

UNDERGRADUATE HANDBOOK

DEPARTMENT OF HISTORY

COLLEGE OF ARTS AND SCIENCES
Western Michigan University



Twenty-second Edition

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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in the twenty-first century, the Western Michigan University Department of History encourages students to develop broad historical content knowledge as well as analytical, research, and writing skills.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 four undergraduate programs in history and social studies, 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

4451 Friedmann Hall

Telephone: (269)-387-4659

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. As a history major or minor, 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 requires broad preparation in history, but also offers students the opportunity to develop an area of special interest. LEC history majors must 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. 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. SED students should 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. Beginning in Fall 2008, the Department of History also offers an SED social studies major with a required minor in history. Students in the social studies curriculum take additional courses in political science, geography, and economics, and have in-depth work in history through their history minor.

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.

Most history courses at the 1000/2000-level are termed lower-division or introductory courses. All advanced placement credit and courses taken at a two-year institution are considered introductory-level course work.

Courses at the 3000-level are termed intermediate-level, and courses at the 4000-level are considered advanced level. Some 3000-level courses are designated writing intensive. 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. History 2900, "Introduction to the Study of History," is prerequisite for all 3000-level writing intensive courses. With the exception of "professional courses" like History 4940 or History 4040, all 4000-level content-based history courses meet University criteria for baccalaureate writing courses. Students must complete at least one 3000-level writing course before registering for a 4000-level baccalaureate writing course. All major tracks specify the numbers of credit hours needed at each level, and indicate how many writing intensive and baccalaureate writing classes are required to complete the program.

Undergraduates may also enroll in 500-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 500-level class. 500-level courses in the Department of History carry graduate-level performance expectations for all enrollees.

A selection from the following list of 3000-level writing intensive or 4000-level baccalaureate writing courses is offered each semester. Please note that if you are using pre-2007/8 *Catalog* requirements, both writing intensive courses and baccalaureate writing courses (4000-level non-professional courses) may be used to meet current 4000-level course requirements. Only 4000-level baccalaureate writing courses may be used to meet the requirement for HIST. 3900.

US/NORTH AMERICAN HISTORY

Writing intensive courses

3101 Colonial Am to 1763

3102 US 1763-1820
 3103 US 1820-1898
 3104 US 1898-1945
 3105 US Since 1945
 3171 American Maritime History
 3191 American Sport History
 3251 Am Working Class Hist
 3285 African Americans in Michigan
 3265 Readings in Native Am Hist and Cult

Baccalaureate writing courses

4245 Topics in US History and Culture:

EUROPEAN HISTORY

Writing Intensive courses

3520 Imperial Rome
 3531 Early Christianity
 3540 Byzantine Civilization
 3611 Crusades
 3612 Era of the Thirty Years War:Europe 1500-1650
 3614 Europe 1815-1914
 3616 Europe 1914-1945
 3618 Europe since 1945
 3662 Russia to 1855
 3664 Russia since 1855

Baccalaureate writing courses

4495 Topics in European History and Culture

AFRICA, ASIA, LATIN AMERICA, AND MIDDLE EAST (FORMERLY NON-WESTERN HISTORY)

Writing intensive courses

3762 Traditional Japan
 3764 Modern Japan
 3766 Traditional China
 3768 Modern China
 3882 Africa and the Slave Trade
 3884 Hist West Africa

Baccalaureate writing courses

4825 Topics in Asian History
 4835 Topics in African History

4845 Topics in Latin American History
 4855 Topics in the Middle East

Thematic 4000BW courses

4002 Gender, Sexualities, and History
 4004 War and Society
 4006 Race and Ethnicity
 4008 Ethnohistory
 4010 Environment and History
 4012 Comparative History
 4014 Topics in Global History & Culture
 4016 History of Material Life

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.

