

VILLANOVA UNIVERSITY
GRADUATE HISTORY PROGRAM
2022-2023 Student Manual

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Falvey Library

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Reference: 610-519-4273
Inter-Library Loan: 610-519-4274

Bursar's Office

Kennedy Hall, 1st and 2nd Floors
610-519-4258

Public Safety

Garey Hall
610-519-5800

Career Services

Garey Hall, Room 117
610-519-4060

Registrar's Office

Tolentine Hall, Room 202
610-519-4030

Financial Assistance

Kennedy Hall, 2nd Floor
610-519-6456

Wildcard Office

Dougherty Hall, 1st Floor
610-519-5031

Graduate Studies

Vasey Hall, Suite 202
610-519-7090

Writing Center

Falvey Library, Room 210
610-519-4604

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Health Services Building, 3rd Floor
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I. BEGINNING THE PROGRAM

A. INTRODUCTION

Administration of the Program: The basic policies and curricular standards of the MA and certificate programs in History are set by the department's Graduate Committee, made up of the graduate faculty. These policies are subject to the approval of the Dean of Graduate Studies. The graduate program director is responsible for the administration of the graduate program, in consultation with the History department Chairperson. Questions or suggestions about the program may be directed to either the graduate program director or the department chairperson.

History Department Office and Hours: The History Department is located on the fourth floor of the St. Augustine Liberal Arts Center. In addition to the main department office in 403, the suite includes the Henry L. Rofinot Memorial Faculty & Graduate Lounge, the office of the department chairperson and additional staff offices. The Department is open from 8:00 a.m. to 5:00 p.m., Monday through Friday; it is usually closed on weekends. The general direct telephone number for the department is (610) 519-4660. The following may be found in the History Department office:

- **Professors' mailboxes**
- **Graduate Student mailboxes** - every student in the program has their own mailbox in the main office, 403; please check yours regularly.
- **Professors' office hours** are posted on the bulletin board outside of the history department's main office.
- **Schedule of graduate courses for the current and future semesters**
- **Syllabi for courses** (ask the Graduate Program Coordinator)
- **Notices of upcoming events and opportunities of interest to graduate students** are posted in the main office; there is also a bulletin board for notices of particular interest to graduate students. History department-sponsored lectures, news, and other events are also posted on the department website, <http://www1.villanova.edu/villanova/artsci/history.html>. Please also be sure to check the graduate studies website periodically for updates: <http://www1.villanova.edu/villanova/artsci/graduate.html>.

B. ADVISING

At the beginning of your program of studies at Villanova, you will be assigned a faculty advisor. We try to match your research interests with those of your advisor, but sometimes this is not possible. Students without a specific area of interest at the start of the program will be assigned to the Graduate Director. You should meet with your advisor at the beginning of your first semester and in the weeks that precede course registration to discuss courses and to plan your program of study. Your advisor has your personal identification number (PIN), needed for online registration. Naturally, you may seek advice and counseling from any graduate faculty member other than your official mentor but you need to keep your advisor updated.

Planning Your Program: When you first meet with your advisor, you should discuss your long-term professional goals and the field of study which you wish to pursue at Villanova. At the end of your first semester, you will complete a Plan of Study form. This document will be submitted to your Theory and Methods professors AND uploaded to your graduate portfolio. The Plan of Study can evolve and change as you progress through the program. Should you change your field of concentration and/or request a new advisor, a new Plan of Study must be submitted to your advisor, the graduate director and the program coordinator.

C. SPECIAL TUITION-REDUCTION FOR PRIMARY & SECONDARY SCHOOL TEACHERS & ADMINISTRATORS

The University offers a special tuition plan for primary and secondary school teachers enrolled in a graduate class in any program in the College of Liberal Arts and Sciences. This plan is in two forms: for teachers and administrators in Catholic schools, and for teachers and administrators in public or private schools that are not affiliated with the Catholic Church.

For teachers and administrators at Catholic schools the University offers a 40% tuition reduction from the standard tuition rate in any graduate program in Arts and Sciences.

For teachers and administrators at private or public non-Catholic schools the University offers a 20% tuition reduction from the standard tuition rate in any graduate program in Arts and Sciences.

Details of Tuition Plan and How to Apply for the Reduced Tuition Rate:

- The applicant must proceed with the standard application process and be accepted for enrollment into one of the graduate programs in the College of Arts and Sciences.
- The applicant must be a full-time or part-time teacher or administrator in a primary or secondary school. Or, if the applicant is a part-time teacher, they must be under contract for the current school year and must show their contract. A substitute teacher must have served as a substitute teacher the semester previous to enrollment, must be able to document subbing at least 60 days during that semester and must show pay stubs or letters from administrators verifying the number of days worked.
- Full-time teachers and administrators applying for the reduced tuition rate must submit a tuition reduction form at the beginning of the **first** semester in which they enroll. The completed form should be submitted online to the office of Graduate Studies for approval. For full-time teachers and administrators, the reductions will continue to be applied to subsequent semesters.

- Part-time and substitute teachers applying for the reduced tuition rate must submit a tuition reduction form at the beginning of **every** semester in which they enroll. The completed form should be submitted online to the Office of Graduate Studies for approval.
www1.villanova.edu/villanova/artsci/graduate/financing/tuitionreductions/tuitionreductionforeducatorsapplication.html

II. HISTORY COURSES AT VILLANOVA

A. NATURE OF GRADUATE COURSES

Graduate courses are offered in the fall, spring and summer terms. All courses are designed as reading and discussion seminars limited to 15 students. Some courses will be offered as research seminars and will be so designated. If a course you want has closed, you may ask the instructor to be put on a wait list.

B. REGISTERING FOR COURSES

Registration begins during the pre-registration period in the prior term, and continues to the beginning of the term (see the dates and times listed in the calendar of the *Graduate Studies Catalog*). Following advisement, you will be assigned a PIN for online registration. The Graduate Program Coordinator is available for assistance if needed. You should meet with your faculty advisor during the pre-registration period to discuss your program, to secure approval of your planned schedule and to receive your PIN. In order to register for graduate courses offered by other departments (e.g., Political Science), you must contact the Graduate Director who will initiate the request for permission through the other department.

C. COURSE LOAD: MA Program

Villanova's Master's Program in History requires the completion of 30 credits (ten 3-credit courses). Full time students generally take four to five classes a year, spread out over three terms. You may complete your degree part-time if you wish. Part-time students usually take one or two courses per term. If you are working full-time, you should not take more than two courses per term. Students will NOT be allowed to take more than two courses in their first semester. Exceptions to this policy may be made by the Graduate Director following student appeal. Occasionally, you may skip a semester but you should remember that the degree must be completed within six years unless an exception has been authorized. Full-time graduate students generally take two or three courses a term.

We do not recommend that you take three courses in a term unless you have established an excellent record and have unlimited time to devote to your studies. Remember that, in terms of work-load, graduate courses are equivalent to about two undergraduate courses. (Six hours of graduate courses are roughly equivalent to twelve undergraduate hours.)

