

Graduate Handbook

M.A. Degree in Political Science

Department of
History & Political Science

Texas Woman's University

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Table of Contents

Introduction

- Welcome
- The Department of History and Political Science
- Departmental Mission Statement
- A Conversational Model of Graduate Education
- Graduate School & University Guidelines

Part One: Admissions, Scholarships, & Graduate Assistantships

- Applying to the M.A. Program
- Scholarships
- Graduate Assistantships

Part Two: Degree Plans and Course Offerings

- Degree Plans
- Degree Plan Requirements
- Course Offerings
- Internships

Part Three: Navigating Your First Year

- The First Week
- Choosing a Major Professor
- Declaring a Degree Plan
- Taking Courses
- Taking RCR Training

Part Four: Forming a GRC

- Developing a Graduate Research Committee
- What Does the GRC Do?
- What Happens if my GRC Changes?

Part Five: The Thesis or Professional Paper

- What is a Thesis?
- What is a Professional Paper?
- Should I write a Thesis or a Professional Paper?
- Where Can I get Ideas for a Thesis or Professional Paper?

Part Six: Writing the Thesis or Professional Paper Prospectus

- What is a Prospectus?
- When Can I Write my Prospectus?
- Submitting a Professional Paper Prospectus to the

GRC.

Obtaining GRC Approval for a Professional Paper
Prospectus

Submitting a Thesis Prospectus to the GRC

Obtaining GRC Approval for a Thesis Prospectus

Obtaining Departmental Approval for a Thesis
Prospectus

Obtaining Graduate School Approval for a Thesis
Prospectus

Part Seven: Writing the Thesis or Professional Paper

Preparation of Theses and Professional Papers

Part Eight: Defending and Submitting a Thesis or Professional Paper

Circulating Copies of the Thesis or Professional
Paper to the GRC

Scheduling an Oral Defense

The Oral Defense

Submitting your Professional Paper to the
Department

Submitting your Professional Paper to the
Graduate School

Submitting your Thesis to the Department and Graduate School

Binding your Thesis or Professional Paper

Part Nine: Appendix

Deadlines for Graduation

List of Necessary Forms

Timeline and Checklist

Introduction

Welcome

The Department of History and Political Science welcomes you to graduate study at Texas Woman's University. This handbook describes the M.A. program in Political Science and contains information useful to navigating your graduate career. Throughout your course of study in the department, you will want to refer to this guide for descriptions of degree plans, protocols for thesis and professional papers, necessary procedures, and other useful information. If at any time you should have questions about the graduate program in Political Science, please feel welcome to ask Dr. Jonathan Olsen, the chair of the department, or other members of the department.

The Department of History and Political Science

The Department of History and Political Science includes five full-time faculty members with expertise in U.S. politics, law and society, global and comparative politics, social and political theory, public policy, and the politics of race, class, and gender. The department's intimate size and easily approachable faculty make it especially conducive to graduate study. Within the flexible confines of our curriculum, students can structure their studies in ways that maximize both their interests and career goals. The department takes great pride in offering a quality, student-centered graduate degree that prepares students for careers in secondary education, community college teaching, Ph.D. studies, work in the public and non-profit sectors, or the career of their choice.

Departmental Mission Statement

Consistent with the mission of the Texas Woman's University to emphasize liberal arts and professional education, the mission of the Department of History and Political Science is to develop an understanding and appreciation of the disciplines of history and political science, their interdisciplinary connections to each other, and to other fields of inquiry. As the study of history, politics, law and government is inevitably multicultural, programs provide opportunities to learn about diversity of experiences, including a global range of cultural issues that address the intersecting roles of race, class, ethnicity, religion, and gender. Courses in our programs seek to develop in our students the skills needed for critical, analytical thinking, evidence based research, oral and written presentation, and public leadership. Ultimately, courses in our programs prepare our graduates for active citizenship and to succeed in further graduate and professional education and in the careers of their choice.

