MA in Applied History
Graduate Student Guidebook

Shippensburg University

2023/2024

Part 1: General Information for All Graduate Students

Welcome to Grad School

Congratulations on starting your journey as a graduate student at Shippensburg University! As a student at this university, you have access to a variety of resources. Some of these resources are specifically tailored to graduate students. This guidebook will help you become familiar with those resources as well as introducing you to general need-to-know information. More information about The Graduate School can be found on this website: https://www.ship.edu/academics/colleges/graduate/

The Hidden Curriculum of Grad School

Graduate school can come with its own set of unwritten rules and expectations for students. These unwritten rules and expectations are known as the "hidden curriculum." Hidden curricula may vary across disciplines, degree types, and institutions. When you start your classes, you may find that there are hidden messages, assumptions, beliefs, values, and attitudes that you did not expect—especially if you are returning to college several years (or decades) after earning your undergraduate degree or if your cultural background differs from many of your classmates. You may feel worried about navigating these unwritten social and academic expectations or feel like you don't belong. This feeling of not belonging is also called imposter syndrome, and it is common among graduate students!

SU faculty, staff, and administration wish to take a moment to remind you that ***you belong here.*** Your presence and the individual diversity you bring enriches our university. Your acceptance into The Graduate School validates that your skills, intellect, experiences, and academic background qualify you to meet the demands of graduate-level education. You can expect to be challenged and to grow academically during grad school, but we believe that you have the tools to rise to this challenge, and it is the mission of The Graduate School to guide you along this journey.

To help you prepare for the "hidden curriculum," consider common expectations faculty and staff have for graduate students:

- **Email response time:** Email is the primary means of communication for obtaining essential information from the university. You should aim to respond to important emails within 24 hours, just like you would at a professional job. Check your email at least once a day when taking classes and once a week when not taking a class. Consider downloading the Microsoft Outlook app on your phone so that you are informed when you receive new emails.
- **Scholarly writing expectations:** Graduate-level writing exceeds the writing conventions expected of undergraduate students. Writing in graduate school requires proper citing of sources, demonstrates proper use of grammar and punctuation, reflects originality, and reveals competence in writing in the discipline and a specific writing style, such as APA or MLA. Your assignments should focus on critical thinking and analysis rather than mere memorization. The Graduate Writing Center

can help you with meeting these scholarly expectations.

- **Online program etiquette – D2L discussion posts:** When enrolled in an online class or program, you will likely have to create discussion posts on D2L. Discussion posts are less formal than a traditional writing assignment, but they should still be free of grammatical errors and show that you have thoroughly considered the topic. Online discussions and responses should be respectful of other students and their viewpoints.
- **Program-specific terminology:** You may encounter specific terms that you are unfamiliar with that your professors or other students use often. They may be so used to using these terms that they forget that new students are not aware of their meanings. Do not hesitate to ask about specific terms you are not familiar with.
- **Program values:** Depending on the program you pursue, there may be specific professional values. For example, some programs may focus on research whereas other programs may focus on practice. Make sure you are enrolled in the program that is the best fit for you, based on your personal academic and professional goals.
- **Grading approaches and Quality Point Average (QPA):** Grading approaches in grad school may be different from what you are used to, especially if you are an international student. Read the grading policies outlined in your class syllabi and ask your professor questions if you are unsure of grading policies. You must be aware that maintaining a 3.0 QPA to graduate means that any grade below a B is below the 3.0 standard and could jeopardize your academic standing. Thus, earning a B- in your class could lead to a QPA below 3.0, which could result in placing you on academic probation. You may only repeat a course one time to improve your QPA, and this option must be used judiciously.
- **Importance of peer relationships:** Some students may fear forming relationships with peers due to competition for jobs and research opportunities and awards. However, your fellow students can be one of your greatest resources at grad school. We encourage you to form study groups and to talk about both academic and personal matters with your classmates to help relieve the stress of grad school. Studies show that peer relationships are highly influential to success in graduate school, and relationships formed during this time may also lead to ongoing professional relationships in the future.
- **Advising:** As a graduate student, you will need to be proactive in reaching out to your advisor, which may be different from your experience with undergraduate advising. Though you do not need a PIN to schedule your classes, you should discuss the courses you plan to take each semester with your advisor. Your advisor's guidance is important for making the best decisions in selecting courses, determining course sequences, finding internships, and providing guidance throughout your academic journey as a graduate student.
- **Student-faculty relationships:** You may feel unsure about what level of interpersonal communication is appropriate between students and faculty. This will depend on the individual preferences of students and faculty. However, you should not be afraid to reach out to your professors with any academic questions. Studies show that the student-faculty relationship is one of the most influential factors to student

success, so do not be afraid to start the conversation or to let your professor know if you are struggling with any part of their course.

- **Research and conference attendance:** Graduate students are often expected to perform research and to present that research at a conference. Students may not know the expected attire, standards for research presentation, how to network, or how to pay for conference
attendance. Don't be afraid to ask your advisor, professors, or fellow students questions about these types of expectations. The university also has graduate research grants available to help fund the cost of conference participation and travel. Check out the opportunities on the Graduate Research Grant Program webpage: https://www.ship.edu/about/offices/public_service/graduate_research/
- **Classroom etiquette for meals and drinks:** Students may wonder if it is okay to eat and drink in classrooms. This varies by instructor, so students should ask instructors about their policy.
Typically, food and drink are not permitted in computer labs, but are okay in other classrooms if you are not disruptive to the rest of the class.
- **Classroom discussions (including online discussion boards):** Graduate classes often have robust classroom discussions that you will be expected to participate in. Your participation should be respectful of other people's opinions, but it is okay to disagree and discuss different sides of an issue. Some cultures expect students to be passive recipients of knowledge, but graduate faculty encourage challenging academic discourse.