D. DROPPING OR CHANGING COURSES

Students who wish to drop, add, or change a course must complete the appropriate form through the My Schedule and Registration portal in MyNova during the first week of the semester only.

Note carefully the deadline in the [Graduate Liberal Arts and Sciences Academic Calendar](#) for course withdrawals and refunds. Dropping a course after the deadline in the calendar - usually five or six weeks into the semester - is virtually impossible. **If you do not attend to an orderly withdrawal from a course in the time period specified, you will receive a failure or a failed withdrawal on your transcript with serious consequences to your status.** If some illness, emergency or work problem makes it impossible for you to continue a course, it is very important that you take action to be released from that course. Discuss the problem with the instructor or your advisor immediately and seek permission quickly to withdraw if this seems necessary.

E. COURSES IN OTHER DEPARTMENTS AT VILLANOVA UNIVERSITY

Up to two graduate courses in other departments at Villanova, in work reasonably related to history, may constitute a part of your program. History graduate students have often taken graduate courses in other disciplines and programs such as literature, political science, religious studies, and liberal studies. These courses should be approved before registration by your advisor in consultation with the Graduate Program Director.

F. TRANSFER OF GRADUATE COURSE CREDIT FROM OTHER INSTITUTIONS

Students may transfer up to two approved graduate courses from other universities to count toward the ten courses required for completion of the Master of Arts degree in History. Request for transfer of credit must be submitted prior to beginning the program and coursework must have been taken within a six-year period from commencing the Villanova degree program. Students interested in taking graduate courses at another institution must obtain written approval from the Graduate Dean before registering for the course. These requests should be processed through the Graduate Director.

Graduate courses taken at other institutions may not be counted toward the five courses required for the Advanced Certificate in History.

G. UNDERGRADUATE LANGUAGE COURSES

Graduate students planning to pursue doctoral studies are encouraged to improve their language skills. If you wish to enroll in undergraduate language classes, you may do so but these undergraduate credits will not count toward the MA degree. For tuition scholars and graduate assistants, there is no waiver of tuition for these courses. The following languages are offered at Villanova: French, Italian, Spanish, Russian, Arabic, Chinese, Japanese, Greek and Latin.

H. DIRECTED READINGS

Generally, history faculty prefer to work with their students in the regularly-scheduled seminars, allowing for interaction with fellow students and faculty. Directed Readings in History are available to a student with a particular interest on those rare occasions when appropriate seminars are not offered at Villanova University. Directed Readings are not advised for students in the first year of their graduate program.

If you have a particular interest not met in the Villanova course offerings for a given semester, or wish to work in depth with a particular faculty member, you may approach a faculty member to request a Directed Readings course. Directed Readings courses require written permission from the instructor and the Graduate Director. The necessary form is available from the Graduate Program Coordinator. If the faculty member consents, you will work with them to compile a series of readings, meetings, and assignments.

I. GRADUATE CREDIT FOR UNDERGRADUATE COURSES

Another type of Directed Readings course is possible as an extension of an upper-level undergraduate course. After obtaining the permission of the instructor and the Graduate Director, you will register for a Directed Readings course. In addition to attending class meetings of the undergraduate course, you and the instructor will come to an agreement about additional reading assignments and expectations required in order to receive graduate credit.

J. INTERNSHIP IN TEACHING

The History Department offers students in its MA program an optional **one-credit** course called "Internship in the Teaching of History." History teaching interns work with faculty, most especially but not exclusively, in the teaching of the required core curriculum course.

Typically, interns will be second year tuition scholars and graduate assistants, although others may apply as well. All applicants must have at least a 3.5 overall GPA. Students interested in the internship should approach professors with whom they would like to work. All teaching internships must be approved by the Graduate Director.

K. GRADUATE INTERNSHIP IN PUBLIC HISTORY

The Department sponsors a **3-credit** internship that provides students with practical experience in public history. Students will have an opportunity to advance their historical knowledge, skills, and understanding while applying them to contemporary situations and problems. Students should first meet with the Graduate Director to learn about the procedures and expectations for an internship. They should then arrange the internships at area public history sites with the guidance and approval of a member of the department faculty.

The department maintains and regularly updates a list of sites that welcome graduate student interns. Graduate students may take only one public history internship course. Please see the Graduate Program Coordinator for the necessary forms that must be completed **prior to** the internship.

III. MA DEGREE REQUIREMENTS

A. GENERAL COURSE REQUIREMENTS

Students must complete ten courses to be awarded a Masters degree in History at Villanova. The requirements for the MA in History include the following:

- HIS 8850 Theory and Methods
- Four courses (12 credits) in a field of concentration
- Four elective courses (12 credits)
- HIS9002 Writing History Capstone Seminar (those students matriculated on or after Fall 2020)
OR
One additional course (3 credits) PLUS Comprehensive Exam (those students matriculated prior to Fall 2020 only).

B. TIME LIMIT FOR COMPLETION OF THE DEGREE

Students have six years from the first semester in which they are enrolled to complete all of the requirements for the MA. On rare occasions, the Dean of the Graduate School will grant an extension when the student's program has been interrupted for some serious reason. Extensions should be applied for before, not after, the expiration of the six-year period.

C. ACCEPTABLE GRADE POINT AVERAGE

A cumulative minimum grade point average of 3.0 (B) is necessary to earn the MA degree. Grades of less than "B" have to be "averaged out" by higher grades elsewhere in order to maintain the necessary "B" average for the degree. If a student's GPA for a given semester falls below 3.0, the student will receive a warning letter from the Graduate Program Director, even if their cumulative GPA remains above 3.0. If a student's cumulative GPA falls below 3.0, that student has until the end of the next semester during which they take courses to bring that average up to a 3.0. If this requirement is not met, the student must withdraw from the program at the end of that probationary semester. (In general, anything lower than a B in a graduate course is equivalent to a D or F in an undergraduate course.)

D. GRADING IN GRADUATE COURSES

The History Graduate Committee has developed grading rubrics to clarify the expectations that the faculty have of graduate students. The rubrics are appended to the end of this manual. The rubrics provide explanations of the grades that faculty assign so that students understand what the faculty mean by the grades, recognize areas of strength to build on, and focus their energies on those areas that need improvement. As the rubrics indicate, professors privilege quality over quantity both in evaluating the different areas and in calculating the grade. No mechanical “mathematical” formula, therefore, can or will be applied. The rubrics are descriptive, not prescriptive. They are a dictionary, not a rulebook. They communicate more fully the professor’s evaluation; they do not dictate that evaluation. The professor’s professional judgment remains the basis of all grades. Grading standards in a particular graduate course may vary according to the explicit standards set forth by the professor. The department keeps a file of exemplary graduate history papers that students may consult. Ask the Graduate Program Coordinator to see them.

READ CAREFULLY THE RUBRICS FOR WRITTEN WORK AND DISCUSSION PARTICIPATION APPENDED TO THE END OF THIS BOOKLET.

