

# Department of History

Dear Applicant:

Thank you for your interest in the Public History Certificate program at Texas State University-San Marcos. To apply for admission to the Public History Certificate Program, we ask that you submit a separate application for our departmental program, in addition to the application to the Graduate College. I have attached a copy for your convenience.

Please complete all parts of the attached application forms. You will need to submit two letters of recommendation, a resume, and a short essay before your application can be processed. We also ask for an official transcript, sent to the Graduate College. The GRE is not required. A degree in history is not required.

Students applying to the certificate program are admitted through the Graduate College. Students must have a 2.5 GPA on the last 60 hours of bachelor's course work, or a minimum cumulative 3.0 GPA on master's or doctoral work.

People who may benefit from the certificate program include community volunteer historians and preservationists, particularly members of historical societies and directors and docents at community museums; public officials, including historical commission members and urban planners. The program is also useful for educators, including administrators and teachers, who want to learn how to employ public history in their teaching and curriculum development.

We are dedicated to providing our students with a solid foundation for succeeding in this exciting realm where scholarship, public audiences and institutions intersect. I hope you will join us, and please feel free to contact me if I can be of any assistance or if you would like to meet on campus to discuss your questions or concerns. I look forward to meeting you in person, and to working with you as you plan and carry out your program of graduate studies with us.

Sincerely,

P. Lynn Denton, Ph.D.  
Director  
Public History Program

# Instructions

Be sure to provide at least two letters of recommendation from professors with whom you have worked as an undergraduate or graduate student. If it has been over 10 years since you were enrolled as a student, you may submit letters of recommendation from professional colleagues as a substitute. Please provide them with copies of the form enclosed. Be sure to collect your letters of recommendation (in sealed envelopes, with their signatures over the seal) and include them with your application form and your essay for return to us.

Send the completed packet to:  
Director of Public History Program  
Department of History  
Texas State University-San Marcos  
601 University Drive  
San Marcos, Texas 78666-4616

or fax your copies of materials to: (512) 245-3043, and be sure that those writing letters of reference for you fax those letters to the same number.

To be assured consideration for admission to the Public History Certification Program, completed applications, including all component parts of this packet, must be in the hands of the Director of the Public History Program according to the following deadlines:

To enter the program in the Fall Semester, applications must be in hand by July 15th.

To enter the program in the Spring Semester, applications must be in hand by November 15th.

To enter the program during one of the summer sessions, applications must be in hand by April 15th or June 1st, depending on which session the student wishes to start.

According to the Texas State Graduate Catalog (see "Admission Policies"), under very special circumstances, applications may be accepted after these deadlines, at the discretion of the major department. The Department of History will accept NO applications under any circumstances within ten days of the first class day of the fall or spring semesters, or after the published deadlines for summer sessions.

**DEPARTMENT OF HISTORY**  
**Public History Certificate Program**

Texas State University-San Marcos

**APPLICATION FOR ADMISSION TO THE PUBLIC HISTORY CERTIFICATE PROGRAM**

NAME: \_\_\_\_\_  
Last First Middle Initial Date

Mailing Address: \_\_\_\_\_  
\_\_\_\_\_

Social Security Number: \_\_\_\_\_ Telephone (\_\_\_\_) – \_\_\_\_\_  
Area Code

**Undergraduate Degree:** E-mail \_\_\_\_\_

\_\_\_\_\_  
Institution Year Degree—B.A. or B.S.

\_\_\_\_\_  
Major Minor

\_\_\_\_\_  
History Grade Point Average Overall Grade Point Average

Undergraduate History Courses Taken (List name or brief description)

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\_\_\_\_\_  
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Undergraduate Awards, Honors or Scholarships:

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GRADUATE DEGREE (if any):

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Institution

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Major

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Degree—M.A. or M.S. in Ed

REFERENCES (History Professors with whom you have had courses):

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(Two letters of recommendation from the individuals listed here should be submitted if coursework was completed within the previous 10 years.)

PROFESSIONAL EXPERIENCE:

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**APPLICANT ESSAY**

Please write a focused, carefully developed essay of 400–500 words on why you are interested in pursuing a Public History Certificate and how you envision it benefitting your current or future work. Your essay should be typed or word processed and carefully proof read. You may attach additional pages if necessary. Be sure to sign your name on the final page of your essay (and that it is typed at the top of any other pages of the essay) before returning it to the Department of History at Texas State with your application and letters of recommendations.

**LETTER OF RECOMMENDATION** for an applicant for admission to the Public History Certificate Program of the Department of History at Texas State University-San Marcos

\_\_\_\_\_ is seeking admission to the Public History Certificate Program in History at Texas State University-San Marcos.

Please evaluate this person's prospects as a graduate student in public history and (*if the student so requests*) as a prospective graduate assistant, who would be responsible for managing the routine duties of and grading examinations given in a large section (of 110–125 students) of our freshman survey course in United States history or our sophomore course in the history of western civilization.

Please return your letter on this form (or on your own institutional stationery) in a sealed envelope to the student named above or fax directly to the Department of History at (512) 245–3043. If the student handles your evaluation, its confidentiality can be further assured by signing the envelope over the seal. Unless you send it by fax, the student will be responsible for returning your letter to the Texas State History Department with her or his completed application packet.

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