

UNDERGRADUATE HANDBOOK

DEPARTMENT OF HISTORY

*COLLEGE OF ARTS AND SCIENCES
Western Michigan University*

Twentieth Edition

Fall 2006

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STUDYING HISTORY

at

WESTERN MICHIGAN UNIVERSITY

As a history major or minor, you are entering a course of study that is both exciting and challenging. Historians are asking new questions of the historical record; there is strong public interest in history; and increasingly, researchers are considering the experiences and contributions of those who have been left out of the "traditional" historical narrative. These developments translate into unprecedented opportunities to practice history professionally and to contribute to our historical understanding, but also demand that historians grapple with difficult questions, an "information explosion," and the need to integrate other disciplines into their study of history. To meet the challenges of history in the twenty-first century, the Western Michigan University Department of History encourages students to develop broad historical content knowledge as well as analytical, research, and writing skills. History students learn to frame historical questions, to use a wide array of historical resources, to analyze and evaluate evidence, and to communicate their conclusions in a variety of ways. Students are encouraged to complement their studies in history with course work in other disciplines like anthropology, political science, or geography.

This *Undergraduate Handbook* is intended as a tool to help you plan your course of study in history at Western Michigan University. It addresses frequently asked questions, outlines requirements for the three undergraduate programs in history, and provides information about faculty and other resources available to students through the Department of History. As a history major or minor, you should use this *Handbook* in conjunction with the appropriate *Western Michigan University Undergraduate Catalog*. Students are also encouraged to visit the Department of History and history faculty offices located on the fourth floor of Friedmann Hall. Draw upon the following resources whenever you have additional questions:

- **Department of History Advising Office**
4451 Friedmann Hall (Call the Advising Office or the Department of History Main Office for hours)

Telephone: (269)-387-4659
E-mail: history-advising@wmich.edu
Faculty contact: Dr. Cheryl Lyon-Jenness, Director of Undergraduate Studies
- **Department of History Main Office**
4301 Friedmann Hall
Telephone: (269) 387-4650
Fax: (269) 387-4651
- **Department of History Web Site:** <http://www.wmich.edu/history/>

SECTION I

QUESTIONS ABOUT YOUR HISTORY MAJOR OR MINOR

1. Declaring your major or minor.

The Department of History requires that each student who wishes to have a major or minor in history complete a major/minor declaration form. You may complete the form in the Department of History Advising Office or in the College of Arts and Sciences Advising Office. Secondary Education majors must also declare their major with the Education Advising Office. Formal declaration of your major or minor will help the Department of History establish your records in the Advising Office, and will assist you in completing degree requirements in a timely fashion.

2. Student advising in the Department of History.

The Department of History operates an Advising Office located at 4451 Friedmann Hall. The Advising Office is supervised by the Director of Undergraduate Studies, and is staffed by either the Director or other faculty members. Regular office hours, designed to meet a variety of student needs and schedules, are established for each semester. **As either a history major or minor, it is very important that you visit the Advising Office early in your career at WMU.** You should establish your Department of History advising file, and get to know faculty advisors. Faculty advisors will update your file whenever you visit the Advising Office, and will keep an on-going record of your progress through the major or minor. The Advising Office can help you with course selections, questions about your history major or minor, preparation of major and minor slips prior to graduation, and can assist you in maximizing your academic experience at WMU. The Department of History also encourages history students to get to know other faculty members as "mentors". Students should note posted office hours, and visit faculty to discuss their course work, academic interests, and career goals.

Department of History Advising Office

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E-mail: history-advising@wmich.edu

Faculty contact: Dr. Cheryl Lyon-Jenness, Director of Undergraduate Studies

3. Program requirements.

Specific requirements for your history major or minor are described in the WMU *Undergraduate Catalog*, this *Undergraduate Handbook*, and on Department of History major and minor slips. As you plan your course of study, keep in mind that listed requirements are the **minimum** necessary for graduation. Most history major programs require a minimum of 36 hours in history with grades of "C" or better, but many WMU history majors actually complete about 40 hours of course work with average grades close to the "B" level. The Department of History urges you to maximize your course work in history and to strive for a high level of attainment so that you will be competitive in the job market, will be admitted to the graduate program of your choice, or can readily pass the Michigan Test for Teacher Certification if required for your program.

4. Degrees and curricula.

All majors in history at Western Michigan University must meet requirements for the Bachelor of Arts degree as stipulated by the College of Arts and Sciences or the College of Education. As a history major, you may choose from three undergraduate programs, each designed for different professional careers. All programs require minimum hours in history, and varied cognate and elective courses to complement the history curriculum. These three undergraduate programs are also available as a minor.

- The **Liberal Education Curriculum (LEC)** provides well-rounded preparation for many occupations including business, law, journalism, government service, and college teaching. The LEC emphasizes "pre-modern" history in many parts of the world, allows many options for minors, and requires that students complete the equivalent of two years of a foreign language.
- The **Public History Curriculum (PUH)** provides professional and technical training for occupations in museums, archives, historic sites and organizations, government programs, and consulting. In addition to the skills required of all historians, public history specialists will gain experience in cultural resource management, museum and archive administration, public relations, and historic preservation. This program also includes an internship experience in a public history setting.
- The **Secondary Education Curriculum (SED)**, combined with professional education courses in the College of Education, meets State of Michigan certification requirements for teaching history in middle school and high school. SED history requirements emphasize courses in U.S. history, non-Western history, and European history. SED history majors are also required to take a number of cognate courses that complement the study of history. A course in teaching methods and a semester of intern teaching complete the program. SED students must also pass the Michigan Test for Teacher Certification in history to receive their certification. The secondary teacher preparation program in the Department of History complies with Guidelines for the Certification of Teachers of History established by the Teaching Division of the American Historical Association. Students who began their history major at WMU prior to Fall Semester, 20004 have a minor in social studies, including courses in economics, geography, and political science. Students who began their history major at WMU during or after the Fall Semester, 20004, select a "teachable minor" from the list of suitable minors compiled by the College of Education. These students will take economics, geography, and political science courses as cognates to the history major. Students who currently have the social studies minor may elect the "open minor" option, but must meet all cognate requirements as well as all requirements in their minor department.

5. What catalog to use?

The Department of History recommends that students meet program requirements listed in the most recent *Undergraduate Catalog*. You may elect to graduate under requirements listed in the *Undergraduate Catalog* for the year in which you began your undergraduate studies, providing the catalog is not more than 10 years old. If you began your studies more than 10 years ago, you are subject to current catalog requirements. If you are a **transfer student** from a Michigan community college that is a MACRAO signatory, you may use a catalog in effect at the time you began course work at the community college, providing the catalog is not more than 10 years old **and** providing

you transfer directly to WMU within three years of your last enrollment at the community college. These provisions are designed to protect you from possible delays in graduation due to unforeseen catalog changes. Because new program requirements reflect the current job market and professional needs, the Department of History urges you to make every reasonable effort to meet program requirements listed in the most recent *Undergraduate Catalog*.

The Department of History may not accept advanced course work (3000-level and above) completed 10 or more years ago. This reservation is at the discretion of the Director of Undergraduate Studies, and is most likely to be applied in cases where all, or nearly all, of a student's program is beyond the acceptable time limits. The Department is particularly insistent upon a current major or minor program for students enrolled in the SED curriculum.

