required.

All graduate students are expected to demonstrate progress toward fulfilling the Language Requirement within the first two semesters of graduate study, either by attempting the language examination or beginning course work in the language. The language requirement must be completely fulfilled before students are allowed to take their M.A. or Ph.D examinations.

Departmental Language Examination
Language examinations are given four times a year, normally in September, November, February, and April. Each examination is a pass/fail translation exam consisting of an approximately 600-word selection from a modern scholarly text in the foreign language; Latin examinations will consist of approximately 400 words. Students may use a dictionary. Time limit is 2 hours.

Students are encouraged to consult with the Chair of their Committees on Studies to ensure that the choice of language(s) is appropriate to the specific program of studies, and for guidance in preparing for the language examination. Note in particular that previous examinations are available from the Graduate Secretary for student review. The student may take the language examination three times. Students planning to take a language exam should sign up with the Department Secretary not later than three weeks before the examination date.

Native American languages
Graduate students who wish to fulfill a Department language requirement using an American
Indian/Alaska Native language will obtain approval of their COS & then inform the Graduate Director GC.

For languages taught at UNM, the requirement may be fulfilled via the conventional 12-credit course option. If the student elects or if the language is not taught at UNM, the student may fulfill the requirement by passing a special language exam. In this case, the student will provide the GC with the name & qualifications of a language instructor who can administer the exam. If Credentials Committee determines that the instructor's qualifications are suitable, the GC will contact the instructor & invite him/her to assume this responsibility.

As much as possible, the exam will adhere to the departmental language exam guidelines, which require the student to demonstrate an ability to translate approximately 600 words of modern, scholarly text into English within two hours. If the language is primarily oral, then the instructor may examine the student orally, with the approval of the student’s COS. The instructor will determine the proficiency of the student in the language on a pass/fail basis and inform the GC of the results in a timely manner.

**MA Students Enrolled in the Teaching American History Program**

Students participating in the Teaching American History Program may substitute an equivalent skill for the language requirement, consisting of the presentation to the student’s Committee on Studies of a portfolio of eight lesson plans reflecting coursework done in the M.A. program, accompanied by a five-page narrative explaining how the student used the coursework in his/her lesson plans. The portfolio must be accompanied by a letter of support from the COS chair, and submitted and approved by the Committee on Studies in the semester prior to the semester in which the M.A. comprehensive exams are administered.