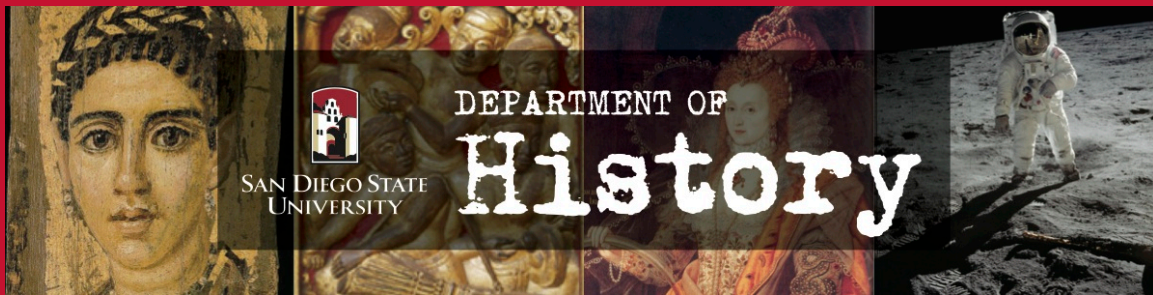


San Diego State University History Department Graduate Student Guide



Dr. Paula De Vos, Graduate Advisor

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Who to Call for Advice and Forms

Graduate Adviser

Professor Paula De Vos
Arts and Letters 534
pdevos@sdsu.edu
594-4893

Administrative Matters Relating to MA Program; Forms for 795, 798, Thesis Committee; Scheduling and Proctoring of Comprehensive Exams

Bradley Redmon
Arts and Letters 588
bredmon@sdsu.edu
594-4218
Hours: Mon-Thurs 7:30 AM-12:30 PM

Contracts for GAs, RAs, and TAs, Forms for 795, 798, Thesis Committee

Adriana Putko
Arts and Letters 588
putko@sdsu.edu
594-7119

Forms/Schedule Numbers for Thesis Committee, 797, and 799 A, 799 B

Graduate and Research Affairs
Student Services East 1410
594-5213

Financial Aid Office

Student Services, Room 3605
<http://www.sdsu.edu/financialaid>
594-6323 Press 3

Graduate Student Association

Student Life and Leadership, 210U
gsa@sdsu.edu

History Department Scholarships

Professor De Vos: pdevos@sdsu.edu

Phi Alpha Theta (History Honors Society):

Professor Beasley: Edward.Beasley@sdsu.edu

Faculty Specializations

Ancient and Medieval

Mathew Kuefler (Medieval Europe, Gender, Sexuality). .
Walter Penrose (Greek and Hellenistic History, Gender, Sexuality)
Elizabeth Pollard (Greece and Rome, Greco-Roman Religion, Women in Antiquity)

Africa

Angel David Nieves (social justice, race and ethnic studies, South Africa, East Africa, post-conflict truth and reconciliation, genocide)

Asia

Pierre Asselin (Vietnam War, Southeast Asia, Third World Revolutionary Movements)
Kathryn Edgerton-Tarpley (E.Asia, China and Japan, Trauma).
Walter Penrose, (Ancient Near East)

Digital Humanities

David P. Cline (oral history, public history)
Angel David Nieves (Urban history, public history, spatial history)
Elizabeth Pollard

Latin America

Pablo Ben (19th and 20th Century South America, Argentina, Gender)
Paula De Vos (Colonial Mexico, History of Science and Medicine, Scientific Revolution)
Tom Passananti (Modern Mexico, Economic)

Middle East

Ranin Kazemi (Modern Iran, Modern Middle East)

Modern Europe

Edward Beasley (England, Imperialism, Racism)
Joanne Ferraro (Renaissance and Early Modern, Italy)
Annika Frieberg (Central Europe, Poland, Germany, conflict resolution)