The Department of History and Political Science's mission to provide global citizens with a multicultural view of politics, law, and public policy resonates with graduate course offerings that emphasize the diverse experiences of women, men, and children of varied races, ethnicities and socio-economic backgrounds. In addition, the department's graduate program in Political

Science challenges students to further develop critical and analytical thinking skills through close interaction with primary source materials.

A Conversational Model of Graduate Education

Graduate work in Political Science at TWU is best described as “conversational.” From small seminar classes to office-hour discussions with professors, the graduate degree is an extended conversational interaction between and among students, faculty members, and scholarly research. This conversational model – rooted in the professional relationship between and among students and professors – structures the entire graduate program in history. We are a community of scholars engaged in the study of politics, law, and government.

Graduate School & University Guidelines

This handbook is designed to be utilized in conjunction with the Graduate Catalog, Graduate School Guidelines for admission to graduate studies, Graduate School guidelines for writing prospectuses, theses, and professional papers, Graduate School guidelines for filing theses and professional papers, Graduate School guidelines for applying for graduation, University guidelines for research projects involving human subjects and/or animals, and all other applicable Graduate School or University requirements. When applicable these guidelines or requirements have been referenced in the handbook. Students are strongly encouraged to familiarize themselves with Graduate School requirements by visiting the Graduate School web site: <http://www.twu.edu/gradschool/>

Part One

Admissions, Scholarships, & Graduate Assistantships

Applying to the M.A. Program

Application to the graduate program in Political Science is made directly to the Graduate School. For more information on the necessary application forms and university requirements for admission, please see the Graduate Catalog and the *How Do I Apply?* booklet available on the TWU Graduate School web site.

In addition to Graduate School and university requirements described in the Graduate Catalog and *How Do I Apply?*, the Department of History and Political Science has the following requirements for admission:

1. A student's overall academic record clearly should reflect the ability to pursue advanced study, conduct research, and write effectively in the field selected.
2. The applicant is expected to have at least a 3.25 GPA in the last 60 hours of undergraduate work or in previous graduate work.
3. The applicant is expected to have at least 12 hours of upper-division undergraduate or graduate work in Government/Political Science.
4. Applicants are required to submit a professional writing sample demonstrating research in Government/Political Science - this could be a paper prepared for a class.
5. Applicants are required to submit a current curriculum vitae listing names, addresses and emails of three professional references
6. The appropriate director of graduate studies may, under exceptional circumstances, recommend applicants who do not meet the above prerequisites at the time of application for provisional admission.

Scholarships

A complete description of financial aid available to graduate students is available in the Graduate Catalog and on the TWU Graduate School web site. Please be aware that scholarships, grants, and fellowships may be available from the Graduate School, the College of Arts and Sciences, state and local agencies, honor societies, and other sources.

The Department of History and Political Science offers several competitive scholarships. The following departmental scholarships are available to graduate students.

Professor and Mrs. John L. Dawson and Dr. and Mrs. Hubert G. Driggs Scholarship

This scholarship, established by gifts from Professor and Mrs. John L. Dawson and Dr. and Mrs. Hubert G. Driggs, is to be awarded primarily to students newly entering Texas Woman's University as majors in programs offered by the Department of History and Political Science, either as new freshman students, or transfer students from other colleges, universities, or community colleges. These scholarships are available both to undergraduate and graduate students. In addition, continuing undergraduate students who show exceptional promise, who have a cumulative grade point average of 3.0 or higher, and who are completing a major or a minor in programs offered by the Department of History and Political Science will be given consideration.

General Departmental Scholarship

Limited funds are available periodically from various sources to assist deserving students majoring in or planning to major in the Department of History and Political Science who have demonstrated potential for academic excellence and professional development and who have financial need.

Jamison Internship Fellowships

Funded by the generosity of the late Alonzo and Elisabeth Jamison, these are fellowships are intended for students who have secured an unpaid internship at a museum, archive, or other non-profit institution. Students in the Public History track are especially invited to seek out an appropriate internship and apply for Jamison funding.