6. Course numbering.

History courses at the 1000/2000-level are termed lower-division or lower-level courses. **A maximum of 9 hours (3 courses)** at the 1000/2000-level may be included in a history major program. History 19000, required for all majors, counts as one of these courses. All advanced placement credit and courses taken at a two-year institution are considered lower-division course work.

Courses at the 3000/4000-level are termed upper-division, upper-level, or advanced courses. These courses generally require a substantial amount of reading and writing, and because of small class size, offer students the opportunity for in-depth class discussion. All major tracks specify the minimum number of upper-level credit hours needed to complete the program.

Undergraduates may also enroll in 5000-level courses, but must receive prior approval from the Director of Undergraduate Studies (students who do not seek prior approval may be dropped from the class). Students must have completed a minimum of 12 hours of upper-division course work and have a 3.0 GPA to be accepted in a 5000-level class. 5000-level courses in the Department of History carry graduate-level performance expectations for all enrollees.

7. Minimum grades.

The Department of History requires a grade of "C" or better in all course work applicable to the major or minor. This includes related elective and cognate requirements, and the last semester of the foreign language requirement. SED majors and minors are required to have a "B" or better in at least 6 hours of course work at the 4000-level.

8. Foreign language placement.

The LEC, PUH, and SED (Social Studies Minor) history major programs include a foreign language requirement. Students in the SED/Open Minor option and students taking history as a second major and whose primary major is in a College other than Arts and Sciences or Education do not have a foreign language requirement, but are strongly encouraged to achieve competency in at least one foreign language. All history majors who plan to continue with a foreign language studied in high school, or plan to meet

foreign language requirements using high school foreign language courses, are required to take a foreign language placement test. These tests are administered during student orientation programs, and also may be completed on several posted dates each month from September through early January. Results of these tests are recorded by the Department of Foreign Languages and Literatures in the University computer system and are available to the Department of History for review. Foreign language placement tests are administered in the 1117 Brown Hall Language Laboratory. A schedule of posted examination dates is available at this site or from the main office of the Department of Foreign Languages and Literatures in 410 Sprau Tower (387-3023). There is no charge for foreign language placement examinations, and it is not necessary to make an appointment to take the exam. Students wishing to take the examination should arrive at the Language Laboratory at least 10 minutes before the scheduled examination time.

9. Transfer credit.

History courses taken at other four-year institutions are normally counted toward major or minor requirements at WMU. Courses taken at community colleges or other two-year institutions may also fulfill major and minor requirements, but remember that the Department of History accepts **a maximum of 9 hours at the 1000/2000-level or two-year institution transfer** in meeting program requirements. Most transfer credits are evaluated by the Admissions Office and entered on your computerized academic record. 1000/2000-level courses from Michigan community colleges frequently transfer as direct equivalents of WMU courses at those levels. Other courses may transfer as "history credit." In many cases, these courses will also apply to major or minor requirements. If the Admissions Office is uncertain about how to categorize a particular course, they may list it as "credit by departmental recommendation." Depending on course objectives and content, the Director of Undergraduate Studies may accept these courses for history credit in the major or minor. If credits are accepted, the Department notifies the Admissions Office with a written memorandum of its decision.

Several additional Department of History regulations also affect transfer credits:

- **Residence Requirement.** Regardless of how many courses in history you transfer to WMU, at least half of the minimum credit hour requirement for any history major or minor must be earned at Western Michigan University. This requirement is designed to give faculty opportunity to become familiar with your academic and career goals and your level of academic achievement. This, in turn, will aid you when you turn to WMU faculty for letters of recommendation, evaluations, and advice as you move through your professional life. At the discretion of the Director of Undergraduate Studies, the residence requirement may be reduced for students who transfer large numbers of history courses from doctoral or research institutions.
- **Minimum Grades.** Transferred courses which carry less than a grade of "C" or its equivalent may not be applied to major or minor requirements, although in some cases they may apply to general education or other graduation requirements.

10. Advanced placement credit.

The Department of History welcomes advanced placement credit for lower-division survey courses obtained through national testing services. This credit may be applied to a major or minor to the same extent that corresponding survey courses in European or

American history may be used. A minimum score of 3 is required on national examinations.

11. Correspondence or self-instructional courses.

The College of Arts and Sciences limits use of courses taken through the Self-Instructional Program of the Division of Continuing Education, or courses taken under similar circumstances elsewhere, in meeting graduation requirements. In some instances, however, a self-instructional course may be the best available option for students as they complete their academic program. Please consult with the Director of Undergraduate Studies before registering for a self-instructional history course. The History Department suggests that you use these courses only in exceptional circumstances.

12. Using major and minor slips.

Each undergraduate history major or minor program (LEC, SED, or PUH) has a specific major or minor "slip". These slips list all requirements for major and minor programs, and will help you make appropriate course selections. History majors and minors should obtain the major or minor slip for their program from the Department of History Advising Office early in their academic career. These slips will be used when you visit the Advising Office to document your progress through the program. The advising offices in the College of Arts and Sciences and in the College of Education ask that students present a signed major or minor slip when they apply for a graduation audit, usually during the second semester of the junior year. To obtain a signed major or minor slip, you should visit the Department of History Advising Office and request that faculty advisors assess whether you have met program requirements. Depending on advising load, faculty advisors may fill out the major or minor slip during your meeting or ask you to return to pick up the completed form. You will be given copies of the signed major or minor slip for the College of Arts and Sciences or the College of Education Advising Offices and for your own records.

SECTION II MAJOR REQUIREMENTS--LIBERAL EDUCATION CURRICULUM (LEC)

One of the most important missions of the Department of History is to prepare undergraduate students for advanced course work in history graduate programs or in law or other professional schools. An outstanding undergraduate record in the liberal arts is also the first step in obtaining the degree of Doctor of Philosophy (Ph.D.) required for college or university teaching. Students who plan to seek admission to graduate programs in historical studies should enroll in the Liberal Education Curriculum (LEC) in the College of Arts and Sciences.

I. LEC HISTORY MAJOR

1. General requirements.

- Minimum of 36 hours in history.
- Maximum of 9 hours at 1000/2000-level or two-year institution transfer.
- Minimum of 18 hours at the 4000/5000-level.

- All course work in the major and in required cognates must be completed with a "C" or better.

2. Required courses.

HIST 1900--Historians in the Modern World

HIST 3900—Advanced Historical Skills (meets Baccalaureate writing requirement)

3. One capstone course selected from:

HIST 4960--Senior Seminar

HIST 4990--Senior Thesis (may be taken for C/NC or for a letter grade)

4. Pre-Modern requirement.

Minimum of 12 hours at the 3000-level or above in courses dealing with European history before 1789, American history before 1877, ancient/medieval history, or courses in the pre-modern history of other civilizations. The following history courses meet this requirement: HIST 3000, 3020, 3030, 3490, 3500, 3510, 3600, 3620, 3880, 4200, 4210, 4220, 4240, 4320, 4340, 4400, 4410, 4420, 4440, 4450, 4460, 4470, 4500, 4650, 4760, 4850, 4880, 5300, 5500.

5. Additional history electives.

Students may complete their required hours in history by selecting from a wide range of courses.