8. Foreign language placement.

The LEC and PUH history major programs include a foreign language requirement. Students in the SED history or social studies option do not have a foreign language requirement, but are strongly encouraged to achieve competency in at least one foreign language. History majors must meet the foreign language requirement through University course work or by taking a proctored foreign language placement test. These tests are administered during student orientation programs, and on-line through the Department of Foreign Languages and Literatures. Please check the Department of Foreign Languages website for more information on both practice and proctored language placement examinations.

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 for specific introductory-level courses. 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 some 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 requirements also affect transfer credits:

- **Residence Requirement.** Regardless of how many courses in history you transfer to WMU, your history major must include a **minimum of 18 hours** of course work in the WMU Department of History. A minor must include **at least 12 hours** in the Department. These requirements are 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.

10. Advanced placement credit.

The Department of History welcomes advanced placement credit for introductory-level 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. 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. 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 history Liberal Education Curriculum (LEC).

HISTORY MAJOR—LIBERAL EDUCATION CURRICULUM

1. Minimum of 36 hours in history selected from categories listed below
2. Minimum of "C" in all course work required for the major, including required cognates.
3. Completion of 12 hours of required cognates.
4. Completion of a language through the 2010 level, by college/university course work or examination.
5. Completion of either HIST. 1000 or 3020, **and** a class selected from the following: Hist. 3000, 3101, 3102, 3260, 3490, 3500, 3510, 3520, 3531, 3540, 3600, 3611, 3612, 3662, 3700, 3762, 3766, 3880, 3882, 3884. Depending on course content, additional 4000-level courses may meet this requirement.
6. At least two (6 hours) "writing-intensive" courses at the 3000-level. Select from: Hist. 3101, 3102, 3103, 3104, 3105, 3171, 3191, 3251, 3265, 3285, 3520, 3531, 3540, 3611, 3612, 3614, 3616, 3618, 3662, 3664, 3762, 3764, 3766, 3768, 3882, 3884.
7. With permission of advisor, students may substitute advanced level (4000-level) history courses for intermediate level (3000-level) courses in the same topical area

Major Requirements

1. Introductory level history courses (12 hours)
 - HIST 2900 Credits: 3 hours
 - HIST 1000 or HIST 1010 Credits: 3 hours
 - HIST 3020 or HIST 3030 Credits: 3 hours
 - HIST 2100 or 2110 Credits: 3 hours
2. Intermediate level history courses (15 hours; 6 hours writing intensive). Writing intensive prerequisite: HIST. 2900 or permission of instructor.
 - 3000-level ANY AREA Credits: 3 hours
 - 3000-level ANY AREA Credits: 3 hours
 - 3000-level-Africa, Asia, Latin America, or Middle East Credits: 3 hours
 - 3000-level-European/General Credits: 3 hours
 - 3000-level-U. S. Credits: 3 hours

3. Advanced level history courses (9 hours) All U.S., Africa, Asia, Latin America, Middle East and European 4000-level history courses meet baccalaureate writing requirement. Students considering graduate school are strongly advised to select the Senior Thesis or 5000-level Seminar as their capstone course.

- 4000-level --U.S. Credits: 3 hours
- 4000-level –Africa, Asia, Latin America, Middle East, Europe . Credits: 3 hours
- Capstone Course—select from: HIST. 4990 (Senior Thesis); **or**
- 5000-level seminar; **or** 4000-level course in area of emphasis. . Credits: 3 hours

Cognate Requirements

1. Four Humanities or Social Science Courses, generally at the 3000-level or above that complement the area of emphasis in history. Appropriate cognates must be approved by a Department of History Advisor. (12 hours)
2. A foreign language through the 2010-level by examination or university course work. (16 hours)

Courses meeting requirements for United States History include: Hist. 3101, 3102, 3103, 3104, 3105, 3130, 3150, 3160, 3171, 3180, 3191, 3200, 3230, 3240, 3251, 3260, 3265, 3280, 3285, 3290, 4245.