As a graduate student, the best way for you to navigate the hidden curriculum is to ask questions. Engage with your peers and faculty both inside and outside of the classroom. If possible, attend some academic or social events that are hosted by the university. Many events are available online if you are not able to attend in person. High engagement is the number one way to help you feel more comfortable in the unique cultural environment of graduate school. Participation in extracurricular activities can help you form lasting friendships and professional relationships and increase your chances of academic success.

Registering for Courses

Before registering for courses, you should meet with your advisor or program coordinator. Your program may have a suggested timetable for degree completion, identified courses required for graduation, and a selection of courses available as electives.

Before registration, consider whether to enroll as a part-time or full-time student. To qualify as a full-time student for most programs, you will need to take a minimum of six credits per semester (excluding summer semesters). However, if you take fewer than 9 credits per semester, your program may take longer to complete. You may take a maximum of 15 credits per semester, although most programs will recommend taking 6-9 credits per semester to keep the course load manageable.

If you choose to take fewer than 6 credits per semester, you will be considered a part-

time student. This may impact your ability to receive financial aid or qualify for a graduate assistantship.

Check out our graduate student catalog here:
https://catalog.ship.edu/index.php?catoid=17 Graduate school contacts:
https://www.ship.edu/academics/colleges/graduate/coordinators/

Balancing Work and School

Most graduate students at Shippensburg University report that they are employed. Whether you work as a graduate assistant, work on-campus, or are employed as a full-time professional, you will need to plan how to manage your courseload and your workload. Graduate courses are more academically rigorous than undergraduate courses. You will be expected to rise to new intellectual and academic challenges. Courses are often fast-paced and require a heavy reading load. When compared to undergraduate courses, your assignments will likely be more analytical in nature and take more time to complete. You will need to keep up with weekly assignments, some of which may be ungraded but are still essential to your progress and conceptual understanding of course material.

It is important to remember the rigors of graduate studies when scheduling courses and planning your degree completion timeline. Students who work full-time may want to consider enrolling as a part-time student and completing their program at a slower pace. If you are a professional in the workforce, you can also apply for Credit for Professional Experience, which may shorten your degree completion timeline. For information on how to obtain this credit, visit our webpage:
https://www.ship.edu/academics/colleges/graduate/successcenter/forms/

General Information
Graduate Housing

Shippensburg University offers campus housing in Mowrey Hall for graduate students without prohibitive costs and with the independence offered from off-campus living. Check out this website to learn more:
https://www.ship.edu/academics/colleges/graduate/graduate-housing/

Photo ID

To obtain a student ID, you need to go to the Information Desk at the Ceddia Union Building (CUB). Your ID will be needed for things like meal plans, Mowrey Hall entrance, getting a parking permit, and utilizing campus printers.

Getting Around On and Off-campus
Campus maps

Check out these campus maps to help you navigate to your classes, find parking, and other on-campus resources:
https://www.ship.edu/admissions/visit/directions/campus_maps/

Parking

Use the following website to register for a university parking permit, then pick up your permit at SUSSI fiscal office (CUB 204): https://parking.ship.edu//

Bus Routes

The Raider Regional Transit bus service provides free transportation to SU students. Different routes go around campus, into town, and to Harrisburg. Check their website for specific routes and travel times: https://www.ship.edu/life/resources/rrt/

Bike Share Program

ShipShare is a free bike share program available to Shippensburg University students, staff, and faculty. Venture downtown or enjoy routes/trails on and nearby campus! Get details here: https://www.ship.edu/life/wellness/recreation/bikeshare/

Cumberland Valley Rail Trail

The Cumberland Valley Rail Trail is a flat, paved trail that passes through campus. This 13-mile trail runs from Newville to Shippensburg and is available for walking, jogging, biking, horse-back riding, dog-walking, and other non-motorized uses. The trail also connects to the nearby Shippensburg Township Park. Learn more about the trail here: https://www.cvrtc.org/

Explore Downtown Shippensburg

Shippensburg has a variety of options for food, recreation, and shopping. Don't forget to check out the historic downtown area, Shippensburg History Center, Conrail Museum, and the Shippensburg University Fashion Archives and Museum.
Restaurants: https://www.visitcumberlandvalley.com/towns/shippensburg/restaurants/
Downtown market: https://www.explorefranklincountypa.com/events/downtown-shippensburg-market-e-king-st-shippensburg/
Public events calendar: http://shippensburg.chambermaster.com/events

Etter Health Center

Located on campus, the Etter Health Center is the primary resource for student health. They offer a variety of non-emergency health services available to all students who have paid the comprehensive health fee. Learn more on the Etter Health Center webpage: https://www.ship.edu/life/wellness/health-center/

Bookstore

You can purchase your course textbooks and supplies from the university bookstore. Shop in-person on the ground floor of the Ceddia Union Building, or order online. The bookstore also provides SU merchandise, notebooks, planners, travel mugs, backpacks, and other miscellaneous items. Visit their website to order online or search what materials you need for your courses: https://www.bkstr.com/shippensburgstore/home

Dining

There are many dining options available on campus. Check out the dining website for more information: https://ship.campusdish.com/en/

Safety

The safety of all members of the Shippensburg University campus community is our top priority. Our purpose and responsibility are to provide the safest possible living and learning environment. The University Police Station is located in the Reed Operations Center. There are also outdoor and indoor emergency phones throughout the campus that will connect directly to the police station. Watch out for SU-Alert emails and text messages for any important safety information. Learn more about campus safety measures at https://www.ship.edu/life/campus- safety/

Graduate Student Resources at Ship
In this section, you will find descriptions of the resources available to you as a graduate student at Shippensburg University. Some of these resources have been uniquely crafted for graduate students, and some are available to the entire student body.
You can also visit the online orientation to become familiar with the many on-campus and online resources and support services at Ship. Not only does this orientation contain useful information about resources and support services, but you will also find useful tips about how to access your courses, learn about policies, and explore student life opportunities. Watch the orientation here: https://orientation.ship.edu/

Academic Resources
The Graduate Writing Center
The Shippensburg University Graduate Writing Center empowers graduate students to become effective and confident communicators. Graduate writing consultants foster these skills through collaborative, conversational writing consultations, by providing an array of writing resources, and by promoting graduate writers' scholarship.

