

## **Timeline: History M.A. Program**

This guided model offers a suggested timeline for what Graduate Students in History should be doing during each semester of their Graduate Study, in order to successfully graduate after two years.

### ❖ Year 1 ❖

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#### **Fall** – first semester

- History Program Graduate Orientation events (late August/early September).
- Select Main Advisor, notify Graduate Director by October 1.
- Identify a thesis topic. Begin readings in secondary literature and primary sources.
- 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 consultation with main advisor.
- Submit **Committee Assignment Form** to Grad Director by the end of the semester. [Form available online via Office of the Registrar.](#)
- Complete your **Program of Study Worksheet** form in consultation with your main advisor and submit to the Office of the Registrar by the end of the semester. [Form available online via Office of the Registrar.](#)
- Thesis Proposal Presentations (February).
- Submit application for History Program research funding to Chair of Scholarship Committee in February (deadline will be announced each year).
- Identify your fields of study --- major field and comparative/thematic field. Make this decision in consultation with your main advisor.
- Content knowledge: sit in on lecture courses in your field(s).
- 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- Prepare a literature review for your thesis topic, in order to conduct field research with a mastery of the historical content and historiography of your topic.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.
- Language Exam, if needed (complete by August 15).

## 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 ❖

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## Fall

- Using your chapter outline as a guide, commit to completing your full thesis draft.
- Create a writing schedule with your advisor and stick to it.
- Write a full draft of your thesis by January (or by the deadline determined by your advisor).

## Spring – last semester

- Revise all thesis chapters, in response to advisor comments, by March.
- Ideal revision schedule to graduate on time, assuming an April 30 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.
  - April 30: Thesis 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 at Cashier’s Office or online.
- Order MA regalia (early spring)
- 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.
- Graduate!