Course Grades

A = Exceptional: well beyond mastery and individual insights; originality; polished prose; consistent, substantive participation and intellectual leadership in class

A- = Outstanding: mastery of the materials, issues, and questions that inform the course as a whole; insightful; consistent execution; good clear prose; substantial participation in class

B+ = Very Good: a solid grasp of the materials, issues, and questions that inform the course as a whole; clear prose with some awkwardness; frequent useful participation in class

B = Good: an understanding of most of the materials, issues, and questions that inform the course as a whole; inconsistent or awkward prose with writing errors; sporadic uneven participation in class

B- = Adequate: an uneven understanding of materials, issues and questions that inform the course as whole; weak prose; rare or poor participation in class

C+ = Passing But Inadequate: superficial understanding of materials, issues and questions that inform the course as whole; ungrammatical prose with little coherence; no participation in class

C = Poor: not up to graduate standards; faulty understanding of materials, issues and questions that inform the course as whole; seriously deficient prose with no coherence; no participation in class

F = Failure

IV. THE MA CURRICULUM

A. SELECTION OF A CONCENTRATION

Students select a concentration, usually during their first semester, from the following:

1. Africana
2. Americas
3. Asia
4. Atlantic World
5. Europe
6. United States
7. Empire
8. Intellectual and Cultural
9. Public History
10. Race and Ethnicity
11. Revolution
12. State and Society
13. Urban and Environmental History
14. Women, Gender and Sexuality
15. Chronological Concentration
16. Self-Designed Concentration

It is possible to change your concentration, provided you can still design a schedule that meets the necessary course requirements. You should consult with your advisor before both selecting a concentration initially and changing it subsequently.

Normally, at least four courses out of the total of ten will be in your major concentration. No course may be applied to more than one requirement, e.g. to two concentrations.

B. THEORY AND METHODS REQUIREMENT

Students must take HIS 8850 Theory and Methods in History, preferably in their first year. This course introduces MA students to the common language of history, prepares them to engage meaningfully in their graduate courses, and provides them with the tools they will need to be active members of the history profession. Students will explore a number of theories and a variety of methods employed by historians. Students will improve their approaches to selecting, evaluating, and conceiving appropriate historical evidence for their own scholarly projects. Students enrolled in the Public History concentration and/or those completing the Combined MA with a Certificate in Non Profit Management may take Material or Visual Culture to complete this requirement with the approval of the Graduate Program Director.

C. WRITING HISTORY CAPSTONE SEMINAR

Writing History is a course that students take in their *final spring semester*. In this course, students research and write an article-length paper or comparable work of scholarship on a topic of their choosing. This topic selection necessitates that students develop a **brief proposal that describes the topic and methodology with a prospective bibliography** in the semester before the Writing History Seminar. To successfully complete the course, students will produce a substantive piece of scholarship under the guidance of the instructor of record.

D. COMPREHENSIVE EXAMINATION (for those matriculated before Fall 2020)

MA candidates are required to pass a comprehensive examination, normally during their last semester of course work, or after they have completed at least 24 of the 30 credits required for graduation. The examination is based both on the student's concentration as well as course work outside the concentration. Candidates for the comprehensive exam are expected to have a general, collegiate-textbook-level knowledge of their concentration, as well as a thorough grasp of the literature and historiographical issues and debates in the seminars they have taken.

Although you should select your courses with your comprehensive examination in mind, the purpose of your coursework is not to provide complete coverage of your concentration. Courses outside your concentration will also be part of your exam.

The comprehensive examination consists of two parts: a two hour exam on your concentration (i.e. "the morning exam") and a two hour exam derived from the Master List of Questions given to students as they enter the program and reprinted on page 16 of this handbook (i.e. "the afternoon exam"). Examples of previous in-concentration/morning exam questions are on file in the department office. Students should plan to show their familiarity with materials studied outside their concentration in the afternoon exam. Students must successfully pass both exams –morning and afternoon– to successfully complete the comprehensive examination.

The Department Chairperson selects two faculty members from your concentration, and often those with whom you have taken classes, and one other faculty member to constitute your three-person comprehensive examination committee. Students will be asked to express a preference for examiners to the Chairperson, but final decisions rest with the Chair and are based on (1) fidelity to the concentration and (2) availability of faculty. Faculty on leave may not be available to serve as examiners.

The student will be required to submit to the comprehensive exam committee a bibliography of all books and articles assigned or read in courses, including those

read for papers. History courses taken elsewhere should be included. The student will also submit a list of the titles of all major papers he or she wrote for each course (including research papers, historiographical essays, book reviews, and source analyses, but not short essays on assigned reading).

The bibliography is explained further in the Format of the Comprehensive Bibliography provided at the end of this booklet.

The exam committee prepares the written questions for courses you have taken in your concentration. A departmental committee selects two questions from the Master List of Questions distributed to students at the beginning of their program. If you fail the comprehensive exam, you may take the test a second time but not during the same semester. An interval of several months to allow for additional preparation is usually required.

E. MASTER LIST OF COMPREHENSIVE EXAMINATION QUESTIONS

1. Assess the merits of this statement: "The study of history ... amounts to a search for the truth."
2. In his biography of Richard Hofstadter, David Brown remembers some advice he received as a graduate student: "The historian, being an individual, is also a product of history, and of society; and it is in this twofold light that the student of history must learn to regard him." What can we learn about historical writing from undertaking a study of historians?
3. Does history normally proceed in fairly steady evolution, or is most historical change effected in series of rapid and radical disjunctures?
4. Historians sometimes talk of the "engine" of history, the sometimes invisible force that lies behind or under all types of historical changes, e.g. economics, political evolution, social change, culture, ideas. Is there such an engine? If there is, what is it? If there isn't, how should we understand the forces that propel historical change?
5. Which has been more important in advancing our understanding of the past, the discovery and use of new sources of information or the application of new methods and approaches?
6. What place should theory have in the writing of history? Discuss at least one specific theoretical intervention in the field of history and the impact that it had on the field (for good or ill).
7. Do the actions of an individual shape the course of history or is history the product of historical forces far greater than the agency of any single individual?
8. What terms of historical analysis (e.g., states, class, gender, race, nations, etc.) seem best able to describe the histories that you have studied?
9. Discuss the evolution of historical writing during the twentieth century. How does changing historiography reflect the historical period in which it is written? While you may want to focus on a particular historiography trajectory (national or otherwise) your answer should explicitly discuss at least two approaches to history (e.g. political, economic, Marxist, social, cultural, world, feminist, etc.).

F. ADMINISTRATION OF THE COMPREHENSIVE EXAMINATION

The comprehensive exam is administered on a Saturday twice a year, in March and November, on dates determined by the Dean. In exceptional circumstances, students may be permitted to take their exams in the summer. Students must apply to take the exam: see application dates in the calendar of the *Graduate Studies Catalog*. Application forms may be obtained from the Graduate Program Coordinator.