Jamison Research Fellowships

Funded by the generosity of the late Alonzo and Elisabeth Jamison, these are fellowships are intended for outstanding, advanced history and political science graduate students. While exceptions may be made for particularly talented students, Jamison Fellows will most likely be in their second year in the MA program. Each Fellow will work on their own advanced research as well as be assigned to assist a mentor professor in the Department of History and Political Science in a particular research project. The mentor professor will monitor and assess the work of Jamison Fellows ensuring both adequate quality and quantity.

Scholarship forms are available on the History and Political Science web site and may be faxed, mailed, or returned in person. Scholarships may be granted in any semester when funds are available. Scholarship winners will be announced in the spring semester. Applications are welcome at any time, but the deadline for those to be announced in the spring is March 1st of each year.

Graduate Assistantships

As teaching needs and funds permit, the department awards graduate assistantships on a competitive basis. Graduate Assistants (GAs) support professors with the teaching of a course; Graduate Teaching Assistants (GTAs) are instructors of record in independent courses. For an application and complete information about Graduate Assistantships see the TWU Graduate

School web site. For an application for GTA positions, see the Departmental web site. The deadline for assistantship applications is March 1st of each year.

Part Two

Degree Plans and Course Offerings

Degree Plans

Students may earn the M.A. in Political Science by completing course work and writing a thesis OR completing course work and writing a professional paper. The following tables describe degree plans for the M.A. in Political Science:

M.A. Thesis Option

GOV 5033 Research Methods (3 hours)
At least 3 hours in U.S. Politics, Law, and Government
At least 3 hours in Global/Comparative Politics
At least 3 hours in Political Theory
At least 3 hours in Public Policy
GOV 5983/GOV 5993 Thesis (6 hours)
9 additional graduate hours
30 TOTAL HOURS

M.A. Professional Paper Option

GOV 5033 Research Methods (3 hours)
At least 3 hours in U.S. Politics, Law, and Government
At least 3 hours in Global/Comparative Politics
At least 3 hours in Political Theory
At least 3 hours in Public Policy
GOV 5973 Professional Paper (3 hours)
18 additional graduate hours
36 TOTAL HOURS

The department offers a **Public Affairs option** combining academic training, including course work in public affairs, with a dynamic internship experience.

M.A. Public Affairs Option

GOV 5033 Research Methods (3 hours)
At least 3 hours in U.S. Politics, Law, and Government
At least 3 hours in Global/Comparative Politics
At least 3 hours in Political Theory
At least 3 hours in Public Policy
GOV 5903 Introduction to Public Affairs
GOV 5936 Internship (6 hours)
GOV 5973 Professional Paper (3 hours)
9 additional graduate hours of your choice
36 TOTAL HOURS

In addition to the above degree plans, the department also offers a Political Science M.A. with a Graduate Certificate in History. Graduates who receive a Graduate Certificate in History

alongside their Political Science M.A. have enough graduate hours to teach both History and Political Science in Texas community colleges. Graduates are also qualified to teach dual credit courses in both History and Political Science in Texas high schools.

M.A. in Political Science with Graduate Certificate in History Option

GOV 5033 Research Methods (3 hours)

At least 3 hours in U.S. Politics, Law, and Government

At least 3 hours in Global/Comparative Politics

At least 3 hours in Political Theory

At least 3 hours in Public Policy

3 additional graduate hours in Political Science

GOV 5973 Professional Paper (3 hours)

Plus the Graduate Certificate in History (see below)

The Graduate Certificate in History

HIST 5033 Research Methods in History

5 additional graduate courses in History of your choice

A capstone written portfolio and oral defense consisting of:

1. A written personal statement describing what you have learned in the certificate program and how you plan to utilize it
2. A research component (i.e. paper, poster, literature review, or project from a History class) in which you demonstrate an ability to critically analyze a well-defined problem or issue.
3. An oral defense of your portfolio in front of the standing departmental certificate defense committee.