Graduate-level courses require an elevated level of scholarly writing competency, which can feel intimidating at times. The friendly graduate assistants are ready to provide one-on-one support when it comes to brainstorming, planning, organizing, and formatting your writing assignments. They can help with APA and MLA style, citations, content feedback, library research techniques, and understanding assignment expectations. Appointment types include in-person, online synchronous, or online asynchronous sessions.

Graduate students are highly encouraged to book at least one writing consultation with the Graduate Writing Center during their tenure at SU, especially if they are working on completing a thesis. Navigate to the Graduate Writing Center website to learn more about their services or to book an appointment:
https://www.ship.edu/academics/colleges/graduate/graduate_writing_center/

You may also contact onlinewriting@ship.edu with questions.

Library Services for Graduate Students
The Ezra Lehman Library has various services for graduate students and is equipped with computers, printers, quiet study areas, meeting rooms for study groups, and more.

Librarians can help you find research materials, learn how to use the library's databases, create citations, and understand how to borrow materials. One-on-one research consultations can also be scheduled directly on the library website: https://library.ship.edu/c.php?g=21548&p=6796028. The Technology Help Desk for Students is also located on the main floor of the library and has walk-up services to provide just-in-time technology assistance.

Office of Accessibility Resources
The Office of Accessibility Resources is committed to guiding students with documented disabilities in utilizing their academic potential in a university environment. By providing direction, offering resources, and coordinating appropriate accommodations based on federal laws, regulations, and individual need, department administration and staff encourage and support self-advocacy among students served. Being student-centered in nature, the department strives to convey a vision for academic success and a goal of developing confident, independent, life-long student learners. New students should fill out the Accommodation Request form available on their website:
https://www.ship.edu/about/offices/oar/

The Graduate Success Center
The mission of the Graduate Success Center is to ensure that all graduate students have the maximum opportunity to develop academically and professionally. To achieve this goal, the Graduate Success Center works to connect students with resources. They collaborate across programs and organizations to enhance resource availability, support the Graduate Student Association, work with faculty advisors, develop workshops, perform research on best practices in graduate student support, and analyze student feedback on their academic and student experience. To learn about services, resources, and workshops, visit the Graduate Success Center website:
https://www.ship.edu/academics/colleges/graduate/successcenter/
If you have questions or concerns about your academic success, contact Dr. Karen Johnson (kgjohnson@ship.edu) who can answer your questions and help connect you with the resources you need to succeed. You may also send general questions to gradsuccess@ship.edu.

Academic Workshops
Watch out for an annual series of academic workshops organized by the Graduate Success Center, Graduate Student Association, and other support departments. Potential workshop topics include scholarly writing, library databases and research, APA style, and more.
Workshops will be available online and in-person.

Other Resources and Support
Financial Resources
Graduate tuition and fees
This webpage outlines the tuition and fees for graduate and doctorate programs:
https://www.ship.edu/paying/tuition-fees/graduate/

If you get a graduate assistantship, you will be eligible to have your tuition waived; see

the assistantship website for more details.

Financial aid office

Contact this office for information on applying for aid, grants, loans, scholarships, cost of attendance, and important forms: https://www.ship.edu/paying/financial-aid/

Assistantships

Graduate students are encouraged to apply for assistantships that cover the cost of tuition and pay an hourly wage. Learn more about the assistantship program here: https://www.ship.edu/academics/colleges/graduate/assistantships/

Other on-campus jobs

A variety of jobs are available on campus. Learn more about these opportunities here: https://career.ship.edu/channels/on-campus-employment/

Graduate Research and Travel Grant

The Graduate School offers grants for graduate student research and travel. This grant can help cover costs related to student research, such as equipment and travel to conferences to present your research. Learn more about the grant here: https://www.ship.edu/about/offices/public_service/graduate_research/

PSECU

This credit union has a location in the Ceddia Union Building (CUB). PSECU provides information on financial literacy, student employment, and special incentives for students who sign up for an account. Watch out for some financial literacy workshops that will be presented by PSECU staff, and check out their website here: https://www.ship.edu/life/facilities/cub/psecu/

Career Center

The Career Center can help you find on-campus employment and internship opportunities. Career Center staff also provide a variety of services such as resume help, career planning, interview preparation, and a Professional Dress Closet stocked with free clothes for students who need to look professional for an interview. To learn more, visit the Career Center website at https://career.ship.edu/

Graduate Student Association

The Graduate Student Association (GSA) is the primary organization for graduate students at Shippensburg University. The mission of GSA is to promote engagement, connection, and advocacy amongst graduate students. The Graduate Success Center and the GSA work together to provide engagement opportunities for graduate students, including a series of annual workshops on topics such as financial literacy, time management, scholarly writing, and library resources. Check out their website here: https://ship.campusgroups.com/gsa/home/

Multicultural Student Affairs

Shippensburg University's Office of Multicultural Student Affairs (MSA) promotes diversity and enhances human understanding within the university and surrounding communities. MSA supports events, organizations and experiences that help students grow, develop self-confidence and gain assertiveness. Learn more at the MSA website: https://www.ship.edu/about/offices/msa/

Office of Inclusion, Belonging, and Social Equity
The Office of Inclusion, Belonging, and Social Equity assists the university in ensuring equal opportunity and access to educational, employment, and contract opportunities for all persons including students, faculty, staff, and administrators. The university will make every effort to provide these opportunities to all persons regardless of race, religion, sex, national origin, ancestry, age, sexual orientation, gender identity, gender expression, marital status, disability, or veteran status. This applies to all members of the university community, all applicants for admission or employment and all participants in university-sponsored activities. Visit their website to learn more:
https://www.ship.edu/about/offices/EIC/

