

The First Year of Study in Humanities M.A. Program

Please check the Office of Graduate Studies, <http://www.csus.edu/gradstudies> often for deadlines, general guidelines and forms. Please remember that it is your responsibility to keep track of your progress through the program.

Step 1: Be aware of the required courses for the program: HRS 200A, HRS 200B and HRS 202 and try to complete them in a timely fashion. They do not have to be taken in order but it is recommended that you do so when possible. Passing both Part A of the Preliminary Exam administered at the end of HRS 200A and Part B of the Preliminary Exam administered at the end of HRS 200B with a score of 80% or higher is required in order to advance to candidacy. Students who do not pass the exam will be given an Incomplete for the course and given three chances to retake the exam within a year. Successfully completing HRS 200B with a B or better also fulfills the GWAR (Intensive Writing Requirement) for all graduate students.

Step 2: Decide on the remaining electives offered in our program. You will need 18 units total.

NB1: A full-time course load typically consists of six units (2 seminar courses) per semester. However students do take more courses or fewer for various reasons.

NB2: Six units of upper-division coursework pending the approval of the coordinator are permitted to count toward progress to the degree.

NB3: 3 units of Independent Study HRS 299 pending the approval of the coordinator are permitted to count toward progress to the degree.

Step 3: Maintain a 3.0 g.p.a. in order to remain in good standing in the program. Coursework in which you receive a B- or lower will not be credited toward the degree and must be retaken in order to receive credit for them.

Year Two and Beyond

Step 1: Continue taking classes and start thinking about the direction you would like to take with your Culminating Experience (Exam, Project or Thesis). Also begin to consider the two faculty members with whom you would like to work.

Step 2: **Advancement to Candidacy (ATC):** Once you have passed Parts A and B of the Preliminary Exam, completed at least 12 units of 200-level seminar courses in the graduate program with a minimum 3.0 g.p.a and removed any deficiencies in admission requirements you are eligible to advance to Candidacy. Advancement to Candidacy is necessary in order to be able to enroll in HRS 500 (Culminating Experience).

Step 3: Advancement to Candidacy forms are available in the Office of Graduate Studies (OGS) website. After forming a committee composed of at least two faculty members, the student must obtain the approval and signature of the Graduate Coordinator and submit online. **NB:** Be sure to submit the ATC form for the Graduate Coordinator's approval at least two weeks before the OGS deadlines (**October 1st for Fall Semester and February 1st for Spring Semester**).

Step 4: Request faculty to be part of your committee and decide on the direction to take with your Culminating Experience (Exam, Project or Thesis). Enroll in HRS 500 with the approval of your committee chair in your final semester and determine the scope of preparation and work for the exam, thesis, or project. **NB:** Please keep in mind that the completion of the thesis or project may take longer than one semester. In the event that the student does not complete the thesis, the student may enroll through the College of Continuing Education in HRS 599 for a reduced registration fee for three consecutive semesters. After the third semester, the student must reenroll in HRS 500 and pay full registration fees.

Step 5: Submit an application for graduation online at the start of the semester you intend to graduate. If you are submitting a thesis or project attend the mandatory formatting workshops and make the final appointments for review through Graduate Studies.

Please see below for more information on requirements for the thesis, project or exam.

Guidelines for the HRS Culminating Experience M.A. Exam:

The HRS M.A. provides students with the opportunity to undertake a close examination of two subject areas of their choosing. In consultation with each committee member, the student will work through two extensive reading lists. The student will be given 3 hours to respond to two essay exam questions written by each committee member. The exam will be administered on campus no later than two weeks before the end of the semester. Both committee members will review the exam essays and notify the Graduate Coordinator if the student has passed. The Graduate Coordinator will then notify the student and obtain signatures from the committee members.

Step 1: The student will assemble a committee of 2 full-time faculty members to serve on the exam committee.

Year Two and Beyond

Step 2: In close consultation with each committee member, the student will determine the scope and focus of the two subject areas. The subject areas of the exam must pertain to at least one discipline offered in the HRS curriculum. Full-time faculty members in other departments may serve on the exam committee if they are willing.

Step 3: The student will obtain the necessary signatures and enroll in HRS 500 (forms available online) in the semester in which the student is ready to take the exam. The student should meet with their committee regularly during this time, to discuss their progress and submit reading responses for feedback.