39 TOTAL HOURS

Note that the Graduate Certificate in History requires a written portfolio and oral defense. This portfolio and defense is in ADDITION to the written and oral defense requirements of the professional paper.

The defense of Graduate Certificate Portfolios will happen before a standing departmental committee. Contact the Director of Graduate Study to schedule your certificate defense.

Degree Plan Requirements

1. All degree plans require students to have a minimum of 3 hours of graduate study in each of the following fields:
 - U.S. Politics, Law, and Government
 - Global/Comparative Politics
 - Political Theory
 - Public Policy

Within these required fields, students may choose from a variety of courses offered on a regular basis.

2. All degree plans require students to take the course, GOV 5033: Research Methods in Political Science. Please note that this course is only offered every 18 months.
3. All degree plans require students to take 3 hours of professional paper preparation or 6 hours of thesis preparation if writing a thesis.
4. No grade lower than B can be counted toward the completion of a degree plan.
5. Students may take up to 6 hours of internship credit in the completion of a degree
6. Students may take up to 6 hours of independent study credit in the completion of a degree.
7. Students may transfer up to 6 hours from another accredited university
8. Students may elect to take up to 6 hours of coursework in another discipline to qualify for a graduate minor. A complete description of graduate minors is available in the Graduate Catalog.
9. Students may qualify for a graduate minor by substituting 6 hours of elective coursework in their degree plan with 6 hours from another discipline AND including a professor from that discipline on their thesis or professional paper committee. A complete description of graduate minors is available in the Graduate Catalog. Students pursuing the M.A. in History with the Graduate Certificate in Government may NOT pursue a graduate minor in another field.
10. Students may NOT take courses outside of their degree plan.
11. Students MAY change their degree plans. To change a degree plan, see the Director of Graduate Study

Beyond these requirements, students are free to take graduate Political Science courses of their choice to meet the total number of hours needed for graduation.

Declaring a Degree Plan

All students entering the program are automatically enrolled in the Professional Paper degree plan. Students wishing to change their degree plan **must see the Director of Graduate Study to complete the necessary form**. Students may choose from among the following degree plans:

- M.A. Thesis Option
- M.A. Professional Paper Option
- M.A. Professional Paper with a Graduate Certificate in History
- M.A. Professional Paper – Public Affairs Track

The student is responsible for making sure that:

1. Their degree plan is up to date
2. They are taking courses consistent with this degree plan. Please note that students may NOT take courses outside of their chosen degree plan.

Course Offerings

Course offerings change on a semester basis. For an updated list of course offerings, see the most recent edition of the Graduate Catalog. The following list of courses is designed to demonstrate the depth and range of the program. To verify that a course meets a required field (U.S. Politics, Law and Government; Global/Comparative Politics; Political Theory; Public Policy), please inquire with the department chair. The following recently offered courses are grouped under appropriate required fields.

Courses in U.S. Politics, Law, and Government

Seminar in Government
Problems in the Legislative Process
Issues in Constitutional Law
The Civil War: History, Culture, and Law
War, National Security, and Civil Liberties
Native Americans: History, Culture, and Law
Civil Rights: History, Culture, and Law
GOV 5903: Special Topics in U.S. Politics, Law, and Government

Courses in Global/Comparative Politics

Studies in Comparative Politics
American National Defense Policy
Seminar in Japanese Politics
American International Relations
GOV 5903: Special Topics in Global/Comparative Politics

Courses in Political Theory

Seminar in Political Theory [may be taken more than one time for credit as content changes]
GOV 5903: Special Topics in Political Theory

Courses in Public Policy

Political Women
Leadership and Women
The Presidency and Public Policy
Introduction to Public Affairs
Rights, Race and Social Justice
Law, Gender and Sexuality
GOV 5903: Special Topics in Public Policy

Internships

Up to six hours of internship credit may be counted towards a degree. For specific information on available internships and prerequisites for internship participation, see the Departmental Internship Coordinator.