Courses meeting requirements for Africa, Asia, Latin America, and Middle East include: Hist. 3020, 3030, 3325, 3330, 3700, 3750, 3760, 3762, 3764, 3766, 3768, 3790, 3840, 3850, 3880, 3882, 3884, 4825, 4835, 4845, 4855.

Courses meeting requirements for European History include: Hist. 3000, 3010, 3020, 3030, 3325, 3330, 3360, 3490, 3500, 3510, 3520, 3531, 3540, 3600, 3611, 3612, 3614, 3616, 3618, 3640, 3660, 3662, 3664, 4495.

Courses meeting requirements for any geographical area include: Hist. 4002, 4004, 4006, 4008, 4010, 4012, 4014, 4016.

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.

MINOR REQUIREMENTS--LIBERAL EDUCATION CURRICULUM (LEC)

Minor Requirements

Minimum of 24 hours of course work in history, with a maximum of 9 hours at the introductory level (this includes 1000-2000-level courses, 2-year institution transfers, and AP credits); and a minimum of 6 credits (2 courses) selected from 3000-level writing intensive classes or 4000-level baccalaureate writing courses.

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 and cultural resources. 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 National Park Service, the Chippewa Nature Center, and the City of South Bend Historic Preservation Office.

MAJOR REQUIREMENTS—PUBLIC HISTORY CURRICULUM:

1. Minimum of 66 hours in history and approved electives from other departments selected from categories listed below.
 2. Minimum of "C" in all course work required for the major, including electives and required cognates.
 3. At least two "writing intensive" courses at the 3000-level. Select from: Hist. 3101, 3102, 3103, 3104, 3105, 3171, 3191, 3251, 3265, 3285, 3520, 3531, 3540, 3611, 3612, 3614, 3618, 3662, 3664, 3762, 3764, 3766, 3768, 3882, 3884_____.
 4. With permission of advisor, students may substitute advanced level (4000-level) history courses for intermediate level (3000-level) courses in the same topical area, providing the student has the appropriate prerequisite.
 5. No minor required.
- 1. Introductory level history courses** (12 hours)
- HIST 2900 Credits: 3 hours
 - HIST 1000 or 1010 Credits: 3 hours
 - HIST 2100 or 2110 Credits: 3 hours

- HIST 3020 or 3030 Credits: 3 hours

2. Intermediate level history courses (12 hours; 6 hours must be writing intensive.)

Writing intensive prerequisite: HIST 2900 or permission of instructor.

- 3000-level--Any Area Credits: 3 hours
- 3000-level --Any Area Credits: 3 hours
- 3000-level--U.S. Credits: 3 hours
- HIST. 3150 Credits: 3 hours
 - or
- HIST. 3180 Credits: 3 hours

3. Advanced level history courses (6 hours) All U.S, Africa, Asia, Latin America, Middle East, and European History courses meet baccalaureate writing requirement.

4000-level prerequisite: one writing intensive course or permission of instructor.

- 4000-level--US HIST
- 4000-level—Any Area

4. Public History core courses (12 hours) Public History Core Courses:

- HIST. 4040 Credits: 3 hours
- HIST. 4060 Credits: 3 hours
- HIST. 4080 Credits: 3 hours
- HIST. 4100 Credits: 3 hours

5. Approved electives from other departments (18 hours)

Students should work with the History Advising Office to establish courses that best complement their public history interest. Some courses have a prerequisite; you may need permission from the instructor before registering. Courses to consider include:

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

ART 2200--History of Art I

ART 2210--History of Art II

ART 3920--Twentieth Century Design History

CMD 200--History of Design

COM 1040--Public Speaking

COM 3560--Film Production

COM 3570--TV Studio Production

COM 3580--TV and Film Scripting

COM 350--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 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
 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
 SOC 3530--The City and Society

6. Internship (6 hours) Students must confer with the PUH Internship Supervisor before registering for internship credit.

- Hist. 4950 Credits: 6 hours

Cognate requirement (8 hours)

Completion of a foreign language through the 1010 level by course work or examination.