United States

Pierre Asselin (Vietnam War, American Foreign Relations, Cold War History)
Edward Blum (Civil War, Reconstruction, African-American, Religion)
David P. Cline (20th and 21st century U.S. social movements, oral history, public history)
Stephen Colston, (Southwest, Public, Film)
Sarah Elkind (Environmental, Political, Public, Urban).
Eve Kornfeld (Colonial, Revolutionary, Gender, Childhood)

Tom Passananti (US Economic)
John Putman (American West, California, Popular Culture, Urban)
Andrew Wiese (Urban, Social, African-American)
Chiou-Ling Yeh (Race, Ethnicity, Asian Americans, Gender)

World

Pierre Asselin (Third World Revolutionary Movements, 20th century military history)
Edward Beasley (Modern)
Paula De Vos (Modern)
Kate Edgerton (Modern)
Mathew Kueffler (Ancient, Medieval)
Walter Penrose (Ancient)
Elizabeth Pollard (Ancient)
Tom Passananti (Economic)

For contact information, please see our website at
https://history.sdsu.edu/faculty_and_staff.

Master's Degree Roadmap

MA Requirements:

You must maintain a minimum GPA of 3.3 to avoid being placed on probation.

Courses in which you earn a grade below C do not count towards the MA.

Credit/No Credit grades do not count unless that is only grading option for the course.

Courses taken seven years prior to completion of MA expire, but can be counted for credit if the student submits a Validation for Recency Form signed by the instructor indicating passage of written or oral exam demonstrating student's command of the course material and approved by the graduate advisor.

Foreign Language Proficiency-Recommended First Year

12 semester units or quarter equivalent of language with minimum C average

Or

Proficiency demonstrated on GRE language exam (score of 500 or higher)

OR

Proficiency demonstrated by exam administered by SDSU language department.

30 units of graduate level courses consisting of:

24 units minimum of graduate level history courses:

21 units which must be in 600-700 level courses including:

- History 601 (First semester)
- History 665 (Second, third, or fourth semester)

3 units which can be in 500/600-level history courses.

6 units which can be in 500/600 level courses in history or in other departments.

Plan A: Thesis Option: (Declare option at beginning of 2nd Year)

6 units, History 601, 665

9 units of History 620, 630, 640, 650, or 680

6 units History, 797, 799 A

3 units of graduate level history courses at 500 or 600 level.

6 units of graduate 500/600 level courses in history or in other departments

Approval of thesis by thesis committee

Plan B Comprehensive Exam Option: (Declare option at beginning of 2nd Year)

6 units History, 601, 665

12 units, History 620, 630, 640, 650, or 680

3 units History 795 to prepare for comprehensive examinations

3 units of 500 or 600 level history courses

6 units of 500 or 600 level courses in history or in other departments

Passage of written exams in two fields of study

Thesis topic and committee: Each Plan A student should select a thesis topic and committee by their third semester. A thesis committee consists of a first and second reader from the History Department and a reader from another department. The formation of a thesis committee is a prerequisite to enrolling in History 799A.

Comprehensive Fields and Examiners: Each Plan B student should select 2 examination fields as described under Plan B in the graduate guide. Reading lists and exams will be prepared and graded by two faculty members in these fields. The faculty member whose specialization is in the student's first exam field will chair the exam committee. History 795 will consist of readings to prepare the student in his or her examination fields.

Sample Program:

First Semester-9 units:

- History 601
- History 620, 630, 640, 650, or 680
- 500/600-level course in history or in a related discipline

Second Semester-9 units:

- History 620, 630, 640, 650, or 680
- History 620, 630, 640, 650, or 680

- 500/600-level course in history or in a related discipline

Third Semester-6 units:

Selection of Thesis Topic and Committee or Exam Fields and Exam Committee.

Plan A:

- History 665 if ready to write thesis.
- History 797 if ready to write thesis (though it may be taken concurrently with 799A in fourth semester).
- History 500 level course or 620, 630, 640, 650, or 680) depending on first year courses.

Plan B:

- History 665 (if taking exams in 4th semester)
- History 620, 630, 640, 650, Or 680 if you have not taken required number of these courses yet.