Part Three

Navigating the First Year

The First Week

In your first week of graduate study, schedule a “welcome appointment” with any member of the Political Science faculty. This “welcome appointment” serves as an orientation to the program and provides an opportunity to ask questions about your course of study. The “welcome appointment” does not have to be scheduled with your major professor (see below); the appointment can be scheduled with any full-time member of the Political Science faculty.

Choosing a Major Professor

During your first semester in graduate school, you should select a major professor to oversee your graduate studies and direct your thesis or professional paper. Because the choice of a major professor is an important one, you should choose a major professor whose professional expertise most closely matches your intended research project. Students are strongly encouraged to meet with a professor and discuss their interests.

The following information is offered as a quick reference point for understanding faculty expertise.

Dr. Tim Hoye specializes in social and political theory, U.S. politics, and comparative politics, with an emphasis on the politics and government of Japan.

Dr. Jonathan Olsen specializes in comparative politics and political theory, with an emphasis on German politics, European politics, and the European Union.

Dr. Parker Hevron specializes in U.S. politics, Texas politics, and research methods, with a special emphasis on the intersection between mass media, legal policy-making, and political behavior.

Dr. Clare Brock specializes in U.S. politics and public policy, with an emphasis on policy-making and political institutions.

Dr. Wouter van Erve specializes in U.S. and international law

Dr. Vivienne Born specializes in International Relations and Comparative Politics

Taking Courses

Although there is only one required course in the traditional politics M.A. (Research methods in Political Science) and two courses in the Public Affairs track (Research methods and

Introduction to Public Affairs) all degree plans require students to take a minimum number of hours in four required fields (U.S. Politics, Law and Government; Global/Comparative Politics; Political Theory, Public Policy). Within these required fields, you may choose any applicable course(s). If you have questions regarding the placement of a course in a particular required field, you may ask the department chair.

Take RCR Training

All graduate students must complete Responsible Conduct of Research (RCR) training BEFORE they begin to research or write their thesis or professional paper prospectuses. This training is available on-line. Information can be found at: <https://twu.edu/research/compliance/responsible-conduct-of-research-rcr/>

RCR Training is a Graduate School requirement.

Part Four

Forming a Graduate Research Committee

Developing a Graduate Research Committee (GRC)

Each student is responsible for forming a Graduate Research Committee (GRC) composed of faculty chosen by the graduate student in consultation with the major professor. This committee will assess the thesis or professional paper.

Your major professor is automatically the chair of your GRC. In addition to your major professor, a GRC consists of two additional TWU faculty members. One of these additional faculty members must be a full-time tenured, or tenure-track faculty member teaching in the Political Science program. The other member may be a full-time tenured, or tenure track member of the Political Science program or a member of any other TWU Department. Graduate Research Committees must have a minimum of three members; additional members may be added at the discretion of the GRC chair.

After completing 12 hours of graduate coursework, you should consult with your major professor to identify potential GRC members. You should meet individually with each potential GRC member. Once two faculty members have agreed to join with the major professor to form the GRC, work with your major professor to complete the Graduate Research Committee Composition form and return it to the departmental office.

What Does the GRC Do?

Ultimately, the GRC will assess your thesis or professional paper. They are the committee to whom you will present your thesis or professional paper – in an academic defense – at the conclusion of your graduate program. Importantly, long before the defense, the GRC can be a resource for ideas, suggestions, research support, and critical review as you develop your prospectus and thesis or professional paper. While the Committee Chair, your major professor, is primarily responsible for directing the thesis or professional paper, other members of the committee can be consulted for their advice and opinion. You are responsible for seeking the guidance of your GRC throughout the process.

What Happens if my GRC Changes?

In the event a member is unable to continue to serve on the GRC, the student, in consultation with the major professor, will find a replacement and will re-file the Graduate Research Committee Composition form with the Department. The GRC Chair (a student's major professor) should not be changed during the writing phase of the thesis or professional paper unless circumstances warrant such a change. In the event of a change in major professor (GRC Chair) the student must, in consultation with a new GRC chair, re-file the Graduate Research Committee Composition form with the Department.