G. FOREIGN LANGUAGE PROFICIENCY

There is no foreign language requirement in the Villanova program, but the graduate faculty encourage students to acquire at least a reading knowledge of a foreign language. The Department of Classical and Modern Languages administers examinations in French, Spanish, and German that graduate students may take to obtain certification of their foreign language proficiency. Undergraduate language courses are available but do not count toward graduation. Students are advised to consider intensive summer language courses at other schools that may offer financial assistance.

The Office of Graduate Studies in the College of Liberal Arts and Sciences sponsors intensive language training during the summer. Typically, 1-2 workshops will be offered annually (French, Hebrew, Spanish, German, or Koine Greek) on a rotating basis.

Courses meet for 54 hours over no more than six weeks. Courses are zero credits and will appear on the student's transcript with a grade of Satisfactory or Unsatisfactory (S or U). **Students should keep in mind that these are intensive courses and therefore they should be prepared to minimize conflicts that may interfere with attendance.**

Students wishing to participate in the workshop must apply by April 15th using the form available on the Graduate Studies website. Courses must typically have a minimum of 4 students and a maximum of 15 enrolled. Priority enrollment is for PhD students in Theology and Philosophy, followed by Master's students in the College of Liberal Arts and Sciences.

V. THE ADVANCED CERTIFICATE IN HISTORY

The History Department offers an advanced certificate for those who wish to continue their studies in history after earning a Bachelors degree in History, Education, or other related field. The completion of 15 credits (five 3-credit courses) is required for the certificate. Once admitted into the certificate program, students choose courses from among the regular graduate history offerings on the basis of their own interests and needs. There are no specific course or distribution requirements. Students may earn a General Certificate, which does not involve focusing on a particular period, region, or theme; or they may choose a concentration in American History, European History, World History or

Teaching Advanced History and Government. Five (5) courses relevant to the concentration must be completed for each certificate. Students may earn more than one certificate. There is no time limit within which the five courses must be completed. The Graduate Program Director serves as the advisor for students in the Certificate Program.

VI. COMBINED DEGREE AND CERTIFICATE IN NONPROFIT MANAGEMENT

The History Department and the Master of Public Administration program offer a combined degree in History with a Certificate in Nonprofit Management. Admitted students will take HIS 8702: Introduction to Public History, MPA 8003: Financial Management, MPA 8600: Effective Nonprofit Management, MPA 8700: Fundraising for Nonprofit Organizations, seven additional history courses, and at least one additional course in the Master of Public Administration program (selected with approval from the Chair of the MPA Program), for a total of 36 credits. Graduate assistants and tuition scholars in History who wish to participate in the combined program will receive tuition remission for thirty credits (24 history credits plus 6 MPA credits), but not for the additional 6 credits required to earn a Certificate in Nonprofit Management. Interested students must meet the admission requirements and fulfill the application requirements for both programs. See the Department of Public Administration and requirements here: <http://www1.villanova.edu/villanova/artsci/publicadmin.html>

VII. CERTIFICATE IN GENDER AND WOMEN'S STUDIES

Students enrolled in the MA program in history, particularly those who are completing a concentration in Women and Gender, might be interested in pursuing an interdisciplinary certificate in Gender and Women's Studies. This 15-credit certificate offers you an opportunity to enhance your studies with a deeper knowledge of GWS, which has transformed scholarship and challenged fundamental assumptions in the humanities, social and natural sciences, and the professions. Students enrolled in the GWS Certificate are required to take Critical Perspectives on Gender (GWS 8000) and four other approved courses. Interested students should contact Dr. Travis Foster at travis.foster@villanova.edu.

VIII. LIBRARIES AND OTHER RESEARCH FACILITIES

While your research will begin at Villanova's Falvey Library, you should be prepared to pursue research at the collections at other libraries in the area for your research. The Philadelphia region is exceptionally rich in higher educational institutions, archival institutions, historical societies and other repositories of historical materials. University libraries that Villanova graduate history students occasionally use are:

University of Pennsylvania (open to the public on weekdays only)
Temple University (open to the public at all times)
Bryn Mawr College (open to the public 8 a.m. and 4 p.m. weekdays)
Haverford College (open to the public every day to 7 p.m.)
Swarthmore College (open to the public at all times)

Use your Villanova student photo ID when entering these libraries. You will not be able to borrow books at these libraries, however.

Use Falvey Library's excellent Interlibrary Loan Department or "E-Z Borrow" to obtain books not in the Library's own collections.

Students are advised to learn how to use the library's databases and electronic resources. To gain access to these important resources you will need to use the university's proxy server and your University Standard Authentication Password. Instructions for accessing and making the best possible use of these resources are provided at the annual Graduate Student Writing Workshop, held early in the fall semester. If you miss this important workshop, you should talk to a student who did attend and then make an appointment with History Liaison Librarian, Jutta Seibert, who can be reached at jutta.seibert@villanova.edu

IX. THE HISTORY DEPARTMENT AS AN INTELLECTUAL AND SOCIAL COMMUNITY

A. GRADUATE STUDENT INPUT

Graduate students are encouraged to make suggestions for improvements through both formal and informal channels. Students present formal recommendations to the Graduate Committee for improvements in the program through the mechanism of the Graduate Students' Advisory Committee. This committee is elected each September, one delegate from each graduate class, to meet with the Graduate Program Director to discuss problems or make suggestions for improvements. In addition, students' suggestions and criticisms are welcome at any time and may be directed to either the departmental Chairperson or Director of the Graduate Program.

B. GRADUATE FORUM AND LECTURE SERIES

Learning in the graduate history program takes place outside as well as within classroom walls, and the Graduate Forum is a vital part of the learning experience at Villanova. Several times each semester faculty and graduate students gather in the Henry L. Rofinot Memorial Faculty & Graduate Student Lounge to hear and discuss faculty presentations on their scholarship in progress, research projects, or travel experiences and observations relating to foreign countries or cultures, or possibly, the American scene. Sometimes the forums feature presentation of graduate students' research work. The forums are informal in nature and collegial, and followed by refreshments. Generally, the graduate forums begin on a weekday afternoon around 3:00 p.m. so that you might reasonably make a 5:20 p.m. class on the same day. The department also maintains an active lecture series and draws scholars from the region or visiting scholars passing through the area. Graduate students are encouraged to attend these lectures.

C. GRADUATE STUDENT COUNCIL

The Graduate Student Council also holds various lecture series, luncheon forums, and social activities for all graduate students and faculty in the university. Watch for details posted by the Office of Graduate Studies.