Student Clubs and Organizations
Shippensburg University has over 150 clubs and organizations on campus that provide opportunities for community service, recreation, professional development, fraternity, and sorority life, and much more. If you don't find exactly what you're looking for, you can create your own organization. Graduate students are welcome to join all university clubs and organizations. Learn more here: https://www.ship.edu/life/clubs-organizations/

Pride & Gender Equity (PAGE) Center
The PAGE Center strives to empower students, faculty, and staff by promoting equality. They assist students with their personal, social, and ethical development through educational programming, specialized resources, celebrations of the communities' achievements by and for students, and the pursuit of social justice. They are dedicated to fostering a safer, more inclusive educational environment for all members of our campus and support the wellbeing of gender-based violence survivors, LGBTQ+ students, women, LGBTQ+ men, and agender students. Learn more about the PAGE Center here:
https://www.ship.edu/life/resources/page/

Technology Help Desk
The Help Desk offers technical support services for all students. Staff are located in the main lobby of the Ezra Lehman Library, and they also provide remote support. They can help you with a variety of technical needs, including help with email, account support, D2L, the course management system. Contact the Help Desk website for more information. For more information, go to the Help Desk website:
https://www.ship.edu/about/offices/technology/student/student_help_desk/

Nontraditional and Graduate Student Lounge
The lounge is a private space on campus for graduate and non-traditional students to gather, work, and study. Located in the Ceddia Union Building (CUB) room 209, this room offers nontraditional and graduate students a quiet place to relax, eat meals, or study between classes. The lounge comes equipped with computers, furniture, and kitchen appliances such as a microwave, refrigerator, and coffee maker. For more information, visit the Nontraditional and Graduate Student Lounge webpage. To learn more about the Graduate Student Lounge, visit this webpage: https://www.ship.edu/life/dean-students/NonTraditional/nts_lounge/. To enter the lounge, use this code: 132

Graduate Student Computer Lab

The Graduate Student Computer Lab is exclusively reserved for graduate students and is located on the first floor in Shippen Hall in room 170. The lab has twenty computers and is connected to a printer. You can print documents using your printing quota. To access the lab, you will need to key in this PIN to enter the room: 0420#.

Veterans Services

This resource provides veterans with assistance with navigating benefits, academic and career support, mental health services, and mentorship through SVA (Student Veterans Association). To learn more, visit the Veterans Services webpage at https://www.ship.edu/life/resources/veterans/.

Counseling Services

The University Counseling Center provides individual, couples and group counseling, crisis intervention and psychiatric services for undergraduate and graduate students. To learn more about these services and to schedule an appointment, visit the University Counseling Center webpage at https://www.ship.edu/life/wellness/counseling-center/ .

Professional Development

There are a variety of opportunities available at Shippensburg University to help you reach your professional development goals.

- **Internships:** Many programs require students to complete an internship. Even if it is not required for your program, internships can provide valuable on-the-job experience that can boost your resume. Learn more about internships here: https://career.ship.edu/channels/internships-and-experiential-learning/
- **Minds@Work annual student conference**: This conference celebrates student scholarship and allows students the opportunity to share their research. Check out some highlights from past conferences here: https://www.ship.edu/academics/student-research/minds-at-work/
- **Graduate Student Research and Travel Grant:** The Graduate School offers grants for graduate student research. This grant can help cover costs related to student research, such as equipment and travel to conferences to present your research. Learn more here: https://www.ship.edu/about/offices/public_service/graduate_research/

Connection AOD Program

If you are struggling with drug or alcohol addiction, the AOD program can provide support. They host recovery and support meetings and can connect students with a variety of resources to
combat addiction, including certified recovery specialists. Visit their website to learn more: https://www.ship.edu/life/wellness/office_of_connection/recovery_friendly_campus/

Spiritual Center

The Cora I. Grove Spiritual Center includes a 2300 square foot Interfaith Chapel with movable seating for up to 100 people. In addition to the worship space, the Center

houses office space for religious organizations and campus ministries, as well as meeting spaces. Visit their website to learn more:
https://www.ship.edu/life/facilities/cub/spaces/spiritual_center/

Bartos Child and Family Center
The Bartos Child and Family Center at Shippensburg University, a project of the Shippensburg University Foundation, provides a safe, enriching, and supportive educational program for young children and their families. To learn more about their programs, visit the Bartos Child and Family Center website:
https://www.bartoschildandfamilycenter.org/childfamilycenter/.

Physical Recreation
A variety of physical recreation options are available to all students. Check out this resource to learn more about the recreation center (ShipRec), sports, and other recreation opportunities: https://www.ship.edu/life/wellness/recreation/

International Student Support
Shippensburg University is committed to helping international students transition to their new environment and succeed academically. The following resources have been cultivated for international students. In addition to these resources, international and non-native English speakers will find the Graduate Writing Center a valuable support for completing their academic papers.

Global Education Center
The Global Education Center is your first and best resource for making the transition to the United States and to Shippensburg University. This center hosts over 50 students from over 20 countries and provides unique services for both international students and Ship students who wish to study abroad. The staff in the Global Education Center are dedicated to helping you understand life at Shippensburg University as a new student on campus. This center provides the following services:
- New student orientation
- Housing information
- Employment information
- Student travel information
- Help with maintaining your legal status in the United States
- Connections to academic support services and more

You can learn more about the Global Education Center here:
https://www.ship.edu/academics/academics-resources/international/

International Student Organization
The International Student Organization (ISO) aims to increase understanding of cultural differences. The ISO is comprised of international students as well as American students at Shippensburg University. If you are interested in joining the organization, please

attend one of the general meetings.

The International Student Lounge is located in the Ceddia Union Building Room 234. Students are welcome to stop by and hang out! Fall event information will be coming out in August.