Fourth Semester-6 units:

Plan A

- History 665 if not taken yet.
- History 797 and 799A

Plan B History

- 795 and 798 preparation for comprehensive examinations

Fifth Semester if needed:

Plan A: 799B Thesis Extension

Plan B: 799 C Comprehensive Examination Extension

Plan A: Thesis

Advancement to Candidacy:

Students must be advanced to candidacy by filing a program of study with the graduate advisor before they can enroll in the required courses for writing a thesis, History 797 and History 799A. This is usually done either at the beginning of the student's third semester in the MA Program. They must have completed or be concurrently enrolled in History 665 before registering for History 797 and 799A.

Thesis Committee:

In consultation with the graduate adviser, a student will select a chair for the thesis committee. The student and thesis committee chair will select other faculty members who will serve on the thesis committee. Two of the three members of the committee must be History Department faculty. History Department Lecturers can serve as second readers. The third reader must be a faculty member from another department whose expertise is related to the topic of the thesis. All members of the committee and the

graduate advisor must sign the thesis form which can be obtained at the Division of Graduate Affairs and is the prerequisite to enrolling in History 799A. The Graduate Advisor sends the completed form to the Division of Graduate Affairs.

Add Codes:

Add codes for 797 and 799 A can only be issued after the signed Thesis Committee Form has been submitted. Adriana Putko in the History Department issues the add codes for History 797 and the Division of Graduate Affairs issues the add code for History 799A.

Human Subject Research Approval:

Research in which information is obtained about an individual through the use of a survey, interview, or observation. Determination of whether research will involve human subjects must be made when the thesis committee is formed. See Graduate Bulletin pp.73-74 under Human Subject (Thesis/Dissertation) Research Involving Human Subjects or Animal Research. Authorization for use of human subjects must accompany the thesis committee form when it is submitted to the Division of Graduate Affairs and is subject to the review and approval of the Institutional Review Board (IRB). For more information on application procedures, ethical practices, and submission deadlines, visit: <http://gra.sdsu.edu/research/irb>, or e-mail irb@mail.sdsu.edu or call 619-594-6622.

Recommendations

- a. Before writing your thesis, submit an outline and bibliography of sources to the chair of your thesis committee for feedback. You may also want to solicit the feedback of the other members of your committee at this time.

- b. Hand in individual chapters for review by your committee as they are written. On-going feedback, this should provide direction for subsequent chapters, as well as insure that your committee members return your drafts in a timely fashion. Handing in a final draft of an entire thesis and after the thesis deadline usually means that it take a longer time for your readers to evaluate it and that you will need extra time to make the revisions they recommend.

- c. Hand in chapters and final versions well ahead of the Fall or Spring semester deadlines for theses. Although you can hand in drafts after these deadlines, there is no guarantee that the thesis can be revised and approved in time for graduation in that semester if you miss the deadlines.

- d. Final submission of a thesis requires the formal approval of the officially appointed faculty thesis committee and acceptance of the thesis by the graduate dean for deposit in the university library. The dean will only accept thesis manuscripts that conform to the format and presentation requirements specified by the Graduate Council and the sponsoring department. The council requirements are fully presented in the SDSU

Dissertation and Thesis Manual. To learn how to properly format your thesis (or you can hire people with this expertise), take on the BATS (Baseline, Access, Training, and Support) Workshops on the Master's Thesis Template while you are writing your thesis. You can find information about these workshops on the Instructional Technology Services website. You can find the thesis template at <http://gra.stdu.edu/graduate/thesis>

e. The university requires that the student be enrolled in 799A, Thesis, or 799B, Thesis Extension, in the term in which the thesis is granted final approval by the faculty committee and submitted to the Division of Graduate Affairs for format review. Unless the thesis division deems the thesis manuscript unready for submission due to gross deficiencies of format or presentation or incomplete, students will not be required to reregister for thesis in any subsequent term if the thesis is submitted to the Dissertation and Thesis Review Service by the end of the last working day of the semester or summer term in which the student is enrolled in 799A or 799B. Consult the academic calendar in Part One of the Graduate bulletin for specific deadline dates. Students who cannot meet the final deadline for submission because of rejection by the Dissertation and Thesis Review Service will be required to reenroll in History 799 B and reapply for graduation.

