This documentation works in conjunction with the history department **Graduate Student Handbook**.

All information is available on the history department website and the public history website.

- [http://www.txstate.edu/history/](http://www.txstate.edu/history/)
- [http://publichistory.history.txstate.edu/degrees-programs/graduate.html](http://publichistory.history.txstate.edu/degrees-programs/graduate.html)

**Department of History Faculty:** [https://www.txstate.edu/history/people/faculty.html](https://www.txstate.edu/history/people/faculty.html)

**Texas State ID (e.g., A12345678).** [How to Set up a Texas State ID](http://www.txstate.edu/history/people/faculty.html)

Use your Texas State ID and Self Service PIN to access these services on Texas State Self Service:

- Class registration
- Add or drop classes
- Student balances
- Check holds
- View final grades
- Degree audits & transcripts
- Personal Info updates
- View financial aid status
- View loan applications
- Make payments
- Housing & meal plans
- Accept financial aid awards

**Net ID (e.g. zzz99)**

Your NetID is made up of your initials followed by numbers. Formats: zz99, zzz99, zz999 z_z99, zz9999. Use your NetID and password to access these services:

- [Bobcat email](http://www.txstate.edu/history/people/faculty.html)
- [Library Services](http://www.txstate.edu/history/people/faculty.html)
- [Online Toolkit](http://www.txstate.edu/history/people/faculty.html)
- [Canvas](http://www.txstate.edu/history/people/faculty.html)
- [ePortfolio](http://www.txstate.edu/history/people/faculty.html)
Registering for Public History Classes

**Your Graduate Advisor** is Dr. Nancy K. Berlage: nkb11@txstate.edu ; 512-245-4529

**Your Internship Coordinator** is Dr. Peter Dedek: pdedek@txstate.edu ; 512-245-2420

**Your Graduate Assistant** is Roberta Ruiz, TMH 202 (rr26@txstate.edu) 512-245-2142

**General Information**

- You are STRONGLY encouraged to take the introductory course *Practice of Public History* (HIST5371) during your first semester since it is a pre-requisite for several other public history courses.
- You may take any other combination of public history and history courses at the same time. We encourage an emphasis on American History and US History-oriented thematic courses.
- You are STRONGLY encouraged to take the required *Historiography and Methods* (HIST 5360) course during your first year.
- You are required to take the *General Research Seminar* (HIST 5398)
- Once courses have been posted for the upcoming semester and you have identified your choices, you should either email or meet with your advisor, Dr. Berlage, to discuss them.
- A [Public History Course Planner](#) is posted on the Public History web page. This is not a required order for taking classes but a tool for you to use in looking ahead at course availability and streams.

**To Register**

- SOME PUBLIC HISTORY CLASSES REQUIRE SPECIAL APPROVAL. This is to ensure that we have enough seats for public history students.
- *Historiography and Methods, General Research Seminar, and Thesis* require special approval.
- The Special Approval form is on the history website under History Resources. Click the link “Graduate course wait list/Special Approval Form.” After filling out the form, you will receive an email letting you know when you can register for class. Contact Roberta Ruiz with problems.

**Project Classes**

Registration for a Public History Project Class requires consent of the instructor.

**Internships**

- You must have completed HIST 5371 and at least 6 hours of public history classes before you are eligible for an internship or project class.
- Dr. Peter Dedek is the Public History Program Internship Coordinator, 512-245-2420 pd11@txstate.edu
- At least one semester PRIOR to seeking an internship, review the [Public History Internship Check List](#) found on the internship page on the public history program website.
• PRIOR to contacting any potential internship sites, complete the Internship Request Form and submit it with an attached CV/Resume to Dr. Dedek.

• If you DO NOT have a CV/Resume, Dr. Dedek, Dr. Berlage, and other public history faculty can provide you with a template.

• Meet with Dr. Dedek to identify potential sites, deadlines and application requirements.

• Once your internship site has been confirmed, complete and submit for signatures the Internship Approval Form. This completed form allows you to register for the internship course.