X. SUPPORT FOR GRADUATE STUDENT RESEARCH

A. DEPARTMENT RESEARCH FUND

The Department of History maintains a fund to which graduate students, with the recommendation of a faculty member, may apply to cover some of the costs of research: interlibrary loan and literature search fees, travel costs for research trips, microfilm copying, etc. Students requesting funds must submit a brief, written explanation (up to one page) of the uses to which the funds will be put, including the amount requested. The student must also submit a brief endorsement from the faculty member under whose direction the student is conducting the research. Copies of receipts, invoices, etc., must be provided either at the time of application or after the funds are spent and will be kept on file to demonstrate how the funds were used. Students may submit more than one request for support, but total funds granted may not exceed \$150 of research support in any calendar year. Please submit requests to the Chairperson of the Research Fund Committee or to the Graduate Program Director. After verification of the application, funds will be dispensed by the Graduate Program Coordinator.

B. SUPPORT FOR TRAVEL TO CONFERENCE

If you present a paper at an academic conference, you may apply for funding from the Graduate Dean's Office. You must complete a Travel Request form in advance of the trip, have your faculty advisor complete the appropriate section, and submit the form on to the chairperson. The Chairperson completes the form and forwards to the Graduate Dean. The Office of the Graduate Dean will notify you if funding is available and your application is approved. If you receive funding you will be asked to complete a Travel Expense Report to receive the funds. Since funding is quite limited, an early application is advisable. For the same reason, any funding received would probably cover only part of the student's expenses. Copies of the required forms and more information can be found at: <http://www1.villanova.edu/villanova/artsci/graduate/currentstudents.html> The Travel Request Form is appended to the end of this manual.

XI. CONCLUDING THE MA PROGRAM

A. APPLICATION FOR THE DEGREE

During the term in which you anticipate that you will have completed all requirements, you must submit an **online** application to receive the degree; paper

applications will no longer be accepted. Complete the Application for Granting of Master's Degree online in myNOVA. The title of the form is **Prospective Graduate Form**. Submission dates to apply for Master of Arts are as follows:

- For September 1st must be completed by no later than June 15th.
- For December 31st must be completed by no later than September 15th.
- For May 31st must be completed by no later than January 15th.

NOTE: No Prospective Graduate Form will be accepted after the deadline date

B. CONFERRING OF THE DEGREE

Your diploma will be dated at the end of the term in which you have completed all requirements and applied for the degree. Formal conferring of the degree occurs at the spring commencement, which you may attend if you have finished your work at any time during the previous year. Diplomas are delivered after commencement or yours will be mailed to you if you are not present. If you wish to have some written evidence of completion of the degree work before the diploma is available, a letter from the Graduate Director to that effect can be obtained. Inquire at the department.

XII. CAREER COUNSELING AND JOB OPPORTUNITIES

As Villanova students you can meet with the university's career counselors and use the job search services provided by the university. Counselors can help you organize and plan your search and help you identify potential employers. The Graduate Career Services office, located in Garey Hall Suite 117, will also help you create a professional dossier, which they will mail at your request.

The History Department also collects information on job opportunities in history and related fields. These are posted on the bulletin board in the main office (SAC 403) and on our department web page. Job listings are updated regularly.

Graduate students are encouraged to join the Nova Network, Villanova's official social and professional network, to find Villanovans in your field, discuss career-related topics and access resources for your professional development. There is also a Grad CLAS Students and Alumni Group that can prove very useful. More details about Nova Network can be found at <https://villanova.peoplegrove.com>.

The Office of Graduate Studies offers guidance related transitioning from graduate school to the job market. These resources can be found at the Graduate Career Services page..

<https://www1.villanova.edu/Villanova/provost/careers/gradstudents.html>

Graduate students should also consider registering with Handshake, Villanova's mobile career management platform. Handshake can be accessed at <https://www1.villanova.edu/villanova/provost/careers/plan/handshake.html>

XIII. RESPONSIBILITIES OF GRADUATE ASSISTANTS & TUITION SCHOLARS

A. TUITION REMISSION FOR GRADUATE ASSISTANTS AND TUITION SCHOLARS

Graduate assistants and tuition scholars are awarded a certain number of credits of tuition remission for each academic year. They may receive tuition remission for a total number of credits up to but not exceeding the number of credits required for their degree.

Tuition remission will be credited automatically to the accounts of all graduate assistants and tuition scholars at the beginning of each semester. They do not need to come to the Graduate Studies Office.

B. GRADUATE ASSISTANT STIPENDS

Stipends are paid to graduate assistants monthly for ten (10) months beginning with the end of August. The stipend is paid on the last business day of each month. Graduate assistants do not receive summer stipends.

C. REQUIRED FORMS

New graduate assistants (not tuition scholars) **must** complete several forms necessary for them to receive their stipend. Instructions for completing these forms will be sent via an email from Human Resources.

These forms **must be submitted** by the dates listed in the HR email. Failure to do so will delay the August payment to September.

D. ACADEMIC PERFORMANCE AND EXPECTATIONS

Graduate assistants and tuition scholars are required to maintain at least a "B" average (G.P.A. = 3.00) - the minimum required of all graduate students. Since the number of applicants far exceeds the number of available awards, assistants and tuition scholars should strive to do much better than the "B" minimum. Those whose GPA falls below 3.0 are placed on academic probation and lose their assistantship or scholarship.

Graduate assistants and tuition scholars are also expected to participate actively in the intellectual life of the department. They should attend all colloquia provided by the department and assist in seminars and forums as directed by the Graduate Director.

E. DEPARTMENT RESPONSIBILITIES

Graduate assistants are expected to give 14 hours of service a week to the department, and tuition scholars 7 hours a week. The Graduate Director supervises assistants' and tuition scholars' service to the department and their programs of study. Graduate assistants and tuition scholars are expected to

carry out their assigned duties and responsibilities in a thorough, timely, and professional manner. Failure to do so can lead to the non-renewal of awards even when the student's grades are at or above the minimum GPA.

When graduate assistants and tuition scholars serve as teaching assistants in the classroom, they function as members of the faculty and should be treated as faculty by students. Graduate students who hold keys and who have access to the departmental offices are responsible for the security of these facilities just like members of the faculty. All keys must be returned to the department before the student leaves the University.

Proctoring Exams: The Department relies on the graduate assistants and scholars to proctor exams, especially at mid-semester and the final exam period. All graduate assistants and scholars should make sure that they are available for proctoring during the entire midterm exam and final exam periods. Proctoring responsibilities may be "traded off" to other graduate assistants (for convenience) as long as the Graduate Program Coordinator is informed well in advance of the exam and adequate arrangements are made. Failure to proctor as scheduled is considered a serious breach of responsibilities and can result in considerable havoc. You should contact the particular faculty member for detail and directions several days in advance. Blue books for the students can be found in the supply cabinet in the History office.

Miscellaneous Duties: From time to time, one of the faculty members or staff may ask for your help, for example in setting up for and cleaning up after a department reception or other event. Every effort will be made to ensure that these tasks are distributed as fairly as possible, and that they will not demand much time.

F. OUTSIDE EMPLOYMENT

The Department assumes that students holding assistantships or tuition scholarships will not take on a full-time job during the academic year, but part-time work is acceptable, provided it does not interfere with the students' academic work and department responsibilities. Students holding assistantships and scholarships should be mindful of their work responsibilities to Villanova both in the classroom and in the department. Those committed to serving as teaching interns in undergraduate courses should keep daytime hours open for attending the lectures and discussion sections of those courses.