II. COGNATE REQUIREMENTS

1. One course in laboratory science (General Education Area 6). The most frequent choices include:

ANTH 2500--Introduction to Biological Anthropology

BIOS 1050--Environmental Biology with BIOS 1100 Lab

BIOS 1120--Principles of Biology with BIOS 1100 Lab

GEOS 1300--Physical Geology

GEOG 1050—Physical Geography

PHYS 1040--Introduction to the Sky and Solar System with PHYS 1030 lab

2. Three approved courses in allied social sciences and/or humanities. These courses should be upper-level (3000 and above), and should complement course work in the history major. A student interested in American history might, for example, take courses in American art, literature, music, minority cultures, etc. A student interested in medieval history might take courses in medieval literature, philosophy, or religion. Some or all of these courses can be included in a minor. Be sure to consult with the Advising Office about your selections. Courses must be approved by an advisor.

3. A foreign language through the 2010 level. This is defined as successful completion of two years or four semesters of course work at the college/university level or by placement examination.

III. ADDITIONAL POINTS TO CONSIDER

1. Choosing a minor.

Possibilities for a minor or a dual major to accompany a LEC history major are very broad, including virtually all the social sciences, humanities, and foreign languages. The Department of History especially recommends anthropology and archaeology, political science, and the major/minor programs in religion, philosophy, and sociology. You may also wish to consider interdisciplinary programs in area studies, women's studies, and ethnic studies, or the sciences, especially psychology or other science areas with strong historical components such as geosciences, chemistry, and biological sciences. Departments in the College of Fine Arts, including dance, music, and theater, all have historical components that may fit well with your history major. Business, computer science, and family and consumer science offer other possibilities outside the liberal arts.

2. Preparing for the Graduate Record Examination.

Students considering advanced study should keep in mind the need to score well on the Graduate Record Examination (GRE), normally taken 8-10 months prior to beginning graduate work. The GRE consists of two parts-- a general aptitude portion and a subject area test. Most graduate schools require the general aptitude test which is structured like the SAT, ACT, or other aptitude tests. Usually there are seven sections divided into at least two each of verbal, analytical, and quantitative material. If students have not had courses in algebra, trigonometry or geometry at the college level, the quantitative portions of the GRE may be challenging. Students may want to consider a refresher course in these areas in their junior year to enhance their performance on the GRE. An advanced computer applications course is also highly desirable. The following courses may sharpen intellectual skills and refresh quantitative abilities:
PHIL 2200--Critical Reasoning (meets Gen. Ed. Proficiency 4)
PHIL 2250--Deductive Logic (meets Gen. Ed. Proficiency 4)

MINOR REQUIREMENTS--LIBERAL EDUCATION CURRICULUM (LEC)

I. LEC HISTORY MINOR

1. General requirements.

- Minimum of 24 hours in history.
- Maximum of 9 hours at the 1000/2000-level or two-year institution transfer.
- Minimum of 6 hours at the 4000/5000-level.
- Minimum of "C" in all required course work.

2. 24 hours in history.

Students may fulfill minor requirements by selecting from a broad range of history courses. Depending on major area and long-term career goals, students may wish to develop broad historical understanding by selecting courses from varied periods or regions, or they may wish to focus on a chronological period or region that complements their major field. In addition to 1000/2000-level courses offered by the Department of History, certain other 1000/2000-level courses offered by other departments may be applied toward a history major or minor. These courses are included in the maximum of 9 hours for lower-division courses. Approved courses include: ART 2200 and 2210 (History of Art); FCS 2500 and 2510 (Period Interiors); MDVL 1450 (Heroes and

Villains of the Middle Ages); MUS 2700 and 2710 (Music History); and THEA 2720 (Music Theater History and Script Analysis).

SECTION III MAJOR REQUIREMENTS--PUBLIC HISTORY CURRICULUM (PUH)

The Public History major prepares students for careers in museums, archives, historic sites and organizations, government programs, and consulting. With the aim of making history a useful educational and planning tool in communities, WMU's Public History Program emphasizes varied resources and methodologies, and focuses on regional environments, cultural resources, and economic systems. Students in the Public History curriculum will gain a strong background in history as well as experience in cultural resource management, museum and archive administration, public relations and historic preservation. Public History majors must also complete an approved internship. Although the Public History major does not require a minor, students may develop one if they choose. Western Michigan University's Public History Program is one of only a few at the undergraduate level in the United States. Students with B.A. in Public History from WMU have found employment at organizations like the Georgia Department of Transportation Historic Preservation Section, the Chippewa Nature Center, and the City of South Bend Historic Preservation Office. For additional information on the PUH program and the opportunities it offers, visit the PUH web site at:

<http://www.wmich.edu/history/publichistory/>

I. PUH HISTORY MAJOR

1. General requirements.

- Minimum of 66 hours in history and elective courses from allied disciplines.
- Maximum of 9 hours at 1000/2000-level or two-year institution transfer.
- Minimum of 6 hours in North American history at the 4000/5000-level.
- All course work in the major and in required cognates must be completed with a "C" or better.

2. Required courses.

HIST 1900--Historians in the Modern World

HIST 3900—Advanced Historical Skills (meets Baccalaureate writing requirement)

3. Four PUH core courses (12 hours) selected from:

HIST 4040--Introduction to Public History

HIST 4060--Archives Administration

HIST 4080--Museum Studies

HIST 4100--Historic Preservation

HIST 4120--Local History Research Techniques

4. One required history course (3 hours) selected from:

HIST 3150--Popular Art and Architecture

HIST 3180--Environment and the American Experience

HIST 5150--Topics in Public History
HIST 5920--Historians and Computers
HIST 5950--Historical Writing
HIST 5960--Local History Workshop

5. North American history.

Minimum of 9 hours including at least 6 hours at the 4000/5000-level.

6. History electives.

Minimum of 12 hours. You may include additional U.S. history courses or any other history courses here. Try to select courses that complement the focus of your program.

7. Approved electives from other disciplines.

Minimum of 18 hours. Some courses have a prerequisite; you may need permission from the instructor before registering. The Department of History recommends the following courses:

ANTH 2100--Introduction to Archaeology
ANTH 2500--Introduction to Biological Anthropology
ANTH 3000--Ancient America
ANTH 3030--Historical Archaeology
ANTH 3060--Archaeology of Civilization
ANTH 3100--Environmental Archaeology
ANTH 3440--The First Americans
ANTH 3450--Topics in Anthropology (approved topics only)
ANTH 3900--Archaeology Field School
ANTH 4000--Midwest Prehistory
ANTH 4400--Ethnography
ANTH 5000--Topics in Archaeology
ANTH 5010--The Rise of Civilization
ANTH 5020--The Origins of Agriculture
ANTH 5050--Social Archaeology
ANTH 5200--Anthropological Theory
ANTH 5420--Developmental Anthropology
ANTH 5450--Topics in Sociocultural Anthropology (approved topics)
ANTH 5500--Human Evolution
ANTH 5550--Topics in Biological Anthropology (approved topics)
ART 2200--History of Art I
ART 2210--History of Art II
ART 3920--Twentieth Century Design History
CHEM 3700--Introduction to Organic Chemistry
CMD 2010--History of Design
COM 1040--Public Speaking
COM 3560--Film Production
COM 3570--TV Studio Production
COM 3580--TV and Film Scripting
COM 3590--Broadcast Journalism
COM 4410--Documentary in Film and Television
COM 4570--Advanced TV Studio Production

COM 4830--Interviewing
ECON 3190--Environmental Economics
ENGL 3050--Practical Writing
FCS 2510--Period Interiors I
FCS 2520--Period Interiors II
FCS 3260--History of Costume
GEOG 2040--National Park Landscapes
GEOG 2250--Intro. to Meteorology and Climatology
GEOG 3060--Atmospheric Environment and Society
GEOG 3500--Conservation and Environment Management
GEOG 3560--Introduction to City and Regional Planning
GEOG 5550--Contemporary Issues in Resources Management
GEOG 5560--Studies in Urban and Regional Planning
GEOG 5570--Environmental Impact Assessment
GEOG 5670--Geodata Handling and Mapping
GEOG 5700--Cities and Urban Systems
PSCI 3040--Introduction to Public Policy
PSCI 3060--Environmental Politics
PSCI 3300--Introduction to Public Administration
PSCI 4040--Making of Public Policy in the United States
PSCI 4050--National Public Policy
PSCI 5260--Administrative Law and Public Regulation
SOC 3530--The City and Society

8. Internship (HIST 4950).

Minimum of 6 hours. Please see additional comments on the PUH internship below.