Part Five

The Thesis or Professional Paper

What is a Thesis?

A thesis is a lengthy exploration of a focused topic based upon original research in both primary and secondary sources. A thesis is typically 75-100 pages in length including endnotes. Theses include a complete bibliography that is not counted in their page length.

What is a Professional Paper?

A professional paper is an extended, journal-length essay that explores a focused topic and is based upon original research in both primary and secondary sources. A professional paper is typically 30-45 pages in length including endnotes. Professional Papers include a complete bibliography that is not included in their page length.

Should I write a Thesis or a Professional Paper?

The Department gives students the choice to write a thesis or professional paper. You should make this choice based on your interests, the expansiveness of your intended subject, the amount of research materials available, and your personal career goals. Feel free to discuss this decision with your major professor.

Where can I get Ideas for a Thesis or Professional Paper?

The idea for a thesis or professional paper can have its origins in a class paper, in a conversation with a professor or classmates, or from interests related to career possibilities. A specific research question relating to a general interest in a topic will typically emerge from a thorough and systematic review of research on your general topic. Once you have isolated a topic for your thesis or professional paper, discuss it with your major professor. If you feel their expertise would be beneficial to your research, you can also discuss your intended topic with other members of your GRC.

Part Six

Writing the Thesis or Professional Paper Prospectus

What is a Prospectus?

A student must complete a prospectus before beginning to write the professional paper. A prospectus is a formal statement of your topic based in primary and secondary research. The prospectus is a major component of the graduate program; it demonstrates your preparation to conduct sustained research on a focused topic. In placing your topic within the context of recent scholarly literature, the prospectus should reflect significant amounts of preparatory research. The prospectus must contain the following:

- A proposed title
- An introduction placing your proposal in a larger context and explaining why your research is significant
- A proposed central question or thesis statement
- A description of the primary source materials to be utilized in your essay
- A thorough literature review that situates your argument in the context of recent scholarship on the topic.
- A bibliography in Chicago Manual Style

You should work with your major professor in the development of your prospectus.

You will submit your prospectus to your major professor and the GRC for approval. Thesis prospectuses also require approval from the Department Chair and Graduate School.

When Can I Write my Prospectus?

You may write your prospectus at any time.

Submitting a Professional Paper Prospectus to your Major Professor

Once you have completed your prospectus, submit it to your major professor (GRC Chair). Your major professor will review your prospectus and may request that it be revised.

Submitting a Professional Paper Prospectus to the GRC

When your major professor approves of the prospectus, circulate copies to the remaining GRC members. GRC members may take up to two weeks (longer in summer) to review a proposed prospectus.

Obtaining GRC Approval for a Professional Paper Prospectus

GRC approval for a prospectus may be obtained from the GRC Chair and committee. No outside forms are required. Once your chair and committee has approved your prospectus, you may begin work on composing the professional paper. RCR Training must also be completed before work on a thesis can begin.

Submitting a Thesis Prospectus to your Major Professor

Once you have completed your prospectus, submit it to your major professor (GRC Chair). Your major professor will review your prospectus and may request that it be revised.

Submitting a Thesis Prospectus to the GRC

After your major professor approves of the prospectus, circulate copies to the remaining GRC members. GRC members may take up to two weeks (longer in summer) to review a proposed prospectus.

Obtaining GRC Approval for a Thesis Prospectus

The GRC will assess the prospectus and determine if the project is ready for approval.

The GRC will note its decision and sign the Thesis Prospectus Cover Sheet

Obtaining Departmental Approval for a Thesis Prospectus

Once approved by the GRC, the thesis prospectus must be approved by the Chair of the Department who will sign the original Thesis Prospectus Cover Sheet. Copies of completed Thesis Prospectus Cover Sheet must be filed with the GRC Chair and the Departmental Administrative Assistant.

