

Department of History

Student's Name: _____

Master of Arts Degree

C.S.U. ID: _____

Liberal Arts Specialization (LBAZ) Plan B: Portfolio

Date of Admission: _____

Advisor: _____

*Note: students studying public history who wish to complete Plan B should consult with their advisor to establish a program of study. We recommend 9 credits of public history courses and an internship.

I. Required History Courses: (25 credits total at 500-level or above)

Credits _____ Date _____

Completed

A. HIST 501 / Historical Methods: Historiography (first fall) _____

B. Select five (5) Reading Seminars. Students must take at least one (1) U.S. reading seminar, one (1) non-U.S. reading seminar, and should select the remaining three (3) reading seminars in consultation with their advisor. Indicate the course number, the number of credit hours taken, and the semester taken.

- HIST 511 / US to 1877 (every fall) _____
- HIST 512 / US since 1877 (every spring) _____
- HIST 520 / Europe to 1815 _____
- HIST 521 / Europe since 1815 _____
- HIST 530 / Africa _____
- HIST 531 / Latin America _____
- HIST 532 / Middle East _____
- HIST 533 / East Asia _____
- HIST 534 / South Asia _____
- HIST 539 / World Environmental _____
- HIST 516 / Public History (even springs) _____

C. Select two (2) Research Seminars . Indicate the number of credit hours taken and the semester taken next to the appropriate course.

- HIST 611 / Research Seminar: US (every spring) _____
- HIST 621 / Research Seminar: International (usually odd falls) _____
- HIST 640 / Research Seminar: Public History (even falls) _____

D. HIST 579 Professional Development Seminar – 1 credit (first fall) _____

II. Elective Courses: Choose three (3) elective courses (9 credits) in consultation with advisor, at least 3 credits must be in a non-HIST discipline. We encourage students to take as many graduate level courses as possible, you may not use more than 9 credits of undergraduate level courses toward your degree program. HIST Graduate Courses not previously listed include: HIST 503 / Historical Methods: Preservation (odd springs); HIST 505 / Historical Methods: Digital History (every fall); HIST 586 / Practicum; and HIST 587 / Internship. Indicate the course prefix and number, the number of credit hours taken, and the semester taken.

- HIST elective course _____
- Non-HIST course _____
- Other Courses _____

Total Minimum Credits Required: 34 credits

Other requirements: Portfolio and oral examination/portfolio defense in final semester. Consult with your advisor for details.

**Effective starting fall 2026*

Portfolio and Oral Examination/Portfolio Defense

A professional portfolio, defined as a body of work that serves as evidence of mastery of the graduate curriculum, is required of all graduate students on Plan B during the semester in which they apply for graduation. Most elements in the professional portfolio are produced through graduate coursework. The professional portfolio should contain the following sections:

1. Front Matter
 - a. Title Page
 - b. Copyright Page
 - c. Table of Contents
 - d. Acknowledgements [no more than one page]
2. Section 1: Job Application Materials
 - a. Cover Letter – The cover letter should summarize your program and showcase the work you have done intellectually and in the field. It should point at the type of job you are qualified to do (collections, interpretation, public programing, etc.).
 - b. Resume and CV
 - i. Federal resume (or other professional resume as appropriate, including USAjobs.gov resume builder).
 - ii. Academic CV
3. Section 2: Historiography – Students will complete two historiographic essays representing their approved major and minor fields of study. In consultation with their Graduate Advisory Committee, students will determine the thematic focus, guiding questions, and scope of each field, including the approximate number and types of scholarly works to be covered. Reading lists should primarily draw from works encountered in graduate coursework, though committees may recommend additional works where appropriate. Expectations should reflect graduate-level breadth and depth while remaining appropriate to the student’s track and professional goals. As a general guideline, major field essays typically engage more works than do minor field essays. The agreed-upon scope, expectations, and reading lists for each historiographic essay must be documented in writing and approved by the Graduate Advisory Committee prior to drafting.
 - a. Major Field Essay
 - b. Minor Field Essay
4. Section 3: Research – These essays should be works of history that demonstrate competencies in thematic historical fields and historical methods beyond historiography, such as:
 - a. Traditional research products that demonstrate original historical research based on interpreting primary sources, etc. such as a traditional academic article. These products are likely to have been produced during coursework.
 - b. Applied research products that demonstrate historical research based on synthesizing secondary sources, etc. for a particular purpose or client, such as a historical context or administrative history. These products may be those produced during classes and/or internships.
 - c. Public history research products that demonstrate historical research based on the techniques of public history to convey historical research to public audiences, such as an interpretive/exhibition pan, grant proposals, preservation forms and statements of significance, digital history projects, community/oral history projects, archival finding aids, collections accession records and catalogs, etc. These products may be those produced during classes and/or internships.

5. Section 4: Professional Statement(s) – The statement(s) articulates professional practice from the perspective of potential job interviews. They should encompass critical methods and practices that are germane to the types of positions students seek. The statement(s) should be crafted in consultation with the student's committee.
6. Section 5: Additional Elements – Products created throughout the student's program, such as major and minor field reading lists/bibliographies, evidence of GIS competency, historic preservation field work (spatial data collection and site forms), Section 106 documentation, NEPA compliance, annotated syllabi and bibliographies, conference presentations, guest lectures and anything else that complements the previous body of work elements.

Students will present and discuss their professional portfolio with their GAC in an oral examination. Students should work with their GAC to schedule a final oral examination in accordance with current Graduate School deadlines. The final oral examination may take up to two hours and will be built on the material presented in the student's professional portfolio. At the end of the oral examination, the student's committee will excuse the student and then decide by majority vote if the student has failed or passed. A student who fails the final oral examination may be required to take extra course work or to complete additional readings, as determined by the GAC. A second unsatisfactory performance may constitute grounds for academic probation or dismissal from the program.

When scheduling the oral examination, the student and her or his GAC must keep in mind [form and graduation deadlines](#). The student and GAC should schedule a sufficient interval between delivery of the professional portfolio and oral examination to allow the GAC time to evaluate the professional portfolio, provide guidance to the student for the oral examination, and allow the student time to prepare for the oral examination (typically 1-2 weeks).

Before the final examination, the student should prepare the GS24 form. Immediately following successful completion of the oral examination, the student's GAC members will sign the GS24 form attesting to satisfactory completion of the oral examination/. The student and committee must submit the GS24 form to the Graduate School according to the date stipulated on the form. Plan B Portfolio and CRM/Historic Preservation Plan B Portfolio also requires submission of the GS40 form attesting to the completion of the portfolio requirements. All Graduate school forms and instructions are found on the Graduate School's [webpage for Forms](#).

*** Please consult with your primary advisor before beginning work on your portfolio. ***