II. ADDITIONAL COGNATE REQUIREMENTS

1. A foreign language through the 1010-level. This is defined as successful completion of two years at the college/university level or by placement examination.

III. POINTS TO CONSIDER

1. Optional minor.

Although the curriculum does not require a minor, some students may wish to include a minor as a part of their PUH program. Please remember that you **may not use** the same courses to meet requirements for both a major and a minor. The Department of History suggests the following minors as particularly useful in public history careers:

Anthropology (archaeology emphasis)
Art History
Communication (mass media emphasis)
Earth Science
Environmental Studies
Geography
Public Administration
Political Science (research skills emphasis)

2. The internship experience.

The internship is a critically important experience in the training of a public historian. It provides an opportunity to apply skills and knowledge acquired in course work to an actual work setting, and to be evaluated by professional supervisory personnel. A successful and well-documented internship gives you a distinct advantage in the job market. The internship is defined by the Western Michigan University Career Education Council as a "specific career-related work experience, with direct supervision." It is distinct from what the Council recognizes as a work experience, volunteer experience, practicum, or other arrangement. Internships are regulated closely by the Department of History under Internship Supervisor, Dr. Kristin Szylvian. The Department has internship arrangements with many museums, historical agencies, governmental units, and other organizations. WMU public history students have enjoyed internships at the Gerald R. Ford Presidential Museum, the Fort Miami Heritage Society, WMU Archives and Regional History Collection, Kellogg's Cereal City, USA, the Northern Indiana Center for History, Michigan Historical Center, the Smithsonian National Air and Space Museum, and many other institutions.

In planning and carrying out your internship, please consider the following:

- Planning for the PUH internship should begin in the semester before the semester you plan to register for internship credit. Consult the Internship Supervisor or the Department of History Advising Office to learn about internship opportunities.
- All internship arrangements must be approved in advance by the Internship Supervisor. Written acknowledgment and description of the internship from the intended field supervisor is required for registration for internship credits. The Internship Supervisor will supply students with the appropriate call number for registration.
- The person who supervises your internship in the field normally should have a Masters degree or its equivalent. If this is not the case, special arrangement may be made for faculty evaluation of the internship experience.
- The Department of History does not accept internship experiences carried out before admission to the Public History program, or without prior consultation with the Internship Supervisor.
- The minimum PUH internship should result in approximately a half-time commitment during a Fall or Spring Semester, or a full-time commitment in a Summer I or Summer II Session. To ensure this level of contact and experience, the Department of History uses a widely accepted formula of granting one credit hour per forty clock hours involved in an internship. Six credit hours of internship will account for 240 clock hours of work, representing a commitment of 16-17 hours per week in a semester or 32-34 hours per week in a session.
- Documentation is crucial to a successful internship experience. Interns are required to maintain journal records of their work hours, assignments, and other matters during the experience. This journal must be submitted to the faculty Internship

Supervisor before credit is awarded. Interns should also provide a brief description of their internship and an appropriate photo of their experience for potential use on the Public History web site.

- Your field supervisor will be asked to participate in an evaluation process which takes place at mid-semester and at the conclusion of the experience. Some agencies may use evaluation forms designed for this purpose.
- HIST 4950 is graded on a credit/no credit basis since supervisors usually are not members of the Undergraduate Faculty.
- The Department of History has designed its internship program to conform to guidelines established by the American Historical Association, the American Association of Museums, the National Council on Public History, and the Michigan Civil Service Work-Study Program. Your careful adherence to these provisions will enhance the value of your internship both to yourself and your host institution. The Department of History strongly recommends that students participating in internships acquire basic liability insurance coverage.

MINOR REQUIREMENTS--PUBLIC HISTORY CURRICULUM (PUH)

I. PUH HISTORY MINOR

1. General requirements.

- Minimum of 27 hours in history and approved electives from other departments.
- Maximum of 9 hours at the 1000/2000-level or two-year institution transfer.
- 3 hours in North American history at the 4000/5000-level.
- Minimum grade of "C" in all required course work.

2. Three PUH core courses (9 hours) selected from:

HIST 4040--Introduction to Public History
HIST 4060--Archives Administration
HIST 4080--Museum Studies
HIST 4100--Historic Preservation
HIST 4120--Local History Research

3. One required history course (3 hours) selected from:

HIST 3150--Popular Art and Architecture
HIST 3180--Environment and the American Experience
HIST 5150--Topics in Public History
HIST 5920--Historians and Computers
HIST 5950--Historical Writing
HIST 5960--Local History Workshop

4. North American history.

Minimum of 6 hours including 3 hours at the 4000/5000-level.

5. History electives or approved electives in other departments.

Minimum of 6 hours. Students may include any history courses here.

6. One approved course from another discipline.

Minimum of 3 hours. The Department of History recommends ANTH 2100 and 3030; COM 1040; FCS 2510, 2520, and 3260; ENGL 3050; GEOG 2040; CMD 2010; or ART 3920. Check with the Department of History Advising Office for additional approved course selections.

7. PUH minors are strongly encouraged to do an internship as a part of their public history program. Students should consult with the Department of History Internship Supervisor for additional information. Also see the section on the internship experience in the PUH Major section of this *Handbook*.

SECTION IV MAJOR REQUIREMENTS--SECONDARY EDUCATION CURRICULUM (SED)

Secondary education has long been one of the professional objectives of many history majors in American colleges and universities. For students training for a career in secondary education, two circumstances in the contemporary job market will affect their professional life. First of all, while teaching faculties at all levels are expected to experience unprecedented rates of retirement in the coming decades, there are many potential applicants for available jobs, and the job market will be extremely competitive. Secondly, as reports, studies, and test results increasingly document poor student performance and inadequate performance on the part of teachers, the whole field of education, including history education, is striving to develop new pedagogical strategies and is emphasizing increased academic rigor. To meet these challenges, secondary education history majors must strive for excellence in course work, select courses to help develop a comprehensive content background in history, and maximize opportunities to develop pedagogical skills and experience in interpreting history for varied audiences.

Important note: Beginning in Fall 2004, there are two SED major options. Students beginning their program during or after Fall 2004 **must select** the SED/OPEN MINOR option. Students already in the SED program may continue with the SED/SOCIAL STUDIES MINOR option or change to the SED/OPEN MINOR option. Both programs are described below. History majors in the SED/SOCIAL STUDIES MINOR option receive advising for their major and minor course work from the Department of History Advising Office (within the College of Arts and Sciences), and advising for professional education and general education courses from the College of Education Advising Office. History majors in the SED/OPEN MINOR option receive advising for their major from the Department of History Advising Office, and for their minor from the appropriate Department. They receive advising for professional education and general education courses from the College of Education Advising Office.

SECONDARY EDUCATION/SOCIAL STUDIES MINOR

I. SED HISTORY MAJOR (with SOCIAL STUDIES MINOR)

1. General requirements.

- Minimum of 36 hours in history.
- Maximum of 9 hours at the 1000/2000-level or two-year institution transfer.
- Minimum of 18 hours at the 4000/5000-level. Departmental approval for directed teaching requires grades of "B" or better in at least 6 hours of course work numbered 4200-4890 or higher.
- Minimum of "C" in all required course work.
- At least two approved courses in American Indian history or culture, United States women's history or women's studies, African-American history or culture, or Hispanic-American history or culture. These courses may be included in the history major and/or social studies minor and/or humanities cognates.
- All required course work at the 3000-level or above must be completed within ten years of commencing a directed teaching assignment.
- Social Studies Minor--24 hours.

2. Required courses.

HIST 1900--Historians in the Modern World

HIST 3900—Advanced Historical Skills (meets Baccalaureate writing requirement)

HIST 4940--Teaching Methods for Secondary Schools

3. U.S. history.

Minimum of 9 hours including at least 6 hours at the 4000/5000-level. The following courses meet this requirement: HIST 2100, 2110, 2120, 3130, 3140, 3150, 3160, 3180, 3200, 3220, 3240, 3260, 3270, 3280, 3290, 4160, 4200, 4210, 4220, 4240, 4250, 4260, 4270, 4280, 4300, 4320, 4330, 4340, 4350, 4360, 4390, 5300, and 5350.

4. Non-western history.

Minimum of 6 hours including at least 3 hours at the 4000/5000-level. The following courses meet this requirement: HIST 3020, 3030, 3700, 3760, 3840, 3850, 3880, 4710, 4760, 4770, 4790, 4800, 4850, 4880, 4890, and 5850.

5. European and/or general history.

Minimum of 6 hours including at least 3 hours at the 4000/5000-level. The following courses meet this requirement: HIST 1000, 1010, 1030, 1450, 3000, 3010, 3020, 3030, 3060, 3080, 3300, 3360, 3490, 3500, 3510, 3600, 3620, 3630, 3640, 3660, 3680, 4400, 4410, 4420, 4440, 4450, 4460, 4470, 4500, 4520, 4560, 4570, 4580, 4600, 4620, 4650, 4660, 4670, 4680, 5150, 5500, and 5650.

II. COGNATE REQUIREMENTS

1. One approved literature course in the Department of English or a literature course in a foreign language at the 3000-level. Because this is a literature requirement, courses in

film interpretation, journalism, or other areas in English do not meet this requirement.

Approved courses include:

ENGL 1110--Myth and Folk Literature

ENGL 1120--Literary Classics

ENGL 2220--Literatures and Cultures of the U.S.

ENGL 2230--Black American Literature
ENGL 3110--Our Place in Nature
ENGL 3120--Western World Literature
ENGL 3130--Asian Literature
ENGL 3140--African Literature
ENGL 3150--The English Bible as Literature

Other courses are approved, but have a prerequisite of ENGL 1100 (Literary Interpretation).

These courses include:

ENGL 3200--American Literature I
ENGL 3210--American Literature II
ENGL 3300--British Literature I
ENGL 3310--British Literature II

Please note: ENGL 2820, 4840, 5820, and 5830 are literature courses primarily for elementary education and do not meet this requirement.

2. One approved course in philosophy or religion, or in the history of political, economic, or ethnographic theory, at the 3000-level or above. All 3000-level courses in the Departments of Religion and Philosophy meet this requirement. The following courses also fulfill this requirement, and may be used to meet a 3000-level requirement in the Social Studies Minor:

ECON 5050--History of Economic Thought
PSCI 3600/3610--Intro. to the History of Political Theory I and II
PSCI 3620--Theoretical and Ideological Bases of Contemporary Politics
PSCI 3630--American Political Theory

3. A foreign language through the 1010-level. This is defined as successful completion of one year or two semesters of course work at the college/university level or by placement examination.

III. SOCIAL STUDIES MINOR

1. Required courses.

ECON 2010--Principles of Economics (micro)
ECON 2020--Principles of Economics (macro)
PSCI 2000--National Government
PSCI ELECTIVE--3000-level course
GEOG 1020, 1050 or 2050--World Geography, Physical Geography, or Human Geography
GEOG ELECTIVE--3000-level course
SOCIAL SCIENCE ELECTIVE--3000-level course
SOCIAL SCIENCE ELECTIVE--3000-level course

Although the "social studies" include anthropology and sociology, the Department of History recommends electives in economics, geography, and political science, because those subjects are the ones included in the social studies portion of the Michigan Test for

Teacher Certification. Select electives in these areas to complement your major and add subject areas to your overall program. The Department of History recommends the following as upper-level electives in the Social Studies Minor:

ECON 3090--Women and the Economy
ECON 3100--Labor Economics
ECON 3190--Environmental Economics
ECON 3450--Business, Government, and Society
ECON 3800--International Economics
ECON 3870--Studies in Asian Economics
ECON 3880--African Economics
ECON 3890--Latin American Economies
GEOG 3060--Atmospheric Environment and Society
GEOG 3110--Geography of Michigan
GEOG 3500--Conservation and Environmental Management
GEOG 3610--Population: The Crowding World
GEOG 3800--United States and Canada
PSCI 3000--Urban Politics in the United States
PSCI 3060--Environmental Politics
PSCI 3100--Political Parties and Elections
PSCI 3140--The Presidency
PSCI 3150--The Politics of Congress
PSCI 3200--The American Judicial Process
PSCI 3250--Criminal Justice Policy
PSCI 3600--Introduction to the History of Political Theory I*
PSCI 3610--Introduction the History of Political Theory II*
PSCI 3620--Theoretical and Ideological Bases of Contemporary Politics*
PSCI 3630--American Political Theory*

*These courses also meet the humanities cognate requirement.

SECONDARY EDUCATION/OPEN MINOR

I. SED HISTORY MAJOR (with OPEN MINOR)

1. General requirements.

- Minimum of 36 hours in history.
- Maximum of 9 hours at the 1000/2000-level or two-year institution transfer.
- Minimum of 18 hours at the 4000/5000-level. Departmental approval for directed teaching requires grades of "B" or better in at least 6 hours of course work numbered 4200-4890 or higher.
- Minimum of "C" in all required course work.

- At least two approved courses in American Indian history or culture, United States women's history or women's studies, African-American history or culture, or Hispanic-American history or culture. These courses may be included in the history major and/or social studies minor and/or humanities cognates.
- All required course work at the 3000-level or above must be completed within ten years of commencing a directed teaching assignment.
- Minor selected from the list of Approved Minors designated by the College of Education.

2. Required courses.

HIST 1900--Historians in the Modern World

HIST 3900—Advanced Historical Skills (meets Baccalaureate writing requirement)

HIST 4940--Teaching Methods for Secondary Schools

3. U.S. history.

Minimum of 9 hours including at least 6 hours at the 4000/5000-level. The following courses meet this requirement: HIST 2100, 2110, 2120, 3130, 3140, 3150, 3160, 3180, 3200, 3220, 3240, 3260, 3270, 3280, 3290, 4160, 4200, 4210, 4220, 4240, 4250, 4260, 4270, 4280, 4300, 4320, 4330, 4340, 4350, 4360, 4390, 5300, and 5350.

