Timeline: History M.A. Program

This timeline offers a model for what graduate students in History should be doing each semester of their graduate study, in order to successfully graduate after two years. (Students should discuss this timeline with their advisors. This is by no means a universal model, and each faculty member may wish to adjust this timeline for their advisees.)

Year 1

Fall

- History Department Graduate Orientation events (August).
- Select Main Advisor, notify Director of Graduate Studies (DGS) by September 1.
- Identify a thesis topic. Begin readings in secondary literature and primary sources (available online, through UW Libraries, etc.).
- Content knowledge: sit in on lecture courses in your field(s).
- Meet regularly with your advisor. Submit a thesis proposal to advisor by end of first semester.
- Begin seeking out funding opportunities – for archival research and coursework funding – at UW and beyond. These deadlines come up quickly, so begin this process as soon as possible.

Spring

- Select all Thesis Committee Members in communication with main advisor. Submit Committee Assignment Form to DGS by February 1. Form available online via Office of the Registrar.
- Thesis Proposal Presentations (February).
- Submit application for History Department research funding to DGS by March 1.
- Language Exam (complete by May 1).
- Identify your fields of study --- major field and comparative/thematic field. Make this decision in consultation with your main advisor, and notify DGS.
- Content knowledge: sit in on lecture courses in your fields.
- Continue seeking out funding opportunities for archival research and coursework funding.
- Prepare a literature review for your thesis topic, in order to conduct field research with a mastery of the historical content and historiographical discourse of your topic.
- Prepare for archival research. Identify archives and collections for your research. Contact archivists and learn archival policies, hours, when archivists will be on vacation, etc. Practice archival document analysis, time management, technology use, etc. at AHC. Plan travel and accommodations.
Summer
- Conduct archival research. Begin analyzing your archival sources and brainstorming a chapter outline for your thesis.
- Be in close touch with your advisor and plan to submit a chapter outline for your thesis by September.

Year 2

Fall
- Complete your **Program of Study Form** in consultation with your main advisor and DGS. Form available online via Office of the Registrar.
- Write a full draft of your thesis by December. Create a writing schedule with your advisor. (For example: Chapter 1 in September; Chapter 2 in October; Chapter 3 in November; Intro and Conclusion in December.)

Spring
- Revise all thesis chapters, in response to advisor comments, by March.
- Ideal revision schedule to graduate on time, assuming a May 1 Thesis Defense date:
  - March 15: send fully revised thesis to advisor. Advisor will either require additional edits or give student permission to send full thesis to committee readers.
  - April 1: send full thesis to all committee readers. Readers require 2 weeks to give feedback.
  - April 15: receive comments from committee readers, make needed revisions.
  - April 20: send “final” draft of thesis to all committee readers to secure “green light” for defense.
- **Anticipated Graduation Date Form** must be provided to the Office of the Registrar as soon as possible in your final semester. Form available online via Office of the Registrar.
- Pay graduation fee to Cashier’s Office, Knight Hall 170.
- Order MA regalia, see [http://www.uwyo.edu/commencement/cap-gown/](http://www.uwyo.edu/commencement/cap-gown/)
- Ask faculty member to hood you at graduation.
- Thesis Defense.
- Submit **Report on Final Examination Form** (thesis defense form) to the Office of the Registrar. Form available online via Office of the Registrar.
- Deposit thesis with UW Libraries. Submit thesis to ProQuest: [http://www.etdadmin.com/cgi-bin/school?siteId=98](http://www.etdadmin.com/cgi-bin/school?siteId=98)
- Graduate!