Learn more about the International Student Organization here:
https://www.ship.edu/academics/academics-resources/international/international_student_organization/

International Student Health Insurance Options

All students can use the services provided by the Etter Health Center. For other healthcare services not provided by the university, you may want to consider the following insurance options:

- ISO/International Student Insurance www.isoa.org
- Compass Student Insurance www.studenthealthusa.com
- PGH Global https://www.pghstudent.com/

Prior Learning Assessment for Professional Experiences Credit

You may be able to transfer credits from other accredited graduate schools either during the initial admissions process or program progression. Each graduate program should be consulted on which courses or requirements are eligible for transfer credit. Transfer courses must be earned at the graduate level and appropriate for the student's degree program. To be evaluated for transfer credit, courses must be listed on an official graduate transcript with a final grade of B or higher. Credit earned more than five years prior to the date you begin your graduate program at Shippensburg does not qualify for transfer credit unless approved by the student's department and The Graduate School.

You may also be permitted to earn credit or have program requirements waived by meeting specific learning outcomes through assessment of professional experiences. Each graduate program should be consulted on which courses or requirements are eligible for credit through professional experience assessment. To receive credit, students will submit a detailed portfolio describing the experience for which credit is being requested. Some programs also have agreements with employers regarding eligibility for credit for specific professional experiences. You may request a course outline or syllabus for the targeted course from the appropriate academic department chair for review in preparing the portfolio. Student procedures for applying for Professional Experiences Credit can be found on the Graduate Student Success website.

No more than nine graduate credit hours toward a degree can be earned through any combination of coursework earned at another institution or through assessment of **professional experience**. Evaluation of transfer credit and/or prior learning assessment is conducted by the academic department of the graduate degree program you are pursuing. Additional documentation, including catalog course descriptions, job descriptions, professional portfolio, etc., may be required to complete this process. You must fill out the Professional Experiences Credit Approval Form and submit the form to gradschool@ship.edu to as part of your request to obtain credit.

Dissertation and Thesis
Thesis
Before registering for your thesis, you should confer with the department chair concerning the appointment of your research advisor and the other members of your thesis committee. The names of the approved advisor and committee members must be submitted to the Registrar's Office at the time you register for the thesis. Registration for the thesis may be completed at the beginning of any semester or summer session. In planning work on your thesis, you should take into consideration faculty members are not always on campus during the summer sessions.

You may register for Thesis I and Thesis II concurrently or in different semesters. A temporary grade of Q will be recorded for a thesis when the work is not completed at the end of the semester. Only when the thesis is completed can a regular letter grade be recorded. Under no conditions may a regular letter grade be submitted unless the thesis is completed and signed by all thesis committee members.

You must submit the thesis to the Registrar's Office in final approved form within one calendar year from the date you register for Thesis II. Otherwise, you must register again for Thesis II and pay the appropriate course fees. Students are not required to register during the winter or summer terms. If you do not complete the thesis within the required time and do not re-register for Thesis II, grades of F will be recorded for both Thesis I and Thesis II.

When registering for thesis credit, you must submit the **Arrangements for Completing the Thesis/Dissertation Requirement for the Masters/Doctoral Degree** form. At least two weeks in advance of your thesis defense, you must submit the **Notification of Thesis/Dissertation Defense** form. Both forms are available through The Graduate School website. Completed and approved theses will be published through ProQuest Open Access Dissertations & Theses. For additional information, contact The Graduate School or Registrar's Office. To obtain these forms along with additional forms that need to be submitted while completing your thesis, visit the Graduate Success Center website on the Forms page.

Dissertation
Before registering for your dissertation, you should confer with the department chair concerning the appointment of your research advisor and the other members of your dissertation committee. The names of the approved advisor and committee members must be submitted to the Registrar's Office at the time you register for the dissertation. Registration for the dissertation may be completed at the beginning of any semester or summer session. In planning work on your dissertation, you should take into consideration faculty members are not always on campus during the summer sessions.

You may register for Dissertation I after completing the Dissertation Seminar. You may register for Dissertation II in a subsequent semester or concurrently with Dissertation I. A temporary grade of Q will be recorded for Dissertation I and II when the work is not completed at the end of the semester. Only when the dissertation is completed can a regular letter grade be recorded. Under no conditions may a regular letter grade be

submitted unless the dissertation is completed and signed by all dissertation committee members.

You must submit the dissertation to the Registrar's Office in final approved form at the end of the semester in which you register for Dissertation II. Otherwise, you must register for a 1-credit Dissertation Extension and pay the appropriate course fees. If you do not complete the dissertation within the required time and do not register for the 1-credit Dissertation Extension, grades of F will be recorded for both Dissertation I and Dissertation II.

When registering for dissertation credit, you must submit the **Arrangements for Completing the Thesis/Dissertation Requirement for the Masters/Doctoral Degree** form. At least two weeks in advance of your dissertation defense, you must submit the **Notification of Thesis/Dissertation Defense** form. Both forms are available through The Graduate School website. Completed and approved dissertations will be published through ProQuest Open Access Dissertations & Theses. For additional information, contact The Graduate School or Registrar's Office. To obtain these forms along with additional forms that need to be submitted while completing your dissertation, visit the Graduate Success Center website on the Forms page.

Academic Standards

As noted earlier, graduate students at Shippensburg Universitymust maintain a minimum QPA of a 3.0 (B). If your cumulative QPA drops below 3.0, you will be placed on academic probation, and if your cumulative QPA drops below a 2.0, you will be dismissed from the degree or professional certification program.

Students on academic probation must raise their cumulative QPA to 3.0 by the end of the next semester in which they register (Spring term semester = January-May; Full summer term = Summer term A and B; Fall term semester = August-January) or they will be dismissed from the degree or professional certification program. Students who are experiencing academic or personal distress should reach out to the Graduate Success Center for resources or to obtain support at gradsuccess@ship.edu.