Courses meeting requirements for United States History include: Hist. 3101, 3102, 3103, 3104, 3105, 3130, 3150, 3160, 3171, 3180, 3191, 3200, 3230, 3240, 3251, 3260, 3265, 3280, 3285, 3290, 4245.

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, Colonial Williamsburg, Historic Deerfield, 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)

Minor Requirements

1. Minimum of 27 hours in history selected from categories listed below.
2. Minimum of "C" in all course work required for the major.
3. At least one "writing intensive" courses at the 3000-level. Select from: Hist. 3101, 3102, 3103, 3104, 3105, 3171, 3190, 3251, 3265, 3285, 3520, 3531, 3540, 3611, 3612, 3614, 3616, 3618, 3662, 3664, 3762, 3764, 3766, 3768, 3882, 3884.
- 1. One introductory level history course:** (3 hours).
 - HIST 2100 or 2110 Credits: 3 hours
- 2. Three intermediate level history courses**—(9 hours; 3 hours. writing intensive).
 - 3000-level--Any Area or HIST. 2900 Credits: 3 hours
 - 3000-level—U.S. Credits: 3 hours
 - HIST. 3150 or 3180 Credits: 3 hours
- 3. One advanced-history course**—(3 hours) All 4000-level U.S History courses meet baccalaureate writing requirement. 4000-level prerequisite: one writing intensive course or permission of instructor.
 - 4000-level US HIST Credits: 3 hours
- 4. Three courses from the Public History Core**--(9 hours) Select from:
 - Hist 4040—Introduction to Public History Credits: 3 hours
 - Hist 4060—Archives Administration Credits: 3 hours
 - Hist 4080—Museum Studies Credits: 3 hours
 - Hist 4100—Historic Preservation Credits: 3 hours
- 5. Internship/work experience.** (3 hours) You must confer with the PUH Internship Supervisor before registering for internship credit.
 - Hist. 4950 Credits: 3 hours

.Courses meeting requirements for United States History include: Hist. 3101, 3102, 3103, 3104, 3105, 3130, 3150, 3160, 3171, 3180, 3191, 3200, 3230, 3240, 3251, 3260, 3265, 3280, 3285, 3290, 4245.

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.

HISTORY MAJOR--SECONDARY EDUCATION

The secondary teacher preparation program complies with Guidelines for the Certification of Teachers of History established by the American Historical Association.

1. Minimum of 36 hours in history selected from categories listed below.
2. Minimum of "C" in all course work required for the major, including required cognates.
3. Completion of 15 hours of required cognates.
4. All course work at the 3000/4000-level must be completed within 10 years of intern teaching.
5. At least one approved history course (3 hours) exploring diversity in U.S. society. Select from: Hist. 3160, 3260, 3280, 3190, 3250, 3265, or 3285. Some 4000-level baccalaureate writing courses may meet this requirement.
6. At least two "writing intensive" courses at the 3000-level. Select from: Hist. 3101, 3102, 3103, 3104, 3105, 3171, 3191, 3251, 3265, 3285, 3520, 3531, 3540, 3610, 3612, 3614, 3618, 3662, 3664, 3762, 3764, 3766, 3768, 3882, 3884.
7. With permission of advisor, students may substitute advanced level (4000-level) history course for intermediate level (3000-level) courses in the same topical area, providing the student has the appropriate prerequisite.

Major Requirements:**1. Introductory level history courses (12 hours)**

- HIST 2900 Credits: 3 hours
- HIST 1000 or 1010 Credits: 3 hours
- HIST 2100 or 2110 Credits: 3 hours
- HIST 3020 or 3030 Credits: 3 hours

2. Intermediate level history courses (15 hours; 6 hours writing intensive). Writing intensive prerequisite: HIST 2900 or permission of instructor.

- 3000-level—Any Area Credits: 3 hours
- 3000-level—Africa, Asia, Latin America, Middle East Credits: 3 hours
- 3000-level—European/general Credits: 3 hours
- 3000-level—U.S Credits: 3 hours
- 3000-level—U.S Credits: 3 hours

3. Advanced level history courses (9 hours). All 4000-level U.S., Asia, Africa, Latin America, Middle East and European History courses meet baccalaureate writing requirement. 4000-level prerequisite: one writing intensive course or permission of instructor.

- 4000-level—U.S. U.S Credits: 3 hours
- 4000-level—Africa, Asia, Latin America, Middle East or Europe U.S Credits: 3 hours
- HIST 4940 U.S Credits: 3 hours

Cognate requirements (15 hours)

1. One approved course in literature. Select from:
 - ENGL 1120 Credits: 4 hours
 - ENGL 2220 Credits: 4 hours
 - ENGL 2230 Credits: 4 hours
 - ENGL 3120 Credits: 3 hours
 - ENGL 3130 Credits: 3 hours
 - ENGL 3140 Credits: 3 hours
 - ENGL 3150 Credits: 3 hours
2. One approved course in economics. Select either:
 - ECON 2010 Credits: 3 hours

OR

 - ECON 2020 Credits: 3 hours
3. One approved course in geography. Select from:
 - GEOG 1020 Credits: 3 hours
 - GEOG 1050 Credits: 4 hours

OR

 - GEOG 2050 Credits: 3 hours
4. Two approved courses in political science. Select:
 - PSCI 2000 Credits: 3 hours
 - PSCI 2400 Credits: 3 hours
 - Or
 - PSCI 2500 Credits: 3 hours

Courses meeting requirements for United States History include: Hist. 3101, 3102, 103, 3104, 3105, 3130, 3150, 3160, 3171, 3180, 3191, 3200, 3230, 3240, 3251, 3260, 3265, 3280, 3285, 3290, 4245.

Courses meeting requirements for Africa, Asia, Latin America, and Middle East include: Hist. 3020, 3030, 3325, 3330, 3700, 3750, 3760, 3762, 3764, 3766, 3768, 3790, 3840, 3850, 3880, 3882, 3884, 4825, 4835, 4845, 4855.

Courses meeting requirements for European History include: Hist. 3000, 3010, 3020, 3030, 3325, 3330, 3360, 3490, 3500, 3510, 3520, 3531, 3540, 3600, 3611, 3612, 3614, 3616, 3618, 3640, 3660, 3662, 3664, 4495.

Courses meeting requirements for any geographical area include: Hist. 4002, 4004, 4006, 4008, 4010, 4012, 4014, 4016.

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, you will be required to pass the Michigan Test for Teacher Certification in history (field 609) and in your minor field to receive your teaching certification. These objective tests include about 100 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. 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)

History Minor-Secondary Education Curriculum

1. Completion of a minimum of 21 hours in history selected from categories listed below.
2. Minimum of “C” in all course work required for the minor, including required cognates.
3. Completion of 6 (or 9) hours of required cognates.
4. At least one “writing intensive” courses at the 3000-level. Select from: Hist. 3101, 3102, 3103, 3104, 3105, 3171, 3191, 3251, 3265, 3285, 3520, 3531, 3540, 3611, 3612, 3614, 3616, 3618, 3662, 3664, 3762, 3764, 3766, 3768, 3882, 3884.
5. All course work at the 3000/4000-level must be completed within ten years of intern teaching.
6. With permission of advisor, students may substitute advanced level (4000-level) history course for intermediate level (3000-level) courses in the same topical area, providing the student has the appropriate prerequisite.