G. ENROLLMENT IN SUMMER COURSES & EXTRA-DEPARTMENTAL COURSES

If a graduate assistant or tuition scholars wishes to take summer courses, they may use some of their tuition remission credits (from 3 to 6) for courses taken during the Summer Sessions following their first year. The number of credits taken during the summer is included in the total credits awarded during each academic year.

The tuition waiver is given in return for services to the department. The waiver of tuition for one or two summer courses requires 35 hours of service for each three-credit course over the course of the summer at the discretion of the student's advisor.

IMPORTANT: Students may initiate the request for summer tuition waivers to their Graduate Program Director **no later than April 15**. The Graduate Program Director is responsible for alerting Graduate Studies of requests for summer tuition waivers **no later than May 1**. Summer tuition is not automatically credited to student accounts so, if Graduate Studies is not notified in a timely manner, students may receive bills.

Graduate assistants and/or tuition scholars who wish to register for a Villanova graduate course outside of their discipline will be approved for tuition remission if the course in question is demonstrably related to the completion of their degree requirements. The demonstrable relationship to the degree should be documented in writing by the Graduate Program Director, who then makes a recommendation to Graduate Studies. Tuition remission may not be used for non-degree related courses, even though the courses may be taken for legitimate professional purposes, e.g. fulfillment of professional certification requirements, or for courses offered by another academic institution.

H. LIBRARY PRIVILEGES

Graduate assistants and tuition scholars may borrow books from the library. They may keep books out for 60 days with the possibility of two renewals, 60 days each. There is a waiver of daily fines for overdue Main Stacks books. They are, however, responsible for replacement costs on unreturned books. They may also take journals (current and bound periodicals) to the department offices for same-day photocopying. Items must be checked out and returned to the front desk within three hours. (The Graduate Dean's Office supplies Falvey Memorial Library with a list of current graduate assistants and tuition scholars).

I. CHANGE OF ADDRESS

Graduate assistants and tuition scholars must report any changes in personal information, including address changes, to the Registrar at <http://www1.villanova.edu/villanova/enroll/registrar/forms.html>

J. INTERNATIONAL STUDENTS

All international students are required to furnish the Graduate Studies Office, the Registrar, and Mr. Hubert Whan Tong, the International Student Advisor, with address changes. All requests for extension of program end date should be directed to Mr. Hubert Whan Tong, International Student Office, in Connelly Center, 2nd Floor (610-519-8017). All international students with student visas are required to carry a minimum of three credit hours per semester.

K. ACCESS TO THE HISTORY DEPARTMENT OFFICES

If you need to go into the History Department offices after hours, both doors may be unlocked by entering the code, which is given out at the annual New Graduate Student Orientation. **Please make sure both of the outside office doors are locked when you leave!** If you find anything amiss or if you are uneasy about anything, call the Public Safety emergency number (610-519-4444).

L. PHOTOCOPYING FOR SCHOLARLY PURPOSES & DEPARTMENT COPYING

You may use the photocopying machine in the main History office to carry out tasks for faculty and for your own academic needs. Departmental staff can assist you with copying tasks. You have an allowance of 250 pages per semester for academic purposes. If you need more copying privileges for a good reason, see the Graduate Program Coordinator.

M. USE OF HISTORY DEPARTMENT COMPUTERS

On a limited basis, as they are available, you may use the computers and copier/printer located in the kitchen area. Computers are also readily available at all times at various computing sites around the University.

N. USE OF PHONES IN THE OFFICE

Please observe all cell phone etiquette by not talking/texting on your phone in the department office.

O. ARTS & SCIENCES GRADUATE STUDENT COUNCIL

Graduate assistants and tuition scholars are strongly encouraged to participate in the Graduate Student Council. The Council is the representative group of the graduate student body, and consists of one representative from each Arts and Sciences department or program. It acts as a coordinating organization between the graduate student body, the administration, and the faculty. Extracurricular activities for the benefit of the graduate student body are organized and promoted by the Council.

XIV. GENERAL INFORMATION

A. CLOSING UNIVERSITY DUE TO INCLEMENT WEATHER

Villanova University intends to maintain its regularly scheduled classes and final examination periods, avoiding school closings due to inclement weather whenever possible. A delayed opening is preferable to closing for an entire day. In deciding whether to close or delay opening, several factors are considered: the character of the storm (onset time, intensity, and duration); the condition of travel routes to the University; and the condition of campus roads and walkways.

If weather factors are unfavorable and not expected to improve, classes normally will be cancelled for the day. If there is a good chance that conditions will be acceptable by mid-morning, however, the opening of school will be delayed. Occasionally, classes in the later afternoon and evening are cancelled when bad weather conditions develop during the day.

Because students come from various locations and distances, some of which may be more seriously affected by adverse weather than others, students must, as always, exercise their judgment on whether or not it is safe to drive to the University.

The announcement concerning closing or delayed opening normally is made via the University's Nova Alert system. All students should sign up for Nova Alert to receive text, voicemail and/or email notifications.

Evening class closure announcements will be made in the same manner, normally prior to 2:00 P.M.

B. STUDENT HEALTH SERVICE

Graduate students may use the services of the Student Health Center. Since graduate students do not pay a semester fee, as the undergraduate and law students do, they are charged a nominal fee per illness/injury. Physician and Nurse Practitioners hours are Monday through Friday, and students should call for an appointment. The Health Center is staffed 24 hours/day with a registered nurse when classes are in session.

For the treatment of cases requiring bed rest, students may be admitted to the Health Center, where they are in the care of a registered Nurse under the direction of the Physician. The student will also be charged at cost for most prescription drugs.

All students need health insurance throughout their term of enrollment at Villanova. All domestic undergraduate matriculated students, all international students, and all law school students must either enroll in the school sponsored plan with United Health or waive out of the University sponsored plan by showing proof of comparable coverage. All domestic non-matriculating undergraduate students, graduate students taking three or more credit hours, and PhD thesis continuation students are also eligible to purchase this coverage. For more information regarding the school sponsored plan, and the enrollment/waiver process, please visit the website www.firststudent.com.

XV. Grading Rubrics

These grading rubrics are designed as an aid both to graduate students and to graduate faculty. The rubrics make clear the expectations that the faculty have of graduate students. They interpret the grades that we assign so that students may understand what the faculty means by the grades, recognize areas of strength to be built on, and focus their energies on those areas that need improvement. Since students do not perform at the same grade level in every area, the grade assigned will reflect the professor's judgment of the overall performance. As the rubrics indicate, professors privilege quality over quantity both in evaluating the different areas and in calculating the grade. No mechanical "mathematical" formula, therefore, can or will be applied. The rubrics are descriptive, not prescriptive. They are a dictionary, not a rule book. They communicate more fully the professor's evaluation; they do not dictate that evaluation. The professor's professional judgment remains the basis of all grades. Grading standards in a particular graduate course may vary according to the explicit standards set forth by the professor.