University Code of Conduct

The code of conduct outlines university policies on student rights, ethics, academic standards, appeals, student records, harassment, sexual misconduct, and violence. Please refer to this resource here: https://www.ship.edu/life/dean-students/student-conduct/student_code/

Get Involved in Community Events

Ship First Fridays

This local, community led program is located adjacent to campus at the Shippensburg Station trailhead of the Cumberland valley Rail Trail . Food trucks, a beer and wine garden, live music, and an art market are featured on first Fridays from April through October, 4:30-8:00 PM. Learn more here: https://shipfirstfridays.us/

Volunteer

ShipServes organizes opportunities such as community meals, rail trail clean-up, stream clean-up, and other community services. Get involved in the Campus Farm

where you can help plant and tend crops, Produce & Outreach where you can help provide fresh produce for Shippensburg area residents, the Historical Society where you can help create exhibits and archive historic resources, or Hound Packs which provide food for local youth experiencing food instability. Learn more about ShipServes here: https://www.ship.edu/life/community_engagement/shipserves/

Or check out other volunteer opportunities outside SU: https://www.ship.edu/academics/colleges/cas/programs/ism/volunteer_opportunities/

Luhrs Performing Arts Center

Located on campus, this performing arts center puts on various concerts and live entertainment throughout the year. To see their event calendar and learn more, check out their website: https://luhrscenter.com/

Helpful Links

Campus Map	http://www.ship.edu/Visit/Campus_Maps/
Career Center	http://www.ship.edu/career
D2L Brightspace	http://d2l.ship.edu
Graduate Assistant Program	http://www.ship.edu/Graduate/Assistantships/About_Graduate_Assistantships/
Graduate Catalog	http://www.ship.edu/catalog/graduate/
Graduate School Contacts	https://www.ship.edu/academics/colleges/graduate/coordinators/
Graduate School Website	https://www.ship.edu/academics/colleges/graduate/
Graduate Success Center	https://www.ship.edu/academics/colleges/graduate/successcenter/
Graduate Writing Center	https://www.ship.edu/academics/colleges/graduate/graduate_writing_center/
MyShip Student Portal	https://my.ship.edu/
Office of the Registrar	http://www.ship.edu/registrar/
On-campus Graduate Housing	https://www.ship.edu/academics/colleges/graduate/graduate-housing/
Online Orientation	https://orientation.ship.edu/
Parking	http://parking.ship.edu
Shippensburg University Bookstore	https://www.bkstr.com/shippensburgstore/home/en
Shippensburg Weather Alerts	http://www.ship.edu/weather
Technology Help Desk	https://www.ship.edu/about/offices/technology/student/student_help_desk/
Tuition and Fees	https://www.ship.edu/paying/tuition-fees/graduate/
Zoom Meeting Guide	https://support.zoom.us/hc/en-us/p/zoom-meetings-guide

Part 2: Program-Specific Information

Welcome to the MA in Applied History program
Program's Mission and Goals

Shippensburg University's Master of Arts in Applied History trains students as museum professionals, cultural resource managers, and community researchers. It also provides opportunities for middle school and high school teachers to enhance the historical knowledge that they bring to their classrooms. The program provides limitless hands- on-learning opportunities at on-campus historical sites and with community partners, so that our graduates can use their skills and knowledge to make a meaningful impact on the world.

Program Overview

Students can complete this 30-credit degree in approximately one-and-a-half years of full-time study (part-time enrollment also welcome). The program prepares both educators and those pursuing public history through professional training in historical research, writing and practice. Students may also pursue real-world experiences through fieldwork, community-based projects, and professional internships. Graduates have applied their expertise to careers in education, government, and at reputable museums and historical sites.

Program Concentrations

Our program does not require students to adopt a concentration, but for those who would like to specialize their course of study, we have three options available.

The Master of Arts in Applied History with a concentration in **Museum Studies** trains you for careers at museums and historic sites. Students of this program will apply what they learn at several nearby historic sites and the university's museum, The Fashion Archives and Museum. You may enter the program as a degree candidate or take individual courses as a non-degree student.

The Master of Arts in Applied History with a concentration in **Community History and Preservation** trains you to apply the methods and approaches of professional historians to projects focused on telling the stories of local people, places, sites, organizations, and events. You may enter the program as a degree candidate or take individual courses as a non-degree student.

Shippensburg University's Applied History program and PennWest's Library Science program have a cooperative program that allows you to earn two degrees: a Master of Arts in Applied History and a **Master of Science in Library and Information Science**. The Master of Science in Library and Information Science program is offered entirely online.

Academic Museums and Archives

The Master of Arts in Applied History provides opportunities to gain hands-on experience in a

several unique, on-campus laboratory settings:

The **Fashion Archives and Museum at Shippensburg University** (FA&M)'s 15,000-item collection consists of clothing and accessories worn by men, women and children, dating from the eighteenth to the twentieth century. Each year students design and build a professional-quality exhibition under the supervision of FA&M director, Dr. Karin Bohleke.

The **Little Red Schoolhouse** (LRS) historic site was first opened in 1865, in active use until 1953, and moved and reconstructed on the campus grounds in 1969. The LRS contains a nineteenth century reed organ and an extensive collection of historical textbooks.

The **Shippensburg University Archives** contains the records of the university and related materials. It is used for archival training and community research methods.

The **Cumberland Valley Railroad Museum** and **Conrail Historical Society Archives and Museum** are located adjacent to campus along the Cumberland Valley Rail Trail. The two museums, which were built and are maintained largely by university students, faculty, and alumni, are operated as a community partnership.

Department Building Information
Most Applied History classes are taught on the second floor of Dauphin Humanities Center (DHC). Museum Studies courses are taught in Davis House, the location of the Fashion Archives and Museum. Program electives may be taught in other campus buildings.