Step 4: At the start of the semester the student will obtain and file an application for Graduation available on the Office of Graduate Studies website.

Step 5: The student will set a date and time no later than two weeks before the end of the semester to take the exam on campus.

Steps and Guidelines for the Thesis

Please check the Office of Graduate Studies, <http://www.csus.edu/gradstudies> often for deadlines, general guidelines and forms. It is your responsibility to keep track of your progress through the program.

The California Code of Regulations: Title 5 Education, Section 40510 defines a thesis as:

The written product of a systematic study of a significant problem. It identifies the problem, states the major assumptions, explains the significance of the undertaking, sets forth the sources for and methods of gathering information, analyzes the data, and offers a conclusion or recommendation. The finished project [product] evidences originality, critical and independent thinking, appropriate organization and format, and thorough documentation.

Step 1: The student will assemble a committee of at least 2 full-time faculty members to serve on the thesis committee.

Step 2: In close consultation with each committee member, the student will determine the scope and focus of the thesis. The subject area of the thesis must pertain to at least one discipline offered in the HRS curriculum. Along with engagement with primary source material, the thesis should also incorporate a significant number of secondary sources. Proper citation (such as MLA or Chicago Style) must be used consistently throughout the thesis. The minimum page length recommended for the thesis is 40 pages.

Step 3: The student will obtain the necessary signatures and enroll in HRS 500 (forms available online) in the semester in which the student is ready to write the thesis. The student should consult with their committee during this time and submit drafts on a regular basis for feedback.

NB: Please keep in mind that the writing and completion of the thesis may take longer than one semester. In the event that the student does not complete the thesis, the student may enroll through the College of Continuing Education in HRS 599 for a reduced registration fee for three consecutive semesters. After the third semester, the student must reenroll in HRS 500 and pay full registration fees.

Step 4: At the start of the semester the student will obtain and file an application for Graduation available on the Office of Graduate Studies website.

Step 5: The student must attend a mandatory formatting workshop offered by the Office of Graduate Studies. Please check the OGS website to register for a workshop no later than the start of the semester in which you plan to submit the thesis.

Step 6: The student will make an appointment with the Office of Graduate Studies for the Thesis/Project Check-in. Walk-ins are not available and the office will not accept the Thesis/Project without first attending this appointment.

Step 7: The student will obtain the necessary signatures to turn in the approved thesis to the Office of Graduate Studies at an appointed time.

The California Code of Regulations: Title 5 Education, Section 40510 defines a project as:

A significant undertaking appropriate to the fine and applied arts or to professional fields. It evidences originality and independent thinking, appropriate form and organization, and rationale. It is described and summarized in a written abstract that includes the project's significance, objectives, methodology, and a conclusion or recommendation.

Step 1: The student will assemble a committee of at least 2 full-time faculty members to serve on their committee. One will serve as chair.

Step 2: In close consultation with each committee member, the student will determine the scope and focus of the project. While the scope of the project is fairly open and may consist of the construction of curricula or a creative work/s, a significant portion of the project must contain a written, scholarly explanation (recommended minimum, 30 pages) detailing the project's relevance to a subject area or issue in the Humanities.

Step 3: The student will obtain the necessary signatures and enroll in HRS 500 (forms available online) in the semester in which the student is ready to begin the project. The student should consult with their committee during this time and submit drafts on a regular basis for feedback.

NB: Please keep in mind that the completion of the project may take longer than one semester. In the event that the student does not complete the project, the student may enroll through the College of Continuing Education in HRS 599 for a reduced registration fee for three consecutive semesters. After the third semester, the student must reenroll in HRS 500 and pay full registration fees.

Step 4: At the start of the semester the student will obtain and file an application for Graduation available on the Office of Graduate Studies website.

Step 5: The student must attend a mandatory formatting workshop offered by the Office of Graduate Studies. Please check the OGS website to register for a workshop no later than the start of the semester in which you plan to submit the project.

Step 6: The student will make an appointment with the Office of Graduate Studies for the Thesis/Project Check-in. Walk-ins are not available and the office will not accept the Thesis/Project without first attending this appointment.

Step 7: The student will obtain the necessary signatures to turn in the approved project to the Office of Graduate Studies.

Step 6: The student will make an appointment with the Office of Graduate Studies for the