f. Students are expected to make all required changes and submit the final revised manuscript within 30 days following the date of initial review by the dissertation and thesis review service. A "credit" grade will not be recorded or the degree awarded unless the thesis has been approved by the dissertation and thesis review service and arrangements made to deposit the required copies in the university library through Montezuma Publishing of the Aztec Shops. If this final process is not completed by the noon deadline listed in the academic calendar, the student will be required to reapply for graduation in any subsequent term in which he or she expects to graduate.

g. For the full information on how to format and submit the copies of your approved thesis to the library, go to:

<http://www.montezumapublishing.com/thesis1/ThesisandDissertation.aspx>

Plan B : Comprehensive Exams

Plan Requirements and Goals:

In addition to completing the course requirements listed in the Graduate Bulletin, the Plan B MA candidates must complete written examinations and enroll in History 795 and one additional three unit course numbered from 620 to 680 in lieu of History 797 and 799 A. On their exams, candidates are expected to demonstrate a mastery of the factual knowledge and historiographical debates within two broad fields defined by geographical area and a standard chronological period with a focus on a particular methodology or theme. Plan B exists to offer greater breadth than available under the

thesis plan. It should be an attractive alternative to the thesis for students considering careers in teaching or who have not determined what specialization they want to pursue in a doctoral program.

Students should file a Program of Study indicating their intent to take the comprehensive examinations no later than their 3rd semester in the graduate program.

Enrollment in History 795:

Only students advanced to candidacy may enroll in History 795. To enroll, a student must file an "Area Studies in History (History 795)" form with the graduate advisor. This form identifies examination fields and the examination committee. Students often take History 798 (Special Studies) to prepare in the second field of their exams.

Examining Committee:

The candidate must form a committee composed of two professors, one from each exam field. The candidate will designate one of the field supervisors as chair of the committee. The chair of the committee will serve as the instructor for History 795. Lecturers with PhDs who have taught at SDSU for three years or more may serve on a committee, but not chair it.

Reading Lists:

Each field supervisor will work with the candidate to prepare a reading list of approximately 40 books or their equivalent for his or her field. The readings should focus on key events, figures, trends, and historiography in each field. Candidates should expect to read a total of 80 books (or the equivalent) for the two exams.

Selection and Definition of a Field:

With the approval of the committee, the student will select two geographical fields in standard chronological periods and indicate a methodological or thematic focus for each. Other fields and chronological periods can be chosen if the student and examining committee agree to them.

GEOGRAPHICAL FIELD IN STANDARD CHRONOLOGICAL PERIOD:

Pre-Modern: African, Asian, Latin American, Middle Eastern, or World

Modern: African, Asia (China/Japan, or Southeast Asia), Latin American, Middle Eastern, or World

Ancient Greece, Near East, or Rome.

Medieval, Early Modern, or Modern Europe

Colonial US to Civil War, or US from Reconstruction to Present

METHODOLOGICAL OR THEMATIC FOCUS OF FIELDS:

history of childhood, cultural, or intellectual history, economic history, environmental history, film history, history of foreign relations, history of gender, political history, race

and ethnicity, public history, history of religion, history of science and technology, history of medicine, history of sexuality, social history, urban history, military history.

Examinations:

The field supervisors and student will develop three study questions at least a month before the exam. The student will be required to answer two questions in each field. One of the questions in each field will be about the field as a whole; the second will have a methodological or thematic focus.

The written exams will be scheduled through Bradley Redmon in the department office and will take place during the allotted exam period – the thirteenth and fourteenth week of the semester – for Fall and Spring semester. All students choosing the Plan B option must take their exam during this allotted period. The student will choose which field in which he or she will be examined on the first day. The examination in the second field will be given the next day. Students have four hours to complete each exam.

Students can write their exams on a department laptop issued by the department.

Students must receive a passing grade in both fields from both members of the committee. To pass with distinction requires unanimity of the committee. An oral examination consisting of one hour of question and answer between the student and the examining committee will take place if the committee, after reading the written exam, deems it necessary. The oral examination will take place within one week following the written exam.

A student who fails one or both of the exams has one academic year to retake the exam or exams in the field(s) he or she failed. Retaking exams can be done only once, and it must take place during the allotted exam period of the semester in which the exam is to be retaken.

The grades for comprehensive exams must be transmitted to the student no later than a week after the examination is taken. The chair of the committee will inform the graduate advisor that the student has successfully passed the examinations. Exams will be kept on file in the History Department office for three years after passage.

Preparing to Teach History at Community Colleges

****Please note: The courses for the community college teaching certificate are not being offered by the ARPE department for the 2017-2018 academic year. Further information will be provided as soon as we receive an update from the ARPE**

program. Students can take other courses offered in the ARPE department but as of now, courses for the certificate are not available.**

Students should be aware that the Department of Administration, Rehabilitation and Postsecondary Education offers a 12 unit community college teaching certificate.

Students who want to pursue a career in teaching at a community college can use the two optional non-departmental courses on their Program of Study to take ARPE 611, 630, or 730. Although they can enroll in additional ARPE courses, these cannot be listed on their Program of Study. They will, however, appear on their transcripts. Students interested in enrolling in the ARPE 760 Internship will have to consult with the ARPE director,

Kendra Jeffcoat at 594-3570 or kjeffcoat@mail.sdsu.edu.

For information on the Community College Teaching Certificate Program, see <http://interwork.sdsu.edu/ccct/>

For information on the San Diego/Imperial Country Community College Association Internships, see <http://interwork.sdsu.edu/sdiccca/index.html>

Foreign Language Proficiency

Candidates for the Masters Degree in History must demonstrate knowledge of a relevant foreign language. Substitutes may be approved where the skills involved are directly related to the student's research interests. It is strongly advised that candidates demonstrate such proficiency before beginning their second year of graduate work.

The standard for such translation proficiency is "intermediate high" as defined by the American Council on the Teaching of Foreign Languages. To achieve this, candidates must be "able to read consistently with full understanding simple connected texts dealing with basic and personal needs about which the reader has personal interest and/or knowledge." The candidate should also be able "to get some main ideas and information from texts at the next higher level featuring description and narration. Structural complexity may interfere with comprehension; for example, basic grammatical relations may be misinterpreted and temporal references may rely primarily on lexical items." Candidate may have "some difficulty with the cohesive factors discourse, such as matching pronouns with referents. While texts do not differ significantly from those at the Advanced level, comprehension is less consistent. Candidate "may have to read material several times for understanding."

Methods of Demonstrating Proficiency:

A. Passing GPA with C average or higher in 12 semester hours or quarter system equivalent of college level language courses.

B. GRE examination in the language with a score of 500.

C. Passing proficiency exam administered by SDSU language department. For more about the language exams and arranging to take one, contact the faculty listed below:

Language	Faculty Member	Phone	E-mail
Arabic	Y. El Cheddadi	594-8800	elcheddadi@hotmail.com
Chinese	R. Wu	594- 735	rwu@sdsu.edu
French	A. Donadey	594-0815	adonadey@sdsu.edu
German	K. Rebien	594-5128	krebien@sdsu.edu
Greek	J. Smith	594-5186	jasmith@sdsu.edu
Hebrew	A. Shuster	594-7114	ashuster@sdsu.edu
Italian	C. Clo	594-1131	cclo@sdsu.edu
Japanese	R. Kitajima	594-5524	rkitajim@mail.sdsu.edu
Korean	H. Kim	594-3932	hkim@sdsu.edu
Latin	J. Smith	594-5186	jasmith@sdsu.edu
Persian (Farsi)	P. Paydar	594-4187	ppaydar@sdsu.edu
Russian	V. Shapovalov	594-7147	venonica.shapovalov@sdsu.edu
Spanish	P. De Vos	594-4893	pdevos@sdsu.edu
Filipino (Tagalog)	A. Alicia	594-8800	aalicio@sdsu.edu
Vietnamese			