Program/Department Website Address
https://www.ship.edu/academics/colleges/cas/programs/history/

Department Graduate Assistantships
The History/Philosophy Department offers several Graduate Assistant positions each year related to program and faculty research support. In addition, many other positions are available across campus that may be suitable for MA in Applied History students. Open positions are announced in each spring and fall and can be accessed at
https://ship.studentemployment.ngwebsolutions.com/Cmx_Content.aspx?cpId=6

Program Requirements
The MA in Applied History is a thirty-credit program with a six-credit core (HIS 501 and HIS 600), nine credits of required electives (US History, Global Connections and Comparisons, and Applied History Skills), and a six-credit capstone sequence (internship or thesis). This leaves nine credits of electives. Students who choose to complete a concentration will take focused courses in that skill area instead of the electives.

Program Timeline
Most full-time students entering the program complete nine credits per term for three

academic terms and three credits during a summer session in order to graduate in about fifteen months. Students with advanced standing (ie 4+1) generally graduate in approximately one calendar year with 9 credits per term for two academic terms and three credits during a summer session.

Program Course Sequence

The course offering schedule is designed to ensure that all full-time students entering the program will have the ability to complete their degree in three academic semesters with all necessary requirements. While there is some flexibility in course selection, the relatively short timeline for degree completion requires student to make sure they are getting the courses they need each semester. The following is the suggested course sequence for students entering in Fall 2023 and Spring 2024. If you would like (or need) to substitute other courses for those listed in the suggested sequence, be sure to discuss the issue with your academic advisor before registration.

Course Planning Grid for Fall 2023 Entry

No Concentration

Fall 2023
      HIS 501 - Introduction to Applied History
      HIS 525 – Seminar in U.S. Regional History
      HIS 542 - Textile History & Museum Methods [or a non-History elective]
Spring 2024
      HIS 433 – Oral History
      HIS 541 - Museum Education [or a non-History elective]
      HIS 600 – Historical Research Methods
Summer 2024
      HIS 609 - Internship I or HIS 612 - Thesis I
      Fall 2024
      HIS 445 – History of Saudi Arabia
      HIS 539 - Historic Preservation Practice & Advocacy [or a non-History elective]
      HIS 610 - Internship II or HIS 613 - Thesis II

Museum Studies

Fall 2023
      HIS 501 - Introduction to Applied History
      HIS 525 – Seminar in U.S. Regional History
      HIS 542 - Textile History & Museum Methods
Spring 2024
      HIS 433 – Oral History
      HIS 541 - Museum Education
      HIS 600 – Historical Research Methods
Summer 2024
      HIS 609 - Internship I or HIS 612 - Thesis I
Fall 2024
      HIS 482 – History of Saudi Arabia
      HIS 539 - Historic Preservation Practice & Advocacy

HIS 610 - Internship II or HIS 613 - Thesis II

Community History and Preservation

Fall 2023
 HIS 501 - Introduction to Applied History
 HIS 525 – Seminar in U.S. Regional History
 HIS 542 - Textile History & Museum Methods
Spring 2024
 HIS 433 – Oral History
 HIS 601 - Research in Local and Regional History [Ind. Inst.]
 HIS 600 – Historical Research Methods
Summer 2024
 HIS 609 - Internship I or HIS 612 - Thesis I
Fall 2024
 HIS 482 – History of Saudi Arabia
 HIS 539 - Historic Preservation Practice & Advocacy
 HIS 610 - Internship II or HIS 613 - Thesis II

Course Planning Grid for Spring 2024 Entry
No Concentration

Spring 2024
 HIS 433 – Oral History
 HIS 482 – Selected Topics in History, Ottoman Empire
 HIS 541 – Museum Education
Summer 2024
 HIS 609 – Internship I or HIS 612 - Thesis I
Fall 2024
 HIS 501 – Introduction to Applied History
 HIS 526 – Seminar in the Civil War Era
 HIS 539 – Historic Preservation Practice & Advocacy
Spring 2025
 HIS 600 – Historical Research Methods
 HIS 601 – Research in Local and Regional History
 HIS 610 – Internship II or HIS 613 - Thesis II

Museum Studies

Spring 2024
 HIS 433 – Oral History
 HIS 482 – Selected Topics in History, Ottoman Empire
 HIS 541 – Museum Education
Summer 2024
 HIS 609 – Internship I or HIS 612 - Thesis I
Fall 2024
 HIS 501 – Introduction to Applied History
 HIS 526 – Seminar in the Civil War Era
 HIS 539 – Historic Preservation Practice & Advocacy
Spring 2025

HIS 542 – Textile History and Museum Methods
HIS 600 – Historical Research Methods
HIS 610 – Internship II or HIS 613 - Thesis II

Community History and Preservation

Spring 2024
HIS 433 – Oral History
HIS 482 – Selected Topics in History, Ottoman Empire
HIS 600 – Historical Research Methods
Summer 2024
HIS 609 – Internship I or HIS 612 - Thesis I
Fall 2024
HIS 501 – Introduction to Applied History
HIS 526 – Seminar in the Civil War Era
HIS 539 – Historic Preservation Practice & Advocacy
Spring 2025
HIS 542 – Textile History and Museum Methods
HIS 601 – Research in Local and Regional History
HIS 610 – Internship II or HIS 613 - Thesis II

Graduate Faculty Bios and Contact Information

Dr. John Bloom – MA in Applied History Coordinator

Dr. Bloom focuses on American Culture, Pennsylvania History, and Public History. Learn more about him here: https://www.youtube.com/watch?v=cmrWG_ReRMg
Email: jdbloo@ship.edu
Phone: (717) 477-1216
Office: Wright Hall 335

Dr. Karin Bohleke –Fashion Archives & Museum Director

Dr. Bohleke's focuses on Museum Studies, Material Culture and Textile History. She is the lead for the Museum Studies concentration. Learn more about her here: https://fashionarchives.org/about-us/our-director/
Email: kjbohleke@ship.edu
Phone: (717) 477-1239
Office: Fashion Archives & Museum (Davis House)