Obtaining Graduate School Approval for a Thesis Prospectus

The prospectus and signed Prospectus Cover Sheet must be forwarded to the Graduate School for approval. Students must indicate on this form whether they are using human subjects or animals in their research. If your project does involve human subjects you must submit paperwork on how you will protect these subjects through the Institutional Review Board. Oral histories are not considered “human or animal subjects.”

Once the Graduate School has approved the Thesis Prospectus Cover Sheet, they will notify the student in writing. Once Graduate School approval has been received, you may begin work on composing the thesis.

Please note that the prospectus must be submitted to, and the Prospectus Cover Sheet must be signed by, the Chair of the GRC, committee members of the GRC, the Department Chair, and the Graduate School BEFORE work can commence on the thesis. RCR Training must also be completed before work on a thesis can begin.

Part Seven

Writing the Thesis or Professional Paper

Preparation of Theses and Professional Papers

STYLE

Theses and Professional Papers must be written according to the stylistic guidelines established by the Graduate School in the *Guide to the Preparation and Processing of Dissertations, Theses, and Professional Papers* available on the Graduate School web site. In addition, the citation style for all Theses and Professional Papers in Political Science is *The Chicago Manual of Style*, 17th edition.

CONTENT

Theses and Professional Papers explore focused historical topics based upon extensive original research in primary and secondary sources.

THE ROLE OF THE GRC CHAIR

As you research and write your thesis or professional paper, make regular appointments with your GRC Chair to discuss your progress. As you research and write, submit portions of the work to your major professor for commentary. When you have completed a draft of the thesis or professional paper submit it to your major professor for commentary. Drafts of theses and professional papers should be free of grammatical and mechanical errors. It is your responsibility to proofread a thesis or professional paper to ensure that it is free of spelling and grammatical errors. Your GRC Chair will review your draft and may request that it be revised.

Part Eight

Defending and Submitting a Thesis or Professional Paper

Circulating copies of the Thesis or Professional Paper to the GRC

Once a draft of the thesis or professional paper has been approved by the GRC Chair, circulate copies to the remaining GRC members. GRC members may take up to two weeks (longer in summer) to review a proposed thesis or professional paper.

Scheduling an Oral Defense

After you have circulated copies of the thesis or professional paper to the GRC, meet with your GRC Chair (major professor) to set a defense date. You should select a date, amenable to all GRC members, that is approximately 2 weeks in advance. Please note that oral defense dates may not be scheduled during the last week of classes. It may also be difficult to schedule a defense date in the summer due to faculty members' travel schedules.

The Oral Defense

The oral defense of the thesis or professional paper is a conversational dialogue between the student and the Graduate Research Committee. During this defense, the student will formally present the research and answer questions, relative to that research, from the GRC.

After the defense, the GRC assesses whether to approve, or to require revision. Overall assessments of theses and professional papers are based upon the level of critical analysis and original thinking demonstrated in the written work, the command of scholarly research in the written document, and the level of critical analysis in the oral defense. If your thesis or professional paper is approved by your GRC, the members will sign the signature page of your work and the Certification of Final Examination Form. Copies of the defended thesis or professional paper and the Certification of Final Examination form must be filed with the Department Chair. Please bring a copy of the Certification of Final Examination Form (available under Forms on the TWU Graduate School Website) with you to the Oral Defense.

Submitting your Professional Paper to the Department

After all members of the GRC have signed your Certification of Final Examination Form, take it to the Department Chair to be signed.