4. Non-western history.

Minimum of 6 hours including at least 3 hours at the 4000/5000-level. The following courses meet this requirement: HIST 3020, 3030, 3700, 3760, 3840, 3850, 3880, 4710, 4760, 4770, 4790, 4800, 4850, 4880, 4890, and 5850.

5. European and/or general history.

Minimum of 6 hours including at least 3 hours at the 4000/5000-level. The following courses meet this requirement: HIST 1000, 1010, 1030, 1450, 3000, 3010, 3020, 3030, 3060, 3080, 3300, 3360, 3490, 3500, 3510, 3600, 3620, 3630, 3640, 3660, 3680, 4400, 4410, 4420, 4440, 4450, 4460, 4470, 4500, 4520, 4560, 4570, 4580, 4600, 4620, 4650, 4660, 4670, 4680, 5150, 5500, and 5650.

II. COGNATE REQUIREMENTS

1. One approved literature course in the Department of English or a literature course in a foreign language at the 3000-level. Because this is a literature requirement, courses in

film interpretation, journalism, or other areas in English do not meet this requirement.

Approved courses include:

ENGL 1110--Myth and Folk Literature

ENGL 1120--Literary Classics

ENGL 2220--Literatures and Cultures of the U.S.

ENGL 2230--Black American Literature

ENGL 3110--Our Place in Nature

ENGL 3120--Western World Literature

ENGL 3130--Asian Literature

ENGL 3140--African Literature

ENGL 3150--The English Bible as Literature

Other courses are approved, but have a prerequisite of ENGL 1100 (Literary Interpretation).

These courses include:

ENGL 3200--American Literature I

ENGL 3300--British Literature I

ENGL 3210--American Literature II

ENGL 3310--British Literature II

Please note: ENGL 2820, 4840, 5820, and 5830 are literature courses primarily for elementary education and do not meet this requirement.

2. One approved course in Economics. Select one:

ECON 2010--Principles of Microeconomics

or

ECON 2020--Principles of Macroeconomics

3. One approved course in Geography. Select one:

GEOG 1020--World Geography through Media and Maps

or

GEOG 1050--Physical Geography

or

GEOG 2050--Human Geography

4. Two approved courses in Political Science. Select:

PSCI 2000--National Government

AND

PSCI 2400--Introduction to Comparative Politics

OR

PSCI 2500--International Relations

III. ADDITIONAL POINTS TO CONSIDER

1. History majors in the SEC curriculum must be aware of the following requirements and procedures in the College of Education:

- Enrollment in the Pre-Education Curriculum (PED). First year and transfer students are admitted to PED until they meet pre-education requirements and are admitted to the upper level professional education course. Admission to the Secondary Education Curriculum, and retention in the curriculum, requires that students have a minimum overall GPA of 2.5. Further information about admission may be obtained from the College of Education Office of Admissions, Advising and Certification in 2504 Sangren Hall (387-3474).
- Application for enrollment in Secondary Education Curriculum. Under the new rolling admission policy, you may apply for admission to the Secondary Education Curriculum as soon as you have completed all PED requirements. Please consult with the College of Education Advising Office for details.
- Application for Directed Teaching (Intern Teaching). The deadlines for application are October 1 for the following Fall Semester, and April 1 for the following Spring Semester. All course work must be complete before you begin Directed Teaching.

2. Preparing for the Michigan Test for Teacher Certification.

As a secondary education history major/social studies minor, you will be required to pass the Michigan Test for Teacher Certification in history (field 609) and social studies (field 684) to receive your teaching certification. These objective tests include about 1000 multiple choice questions and are designed to measure your understanding of basic concepts and skills as well as content knowledge in the discipline. For the history MTTC examination, students are expected to apply historical research skills, analyze historical data, and interpret visual representations of historical information. The test also measures student understanding of major global, social, political and economic issues, world history, United States history, and Michigan history. For the social studies MTTC, students must also have an understanding of historical perspective including chronology and narratives of world, United States, and Michigan history. In addition, students will be tested on civics, geographic content, economics, and public decision making. Students should consider these broad test objectives as they select their courses and design their complete academic program. Both the Department of History Advising Office and the Office of Teacher Certification in the College of Education, 2104 Sangren Hall can provide additional information on the MTTC. A published guide to help you prepare for the MTTC is available in the bookstore. The History Advising Office also has textbooks and study guides available for student check-out.

MINOR REQUIREMENTS--SECONDARY EDUCATION CURRICULUM (SED)

I. SED HISTORY MINOR

1. General requirements.

- Minimum of 21 hours in history.
- Maximum of 9 hours at the 1000/2000-level or two-year institution transfer.
- Minimum of 9 hours at the 4000/5000-level. SED minors must complete 6 hours of history in courses 420-596 (excluding individualized courses) with a "B" or better to be approved for directed teaching.
- Minimum of "C" in all required course work.
- All course work at the 3000-level or above in the minor or required cognates must be completed within ten years of the directed teaching assignment.

2. U.S. history requirement.

Minimum of 12 hours including at least 6 hours at the 4000/5000-level.

3. Additional history courses.

Students may select additional courses in U.S. history, non-western history, or European and world history to complete the required course hours.

II. COGNATE REQUIREMENTS

1. American Literature. One approved course in American literature at the 3000-level or above. ENGL 3200 or 3210 are recommended for English majors; other students may take ENGL 2220 or 2230.

2. Social Sciences/Humanities. One approved course at the 3000-level or above dealing with American culture or institutions. The Department of History recommends the following courses:

ANTH 3000--Ancient America
ANTH 3440--The First Americans
ANTH 3470--Ethnicity/Multiculturalism
ECON 3090--Women and the Economy
ECON 3100--Labor Economics
ECON 3450--Business, Government, and Society
GEOG 3110--Geography of Michigan
GEOG 3800—Geography of the United States and Canada
GEOS 3120--Geology of the National Parks and Monuments
PSCI 3000--Urban Politics in the United States
PSCI 3140--The Presidency
PSCI 3150--The Politics of Congress
PSCI 3200--The American Judicial Process
PSCI 3630--American Political Theory
REL 3130--Religion in America

3. History 4940--Secondary Teaching Methods. This course is required of all students whose teaching major is outside the College of Arts and Sciences. The course is then taken in addition to the 21 hours required in the history minor.