Dr. Steven Burg

Dr. Burg focuses on Public History, Historic Preservation, and Social and Political Movements. He is the lead for the Community History and Preservation concentration. Learn more about him here: https://www.youtube.com/watch?v=ABuRYh-2Gzw
Email: sbburg@ship.edu
Phone: (717) 477 - 1189
Office: Dauphin Humanities Center 203

Dr. Allen Dieterich-Ward - Graduate Internship Coordinator

Dr. Dieterich-Ward focuses on Environmental History and Pennsylvania History. He coordinates the Little Red Schoolhouse Historic site, the Cumberland Valley Railroad Museum, and the Conrail Historical Society Museum and Archives.
Email: ajdieterichward@ship.edu
Phone: (717) 477 - 1192
Office: Dauphin Humanities Center 217

Dr. Gretchen Pierce

Dr. Pierce focuses on Latin America, Mexico, and Gender. She teaches the Global Connections and Comparisons course for the Applied History program. Learn more about her here: https://www.youtube.com/watch?v=Fr-mgeXjWzE
Email: gkpierce@ship.edu
Phone: (717) 477 - 1729
Office: Dauphin Humanities Center 214

Dr. John Quist

Dr. Quist focuses on the U. S. Civil War Era and U.S. South. He teaches U.S. History for the Applied History program.
Email: jwquis@ship.edu
Phone: (717) 477 - 1690
Office: Wright Hall 334

Dr. Mark Spicka - Department Chair

Dr. Spicka focuses on Modern Europe, Germany, and World History. He occasionally teaches the Global Connections and Comparisons course for the Applied History program.
Email: mespic@ship.edu
Phone: (717) 477 - 1009
Office: Dauphin Humanities Center 124

Dr. Brian Ulrich

Dr. Ulrich focuses on Middle Eastern and Islamic History. He teaches the Global Connections and Comparisons course for the Applied History program.
Email: bjulrich@ship.edu
Phone: (717) 477 - 1736
Office: Dauphin Humanities Center 201

Contact Information for Department Staff

Anissa Burkholder - Department Assistant
Email: amburkholder@ship.edu
Phone: (717) 477-1621
Office: Dauphin Humanities Center 122-124

Advising and Scheduling Information

As a graduate student, you will need to be proactive in reaching out to your advisor in

order to discuss the courses you plan to take each semester, seek professional and development guidance, and develop a mentoring relationship that can help advance your academic and career interests. Your advisor's guidance is important for making the best decisions in selecting courses, determining course sequences, finding internships, and providing guidance throughout your academic journey as a graduate student.

Your advisor is listed in SSC Navigate accessible through MyShip. Generally, Dr. Bloom advises students in the Museum Studies concentration and Dr. Dieterich-Ward advises students with no concentration and those in the Community History and Preservation concentration, though advisors can change from semester to semester. Course scheduling begins in mid-October for the winter and spring semesters and in mid-March for the summer and fall semesters.

Applied History Capstone

MA in Applied History students are required to complete a six-credit capstone experience consisting of either internships or a thesis. The best choice for most students is the **internship** option, which can either be a single six-credit internship or two three-credit internships**.** Applied History is a very competitive field, especially for entry-level employment, and the type, quantity, and quality of professional experiences is often what sets candidates apart during the job search process. You should begin acquiring professional skills as soon as you arrive on campus to begin the program, whether at one of our on-campus Academic Museums or by volunteering at one or more of our regional partner sites.

When you are ready to apply for your for-credit internships, think carefully about how potential sites can help provide the right balance of experience-gathering, skill-enhancement, and professional development for where you are as an applied historian. Students are strongly encouraged to complete at least three-credits of their capstone requirement at an off-campus location in order to expand their range of professional experiences. Students are responsible for securing their internship, so begin discussing internship options with your advisor and reviewing the internship applications materials as soon as possible. Applications: https://www.ship.edu/academics/colleges/cas/intern/

dCompleted internship applications are due for spring term by December 1, for summer by May 1, and for fall by June 1, though these deadlines are quite flexible if necessary. Students are also permitted to choose the thesis track but must complete significant work before being allowed to formally register for Thesis I and must hit additional benchmarks in order to register for Thesis II. A thesis is much more involved than a course assignment, generally between 90 and 110 pages, and often takes several years to complete, which requires additional registration payments. Thesis grades are not determined until the thesis is defended and approved by the thesis committee – a group of three to four faculty members who evaluate the thesis. If you are considering the

thesis option, think carefully about if/how it aligns with your professional goals and discuss the issue with your advisor.

In order to register for Thesis I students must have completed at least 9 credits of graduate coursework, including HIS 600: Historical Research Methods, have written a complete draft of one chapter of the thesis, and submit a written thesis proposal that has been approved by all members of the thesis committee that includes: a narrative (2- 3 pages) discussing the research questions that will be explored in the thesis, the existing secondary literature on the topic, and available primary sources that will be used in writing the thesis; a bibliography of relevant primary and secondary sources; and timetable with specific dates for the research, writing, and revision of the thesis, including all departmental and university deadlines.

In order to register for Thesis II students must: demonstrate that they have made reasonable progress on the thesis; have written complete drafts of at least two chapters of the thesis (comprising approximately fifty percent of the length of the final work); submit an updated research and writing timetable that shows that the thesis can be completed in twelve months or less. This revised timetable must be approved by the thesis advisor.

Research Opportunities and Grants
In addition to the Graduate Research and Travel Grant program, the History/Philosophy Department offers a small grant that can be used for research and travel. To learn more about the grant program, contact your advisor.

Style Guide Templates
History courses generally use Chicago style formatting, also known as Turabian. You can access the Lehman's libraries resources for Chicago/Turabian style at https://library.ship.edu/CMS