Graduate Policies

Educational Leave of Absence - Graduate students are permitted to take up to four semesters of approved leave of absence when you are engaged for the majority of the leave time in an activity that is directly related to your academic career or contributes to specific academic goals. You must apply for each semester you are absent and request a leave of absence at <http://www.sdsu.edu/portal>

Exchange Programs with Cal-Western Law School and UCSD (see SDSU-UCSD Exchange Agreement) - After completing 6 units of SDSU graduate work, SDSU graduate students can enroll in up to 9 units of course work at CAL-Western Law School or 6 units at UCSD. Admission is dependent on the instructor's approval, enrollment

availability, and having a 3.5 GPA in graduate coursework at SDSU. **Note:** The course must also be on the student's Program of Study in order to get approval.

Grades of C-,D,F, or WU - An unauthorized withdrawal grade is counted as an F in your GPA. You must repeat courses in which you received a grade lower than C. The second grade will be averaged with the first grade in your GPA. You can repeat one WU course. Although the WU will still appear in your transcript, only your second grade will be counted in your GPA.

One Semester Stop Out or Educational Leaves of Absence - You can "stop out" of the university for one semester and continue your graduate status. You can take up to 4 semesters of Educational Leaves of Absence (See Graduate Bulletin, p. 430).

Residency - Non-resident students should establish residency in California as soon as possible by getting a California drivers' license, registering to vote, and establishing a bank account.

Visitation at Other CSU Campus - You can take a semester of your courses at another CSU campus and these courses will be transferable to your SDSU MA degree.

Withdrawals (see Graduate Bulletin) - If you have not completed courses for two consecutive semesters, you are considered to have withdrawn from the program and will need to apply for readmission upon resumption of graduate study. Formal withdrawal through the Office of the Registrar is permitted before the end of the fifteenth class day of the semester. No courses or W will appear on your transcript. After then withdrawal is permitted only in cases where the cause of withdrawal is due to verifiable circumstances like accidents or serious illness.

Application for Graduation

An application for Graduation (along with the graduation service fee of \$55) must be filed with the Division of Graduate Affairs via the Cashiers Office. The university begins accepting applications for graduation the semester or term prior to the anticipated graduation semester. However, the deadline occurs during the first few weeks of the semester of the term in which the student expects to graduate. Refer to the academic calendar in Part One of the Graduate Bulletin for deadline dates. Students who do not graduate in the semester or term for which they have applied must reapply for the subsequent semester or term in which they expect to graduate. The graduation services fee of \$55 must accompany each subsequent Application for Graduation.

SDSU History Department Guidelines for Graduate Student Exchange with UCSD History Department

In accord with an agreement between San Diego State University and the University of California, San Diego, the Departments of History at the two institutions will make graduate courses available to one another's graduate students. Students will pay fees at their home institutions. Courses completed at the host university may be considered for degree credit according to the policies governing transfer credit at the home institution.

1. SDSU History graduate students wishing to take graduate courses in History at UCSD must consult with the SDSU graduate adviser for each course and obtain his or her approval. Faculty members should refer students interested in the program to the graduate adviser.
2. SDSU students must have graduate standing in History. Student who are unclassified or conditionally classified are not eligible to participate.
3. SDSU students must at the time of enrollment in a course at UCSD carry a grade point average of 3.5 or higher.
4. SDSU graduate students will normally take no more than six semester units of courses at UCSD as part of their thirty unit graduate program. (Note: One four-unit course at UCSD, which is on the quarter system, will normally transfer to SDSU as two semester units.) Students may not enroll at UCSD for more than one course per term, and the number of credits carried by a student in any more term may not exceed the equivalent of a full-time academic load, normally nine units.
5. A graduate student will be eligible to take courses at UCSD only after completing one semester and at least six units of work at SDSU.
6. SDSU students participating in an exchange must submit the appropriate UCSD transcript to the SDSU graduate division.
7. SDSU History faculty should notify the graduate adviser of UCSD students enrolled in their classes. The graduate adviser must then notify the graduate dean's office.
8. The SDSU and UCSD graduate advisers should exchange class schedule information and syllabi for all courses pertinent to the program.
9. The graduate adviser will monitor the programs of all SDSU graduate students who participate in the exchange to ensure that courses taken at UCSD are appropriate. The adviser will also monitor the exchange program during the first two years to ensure that students from both universities are participating.

Teaching Associates

GENERAL DESCRIPTION OF DUTIES: Duties will include leading weekly discussion sections in large lecture courses, attending staff meetings and lectures and modeling excellent note-taking, grading students written work, assessing student attendance and participation, and holding weekly office hours to provide direct individual contact with students and to clarify course material or skills for students. If you have never been a TA, send two letters of recommendation with your application. If you have, the professor or professors who supervised you will be asked to send a letter about your effectiveness as a TA.

MINIMUM QUALIFICATIONS: Knowledge of the subject matter of the discipline and area in which assigned. Ability to relate well to others within the academic environment; ability to supervise, assist, and train students; and ability to assist faculty in various aspects of a large lecture course. Experience: For the initial appointment, minimum of 3.0 average in graduate courses. Academic background in the subject. For subsequent appointment, evidence of satisfactory progress toward completion of the MA degree. Full time (6 units) registration in SDSUs History Graduate program.

EXCEPTIONS: Exceptions to minimum eligibility qualifications may be granted at the sole discretion of the hiring department/authority. Students who already have 4 semesters of serving as TAs, GAs, or RAs in the History Department will only be considered for appointment under exceptional circumstances.

APPOINTMENTS: Appointments will either be to teach one or two break-out sections of a class with a maximum number of 33 students in each. You will be expected to attend the class lectures and hold weekly office hours.

APPLICATION PROCEDURES OR HIRING UNIT CONTACT PERSON: Application forms and information are available to students each semester. The applications are also valid for Grading Assistant and Research Assistant positions.

SDSU is an Equal Opportunity Employer and does not discriminate against persons on the basis of race, religion, national origin, sexual orientation, gender, marital status, age, disability or veterans status

For more detailed descriptions of TA positions and terms of appointment, see https://grad.sdsu.edu/current_grad_students/handbooks_and_links

Grading and Research Assistants

Duties of Grading Assistants:

Assisting faculty in evaluating student work and examinations, preparing course materials and aids, or performing other functions requiring knowledge and background beyond that possessed by undergraduate assistants. Holding office hours to aid students in preparing for exams and explain the criteria used in determining their grades.

Duties of Research Assistants:

Providing assistance to faculty conducting authorized research by collecting and arranging data, developing source materials, summarizing reports, searching the literature and compiling bibliographies, developing and operating research equipment, preparing and caring for research materials, and assisting in the conduct of experiments.

MINIMUM QUALIFICATIONS: Knowledge and Abilities: Knowledge of the subject matter of the discipline in which assigned. Ability to relate well to others within the academic environment; ability to assist students as a grader of their written work or to assist faculty in the conduct of special projects/research within the discipline. For the initial appointment, evidence of satisfactory achievement in previous academic work. For subsequent appointments, evidence of satisfactory progress toward completion of the MA degree. Full time registration (6 units) in the History MA program. Students enrolled in credential programs are not eligible for this position.

EXCEPTIONS: Exceptions to minimum eligibility qualifications may be granted at the sole discretion of the hiring department/authority.