SECTION V RESOURCES AND OPPORTUNITIES

1. Department of History faculty.

History students at Western Michigan University benefit from a strong and diverse faculty. Over thirty full-time faculty members teach both general survey courses and courses in their specific areas of expertise. In addition, nearly twenty part-time faculty and doctoral associates, often with vast professional experience in history, may teach both lower and upper-level courses available to undergraduate students. Faculty research interests span the globe, and range in chronological period from ancient history to the late twentieth century. The Department has particular strength in medieval studies, public history, and American history, but students may also take an array of courses in non-western history, European, and world history. Students are encouraged to get to know faculty, to note posted office hours, and to talk with faculty about their course work, academic interests, and career goals. You may learn more about the faculty and their areas of expertise by visiting the Department's web site:

<http://www.wmich.edu/history/>

2. Research resources.

The WMU University Libraries provide vital tools for students as they progress through their history major or minor. The Libraries house more than 4.3 million bibliographic items and have access to millions of other titles through resource sharing and various consortium arrangements. The Libraries also subscribe to a number of databases that will help history students locate appropriate materials, and in some instances, make a vast array of primary documents available on-line. In addition, the Libraries subscribe to over

8,500 journals including all the major historical journals. The Department of Special Collections (Rare Book Room) in Waldo Library houses a collection of over 40,000 rare books and manuscripts that offer students an unprecedented opportunity for research in primary documents. Along with Waldo Library, University Libraries also include the Education Library, located in Sangren Hall. For public history students and others interested in regional history, the University's Archives and Regional History Collections located on East Campus are an important resource for primary source materials. The Visual Resources Library, located in Sangren Hall, has a large collection of slides and other visual materials, with an emphasis on visual arts and material culture. The University Libraries hold strong collections in medieval studies, African-American studies, and other areas of vital importance to historical research and teaching. To become familiar with the University Libraries and their varied services, students should complete the "Searchpath Tutorial" found on the Libraries' web site at:

<http://www.wmich.edu/library/searchpath/index.html>

The tutorial has six modules that guide students through the whole research process, including choosing a topic, finding books and scholarly articles, evaluating web sites, and citing sources. Print resources, available at the Waldo Library Reference Desk, also provide guidance in using library resources. In addition, reference librarians are available in all the University Libraries to assist students with research questions and library procedures.

3. Student organization--Phi Alpha Theta.

The Department of History established a chapter of Phi Alpha Theta, the international honor society in the field of history, in 1984. Each year, the organization issues letter of invitation to those students eligible for membership based on academic records, hours of history completed and the GPA in history. Phi Alpha Theta inductions occur annually each spring semester. Membership in Phi Alpha Theta underscores academic achievement, but also provides career-minded and achievement-oriented students with fellowship, a forum for interacting with faculty and colleagues, and opportunities to serve the Department in a recognized manner. All history majors, whether eligible for membership or not, are welcome to attend Phi Alpha Theta meetings.

4. Individualized study and research.

Individualized study offers opportunities for students with special interests and abilities to delve into issues in a comprehensive manner not possible in a regular course. Directed research experiences utilize the expertise of one or more faculty, and offer students the opportunity to work with scholars actively engaged in the discipline of history. Individualized course projects require consent of the faculty involved and approval of the Director of Undergraduate Studies. These courses are for highly motivated and well qualified students, and not for simple convenience. Registration forms for these courses are available in the Department of History Advising Office, and must be completed before the start of each semester or term. Several courses are available for individualized study and research including:

- HIST 2980--Directed Reading (1-3 hours). A general course for initial exploration of a topic in historical studies not covered by regular courses. May be repeated for a maximum of 3 hours. Registration requires approval from the supervising faculty and the Department of History Chair.

- HIST 4960--Senior Seminar (3 hours). A small research seminar for undergraduates on topics chosen by faculty (topics are listed in the *Schedule of Course Offerings*.) Enrollment is limited to 15 and procedures are similar to those in graduate seminars. The Senior Seminar provides students interested in advanced study in history with valuable experience in research strategies, historical writing, and small group discussion of historical material. Prerequisite: 24 hours of course work in history.
- HIST 4980--Directed Research (3 hours). Individualized research and production of a project supervised by a faculty member. Registration requires a research proposal approved by a faculty member and the Department of History Chair. Prerequisite: 18 hours in history at the 3000-level or above.
- HIST 4990--Senior Thesis (3-6 hours). Research, preparation and defense of a supervised research project. A final draft of the thesis, signed by all readers, must be submitted to the Department of History office. HIST 4990 may be taken for credit/no credit or for a letter grade. Students enrolled in the Lee Honors College may use HNRS 4990--Honors College Thesis instead of the Department of History course number.

In addition to course work, students interested in individualized research projects may want to consider application to the Undergraduate Research and Creative Activities fund administered by the Lee Honors College. This program fosters an advisor/apprentice relationship between faculty and student which results in a joint research project. During the project, each student is expected to develop the skills of an independent researcher and emerging scholar. The program awards a stipend of \$1,2000 for the first semester (with potential of renewal for a second semester). Students do not need to be enrolled in the Lee Honors College to apply for this award.

5. Maximizing course work outside the Department of History.

The Department of History urges you to select courses to meet your general education requirements that also complement your work in history. Carefully chosen course work in the liberal education, general education and elective components of an undergraduate degree program can strengthen your historical understanding and convey to those evaluating your record a sense that your undergraduate course work has coherence and purpose. The following list of courses may meet liberal education and/or general education requirements, and at the same time strengthen your grasp of history and historical methodologies:

ANTH 1100--Lost Worlds and Archaeology
 ANTH 2100--Introduction to Archaeology
 ANTH 3000--Ancient America
 ANTH 3030--Historical Archaeology
 ANTH 3060--Archaeology of Civilization
 ANTH 3100--Environmental Archaeology
 ANTH 4000--Midwest Prehistory
 ANTH 5010--The Rise of Civilization
 ANTH 5020--The Origins of Agriculture

ANTH 5500--Human Evolution
ART 2200--Art History I
ART 2210--Art History II
BAS 3010--Black Experience 1866-Present
BAS 3300--History and Significance of Black Pop Culture, 19006-Present
ENGL 2520--Shakespeare
ENGL 3120--Western World Literature
ENGL 3200--American Literature I
ENGL 3210--American Literature II
ENGL 3300--British Literature I
ENGL 3310--British Literature II
FCS 2510--Period Interiors I
FCS 2520--Period Interiors II
MDVL 1450--Heroes and Villains of the Middle Ages
MDVL 5000--Interdisciplinary Studies in Medieval Culture
MUS 3500--American Music
MUS 4500--Music Appreciation: The Symphony
PHIL 3000--Ancient and Medieval Philosophy
PHIL 3010--History of Modern Philosophy
PSCI 3600--Introduction to the History of Political Theory I
PSCI 3610--Introduction to the History of Political Theory II
REL 3050--Christian Tradition
REL 3060--Jewish Tradition
REL 3070--Islamic Tradition
THEA 2720--Musical Theater History and Script Analysis
THEA 3700--Theater History to 1642
THEA 3710--Theater History since 1642

6. Study abroad.

Many opportunities to study in other countries are available through Western Michigan University as well as other institutions. These experiences can broaden your perspective and provide new insights into the study of history and other cultures. The Department of History urges you to consider study abroad options, and to carefully select experiences and courses that will enhance historical understanding. Credit earned in regular courses at most foreign universities may be transferred back to WMU in the same manner as credit transferred from other institutions in the United States. Most study abroad programs carry optional academic credit that may be applied to the overall semester hour requirement for graduation. Others offer useful experience in areas allied to historical professions such as archaeology or language arts. WMU offers a number of its own study abroad programs including Sunway College in Malaysia; the Autonomous University of Querétaro, Mexico; University of Franche-Comté in France; Saratov State University in Russia; universities in Berlin, Passau, Paderborn, and Tübingen, Germany; and several universities in Japan. These WMU programs facilitate transfer of credits, and provide orientation and advice to participating students both before departure and once abroad. WMU is also a member of the International Student Exchange Program and the Council for International Educational Exchange which offer more than 150 different sites for study abroad. Several scholarship opportunities are available for students who want to spend a semester or a year at a foreign university. For more information on WMU

study abroad programs and funding options, students should visit the Office of International Affairs, Study Abroad, B-2000 Ellsworth Hall (387-5890). You may also visit their website at: www.wmich.edu/studyabroad