Minor Requirements:

1. Introductory level history courses (6 hours)
 - HIST 2100 or 2110 Credits: 3 hours
 - HIST 1000 or 1010 or 3020 or 3030 Credits: 3 hours
2. Intermediate level history courses (12 hours; includes 3 hours writing intensive).
 - HIST 3000-level—US: Credits: 3 hours
 - HIST 3000-level—Africa, Asia, Latin America, Middle East Credits: 3 hours
 - HIST 3000-level—Europe Credits: 3 hours
 - HIST 3000-level—Any area or HIST 2900 Credits: 3 hours
3. Advanced level history courses (3 hours). 4000-level prerequisite: one writing intensive course or permission of instructor.
 - HIST 4000-level—Any Area Credits: 3 hours

Cognate Requirements

1. One course in Geography (3 or 4 hours)
 - GEOG 1020, 1050, or 2050 Credist: 3 or 4 hours
2. One course in Political Science (3 hours)
 - PSCI 2000, 2400, or 2500 Credits: 3 hours
3. Students whose teaching major is outside the College of Arts and Sciences must also complete (3 hours)
 - HIST 4940 Credits: 3

SECTION V
MAJOR/MINOR REQUIREMENTS—SED SOCIAL STUDIES
MAJOR/HISTORY MINOR

Students with an interest in teaching history and other social sciences like political science or geography, may want to consider the new social studies secondary education program. The social studies major offers broadly based course work in economics, geography, history and political science, complemented by a required minor in history (social studies majors may also select minors in political science or geography). The required history minor offers a very strong grounding in both content knowledge and skills required in the history profession. The social studies major/history minor enables students to teach a wide range of courses including social studies, economics, geography, history, political science and a number of other courses. The social studies major may be particularly useful for students interested in middle school teaching.

Social Studies Major—Secondary Education Curriculum

Major Requirements:

1. Minimum of 41/39 hours selected from disciplines listed below.
2. Minimum of "C" in all course work required for the major, and minor.
3. Students selecting the Social Studies Major must have a minor in Geography, History **or** Political Science.
4. All course work at the 3000/4000-level must be completed within ten years of intern teaching.

1. Social Studies Core Courses (32/30 hours)

- ECON. 1000 or 1070 or 2010 Credit: 3 hours
- ECON. 2020 Credit: 3 hours
- GEOG. 1020 Credit: 3 hours
- GEOG. 1050 Credit: 4 hours
- OR
- GEOG. 2050 Credit: 3 hours
- HIST. 2100 Credit: 3 hours
- HIST. 2110 Credit: 3 hours
- HIST. 3020 Credit: 3 hours
- HIST. 3030 Credit: 3 hours

- PSCI. 2000 Credit: 3 hours
- PSCI 2400 Credit: 3 hours
- OR
- PSCI 2500 Credit: 4 hours

2. Elective courses (9 hours) Students select three upper level courses (3000/4000 level courses) from a minimum of two of the above disciplines. Courses may not be in the student's minor area.

- 3000-4000 level—GEOG OR PSCI Credit: 3 hours
- 3000-4000 level— GEOG OR PSCI Credit: 3 hours
- 3000-4000 level-- GEOG OR PSCI Credit: 3 hours

History Minor requirements

1. Minimum of 27 hours in history. Minor must be completed in conjunction with the Social Studies Major.
2. At least one approved history course (3 hours) exploring diversity in U.S. society. Select from: Hist. 3160, 3190, 3250, 3260, 3265, 3280, or 3285. Some 4000-level baccalaureate writing courses may meet this requirement._____
3. At least two “writing intensive” courses at the 3000-level. Select from: Hist. 3101, 3102, 3103, 3104, 3105, 3171, 3191, 3251, 3285, 3520, 3531, 3540, 3611, 3612, 3614, 3618, 3662, 3664, 3762, 3764, 3766, 3768, 3882, 3884_____
4. With permission of advisor, students may substitute advanced level (4000-level) history courses for intermediate level (3000-level) courses in the same topical area, providing the student has the appropriate prerequisite.

1. Introductory level history course (3 hours)

- HIST 2900 Credits: 3 hours

2. Intermediate level history courses (15 hours; including 6 hours writing intensive).

Writing intensive prerequisite: HIST 2900 or permission of instructor.