APPLICATION PROCEDURES OR HIRING UNIT CONTACT PERSON: Please submit an application and cover letter, indicating the hours you are available for work, and the name of two references currently in the department. Applications are available in the History Department, AL 588.

PERCENTAGE OR HOURS OF APPOINTMENT: The amount of hours assigned to each grader depends on course enrollments, but graders are guaranteed a minimum of 5 hrs./wk for their assignment.

APPLICATION PROCEDURES OR HIRING UNIT CONTACT PERSON: Application forms and information are available each semester. The applications are also valid for Teaching Associate positions.

San Diego State University is a Title IX, equal opportunity employer and does not discriminate against individuals on the basis of race, religion, national origin, sexual orientation, gender, marital status, age, disability, or veteran status.

For most detailed descriptions of GA and RA positions, see https://grad.sdsu.edu/current_grad_students/handbooks_and_links

Graduate Student Financial Support

Office of Financial Aid and Scholarships: http://go.sdsu.edu/student_affairs/financialaid

For a list of national scholarships and fellowships available to graduate students, see http://dus.sdsu.edu/oas/scholarships_graduate.html

For information on travel funds to conduct research or attend conferences, see https://grad.sdsu.edu/funding/funding_opportunities

For the Inamori Fellowship Program, see https://grad.sdsu.edu/funding/funding_opportunities

The Sally Casanova California Pre-Doctoral Program is designed to increase the diversity of the pool of potential university faculty by supporting the doctoral aspirations of individuals who are:

- Current upper division or graduate students in the CSU
- Economically and educationally disadvantaged
- U.S. citizens or permanent residents
- Leaders of tomorrow

The program offers graduate students who are interested in doctoral programs the opportunity to explore doctoral study with a cash award of \$2000 to the student and \$1000 to the faculty mentor. This money can be used for travel expenses to prospective universities, taking the GRE, attending seminars, subscriptions to publications etc. Students who receive this award also are given the opportunity to participate in one of UC's summer research internship programs during the summer of 2011. All details of this scholarship program can be found on <http://www.calstate.edu/predoc/> or contact Cristina Sanchez (sanchez@sdsu.edu) if you have any questions about the fellowship and the dates applications are due. Applications will be reviewed and recommendations will be forwarded to the CSU.

The Chancellors Doctoral Incentive Program is a program designed for underrepresented students; it provides financial assistance to doctoral students who are interested in teaching careers in the CSU. Loans of up to \$10,000 per year up to a total of \$30,000 within 5 years are available at a very low interest rate. If the recipient is hired at a CSU campus as a tenure track faculty member for each year of service 20% of the loan

is forgiven. This program also requires a faculty mentor who will sponsor the student. All details of this loan program as well as an application request can be found at <http://www.calstate.edu/hr/cdip/> or may also be picked up in the Graduate and Research Affairs office contact Cristina Sanchez (sanchez@sdsu.edu).

History on the Web

American Historical Association: <http://www.historians.org/>

American Historical Association-Graduate Student Resources:
<http://www.historians.org/grads/index.cfm>

California Community College Job Registry:
<https://www.ccregistry.org/jobs/index.aspx>

Career Information for Historians: <http://www.oah.org/career-coach>

Careers for History Majors: <http://www.historians.org/pubs/Free/careers/index.htm>

Ex Post Facto - Graduate History Journal: <https://history.sfsu.edu/content/ex-post-facto>

Graduate Student Forms: https://grad.sdsu.edu/current_grad_students/forms

Graduate Student Association of SDSU: <https://as.sdsu.edu/gsa>

Hindsight - Graduate History Journal:
<http://www.fresnostate.edu/socialsciences/historydept/organizations/hindsight>

History Department Writing Guides: https://history.sdsu.edu/writing_guides.htm

History Net: <http://www.historynet.com/>

History News Network: <http://hnn.us>

Organization of American Historians: <http://www.oah.org/>

World History for Us All - SDSU site for teaching world history:
<http://worldhistoryforusall.sdsu.edu/>