7. Professional memberships.

Membership in one or more of the professional associations in your field will help you establish professional contacts and stay abreast of current issues in the discipline. Most professional associations offer reduced membership rates for students. In history, the most significant professional associations include:

- American Historical Association (AHA). The major professional academic organization for historians in the United States. Publishes the *American Historical Review*, and *Perspectives*, a newsletter that discusses contemporary issues in the historical profession and lists professional meetings, call for papers, and job opportunities. Address: 4000 A Street SE, Washington, DC, 20003 or <http://www.theah.org>
- Organization of American Historians (OAH). The national organization for US history specialists. Publishes the *Journal of American History*, and the *Magazine of History* geared to secondary-education teachers. Address: 112 North Bryan, Bloomington, IN, 47408-3886 or <http://www.oah.org>
- American Association for State and Local History (AASLH). The leading organization for local/regional historians and non-academic historians. Publishes *History News* as well as a public history employment newsletter, *Dispatch*. Address: 172 2nd Avenue North, Suite 202, Nashville, TN, 37201 or <http://www.aslh.org>
- American Association of Museums (AAM). The national organization for museologists and public historians. Publishes *Museum News* and an employment newsletter called *AVISO*. Address: 1225 Eye Street NW, Suite 2000, Washington, DC, 20005 or <http://www.aam-us.org>
- Michigan Museums Association (MMA). State organization for museum and public history professionals. Address: <http://michiganmuseums.org/home.html>
- National Trust for Historic Preservation (NTHP). The national clearing house and registration agency for historic sites, structures, districts, and monuments, and an active advocate of the preservation movement. Publishes *Historic Preservation* and a newsletter called *Preservation News* containing advertisements for professional openings. Address: 748 Jackson Place NW, Washington, DC, 20006.
- National Council on Public History (NCPH). Active association and coordinating board for public history academic programs. Sponsors the quarterly *Public Historian* and publishes *Public History Newsletter*. Address: P.O. Box 1026, Harrisburg, PA, 17108, or <http://www.ncph.org/home.html>

- Society of American Archivists. The professional organization for archival specialists. Publishes the *American Archivist*. Address: 600 South Federal, Suite 504, Chicago, IL, 60605, or <http://www.archivists.org>
- National Council for the Social Studies (NCSS). The major professional organization for secondary social science teachers. Publishes *Social Education*. Because of its large membership, NCSS is broken into state and regional organizations. When writing to the national office, request the address of the organization in the state or area you hope to be employed. Address: 3501 Newark Street NW, Washington, DC, 200016 or <http://www.ncss.org>
- Michigan Council for the Social Studies. An organization dedicated to helping educators in teaching, research, and in disseminating information about social studies. Address: Michigan Council for the Social Studies Business Office, 33000 Washtenaw, Suite 220, Ann Arbor, Michigan, 48104-2407 or <http://www.michigancouncil.org/>
- National Council for History Education. Organization dedicated to promoting the history and history education in schools and society. Publishes a newsletter, *History Matters!* with valuable information about history education. Address: National Council for History Education, Inc., 26915 Westwood Road, Suite B-2, Westlake, Ohio, 44145 or www.history.org/nche

8. Letters of recommendation.

Faculty members who can appraise your academic performance and potential, and write careful letters of recommendation are tremendous assets in securing financial assistance, admission to graduate and professional schools, and eventually employment. Students should get to know faculty with whom they have taken classes and who are familiar with their academic performance and career goals. When you request a letter of recommendation, it is important that you talk individually with the faculty member and be prepared to describe your educational goals or career objectives. To aid faculty, provide them with a copy of your résumé and be sure to give them ample time to complete the letter. Under terms of the Family Educational Rights and Privacy Act of 1974, letters of recommendation or evaluation are open to your inspection unless you waive that right in writing. Many scholarship recommendation forms include a signature line for waiver of right of access by the applicant if you should choose to do so.

9. Prizes, scholarships, and honors. The Department of History encourages all history majors and minors to strive for academic excellence as they pursue their degree at Western Michigan University. Academic achievement not only signifies hard work and commitment to education and intellectual pursuits while at the University, but will become a part of the student's "permanent record", offering prospective employers and colleagues a tool for assessing future achievement. The Department of History honors those students who have an exceptional academic record in a number of ways including:

- Phi Beta Kappa. History majors and minors are eligible for election to Phi Beta Kappa, one of the most prestigious honorary societies in the United States. Western Michigan University was granted a Phi Beta Kappa Chapter in 1998. Each year, a

committee of faculty members, themselves members of Phi Beta Kappa, assesses the academic achievement and scholarly potential of WMU students in the liberal arts. A select group of seniors, and some juniors, are then invited to become members of Phi Beta Kappa.

- Presidential Scholar. The most prestigious award a department can bestow on a senior is the designation of Presidential Scholar. Only one student per year receives this honor in each department, and the recipients are recognized at a dinner hosted by the President of Western Michigan University and the President of the Faculty Senate.
- James Knauss/Smith Burnham Prize. Established by two former chairs of the Department of History, this prize recognizes an outstanding senior in each of the three major programs in history.
- Margaret Macmillan Writing Award. Recognizes the most outstanding research paper written by an undergraduate. To be eligible for the award, students must submit papers to the Department by January 31. Any substantial research paper written in a history course at Western Michigan is eligible for submission.

10. Presenting and publishing your research.

One of the most important activities in the life of a professional historian, particularly in the academic world, is presentation of research papers at various meetings and symposia. Many opportunities are available for undergraduate students to present their research. Phi Alpha Theta, for example, holds an annual meeting of Michigan chapters, and WMU always sends a delegation of several presenters with transportation expenses covered by the Department of History. The Great Lakes History Conference, sponsored annually by Grand Valley State University, offers another excellent opportunity to gain experience in paper presentation. If you have interest in presenting your work, talk with faculty mentors who may be able to offer additional suggestions for appropriate forums. Occasionally, outstanding undergraduate research is worthy of presentation at larger conferences or specialized conferences in other parts of the country. Some undergraduate research may also require travel to distant libraries or archives. Both the Department of History and the Lee Honors College, which administers the Russell Seibert Undergraduate Research Travel Fund, can offer support to assist with travel expenses in these cases. Undergraduates rarely have opportunities to publish their research, but the rarity of this phenomenon makes successful publishing all the more valuable in distinguishing promising research historians early in their careers. Talk with faculty mentors for suggestions of appropriate venues for student publication.

11. Need help with your studies?

WMU offers many resources for students who may need help developing sound study habits or improving their writing skills. Contact the Academic Skills Center, 1060 Moore Hall, (phone 269-387-4442), to discuss what services are available and how you might use them to enhance your academic performance. Help is also available at the Academic Skills Center web site: <http://www.wmich.edu/asc>

12. Career advising.

Career and Student Employment Services, located on the first floor of Ellsworth Hall, (phone 269-387-2745) offers valuable assistance with career questions and job search preparation. Career fairs, résumé critiquing, individual advising sessions, and workshops on résumé writing, job search strategies, and interviewing are among the many services provided by this office. Career Services also offers information on internships, volunteer experiences, and summer and part-time jobs that can broaden your experience and enhance your employment prospects after graduation. To take full advantage of opportunities for work and skill-building experiences, register for Bronco JOBS Plus:

<http://JOBS.dosa.wmich.edu>