Submitting your Professional Paper to the Graduate School

After the necessary signatures have been obtained from the GRC and Department Chair on the Certification of Final Examination Form, you will need to submit the following materials to the Graduate School:

1. The professional paper's title page
2. A signed Certification of Final Examination Form.

Submitting your Thesis to the Department and Graduate School

Please follow the process outlined above (obtain signatures from the GRC and Department Chair on the Certification of Final Examination Form). After the necessary signatures have been obtained, you will need to submit the following materials to the Graduate School:

1. Your Thesis.
2. A signed Certification of Final Examination Form.

Binding your Thesis

After submitting your thesis or professional paper to the Graduate School, you must have two copies bound in hard back. The binding may be done at a local copy store. One of these copies is to be given to the Department Chair; the other is to be given to the GRC Chair. Other specific requirements for binding a thesis can be found in the *Guide to the Preparation and Processing of Dissertations, Theses, and Professional Papers*.

Part Nine

Appendix

Deadlines for Graduation

Prior to the semester of expected graduation, you should consult the Calendar of Deadlines distributed by the Graduate School. It is your responsibility to meet all of the deadlines listed.

Thesis Prospectus Cover Sheet (available under Forms on the TWU Graduate School website). Completed upon the GRC's acceptance of a thesis prospectus. This form must be signed by the GRC Chair, GRC members, and Chair of the Department. This form, and a copy of your thesis prospectus must be submitted to the Graduate School for approval.

Certification of Final Examination Form (available under Forms on the TWU Graduate School website).

Completed upon successful completion of the Oral Defense of a thesis or professional paper. This form must be signed by the GRC Chair, GRC members, and Chair of the Department. This form,

Scholarship Application (available on the TWU History and Political Science website)
For those interested in departmental scholarships.

Graduate Assistantship Application/ Graduate Teaching Assistantship Application (available under Forms on the TWU Graduate School website).
For those interested in Graduate Assistantships and Graduate Teaching Assistantships.

Request to Add a Minor (available on the TWU History and Political Science website)
For those wishing to declare a 6 hour graduate minor.

Please see additional applicable forms available under Forms on the TWU Graduate School website.

In your first semester . . .

1. Schedule a "welcome appointment" with a member of the history faculty.
2. Familiarize yourself with the degree plan requirements described in this handbook and in the Graduate Catalog.
3. Choose a degree plan and complete the necessary paperwork with the Director of Graduate Study.
4. Choose a major professor and begin a conversation about possible research topics for your thesis or professional paper.
5. Take applicable courses that meet the requirements of your degree plan.
6. Take RCR training

After 12 hours of graduate study . . .

1. Work with your major professor to develop a Graduate Research Committee (GRC). Invite faculty members to be on your GRC. Submit the completed Graduate Research Committee Composition form.
2. Work with your major professor to identify a focused topic for your thesis or professional paper.
3. Write a thesis or professional paper prospectus.
4. Submit your thesis or professional paper prospectus to your major professor.
5. Revise your prospectus and resubmit it to your major professor as needed.
6. Once your major professor approves your prospectus, submit it to the GRC.
7. If you are writing a thesis, complete the Thesis or Prospectus Cover Sheet and obtain departmental and Graduate School approval for your prospectus.

After the prospectus has been approved by all parties . . .

1. Write the thesis or professional paper.
2. Submit a draft of the thesis or professional paper to your major professor.
3. Revise your thesis or professional paper and resubmit it to your major professor as needed.
4. Once your major professor approves your thesis or professional paper, submit it to the GRC.

After the thesis or professional paper has been approved by your major professor . . .

1. Schedule a date for the Oral Defense.
2. Defend your thesis or professional paper.
3. If your defense is successful, complete the Certification of Final Examination form and obtain necessary signatures from the GRC Chair, committee members, and Department Chair.
4. If you defended a thesis, submit a copy of your thesis and your signed Certification of Final Examination form to the Graduate School.
5. If you defended a professional paper, submit your Certification of Final Examination form and a copy of your professional paper title page to the Graduate School.
6. Bind your thesis and provide copies to the Department and your major professor.

Six months before your expected graduation date . . .

1. Meet with your major professor to ensure that you have met all degree plan requirements and have a degree plan on file.
2. Ensure that you apply for graduation and meet all deadlines established by the Graduate School.

This handbook should be used in conjunction with the Graduate Catalog and other information available on the Graduate School website.