- 3000-level--Any Area Credits: 3 hours
- 3000-level –Africa, Asia, Latin America, Middle East Credits: 3 hours
- 3000-level-Europe/General Credits: 3 hours
- 3000-level-U. S. Credits: 3 hours
- 3000-level-U. S. Credits: 3 hours

3. Advanced level history courses (9 hours). All U.S., Africa, Asia, Latin American, Middle East and European History courses meet baccalaureate writing requirement.

4000-level prerequisite: one writing intensive course or permission of instructor.

- 4000-level U.S Credits: 3 hours
- 4000-level Africa, Asia, Latin America, Middle East or Europe Credits: 3 hours
- HIST 4940 Credits: 3 hours

Courses meeting requirements for United States History include: Hist. 3101, 3102, 3103, 3104, 3105, 3130, 3150, 3160, 3171, 3180, 3191, 3200, 3230, 3240, 3251, 3260, 3265, 3280, 3285, 3290, 4245.

Courses meeting requirements for Africa, Asia, Latin America, and Middle East include: Hist. 3020, 3030, 3325, 3330, 3700, 3750, 3760, 3762, 3764, 3766, 3768, 3790, 3840, 3850, 3880, 3882, 3884, 4825, 4835, 4845, 4855.

Courses meeting requirements for European History include: Hist. 3000, 3010, 3020, 3030, 3325, 3330, 3360, 3490, 3500, 3510, 3520, 3531, 3540, 3600, 3611, 3612, 3614, 3616, 3618, 3640, 3660, 3662, 3664, 4495.

Courses meeting requirements for any geographical area include: Hist. 4002, 4004, 4006, 4008, 4010, 4012, 4014, 4016.

SECTION VI 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 a 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 3980--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 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 300-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 Advising 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 Department's History Undergraduate Fellows Emeriti Grant Program or the Undergraduate Research and Creative Activities fund administered by the Lee Honors College. These programs foster innovative thought and encourage students to explore research or internship opportunities that will enhance their professional experience as historians. The Undergraduate Research and Creative Activities fund administered by the Lee Honors College expects each student to develop the skills of an independent researcher and emerging scholar. The program awards a stipend of \$1,200 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. For additional information on the History Undergraduate Fellows Program, please see the Department of History Advising Office, 4451 Friedmann.

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. Please consult with faculty mentors or advisors in the Department of History Advising Office for appropriate course suggestions.

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 which 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-200 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: 400 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 200, 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, 20016 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, 3300 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 groups 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.
- History Undergraduate Fellows Emeriti Grant Program. This grant program funds undergraduate history majors and minors who engage in scholarly activities outside the classroom and/or who pursue opportunities that advance their professional goals as historians. Grants ranging from \$50-\$500 are awarded to further research, encourage internship or volunteer experiences, defray the cost of travel to a scholarly conference, or in support of other scholarly or professional activities in history. Applicants must submit an application form, a resumé, transcript, a brief statement describing the project, a proposed budget, and a statement of support from a faculty mentor. More information and application forms are available from the Department of History Advising Office, 4451 Friedmann Hall.
- Honors in History. History majors may apply for and receive the “Honors in History” designation on their official transcript. A minimum overall Western Michigan University GPA of 3.5 and a GPA of 3.75 in History is required for the Honors designation. Students must also submit the recommendation of a faculty mentor and a substantial writing sample that shows capacity for original thought in the interpretation, analysis, and effective communication of historical information. Additional information about the Honors in History designation and application forms may be obtained in the Department of History Advising Office, 4451 Friedmann Hall.
- Margaret Macmillan Writing Award. Recognizes examples of outstanding undergraduate writing. Eligible papers must have been submitted for a history course at Western Michigan University during the current academic year. Any substantial research, historiographical study, or other assigned paper is eligible for the award. Selection takes place in spring semester.

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>