Class Participation Rubric

- A Always prepared; consistent, but not overbearing, participation; raises level of discussion with questions, contributions that go beyond the immediate focus on the readings; relates material to previous discussions and texts; builds upon other student contributions; displays intellectual acuity in seeing to heart of issues raised by readings; proposes ways in which author's conclusions might be advanced, critiqued.
- A- Always prepared; contributes regularly without prompting; actively engaged listener, building upon other student contributions; displays critical thinking skills in treatment of the readings, but stops just short of widening their implications or advancing author's conclusions.
- B+ Always prepared; contributes occasionally without prompting; thoughtful comments when called upon; active listener.
- B Regularly prepared; rarely volunteers, but occasional thoughtful comments when called upon; active listener.
- B- Sometimes prepared; rarely volunteers; minimal answers when called upon, that reveal a lack of any substantive analytical appreciation of the topic.
- C+ Seldom prepared; never volunteers; minimal answers when called upon.
- C Minimal answers reveal lack of preparation; never volunteers; rambling or tangential. Comments when called upon.
- F No evidence of preparation; excessive absences; disruptive or no participation.

Graduate Paper Rubric

Rubrics for an A:

Prose: clear, precise, grammatically correct, error-free, and pleasing formal English.

Argument: innovative, orderly, coherent, well/beautifully constructed, skillful marshalling of evidence, clear, clearly stated thesis, and persuasive.

Analysis: goes beyond description or narrative; addresses issues that transcend the particular focus of the paper; demonstrates an understanding of the literature on the topic; and penetrates beneath the surface meaning of the sources.

Research: uses a sufficient number and range of appropriate primary sources [where applicable], consults and applies the pertinent secondary literature, and cites accurately the sources using a standard style sheet acceptable to the

Rubrics for an A-:

Prose: clear, precise, grammatically correct, formal English

Argument: orderly, coherent, carefully constructed, skillful marshaling of evidence, usually clear, clearly stated thesis, and persuasive.

Analysis: goes beyond description or narrative, complete and thorough treatment of the paper topic, demonstrates an acquaintance with the literature on the topic; and penetrates beneath the surface meaning of the sources.

Research: uses a sufficient number and range of appropriate primary sources, consults the pertinent secondary literature, and cites accurately the sources using a standard style sheet acceptable to the professor.

Rubrics for a B+:

Prose: clear but uneven, grammatically correct, formal English

Argument: coherent, organized, marshals evidence, some obscurity, not brought forward to its conclusion, interesting but not completely persuasive.

Analysis: sometimes lapses into mere narrative or description, missed opportunity/ities for analysis of evidence presented, a substantive treatment of the paper topic, demonstrates an awareness of the literature on the topic; often penetrates beneath the surface meaning of the sources.

Research: uses a fair number and range of primary sources, consulted some of the pertinent secondary literature, and generally cites accurately the sources using a standard style sheet acceptable to professor.

Rubrics for a B:

Prose: occasionally unclear, grammatically unsure, sometimes colloquial English

Argument: not fully coherent, sometimes disorganized, evidence ineffectively employed, somewhat obscure, not particularly persuasive

Analysis: frequently lapses into mere narrative or description, an incomplete treatment of the paper topic, demonstrates a partial awareness of the literature on the topic ; sometimes penetrates beneath the surface meaning of the sources

Research: uses a limited number and range of primary sources, consulted few of the pertinent secondary works on the topic, and cites unevenly the sources using a standard style sheet acceptable to professor

Rubrics for a B-:

Prose: frequently unclear, weak grasp of grammar, often colloquial English

Argument: sometimes incoherent, somewhat disorganized, insufficient evidence, repeatedly obscure, unpersuasive

Analysis: relies mainly on narrative or description, superficial treatment of paper topic, demonstrates a fragmentary awareness of the literature on the topic; rarely penetrates beneath the surface meaning of sources

Research: uses the minimum number and range of primary sources, consulted one or two secondary works on the topic, and sometimes cites incorrectly or fails to cite the sources using a standard style sheet acceptable to professor

Rubrics for a C+/C:

Prose: basically unclear, numerous grammatical errors, colloquial English

Argument: often incoherent, often disorganized, insufficient and ineffectively employed evidence often obscure, unpersuasive

Analysis: relies exclusively on narrative or description, reliance on quotations in place of analysis, misguided treatment of paper topic, no awareness of literature on the topic; does not penetrate beneath the surface meaning of sources

Research: Uses fewer primary sources than necessary, relied too much upon secondary sources or, alternatively, neglected to contextualize the primary sources with any secondary sources, and cites incorrectly or fails to cite the sources.

XVI. HISTORY GRADUATE FACULTY

Hibba Abugideiri, PhD, 2001, Georgetown University. *Middle Eastern History*

Craig Bailey, PhD, 2004, University of London. *Irish History*

Marc Gallicchio, PhD, 1986, Temple University. *U.S. Foreign Relations; Military; Modern America. Chairperson*

Elilza Gettel, PhD, 2019 Harvard University, *Ancient Mediterranean, Ancient Greek History, Roman History*

Judith Giesberg, PhD, 1997, Boston College. *19th Century U.S. History; Women's History*

Lynne Harnett, PhD, 2000, Boston College. *Russia; European Women's History*

Maghan Keita, PhD, 1988, Howard University. *African; African-American; World History*

Elizabeth Kolsky, PhD, 2002, Columbia University. *South Asian History*

Adele Lindenmeyr, PhD, 1980, Princeton University. *Russia; Soviet Union, Dean of CLAS*

Lawrence Little, PhD, 1993, The Ohio State University. *African-American; Race Relations*

Andrew Liu, PhD, 2014, Columbia University, *Modern Chinese History; East Asian Capitalism*

Julia Mansfield, PhD, 2017, Stanford University

Whitney A. Martinko, PhD, 2012, University of Virginia. *Public History and Early Republic History*

Timothy McCall, PhD, 2005, University of Michigan. *Late Medieval and Renaissance Court Culture*

Caroline Murphy, PhD, 2022, Massachusetts Institute of Technology

Paul Rosier, PhD, 1998, University of Rochester. *Modern American History; Native American History; American Environmental History; Intellectual History; American Sports History; World History.*

Rev. Joseph Ryan, O.S.A., PhD, 1997, American University. *American Religious History; History of American Medicine*

Cristina Soriano, PhD, 2011, New York University. *Colonial Latin America and Caribbean*

Paul Steege, PhD, 2000, University of Chicago. *Modern European History*

Alexander Varias, PhD, 1986, New York University. *Modern Europe*

Rebecca L. Winer, PhD, 1996, U.C.L.A. *Medieval Europe; Women's History; Jewish History*

XVII. CONTACT INFORMATION

Faculty:

- Hibba Abugideiri hibba.abugideiri@villanova.edu
- Craig Bailey 610-519-3813 craig.bailey@villanova.edu
Graduate Program Director
- Marc Gallicchio 610-519-4578 marc.gallicchio@villanova.edu
- Eliza Gettel 610-519-4676 eliza.gettel@villanova.edu
- Judith Giesberg 610-519-4668 judith.giesberg@villanova.edu
- Lynne Hartnett 610-519-7219 lynne.hartnett@villanova.edu
Department Chairperson
- Maghan Keita 610-519-6964 maghan.keita@villanova.edu
- Elizabeth Kolsky 610-519-4682 elizabeth.kolsky@villanova.edu
- Adele Lindenmeyr 610-519-7093 adele.lindenmeyr@villanova.edu
Dean CLAS
- Lawrence Little lawrence.little@villanova.edu
- Andrew Liu 610-519-4799 andrew.liu@villanova.edu
- Julia Mansfield Julia.mansfield@villanova.edu
- Whitney Martinko 610-519-3257 whitney.martinko@villanova.edu
- Timothy McCall 610-519-3897 timothy.mccall@villanova.edu
- Caroline Murphy caroline.murphy@villanova.edu
- Paul Rosier 610-519-4677 paul.rosier@villanova.edu
- Joseph Ryan 610-519-6937 joseph.ryan@villanova.edu
- Cristina Soriano 610-519-3290 cristina.soriano@villanova.edu
- Paul Steege 610-519-6963 paul.steege@villanova.edu
- Alexander Varias 610-519-4649 alexander.varias@villanova.edu
- Rebecca Winer 610-519-7255 rebecca.winer@villanova.edu

HISTORY GRADUATE PROGRAM

Directed Readings Approval Form

Student	
Student I.D. #	
Semester	
Topic of Directed Readings	
Instructor	

The above-named student has permission to take HIS 9012, Directed Readings, during the semester indicated above.

Signature of Instructor: _____

Date: _____

Signature of Graduate Program Director: _____

Date: _____

FACT SHEET
Graduate Internships in Public History
Villanova University
Department of History

Requirements: Interns are enrolled for 3 credit hours, which represents 120 hours at the internship site (8 hours per week during spring or fall semesters; a schedule equal to the same total of hours during the shorter summer term). Interns also complete a work journal and a research paper.

- The work journal is a weekly summary of the work experience, including reflections on what the intern is learning about the field of public history.
- The research paper is a minimum of 12-15 pages, including reading of 6-8 books or the equivalent in articles or archival research. The paper may be a project needed by the internship site or an independent paper on a related topic. The topic must be approved by the faculty advisor.

Arranging an internship: Graduate students secure their own internship placements. However, the department makes opportunities known through postings and by e-mail. Once the internship placement is secured, students also must arrange for a faculty advisor for the internship.

Paper trail: The following steps are to be followed to help ensure that all parties have a satisfactory experience.

- **Expectations agreement** (form attached). Prior to the internship, the intern, supervisor, and faculty advisor should complete and sign this agreement.
- **Research project proposal.** To be completed in the early weeks of the internship, as directed by the faculty advisor.
- **Supervisor evaluation** (form attached). The intern should provide this form to the supervisor, who will return it to the faculty advisor no later than one week prior to the end of the semester.
- **Intern evaluation of experience** (form attached). The intern should complete this no later than the end of the semester.

INTERNSHIP EXPECTATIONS
Graduate Internships in Public History
Villanova University

(To be completed prior to the internship)

Internship site:

Semester:

Name and contact information for the intern:

Name and contact information for the internship supervisor:

Name and contact information for the faculty advisor:

Name and contact information for the History Department internships coordinator:

Dr. Whitney Martinko whitney.martinko@villanova.edu

Hours to be worked by the intern:

Duties to be performed by the intern (or attach job description):

Supervision / teaching to be provided by the internship supervisor:

Professional development opportunities to be available for the intern (training, networking, etc.):

To be signed by:

Intern _____

Supervisor _____

Faculty advisor _____

Interns: Please make copies for all signers, and one additional copy for the internship coordinator.

INTERNSHIP SUPERVISOR'S EVALUATION
Graduate Internships in Public History
Villanova University

Name of Intern _____ Semester _____

Please submit the following directly to faculty advisor _____,
Department of History, Villanova University, 800 Lancaster Ave., Villanova, PA
19085

The evaluation is needed no later than _____.
(last day of semester)

Please circle the term that best describes the intern's overall performance.
Elaborate below as desired.

Exceptional _____

Outstanding _____

Very Good _____

Good _____

Adequate _____

Passing but Inadequate _____

Poor _____

Failure _____

Would you write a letter of recommendation for the intern? Please explain.

Sign and date:

INTERN EVALUATION OF EXPERIENCE
Graduate Internships in Public History
Villanova University

Please complete this form and submit it to the department internships coordinator at the end of your internship. This will be kept on file and provided to future students considering internships. If there are concerns that you do not wish to record on the form, please communicate them by other means to the department internships coordinator.

Name of intern:

Internship site:

Semester:

What did you do during your internship?

What was your research project?

Would you recommend this internship to others? Why or why not?

GRADUATE STUDIES - STUDENT REQUEST FOR FUNDING

Graduate Studies has a budget limit as follows:

- \$1,000.00 for North American Conferences
- \$1,200.00 for International Conferences

STUDENT NAME: _____ DEPARTMENT _____

STUDENT ID _____

STUDENT ADDRESS _____

Have you received travel funding from the Graduate Studies Office in the current fiscal year's budget? YES ___ NO ___

ORGANIZATION _____

DATE/S AND LOCATION _____

TOPIC / TITLE _____

MENTOR _____

FUNDS REQUESTED:

_____ Registration

_____ Transportation

_____ Lodging

_____ Meals

_____ TOTAL

BRIEF ABSTRACT: *(please print or type)*

Student's Signature _____ Date _____

EVALUATION BY MENTOR:

Mentor's Signature: _____ Date _____

EVALUATION BY CHAIRPERSON:

Chairperson's Signature _____ Date _____

FUNDS AVAILABLE FOR THIS REQUEST

\$ _____ Chairperson's Signature _____ Date _____

Comments:

\$ _____ Graduate Dean's Signature _____ Date _____

Comments:

Format of the Comprehensive Examination Bibliography

Students are required to submit a bibliography of all books and articles assigned or read in courses, including those read for papers. [Works cited in passing in papers (e.g. for dates or other facts) need not be included.] Please include major primary sources, e.g. an important decretal, an entire chronicle or a large part of one, or a treatise, but not a private charter or snippet from a larger work. History courses taken elsewhere should be included. Please indicate where they were taken. The student will also submit a list of the titles of all major papers he or she wrote for each course (including research papers, historiographical essays, book reviews, and source analyses, but not short essays on assigned reading). Please give complete bibliographical information. Expand the fields below as needed. This bibliography should be updated at the end of each semester/term.

Course Title:

Semester:

Papers:

Books:

Articles: