

**UNIVERSITY OF MASSACHUSETTS
BOSTON
GRADUATE HISTORY PROGRAM
HANDBOOK**

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PART 1: PROGRAM OVERVIEW

The Master of Arts Program in History offers students a rigorous yet flexible program of study in the field of history. Rather than being merely a collection of courses, the History MA degree at UMass Boston requires intense commitment to historical scholarship and practice. The MA serves as a terminal degree for students seeking exposure to historical study before entering a variety of careers, as well as a preparatory degree for those interested in pursuing a PhD at another institution. The program offers two tracks: Public History and History. Only the History track is available to online students.

The History MA program is designed to enhance the research, writing, and analytical skills of students and also to provide a broad and advanced background in history content. Our graduates have gone on to a variety of exciting positions within the history profession; alumni work as high school teachers, college history professors, university administrators, museum professionals, archivists, public historians, and writers.

UMass Boston is an urban, public, research university – the only public university in Boston. Our location affords students access to a wide variety of archives, libraries, museums, and historical sites. The university sits on Columbia Point, which it shares with the John F. Kennedy Presidential Library and Museum, the Edward M. Kennedy Institute for the United States Senate, the Massachusetts State Archives, and the Commonwealth Museum. As part of its overall mission, the UMass Boston History Department places great emphasis on bringing history to the broader public.

Most courses in the History MA program are taught by full-time UMass Boston History faculty. Course times for graduate classes are generally in the late afternoon and early evening to accommodate working students and those with other obligations. All face-to-face graduate classes are taught as small seminars with no more than 15 students per class. The course offerings cover a wide variety of U.S., European, and non-Western topics, allowing students to sample a range of historical approaches and subfields. The History MA program also offers a completely Online History MA program. Online courses are small, capped at twenty students. They are available to students enrolled in the traditional History MA program as well as to students in the Online Track.

GRADUATE PROGRAM ADMINISTRATION

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GRADUATE PROGRAM FACULTY

Jane Becker, Ph.D. Boston University (public history and museum studies, U.S. social and cultural history between the world wars, history of the Appalachian South, and American material culture studies)

Vincent Cannato, Ph.D. Columbia University (20th century political history, American urban history and urban politics, and immigration and ethnic history)

Kelly Ricciardi Colvin, Ph.D. Brown University (modern European history, French history, women/gender history, cultural history, history of empire)

Heidi Gengenbach, Ph.D. University of Minnesota (Social and environmental history of Africa, especially east and southern Africa, gender and food security, rural livelihoods, humanitarian intervention, oral history)

Carolyn Goldstein, Ph.D. University of Delaware (public history, Mass Memories Road Show, University Archives & Special Collections)

Timothy Hacsí, Ph.D. University of Pennsylvania (History of American public policy, the history of education, the history of poverty, charity, and welfare, social history, urban history)

Sana Haroon, Ph.D. School of Oriental and African Studies (Modern South Asian History, Islam in South Asia, Pakistan and Afghanistan)

Nicholas Juravich, Ph.D. Columbia University (US history, labor history, public history, urban history, the history of education, history of social movements, oral history, digital history)

Maria John, Ph.D. Columbia University (Native American history, Australian Aboriginal history; settler colonialism; Indigenous health; Indigenous politics and activism; urban Indigenous communities; comparative history; oral history; critical race and ethnic studies)

Ben Johnson, Ph.D. University of Chicago (social and political history of Latin America, particularly Mexico, Brazilian and Caribbean history, comparative global histories of trade, conquest, and colonialism)

Elizabeth McCahill, Ph.D. Princeton University (Renaissance cultural and intellectual history, classical reception, early modern Italy, early modern urban history, religious history)

Bonnie Miller, Ph.D. Johns Hopkins University (19th and 20th century US social and cultural history, food studies, world's fairs, visual and popular cultures)

Olivia Weisser, Ph.D. Johns Hopkins University (history of medicine and science, early modern Britain, women's and gender history, history of the body)

Roberta Wollons, Ph.D. University of Chicago (American Progressive Era history, women's history, and the history of education)

Emeriti faculty who may teach occasional online classes:

Spencer DiScala, Ph.D. Columbia University (modern Italian history, particularly Italian socialism, Italian and European history)

PART 2: COURSE OF STUDY

Students in the History MA program must choose from one of two tracks of study:

- History (hybrid or online)
- Public History

Choosing one of these tracks gives students the option to concentrate on specialized training for particular professional paths. However, all students, regardless of their track, will receive a firm foundation in the craft and methods of history. All students, regardless of their track, will receive a History MA degree.

Each track has specific requirements. Students should familiarize themselves with the requirements for the track in which they are registered. The two History tracks (hybrid and online) are identical in terms of requirements. In-person students are required to take the two required courses, HIST 600 and HIST 605 in person.

In addition to these tracks in the MA program, the History Department also offers a Certificate in Public History and a Certificate in History (geared towards high school teachers pursuing licensure.) The Certificates are not MA degrees, but they can be pursued while also earning a History MA.

DEGREE REQUIREMENTS

All History MA students must complete the following in order to graduate:

- 30 course credits (each course is worth 3 credits except HIST 699 Thesis, which is worth 6 credits)
- A final project in the form of a Master's Thesis or History Review Essay (History track only) or a Master's Thesis or Capstone Project (Public History only)
- HIST 600 Research and Methods (may be repeated once)
- HIST 605 Introduction to Historiography (may not be taken more than once)

In addition to the above requirements, each track has its own set of requirements.

HISTORY TRACK

The History Track is the traditional MA path for graduate students. It is well-suited to teachers and to those who are considering a Ph.D. It is also a great way for those interested in history to expand and develop their enthusiasm for and knowledge of the field. The History track emphasizes historical research methods as well as historical writing and analysis of primary and secondary sources. Students have the opportunity to take a substantial number of History elective courses to broaden their knowledge of history. Students in the History Track who are not enrolled in the Online MA must take HIST 600 and HIST 605 in person.

Students in the History Track are required to write a thesis or History Review Essay; both of these final project options entail independent research and writing in consultation with an advisor. The key difference between these projects is that theses

require original primary source research whereas History Review Essays are studies in historiography, in how other historians have discussed and analyzed a particular topic or field.

History Track Requirements:

FOR THOSE WISHING TO WRITE A THESIS

- HIST 600 Research and Methods
- HIST 605 Introduction to Historiography
- HIST 690 Final Project Prep
- HIST 699 Thesis
- Five additional elective courses

FOR THOSE CHOOSING TO WRITE A HISTORY REVIEW ESSAY

- HIST 600 Research and Methods
- HIST 605 Introduction to Historiography
- HIST 690 Final Project Prep
- HIST 693 History Review Essay
- six additional elective courses

History Track Sequence

- Students must take 600 (fall) and 605 (spring) in their first year.
- Final Project Prep (Students should have at least 18 credits before taking this.)
- Cannot register for HIST 699 or HIST 693 until have taken HIST 690 Final Project Prep

Thesis

The thesis stands as the traditional culmination of a student's graduate work, and students who wish to pursue a PhD should plan to write a thesis. The thesis should be approximately 50-70 pages long and based on original research. It should be the equivalent to an article in a scholarly journal. Theses are written under the guidance of an individual faculty advisor and defended before a committee of three faculty members, one of whom may be from outside the department. For more information on thesis requirements, see Part 2 of this booklet.

History Review Essays

The department has begun to offer the History Review Essay (HRE) as an alternative to the thesis. This option is only for students in the History Track. The HREs are 25-30 page reviews of existing literature demonstrate wide, deep reading in and extensive knowledge of the student's chosen field. They are equivalent to the "state of the field" essays that appear regularly in scholarly journals. Essays showcase the student's ability to synthesize, analyze, and evaluate secondary texts by asking critical questions about historiography, research methods, sources, and theory. History Review Essays are as challenging as theses, but they highlight different skills. They are especially appropriate for those who do not plan future academic publications, for teachers looking to synthesize a broad range of scholarship, and for those who do not have ready access to primary source repositories.

History Certificate

The Certificate in History provides hands-on, graduate-level training in the study of history. The Certificate is ideal for those with a passion for history who do not have the time or professional need to pursue a full MA. It provides teachers with the subject matter coursework to progress towards professional licensure and renewal of professional licensure. It also offers students an opportunity to determine whether they want to continue their historical study; at any point in the certificate, students may switch into the History MA program. The certificate balances courses on the professional study of history (Research and Methods and Historiography) with three content electives of the student's choice.

The certificate could be a fit if you are: 1) a UMass Boston M.Ed student looking to fulfill content area requirements or graduate content courses for professional licensure 2) a UMass Boston student already enrolled in a non-History MA program or 3) a teacher with an initial license who needs to complete coursework for professional licensure or for Professional Development points.

Prospective students can apply to the Certificate in History through the History Department. Candidates must meet standards similar to those of the MA program. Once students have completed all required and elective courses, they will be awarded the Certificate.

Given the limited number of electives in the certificate program students can only take **one** undergraduate 300- or 400-level class for graduate credit (with approval from the instructor to add work to make the class count as a graduate class).

Students earning a Certificate in History complete 15 credit hours: HIST 600, HIST 605, and then 3 electives.

PUBLIC HISTORY TRACK

Public historians study the way we remember and interpret the past. They use historical methodologies to preserve, collect, present, and interpret history with and for public audiences. Public historians work with historic landscapes, sites, parks and monuments; in museums and historic buildings; on film and the worldwide web; and with community groups and organizations, families, and institutions.

The Public History Track at UMass Boston seeks to:

- Prepare students to become professional historians with the knowledge and skills to analyze, preserve, and interpret the past with and for a broad range of audiences and communities;
- Provide students with practical experiences in historical and cultural institutions;
- Serve as a space for students, faculty, and practitioners to collaborate on civically engaged historical projects.

Training in historical methodology is a crucial foundation for practicing public historians. That is reflected in the structure of our program—public history students earn an MA in History rather than a specialized MA in Public History. Public History students need to gain strong subject-area knowledge and research skills as well as an introduction to the theory and methods of public history. This model provides a cross-disciplinary approach that benefits professional training for public history students. Students in the Public History Track must take HIST 600 and 605 in person.

Public History Track Requirements

- HIST 600 Research and Methods
- HIST 605 Introduction to Historiography
- HIST 620 Introduction to Public History and Popular Memory
- HIST 625 Interpreting History in Public: Approaches to Public History Practice
- HIST 698 Internship in Public History
- Professional Training and Development Requirement
- **EITHER**
HIST 690 Final Project Prep AND
HIST 699 Master of Arts Thesis
OR
HIST 689 Capstone

The number of electives students take depends on their choice of Capstone (which leaves 12 credits for electives) or Thesis (which leaves 6 credits for electives). Some students, in consultation with the Public History track director, take Hist 690 as preparation for their Capstones (which leaves 9 credits for electives.)

Public History Track Sequence

- Students must take HIST 600 (fall) and HIST 605 (spring) in their first year.

- Students must take HIST 620 (fall) and HIST 625 (spring) in their first year.
- Students must complete HIST 698 Public History Internship before registering for HIST 689 Capstone or HIST 699 Thesis
- Students have a choice between writing a Capstone or Thesis as a Final Project. Whichever final project is chosen, it should be completed toward the end of a student's program of study.

Public History Internship

All Public History students must complete an Internship (HIST 698) by participating in a supervised, substantive project at a cultural organization, museum, or historic site; a minimum of 120 internship hours are required.

HIST 698 Public History Internship is open to all Public History students who have completed HIST 600, 605, 620, and 625, *and have an overall GPA of 3.0 or higher.*

At least one semester prior to when the student plans to begin the internship, he/she must meet with the internship coordinator to investigate and plan potential internship placements, goals, and projects.

The Public History internship coordinator works with students, in consultation with potential partners, to create an internship that serves the needs of the institution, the professional goals and interests of the student, and History Department requirements. The public history internship commences with a signed proposal describing the internship project and expectations, and a signed agreement that outlines the requirements of all the internship partners.

The final grade for HIST 698 will be determined by the successful completion of all requirements of the course, including the internship coordinator's assessment of all materials completed over the course of the internship. These materials include, but are not limited to: completed internship deliverables; a blog posting; the intern's final essay; and assessments of the student's performance and accomplishments by the internship site supervisor. Expectations for the final internship essay are described in a separate document. The [Public History Internship](#) documents may be found on the department website.

Professional Training and Development

To ensure that students build networks within, and outside, of UMass Boston, the Public History Track requires students to participate in **four skills-based programs** during the course of their graduate career. Even students attending UMass Boston part-time should be able to meet the requirements before graduation if they do one professional development activity per semester.

Students are encouraged to actively participate in workshops, seminars, conferences, webinars, or institutes related to public history, digital humanities, or community engagement, or participate in a public history service opportunity. Students should consult with the Public History faculty/staff before selecting a specific program to determine that it meets the requirements. Only one of four programs can be virtual.

These opportunities will offer Public History students familiarity and training in a variety of professional skill areas important in the work of public historians, and provide crucial practice in networking.

Students who write a Thesis must complete the Professional Training and Development requirement before they schedule a thesis defense. Students who write a Capstone will not receive their final Capstone grade until they have completed the Professional Training and Development requirement.

See the [Public History Professional Development Activities Guidelines](#) on the department website for more information.

Final Project

The final project is a culmination of a student's graduate and professional experience at UMass Boston. Through the final project, students demonstrate the ability to analyze and synthesize secondary and primary sources. Public History track students may choose between two final project options: Thesis or Capstone.

Thesis

The final project may take the form of a traditional thesis. The thesis should be 50 to 70 pages (not including footnotes and bibliography), Part 2, Masters Thesis for more complete description. The thesis option should be considered by students who wish to 1) continue their graduate work in a PhD program; 2) publish an article in a peer-reviewed platform; or 3) research a specific topic through the traditional thesis format. For more information on thesis requirements, see Part 2 of this handbook.

Capstone

Public History students may also opt for the Capstone option. This pathway is for students who know that the History MA is their terminal degree. Choosing the Capstone option instead of the Thesis also allows students to take two more elective courses. HIST 689 earns 3 credits and must be undertaken after completion of the Public History Internship (HIST 698).

Public History Capstone

Capstone projects offer public history students another opportunity to gain hands-on experience in their career field and build their professional portfolio. We expect the capstone to make a contribution to the field of public history, through a project created for an historical organization or community history endeavor, and an essay that places the work in the contexts of professional practice and public history scholarship. All projects must communicate to broad, non-academic audiences.

We encourage students to build their capstones on work begun in their public history internship, or on a foundation of research already initiated in other courses.

Applied projects should be sponsored by a cultural or community organization that has declared an interest in hosting the project for their audiences. Potential applied projects may include, *but are not limited to*:

- Museum exhibition
- Digital exhibit
- Walking (or other thematic, place-based) tour
- Interpretive plans (for historic structures, sites, landscapes, house museums)
- Oral history project
- Archival project (full finding aid for processed archival collection)
- Museum curriculum plan
- Historic preservation proposal/nomination
- Podcast
- Documentary film
- Visitor surveys/audience evaluation
- Grant application
- Public program series

Enrolling in HIST 689

Public History students who choose the Capstone option should consult with the Public History staff about their topic and the timing of the Capstone's completion. We advise students to plan projects that are built on work initiated during the internship, or research begun in other graduate history classes. *The Capstone is to be completed at the end of the student's graduate program.*

Students who are ready to begin their Capstone project must register for HIST 689 Capstone in the semester in which they would like to begin their project. HIST 689 Capstone is offered in the Fall and Spring semesters.

Capstone students are encouraged to take HIST 690 Final Project Prep in the semester preceding HIST 689. This preparatory course gives students the opportunity to begin foundational research in primary and secondary sources, and write the capstone proposal. Students should talk with the program track director about whether 690 will be useful given their specific project.

In order to register for HIST 689, Public History students must have 1) completed and received a final grade for their Internship HIST 698; 2) already completed at least 24 course credits; and 3) written a capstone proposal that has been tentatively approved by the capstone advisor.

HIST 689 Capstone will not regularly meet in person, as with a traditional class. Instead, students enrolled in HIST 689 will work independently on their project, in consultation with their capstone advisor and public history staff. The staff may require a mandatory meeting of all Capstone students at least once during the semester to discuss student projects and overall requirements.

Once the student's proposal has been approved, the student must request a Permission Number from the GPD in order to register for HIST 689 on WISER.

Process and registration

Students should begin the capstone planning process before the semester of registration.

1. Identify a potential project and a sponsoring organization
2. Identify a faculty advisor.
3. Write and submit a project proposal to your faculty advisor, with cc to director of public history track. This includes work plan.
4. Obtain project approval from faculty advisor, director of public history track, and collaborating institutional partner.
5. Preliminary capstone project proposals, with signed capstone proposal forms, are due on **April 30** (for Fall semester projects) or **November 30** (for Spring semester projects).
6. Register for HIST 689. Once the student's proposal has been approved, the student must request a Permission Number from the GPD in order to register for HIST 689 on WISER.

See the [Public History Capstone Guidelines](#) on the department website for more information.

Public History Certificate

Students who already hold an MA or who are working towards an MA in History or a related field may choose to pursue a public history certificate. The certificate fills a need identified by the National Council on Public History for trained public history professionals. It increases the marketable skills for students pursuing an MA in any Humanities field, and it also allows seasoned professionals to gain an important credential. In order to graduate with a certificate, students will be required to take: an introductory course in the field's historiography and theories; a course on interpretive methods and practice in public history; an internship consisting of 120 hours of supervised work under the direction a professional public historian; and three skills-based elective courses in oral history, genealogy, archives, and material culture (which is offered in the Anthropology department). These electives will provide students with the opportunity to gain skills that will prepare them for gainful employment in a multitude of public history settings. In total, the certificate consists of 18 credit hours, which is in pace with the national standards of 15-24 hours of coursework suggested by the NCPH.

To be admitted to the certificate program, prospective students with no current Umass Boston affiliation must apply through Graduate Studies (see Part V). Candidates must meet standards similar to those of the MA program. Once the student has completed all required and elective courses, he or she will be awarded the Certificate. Students who wish to continue their education beyond the certificate may apply for the Public History Track in the History MA program and transfer their credits and coursework.

Graduate students enrolled in the Umass Boston History MA or in a related Umass Boston MA (American Studies, Political Science, English, etc.) may add the Public History Certificate program to their course of study. They do not need to go through the regular admissions process. To add the Certificate, students must fill out the [Graduate Student Additional Program Form](#) and submit it to the Graduate Program Director for approval. This option is available to graduate students in the History track, as well as to students in other related departments.

History MA students who are also seeking a Public History Certificate may use up to **one** course to satisfy both the MA and Certificate requirements. That means that such students must complete a total of 42 credits to receive both the History MA and the Public History Certificate. Students enrolled in the Public History MA should NOT add the Public History Certificate.

Certificate Requirements

- HIST 620: Introduction to Public History and Popular Memory
- HIST 625: Interpreting History in Public: Approaches to Public History Practice
- HIST 698: Internship in Public History
- Three of the following classes:
 - HIST 626: Introduction to Archives
 - HIST 627: Archival Methods and Practices
 - HIST 664: Boston History
 - HIST 682: Digital Public History
 - HIST 682: Native American History in the Public Sphere
 - HIST 688: Oral History
 - ANTH 635: Material Life in New England
 - ENG 673: Digital Writing

MASTERS THESIS

To earn an MA degree, students must complete a final exercise that demonstrates their ability to integrate and synthesize knowledge in their field. History Track students must write a Masters Thesis or a History Review Essay. Students in the Public History track have a choice of writing a Masters Thesis or completing a Capstone Project. Students who are considering entering a PhD program or who would like to research a specific topic or publish an article in a peer-reviewed platform should seriously consider writing a traditional Masters Thesis.

The thesis is an original and self-defined work of research that should be between 50 and 70 pages in length (not including footnotes and bibliography). Students writing a thesis work closely with an advisor, providing drafts and integrating feedback into revisions. The process of writing a thesis typically takes at least a full academic year. All thesis papers must be defended before a committee of at least three faculty members.

Students who want to complete a thesis should begin thinking about their topic and a possible advisor as early as possible. They should plan their course schedule with an eye

to their thesis topic, having taken courses that will help them build up to their thesis. Prior to registering for Final Project Preparation (HIST 690), students should contact and receive a commitment from a thesis advisor. That advisor is generally a faculty member with whom the student has already had a class, served as a TA, or otherwise discussed the area of research he or she intends to pursue.

Successful theses require students to identify a project that is manageable in size and scope. They must find accessible and appropriate primary sources. In some cases these sources may have received little or no prior attention. In other cases, the sources themselves may be well studied; this requires the thesis writer to identify a new or distinctive approach to the materials. No matter how much or how little has been written on the primary sources, all theses require deep engagement with the relevant secondary materials. The vast majority of topics will require familiarity with and discussion of multiple historiographies. For example, a student writing on a particular orphanage for girls would want to read secondary sources about the place and era in which the orphanage was founded, about attitudes to childhood and poverty, about different ways of studying charitable foundations, and about the religious or social motivations of the founders.

Final Project Prep (Hist 690)

The next step for students choosing the thesis option is to take Final Project Prep (HIST 690), which is normally taken after completing 15-18 credits. In the class, students will choose a thesis topic and write a thesis proposal. By the end of the semester each student will have a completed thesis proposal that is ready to be submitted to the History Department Graduate Committee for approval. The final grade for Final Project Prep is given by the instructor of the class. Final Project Prep HIST 690 is only offered once a year in the Fall. Students in the face-to-face program may not take Hist 690 online.

Thesis

After completing Final Project Prep, students will register for Masters Thesis (HIST 699), during which time they will complete their thesis. HIST 699 is a 6-credit independent study that involves working closely with an advisor. Students take HIST 699 when writing their theses. If students do not complete and defend their thesis in the semester in which they are registered for HIST 699 (which is commonly the case), then they receive a “Y” grade for the course. This grade remains on their transcript until they have successfully defended their thesis. At that time, the Graduate Program Director will submit a change of grade form. There is no time limit for completing a “Y” grade, however students should pay close attention to the five-year statute of limitations on program enrollment. For more information, see Part 6 of this booklet.

If students are writing their thesis, have fulfilled their other course requirements, and are no longer registered for any classes, they must register for and pay a Program Fee for every semester thereafter until the thesis is completed and the student has graduated. For more information on the Program Fee, see Part 6 of this booklet.

Students who are writing a thesis should pay close attention to proper formatting. All theses must contain either footnotes or endnotes, as well as a bibliography. The History Department requires that students follow [*The Chicago Manual of Style*](#) or Kate Turabian's *A Manual for Writers of Research Papers, Theses, and Dissertations* for the proper formatting of footnotes/endnotes and bibliography. For information on how to submit a thesis to OGS: <https://www.umb.edu/admissions/graduate-students/graduate-students-assistantships/> (scroll down to "theses and dissertations" and open the accordion. There are two links - one on how to format the thesis and one on how to submit via Scholar Works). All theses are bound and deposited in Healey Library. Because they will be available to researchers and searchable on academic databases, it is imperative that the final copy is correctly formatted and free of spelling and grammatical errors.

Thesis Defense

All students must defend their thesis. The defense committee is made up of a minimum of three people, two of whom must be History department faculty. It is the student's responsibility, in consultation with his or her advisor, to select committee members. The defense generally lasts one hour. It begins with the student's brief introduction of the project, followed by questions from the committee members about the thesis. The student then leaves the room and the committee decides on a grade. If the committee members decide that the thesis meets the requirements, they then offer suggestions for revisions. Thesis defenses are normally held only during the academic school year between Labor Day and Memorial Day.

Thesis Schedule

There are many steps involved in the process of writing and defending a thesis and it is important that students plan ahead.

- First, students who are planning to defend a thesis should apply for graduation. For more information on applying for graduation, see Part 6 of the Handbook.
- All theses need to be defended, revised, and submitted to Graduate Studies by December 1 for a December graduation; April 20 for a May/June graduation; and August 1 for an August graduation. Thesis defenses should take place one month before these dates, to give students time to revise their defended theses before submission.
- Three weeks before the defense date, students must provide a hard copy of the thesis to all committee members.
- Upon the successful defense of the thesis, the student's advisor will submit the student's grade to the Graduate Program Director.
- After final revisions are made, students work with the [Office of Graduate Studies](#) on formatting the final thesis for submission.
- The final submission includes a signature page. Students must format the signature page according to the specifications of the [Office of Graduate Studies](#). Send it to the Graduate Program Director to gather signatures, who then sends it back to the student to include in the final thesis.

HISTORY REVIEW ESSAY

In 2020, the History department decided to offer History track students the option of writing a History Review Essay instead a thesis as a final project. The History Review Essay project represents a shift away from a reliance on a large array of primary sources (which can be particularly difficult to access now, with COVID related archive closures.) Instead, it demands a deeper, more extensive reading of the historical literature on a particular topic, a development of the sort of work you did in your historiography course (HIST 605). As with a thesis, it is important to find an advisor early in the planning stages of your History Review Essay. Your advisor should have expertise in or closely related to your topic. In consultation with your advisor, you should make the decision on which path you wish to pursue BEFORE you register for 690, Final Project Prep.

Students who elect to write a History Review Essay will work with their History 690 professor and their advisor to develop a cogent proposal. After finishing 690, they will enroll in Hist 693: History Review Essay and develop their proposal into a polished essay with their advisor's assistance. The final product will be a 25-30 page historiographic review. Successful essays will demonstrate wide, deep reading in, and extensive knowledge of, the student's chosen field. Essays will showcase the student's ability to synthesize, analyze, and evaluate secondary texts by asking critical questions about historiography, research methods, sources, and theory. Overall, completed essays will provide a record of mastery in historical thinking and practice befitting the holder of a graduate degree in history.

Students who decide to write a History Review Essay will need to take an additional elective. (See Part 2, Track Requirements)

LIST OF COURSES IN THE HISTORY MA PROGRAM

HIST 600: Research and Methods

This introductory course in historical research methods is required for all tracks in the History MA program. The course will focus on archival research skills, analysis of primary sources, and the development of critical writing skills. Among the assignments, all students will complete a 20-25-page research paper in which students will utilize primary sources in order to develop an historical argument. Specific topics will vary from semester to semester based on the expertise and interests of the instructor.

HIST 602L: American Society and Political Culture: 1600-1865

The course follows the evolution of American society and political culture from the colonial period to the Civil War. The concept "political culture," as used here, embraces institutions, public behavior, and above all, attitudes-beliefs, values, expectations, fears-regarding the distribution and exercise of political power. Two momentous events, the wars for independence and union, are major course milestones at which the development of political culture is assessed from the perspective of different social groups, including leaders, artists, writers, women, workers, and slaves. A central theme is the interplay between regional divergences and national convergences. Thematic questions running through the course are: Did a common political culture emerge? Who was included, who excluded? Was American political culture distinctive? AMST 602L and HIST 602L are the same course.

HIST 605: Introduction to Historiography

This introductory course in historiography is required for all tracks in the History MA program. Public History and History Track students who are not in the Online MA must take this class in person. It is designated as a reading course in which students will explore critical theoretical approaches in history. The study of historiography involves both the study of the methodologies used by historians, as well as the study of the development of the discipline of history over time. Students will learn how a field of historical study is defined, study dominant historical approaches and themes over time, and understand how to position research within a larger historiographical debate. Specific topics will vary from semester to semester based on the expertise and interests of the instructor.

HIST 620: Introduction to Public History and Popular Memory

This course will introduce students to the historical origins of the public history field, the historiography and major paradigms in the field, and the debates that have emerged surrounding the public role of historians. Students will be required to engage in seminar discussions, evaluate two current public history artifacts (i.e. exhibitions, walking tours, oral history program, digital project, etc.), and complete a project proposal where students discuss the theoretical and practical aspects of public history work and locate themselves in the larger paradigms of the field. By the end of the course, students are expected to understand the following: the evolution of the public history field; historians' engagement with various publics, and more specifically historians' involvement in the public constructions of history; major theoretical constructs such as memory, heritage, community, commemoration; and, current issues, trends, and

theories that continue to change within the public history field. Public History and History Track students who are not in the Online MA must take this class in person.

HIST 625: Interpreting History in Public: Approaches to Public History Practice

This course gives students an overview of the history, best practices, and cultural debates that provide the context for museum and historic site interpretation in the United States. Students will learn how versions of the past are created, communicated and institutionalized as history at historic sites, museums, historic houses, landscapes, and the web. They will explore successful models of interpretation in public venues and examine dilemmas in community collaboration and interpretation for and with the public. Students examine the roles of evidence, history and politics in interpretation; venues, cultures and histories that shape interpretation; interpretive methods and practices in using historical evidence in public history venues; and issues and practices that challenge the practice of public history now and into the future. The course offers students several opportunities to engage in this exploration through readings, assignments, class discussion, guest speakers, case studies, visits to actual and virtual sites, written and oral assignments, and practicum experiences with a community partner.

HIST 626: Introduction to Archives and Information Management

This seminar provides an introductory overview to managing archival resources, the essential principles of the profession, and the core work archivists do, including appraisal, acquisitions, preservation, arrangement, description, providing access, research services, and outreach. The course explores the history of manuscript collecting in the United States; discusses current issues and new technologies in the field; explores trends in archival processing and access; and discusses theories that shape the nature of archival management. Students may gain some hands-on experience with manuscript processing, open source collection management software, and digital methodologies.

HIST 627: Archival Methods and Practices

This course explores the fundamental principles of archival practice and methodology, focusing largely on basic preservation, arrangement, description, and access standards. Issues, topics, and technologies explored include the development of descriptive standards for traditional materials and for special formats. The course may include some hands-on work: curating manuscripts, audiovisual materials, and/or digital collections; learning and applying preservation techniques; and creating a finding aid. Prerequisite: History 626.

HIST 630: Transforming Archives and History in the Digital Era

In a rapidly changing electronic age, archivists must learn to preserve and provide long-term access to materials and also learn to create, present, and archive history online. This seminar explores digitization as a means of preserving traditional archival materials; students may also create a digital archive and learn preservation techniques for various types of digital media (textual, image, sound, moving images, and web sites); and examine the unique challenges posed by electronic records, including copyright issues, and digital asset management.

HIST 632: Women's Health and Healing

This graduate seminar investigates the history of medicine for and by women spanning the 1600s-1900s in Europe and America. Course readings include primary and secondary sources that trace changing ideas about women's health and bodies, as well as women's roles as healers and patients. More specific topics include childbirth and motherhood, experiences of breast cancer, ideas about race, slavery, and women's bodies, the history of birth control, and women's roles in the reform of public health.

HIST 635: Internship in Archives and Information Management

The internship provides students with an opportunity to acquire direct practical experience. Students enrolled in this course will complete 120 hours of work at an approved institution (either a traditional archive, special collections library, or museum, or a repository specializing in electronic records), under the supervision of a professional archivist or information manager. Enrolled students will complete an approved project and meet regularly with the Program Director, periodically submit written reports, and, at the end of the semester, submit a final project report and assessment. Prerequisites: History 626, History 627, History 630. By permission of instructor.

HIST 636: Weimar Germany

An examination of German life and culture under the Weimar Republic, chiefly through studies of diverse primary sources ranging from memoirs and public addresses to literature, the arts, and architecture. Each student investigates one aspect of Weimar history using the available primary source material (in translation) and delivers an oral presentation and a final major paper.

HIST 638: World War One

This course analyzes the causes and development of World War I and its aftermath. The discussions will include the diplomatic origins of the conflict, the power relationships among the different powers, expansion of the Great War, the most important military operations, and the historiographical debate regarding the conflict. The aftermath of the war will also be examined, including the Paris Peace Conference, the complex developments that produced the postwar world, and the debate over their relationship to the outbreak of the next World War.

HIST 639: World War Two

This course examines the European origins and course of World War II, the most destructive conflict in history. Readings and discussions will emphasize the origins of that war, military developments, its impact on civilians, and the aftermath.

HIST 640: The Science, Diplomacy, and Politics of the Atomic Bomb

The atomic bomb changed the history of the world, but had its beginnings in the laboratories of scientists who were trying to understand how the world works. In the process, they built a new weapon that revolutionized warfare and unlocked what promised to be a limitless form of energy. The class will examine how these events unfolded by doing readings on important themes and discussing the evolution and

politics of the bomb. Four short papers on the major ideas emerging from the readings will be required.

HIST 641: Socialism: The International History of a Revolutionary Idea

This course will discuss one of the most important movements in modern history. Readings and discussions will give students an idea of Socialist ideology and the different strains that emerged from it, including anarchism, revolutionary socialism, social democracy, and communism. They will consider the different interpretations that have produced conflict among adherents of different varieties of socialism and how they have affected the world.

HIST 642: Fascism

This course examines the origins and development of Fascist ideology and practice, from rise from a local to a major international force, and its fall, in the twentieth century. Readings and discussions will present different interpretations of the Fascist phenomenon and whether its core style is being revived in the twenty-first.

HIST 644: Topics on the History of the American Revolution

This seminar will focus upon a specific question, theme, or emphasis on the history of the American Revolution. It may engage a historiographical problem, such as Beard's economic interpretation of the Constitution; a thematic question, such as the economic or social consequences of the Revolution; or a single event, such as The Stamp Act Riots or the Boston Tea Party as vehicles for a deeper understanding of the causes and consequences of American independence.

HIST 655: Themes in American Indian History

Scholars have recently reframed American Indian History. The last two decades of publication have expanded from basic Native agency to exploring American Indians on their own terms and within their own historiographical framework. This graduate seminar examines the themes and literature emerging from the newest transformation of the field. Each week, we will read and discuss books and articles illustrating major themes and historical debates in this field. For your final project, you will craft a polished historiographical piece analyzing the important works on a topic of your choice within American Indian History.

HIST 662: Immigration and Ethnicity

This graduate-level seminar will provide students with an in-depth look at the history of American immigration and ethnicity. The course will look at four basic themes: the diverse experiences of immigrants; the reaction to immigrants from native-born Americans; the policies and laws directed towards immigrants; and the creation of ethnic and national identities. The readings will present students with a broad overview of American immigration history, as well as some pertinent topics in recent historiography. We will read the works of historians, sociologists and political scientists.

HIST 663: History of New York City

"The Big Apple." "Gotham". Whatever you choose to call it, New York City has played an outsized role in American history. This reading-intensive, discussion-based seminar will

explore the history, from the time of the Dutch colonists to the politics of urban renewal in the post-World-War-Two years. Through a variety of readings by historians and journalists, we will examine issues of race and ethnicity, capital and labor, culture, politics, and religion.

HIST 664: Boston History

This reading-intensive seminar will provide a broad overview of Boston history. We will pay close attention to the issues of race, ethnicity, religion, and class in understanding the larger issues that have shaped modern-day Boston. We will also examine the physical development of the city over that time and the major political issues that have defined Boston

HIST 667: The Progressive Era

This course covers a volatile period in which Americans came to grips with the social and political consequences of industrial and urban transformation. A generation of reformers and political activists reorganized cities, confronting issues of poverty and dangerous working conditions, and looking to government to regulate the unbridled power of large corporations. Artists challenged European traditions in art, music and literature. The period also saw racial polarization and a new, rights-oriented African American movement. Unprecedented immigration and the massive influx of so-called "new immigrants" from southern and eastern Europe stirred nativist and racial exclusionist sentiment.

HIST 670 Cold War America, 1945-1989

This graduate-level seminar will provide students with an in-depth look at American history during the period of the Cold War, roughly between 1945 and 1991. The United States found itself on the side of the victorious Allies in World War Two, but in the war's aftermath a new and different war against the Soviet Union began to take shape. This course will look at American politics and society during the Cold War. We will cast a wide net thematically, but will focus mainly on three areas: 1) how anti-Communism affected America both in terms of foreign affairs as well as domestic politics; 2) the trajectory of post-war economic growth and the increasingly globalized nature of the economy; and 3) the expansion of individual freedoms and civil rights during this time.

HIST 681: Topics in European History

Examinations of important themes in European political, social, cultural, and intellectual history. Topics vary.

HIST 682: Topics in American History

Examinations of important themes in American political, social, cultural, and intellectual history. Topics vary.

HIST 684: Topics in Food History

This course examines different topics related to the history of food. The place and time period covered in the course may vary according to the instructor. Students will examine themes related to the production, distribution, and consumption of food and explore

how these practices have shaped local, regional, and global cultures, economies, and politics. Students will gain better understanding of why the study of food matters to historians, providing insight into the global impacts of migration, cultural exchange, industrialization, trade, and empire as well as more interpersonal dynamics of family; community; and the production or deconstruction of racial, class, gender, ethnic, national, and sexual identities.

HIST 685: Topics in Atlantic History

This course is an examination of important themes in the history of the Atlantic world between the sixteenth and nineteenth centuries. Such themes will involve economic, cultural, social, and/or political interactions between peoples and countries on both sides of the Atlantic.

HIST 688: Oral History

The practice of oral history is an important counterpart to traditional archival research methods. This course examines what it means to be a practitioner of oral history. The course will explore in depth the contributions that oral history can make to the understanding of the past. Throughout the course we will think critically about the nature of narrative and memory and work extensively to develop interview skills. The course will also explore the design of an oral history archive.

HIST 689: Capstone Project

An independent study, which students take when writing their Capstone Projects. Students may not register for this course until their internship is complete.

HIST 690: Final Project Preparation

This is a required course for advanced graduate students who have completed or nearly completed their other course work and are preparing to write a history review essay (History track only) or a thesis (all tracks). Public History track students planning to write a capstone may elect to take this course after consultation with their track director. For all students, History 690 offers an opportunity to immerse themselves in the historiography for their final project. In this class, students locate and read relevant sources, identify the questions they intend to pursue, and write a proposal. Students should have a final project topic and advisor identified before enrolling in History 690.

HIST 693: History Review Essay

History 693 provides students with an opportunity to develop and complete the historiographical essays they propose and plan in History 690. Successful essays demonstrate deep reading in and extensive knowledge of a chosen field of historical scholarship. Essays showcase the ability to synthesize, analyze, and evaluate secondary texts by asking critical questions about historiography, research methods, sources, and theory. Overall, completed essays provide a record of mastery in historical thinking and practice befitting the holder of a graduate degree in history.

HIST 696: Independent Study

Advanced course of independent readings under the guidance and subject to the examination of the instructor. Areas and topics according to student need. May be taken only once.

HIST 697: Special Topics

This course offers study of selected topics within this subject. Course content and credits vary according to topic and are announced prior to the registration period.

HIST 698: Internship in Public History

In order to gain direct experience with the problems and applied solutions in the field, students in the Public History Track will undertake an Internship of at least 120 hours in which they will be asked to participate in a project or activity with cultural organization, historic site, or community group. The student will have close supervision by a site supervisor, and a UMB History Department faculty member. During the internship, students will learn from public history practitioners such as museum professionals, tour guides, re-enactors, and documentary filmmakers, as well as from scholars of history. These practitioners will guide students through the problems and solutions involved in planning and funding public history projects as well as the problems in selecting, conducting and oral and community history projects and interpreting and presenting historical information in various venues in order to engage and educate public audiences. By permission of the instructor.

HIST 699: Master of Arts Thesis

An independent study that students take when writing their theses while working closely with an advisor.

PART 3: ONLINE MA

As part of its MA program, the History Department also offers an exclusively Online MA degree. One of the few online History MA programs in the country, this program is both academically rigorous, and flexible enough for students who are not able to enroll in a traditional face-to-face MA program because of work or personal obligations. All online courses are taught by full-time UMass Boston History faculty. The program includes a wide array of required and elective courses, along with a supervised final writing project. The requirements and expectations for the Online MA program are identical to those of the regular MA program. **Only the History Track is available for Online MA students.**

REQUIREMENTS

The requirements of the Online History MA are the same as the regular History MA track. All students must complete 30 course credits (each course is worth 3 credits except for HIST 699 Thesis). Students are also required to complete a Masters Thesis or a History Review Essay.

Course of Study with Masters Thesis

- HIST 600 Research and Methods
- HIST 605 Introduction to Historiography
- HIST 690 Final Project Prep
- HIST 699 Master of Arts Thesis (6 credits)
- Five additional elective courses

Course of Study with History Review Essay

- HIST 600 Research and Methods
- HIST 605 Introduction to Historiography
- HIST 690 Final Project Prep
- HIST 693 History Review Essay (3 credits)
- Six additional elective courses

For more information on the thesis and History Review Essay, see Part 2 of this booklet.

ADMISSIONS

The Admissions requirements and deadlines for the Online History MA are identical to those of the regular History MA program. For more information on admissions, see Part 5 of this Handbook. The History Department only accepts students for the Fall semester. The deadline for applications is March 15. Students who wish to apply to the Online History MA must clearly mark their intention on their application.

ADVISING

All Online History MA students will be assigned an academic advisor upon entering the program. Students should consult their advisors on a regular basis. Students are also encouraged to contact the History Graduate Program Director if they have any questions

or concerns about the program. If students are experiencing difficulty in the program, they are particularly encouraged to contact the GPD. By the time students enroll in Final Project Prep, they must find their own thesis or history review advisor who will then assist with the completion of the thesis or essay. This final project advisor will take the place of the original academic advisor in providing general guidance about the program.

BLACKBOARD

All online classes at UMass Boston are offered via Blackboard.

TUITION AND FEES

As of the Spring 2023 semester, the cost for the Online History MA program is \$575 per credit. This cost is the same for both Massachusetts residents and non-residents. There are also some additional fees required of online students. More information on tuition and fees can be found [here](#).

GRADUATE ASSISTANTSHIPS AND FINANCIAL AID

Students in the Online History MA program are not eligible for Graduate Assistantships. However, some financial aid and loans may be available. Please see Part 7 of this Handbook for more information on financial aid, as well as [this website](#).

TRANSFER COURSES

Students may transfer a maximum of **six credits** into their Online History MA degree from another institution, **contingent upon the approval of the Graduate Program Director**. Once students have matriculated into the Online MA program, they must submit copies of relevant course syllabi, a copy of the transcript with the course grade to the Graduate Program Director.

For more information on transfer courses, see Part 6 of this booklet.

NON-DEGREE COURSES

The Department will admit a small number of well-qualified non-degree students into our classes each semester where space is available. (A non-degree student is one who has not matriculated into a degree-granting graduate program at UMass Boston.) The History Graduate Program Director must approve all non-degree student enrollments. If you are interested in taking an online graduate History course as a non-degree student, you must fill out a [Non-Degree Application form](#). Taking a course as a non-degree student can be a great way of determining if our program is a good fit for you. Up to two non-degree courses will count towards your degree if you apply and are accepted into one of our MA or certificate programs.

For more information on non-degree courses, see Part 6 of this booklet.

UNDERGRADUATE COURSES

Online History MA students may take a maximum of **two** 300- or 400-level **online** History undergraduate classes (6 credits) toward their MA degree. However, graduate students who take undergraduate classes must complete additional assignments in those classes in addition to those assigned to undergraduate students. Graduate students should contact their instructor at the start of the semester to discuss the nature of those extra assignments.

REGISTRATION

Student registration is handled through the [WISER](#) online self-service registration system.

ACADEMIC CALENDAR AND ADD/DROP

Students should consult the [academic calendar](#) for the appropriate semester.

Students should pay close attention to when classes begin and end, as well as various deadlines for refunds for dropped courses. Students who wish to add, drop or change a course may do so on WISER. However, they should pay close attention to the various semester deadlines for adding, dropping, or changing a course. [This website](#) offers additional information on adding and dropping courses.

HEALEY LIBRARY

The [Healey Library](#) contains a large number of online resources that are useful to a History graduate student. These include JSTOR, Academic Search Complete, Project MUSE, and ProQuest Central. In addition, many library books are available online via E-brary and can be accessed using your barcode.

In order to access the UMass Boston electronic library, Online History MA students must obtain a barcode. To obtain a barcode, students should email library.circulation@umb.edu and provide:

- name as appears at registration
- name of program
- student ID #

- email address

Once the library has received the information, the student will be sent an email with barcode information.

PART 4: THE 5-YEAR BA/MA (AMP)

An accelerated master degree in History allows students to complete the BA and MA together in as little as 5 years. History students can take up to 18 credits of graduate classes while completing the BA. Those classes would then count toward the BA as electives and ALSO count toward the eventual MA. Only after completing all BA requirements and accruing 120 credits (which can be a mix of completed BA requirements + up to 18 credits of MA classes) can AMP students graduate with the BA and fully matriculate in the History MA.

Sample course schedule for AMP

AMP Year 1 Fall / Final Year of BA

- HIST 600: Research Methods
- 1 grad elective
- completion of BA requirements

AMP Year 1 Spring / Final Year of BA

- HIST 605: Historiography
- 1 grad elective
- completion of BA requirements

AMP Year 2 Fall

- HIST 690: Final Project Prep
- 2 grad electives

AMP Year 2 Spring

- HIST 699: Thesis
- 1 grad elective

Students may opt to take fewer graduate classes as they complete the BA. Everyone is different and there is no set rule or path to completing the BA, so long as students fulfill all BA requirements and accrue 120 credits. Any graduate classes an AMP student takes while completing those 120 credits will count for both degrees. The department strongly discourages students from taking the maximum graduate credits allowed (18 credits) while completing the BA. Students should consult both the GPD and Chair of the History Dept. when deciding which classes to take as an AMP student.

How to apply for AMP

The university offers information about the program [here](#). In History, AMP students must sit in on a graduate History course before their application is considered complete. Please reach out to the Graduate Program Director to arrange a class visit. All AMP students must apply to the MA program through the [same application system](#) that all graduate applicants use.

****Note this is different from the "interest form."** Applications are due **May 1**.**

Interested AMP History students must:

- Be a History major
- Have accrued at least 80 credits (but not more than 90 credits)
- Have taken at least 30 credits in residence at UMB and at least 3 History courses in residence at UMB
- Have completed HIST 101 at UMB
- Have a cumulative 3.3 GPA or higher
- Have passed the WPE

Once enrolled in AMP

AMP students can begin taking graduate classes after completing 10 undergraduate history courses, including HIST 481: Research and Methods. Currently enrolled AMP students still completing the BA should make all advising decisions in conversation with the History Dept Chair and the History Graduate Program Director.

All AMP students are automatically considered in-person students and should register for the in-person sections of HIST 600 and HIST 605. They can register for online seminars if those are being offered.

AMP students are not eligible for graduate assistantships until they have completed the BA and are fully matriculated as MA students. For questions about tuition, contact that UMB [bursar's office](#). For questions about financial aid and how AMP affects it, contact the [Student Aid office](#).

History Honors and AMP

History Honors: Students seeking History Honors while participating in AMP must have the eligible GPA requirements, apply and be accepted into the AMP program, and complete a paper of at least 35 pages, using a minimum of 15 primary and secondary sources. Students must seek out a faculty advisor for the project, who will grade the project as the completed work for HIST 490: Honors Thesis. The paper must build upon a preexisting research paper from a 300- or 400-level undergraduate course or a graduate-level History course, and students should contact the course instructor for help identifying an appropriate advisor. AMP students are waived from the requirement of taking HIST 489: Independent Reading.

Honors College: AMP Students seeking to complete History Honors and an Honors College degree must complete a paper of at least 35 pages, using a minimum of 15 primary and secondary sources. Students must seek out a faculty advisor for the project, who will grade the project as the completed work for HIST 490: Honors Thesis. The paper must build upon a preexisting research paper from a 300- or 400-level undergraduate course or a graduate-level History course, and students should contact the course instructor for help identifying an appropriate advisor. AMP students are waived from the requirement of taking HIST 489: Independent Reading. Students may submit this paper to the Honors College to satisfy their senior thesis requirement and

may have to complete additional requirements required specifically by the Honors College to graduate.

Honors College *without* History Honors: see the Honors College for their requirements.

Those undergraduates interested in the Accelerated BA/MA program should contact the Graduate Program Director before applying to make sure that they meet the criteria for the program.

PART 5: ADMISSIONS

GRADUATE ADMISSIONS PROCEDURES

We strongly encourage all students interested in applying to the History MA program to contact the Graduate Program Director. Those interested in Public History should contact the director of that track. We are happy to discuss our program with prospective students and help guide you through the application process.

As part of the application process, we also encourage applicants to contact members of our faculty whose research and teaching interests align with those of the applicant. Applicants may schedule a visit to campus with the Graduate Program Director. Visits to individual classes are also encouraged and should be coordinated with the course instructor.

The Graduate Admissions Office handles all applications to the graduate program. All application materials should be submitted to Graduate Admissions, not to the History Department. For more information, you should contact Graduate Admissions at 617-287-6400. You can find more information about the graduate admissions process at [this](#) website.

Students are encouraged to apply online. They are then able to track their applications electronically in order to make sure that all materials have been received on time. An application is only considered complete after all application materials have been received. Once an application is considered complete, the History Department will begin its review of the file.

APPLICATION DEADLINES

The History Department only admits MA students for the Fall semester. **The application deadline for applicants in the face-to-face programs (History Track, Public History Track) is March 15. The application deadline for applicants in the Online Program and certificates (Public History and History) is April 15.** We encourage applicants to submit their completed applications as early in the process as possible. The History Graduate Committee makes its admissions decisions on a rolling basis and usually begins to evaluate applications in early January. The department also offers a limited number of Graduate Assistantships to students in the on-campus programs. For more information on assistantships, please see Part 7.

APPLICATION COMPONENTS

Admissions Criteria

The History Department is looking for applicants who have demonstrated a distinguished level of academic achievement at the undergraduate level and who possess the academic potential to succeed at the graduate level. The Graduate Committee is looking for a minimum overall undergraduate GPA of 3.00 and a minimum GPA in History classes of 3.3. An undergraduate major in History is preferred, but not mandatory. The Graduate Committee will consider the applications of non-History undergraduate majors if they 1) have majored in a related academic discipline (such as

Political Science or American Studies) and have taken some History courses at the undergraduate level; or 2) have worked in professional fields related to history, such as history education, archives, historic sites, libraries, or museums.

A complete application to the History MA program includes the following:

- **College Transcripts:** You must provide transcripts from all colleges you attended and at which you earned 6 credits or more.
- **Letters of Recommendation:** Two letters of recommendation are required, though we strongly urge applicants to submit three letters. The History Department recommends that at least two of these three letters come from professors, especially History professors, who can speak to your past academic work and your potential for graduate work. The History Department also finds useful letters from supervisors that speak to the applicant's work experience in a field related to history. Letters from colleagues and friends are not considered useful for the application process.
- **Statement of Purpose:** One of the most important pieces of the application file is the personal statement or statement of purpose. The statement should be roughly 1500 words. This is your opportunity to introduce yourself to the History Department and make the case for why you should be admitted into the program. Your statement should discuss in specific detail your academic interests. You should explain 1) why you want to attend graduate school; 2) what historical topic(s) you wish to study and any faculty in the department you hope to work with; and 3) what you plan to do with your History MA degree after graduation. Your statement should demonstrate a familiarity with our department and the research interests of our faculty. A specific discussion of your background and research interests is more useful than a general statement. The statement of purpose is a good way to demonstrate to the Graduate Committee how well you write, as well as how you think about issues related to the study of history. Your essay will help the Graduate Committee determine how well your interests and goals match the strengths of our program. The information on the Graduate Admissions website suggests that the statement of purpose should be separated into a two-part statement. For the purposes of application to the History MA program, you may consider the Statement of Purpose to be one complete essay.
- **Writing Sample:** The History Department also requires the submission of a writing sample. Ideally, an applicant's writing sample should be a paper written for a college class, preferably in History. The ideal length for the writing sample is between 5-10 double-spaced pages and the paper should have been written within the last five years. This should be an analytical paper that demonstrates an applicant's skill at synthesizing primary and/or secondary sources, as well as presenting the applicant's own interpretation and analysis of those sources. The History Department Graduate Committee will use the writing sample to determine whether an applicant's writing skills are at a level that would guarantee success at the graduate level.
- **Graduate Record Examination (GRE):** The GRE is recommended for all applicants, but not required. Your application will not be penalized if you do not submit GRE scores. If you do submit GRE scores, the History Department is most interested in your performance on the Verbal part of the test.

Online MA Admissions:

Students who wish to apply for the Online MA program must specifically note their choice on their application. The admissions requirements and deadlines for the Online MA are identical to those of the regular MA program.

International Applicants:

The History Department welcomes applications from international students. Such students should consult the [Graduate Admissions website](#) for additional requirements for international applicants, including minimum TOEFL/IELTS/PTE Academic scores.

Transfer credit policy:

Except in rare circumstances, students may not transfer graduate credits into the History MA program. Once enrolled in the program, students may request transfer credits for courses taken while matriculated in the program. For more information on the department's transfer-credit policy, please see Part 6 of this booklet.

PART 6: POLICIES AND PROCEDURES

REGISTRATION

Each semester the History Department circulates a Course Booklet listing the courses that will be taught in that semester with specific descriptions of each class. Booklets will be emailed to you and are also available in the department office and on the History Department website. Courses may also be found at the UMB [online course catalog](#). If you have questions about registration or about the graduate History course offerings, please contact the History Graduate Program Director and/ or your academic advisor.

Pre-registration for the next semester usually occurs in the last month of the current semester. The History Department strongly encourages students to register for classes as soon as possible and not wait until the last minute. Details on registration periods, including early access period assignments, are emailed to students usually a month before registration begins. Students register for class [online through WISER](#). ALL ONLINE COURSES REQUIRE A PERMISSION NUMBER; THIS MUST BE OBTAINED FROM THE INSTRUCTOR OF RECORD.

The History MA program also offers a limited number of classes each summer.

GRADUATE HISTORY PROGRAM POLICIES

Undergraduate Courses

History MA students may take up to **two** 300- or 400-level History undergraduate classes toward their graduate degree. However, graduate students who take undergraduate classes must complete additional assignments in those classes, in addition to those assigned to undergraduate students. Graduate students should consult their instructor at the start of the semester to discuss the nature of those extra assignments and should share the plan with the GPD. This exception does not apply to Non-History courses.

Independent Study (HIST 696)

Graduate students may take no more than **one** Independent Study (HIST 696). Independent Study courses may be taken with History Department faculty or with a non-History faculty member on a project related to the student's field of research. Independent Study is usually undertaken by students who 1) want to undertake a research project that cannot be done within the context of an available course; or 2) want to study a specific topic that is not covered by any available course. Students interested in pursuing an Independent Study must first approach a History faculty member in order to discuss their proposal. If the faculty member agrees to serve as a supervisor for the Independent Study, students then must fill out an [Independent Study Form](#). Students must get the signature of their Independent Study supervisor and submit the form to the Graduate Program Director for approval no later than two weeks before the start of the semester in which the student wishes to register for HIST 696. Students must have completed at least 12 credits before registering for an Independent Study. Except in unusual circumstances, all Independent Study courses shall be for 3 credits.

Non-History Courses

In some specific instances, non-History graduate courses may be counted toward a History MA degree. For instance, the Public History track has a recommended list of non-History courses that students may take as electives. Before registering for any non-History course, History MA students must receive **pre-approval** by filling out a [Non-History Course Approval Form](#) and submitting it to the Graduate Program Director for pre-approval. **Only one non-History course** will count toward the History MA degree. If students have taken more than one non-History course or they have not received pre-approval for their course, the GPD will not approve the student's Application for Graduation. However, students may take as many non-History courses as they wish above the 30 credits required for the History MA degree. Foreign-language classes do not count toward the History MA degree. Under no circumstances can a non-History undergraduate course count toward the History MA.

Transfer Credit

Except in rare circumstances, students may not transfer credits into the History MA program before matriculation. Once students matriculate into the program, they may wish to take a course at another institution. For instance, a student might be interested in a topic that is not offered in the UMass History program, but is offered at another institution. In order to receive transfer credit for an outside course, the course must be taught at the graduate-level at an accredited university or college. Students interested in taking an outside course for credit must receive **pre-approval** from the Graduate Program Director before registering for the course. Students should provide the GPD with a description of the course, a syllabus (if possible), and an explanation for why the student wishes to take the course. Approval is at the discretion of the GPD.

Along with the form, students must submit a copy of the course syllabus and a copy of the transcript with the course grade to the Registrar's Office. In order to receive credit for any transfer course, students must have received a grade of "B" or higher. Students may transfer a maximum of **six** credits toward the MA degree. No credits that were earned more than seven years prior to matriculation into the History MA program may be accepted for transfer.

Length of Program

Students who take a regular schedule of courses should graduate within two and a half years. A graduate degree requires intense commitment to scholarly work within a specific period of time. Such focus and coherence is lost if the degree is not completed within a reasonable time period. Therefore, there is a **five-year statute of limitations** in the History MA program. If students do not complete the program requirements within five years, they are subject to dismissal. Students who wish for an extension of that time limit must fill out the [Statue of Limitations Extension form](#), including an explanation of the reasons for the extension and a detailed schedule for completion of the program requirements. Student must receive the signed approval of the Graduate Program Director and then submit the form to the Registrar's Office.

Leave of Absence

Students may obtain a leave of absence from the program for a maximum of two years. To request a leave of absence, students must fill out a [Leave of Absence Request](#), which must be approved by both the Graduate Program Director and the Dean of Graduate Studies. An approved leave of absence extends the time limit for the program length by the length of the leave. However students who are on a leave of absence must pay the Program Fee for each semester for which they are on leave.

Program Fee

Each degree-seeking graduate student is required to maintain continuous registration for every semester (excluding winter and summer sessions) until the degree that the student is seeking has been formally awarded. If a graduate student does not register for course, thesis, or capstone credits during any semester, the student must pay a Program Fee to maintain continuous registration. This includes students who are on a leave of absence from the program.

This also includes students who have completed their course work, but have not yet completed their thesis or capstone. Those students must pay a Program Fee in order to remain in the program. This must be done for each semester until they have completed all of the requirements for graduation.

In order to get Program Fee status, students must register for CAS 600 in the section designated for History. They may do this through Wisser or with the History Department administrator. Students must register each semester for CAS 600 and must register before the end of the add/drop period. After registering for CAS 600, students will receive a bill for the Program Fee. The fee is currently \$225.00, but is subject to change. Students should consult with the Registrar's Office for updated fee information. If students do not register by the add/drop deadline, they must fill out the [Graduate Program Fee form](#) and submit it to the One Stop or Registrar's Office. They must pay the \$225 Program Fee plus a \$100 late registration fee. Payment of the program fee does not extend the time limit for completion of the degree. Failure to pay the program fee may result in students being dropped from the program and having to re-apply.

Readmission

Students who fail to maintain continuous registration – either by enrolling for credits or paying a Program Fee – but who wish to resume their studies and finish the program must apply for readmission. Candidates for readmission need to fill out [Graduate readmission application](#) and submit it to the Graduate Program Director for approval, along with a copy of their current UMass Boston transcript and a statement explaining the reasons for requesting readmission. If the Graduate Program Director approves the application for readmission, the student must return the signed form to the One Stop Center in the Campus Center and pay all previous Program Fees, plus a late fee of \$100 and a readmission fee of \$60.

Readmitted students must meet the program requirements that are in effect at the time of their readmission. Courses older than seven years at the time of readmission cannot be used toward the degree, except with the prior written permission of the Graduate Program Director. It is within the Graduate Program Director's discretion to disallow

any previously taken courses from counting toward the readmitted student's degree program.

Switching Tracks

Students will choose their track during the application process, but may elect to switch tracks once they are enrolled in the program. Students who wish to switch tracks must contact the Graduate Program Director and fill out a [Change of Track Form](#). Students must complete all of the requirements for their new track before graduation. Students who wish to switch into or out of a track or certificate program, must fill out a [Change of Program form](#).

Foreign-Language Requirement

There is no foreign-language requirement for the History MA degree or Certificate. However, if your research entails knowledge of a foreign language, your advisor may recommend that you take classes to assist you with gaining reading knowledge in that language. If you are interested in applying to PhD programs, we strongly urge you to work on the languages relevant for your proposed area of study while you are at UMB.

Academic Honesty

The History Department takes the issue of academic honesty and plagiarism very seriously. According to the University's Code of Conduct: "The University presupposes that any submission of work for academic credit indicates that the work is the student's own and is in compliance with University policies. In cases where academic dishonesty is discovered after completion of a course or degree program, sanctions may be imposed retroactively, up to and including revocation of the degree."

For a more detailed definition of academic honesty violations, as well as a discussion of the procedures for those suspected of such violations, please see the University's [Student Code of Conduct](#).

ADVISING

Before their first semester, all graduate students will be assigned a first-year advisor. Graduate students must consult with their advisor before registering for classes. We recommend that students meet regularly with their advisor throughout the school year to discuss course options, career plans, and other issues related to graduate study. Students are also encouraged to make an appointment to meet with the History Graduate Program Director if they have any questions or concerns about the program. If students are experiencing difficulty in the program, they are particularly encouraged to meet with the GPD.

All students will need to select an appropriate advisor for their final project (capstone, thesis, history review essay.) Please meet with your academic advisor, track director or the GPD in your first year to discuss potential advisors for your final project as well as the form that project will take.

It is the responsibility of all students in the History graduate program to familiarize themselves with the requirements and regulations of the program.

Graduate Student Orientation

Every fall, the History Department sponsors a Graduate Student Orientation. Attendance is mandatory for all new graduate students. The orientation is a good way to learn about the program, meet the faculty, and meet your fellow students.

Graduate Writing Center

The purpose of the Writing Center is to provide one-to-one conferences to students who are willing to make a commitment to work with a professional consultant over several weeks. Students who are in the process of completing graduate coursework at UMass Boston, and who wish to develop their paper writing process, graduate-level research skills, and/or understanding of the general expectations associated with graduate study, should consider signing up for conferences. Generally, a student meets with his/her consultant for weekly one-hour appointments.

GRADING

Incompletes

A grade of Incomplete (INC) is not automatically awarded when a student fails to complete a course. Incompletes are awarded when satisfactory work has been accomplished in most of the course assignments and the student is unable to complete the remaining course requirements due to extraordinary circumstances. Incompletes are given at the discretion of the instructor. The student must negotiate with, and receive the approval of, the course instructor in order to receive a grade of Incomplete. The student and the instructor must meet before the semester ends to fill out an [Incomplete Contract Form](#). This written agreement specifies the work to be completed and the deadline for completion. A copy of the completed agreement must then be submitted to the Graduate Program Director. If the coursework is not completed within a year, the INC will automatically turn into an IF. After receiving an IF, the student would then have to re-register for the course, pay for the credits, and complete all course requirements in order to receive credit and a grade. However, the statute of limitations for accepting course work is at the discretion of the professor. He or she may (per the original contract) refuse to grade work received after the agreed-upon deadline.

Add/Drop Period

Every semester, a student may add or drop courses during the first week of classes. See the University calendar for the specific date of the official add/drop deadline each semester. No courses may be added after the official Add/Drop deadline.

Withdrawals

Between the Add/Drop deadline and Withdrawal deadline, students may officially drop a course. See the [University calendar](#) for the specific date of the official Withdrawal deadline each semester. Students who drop a course between the Add/Drop deadline and the Withdrawal deadline will receive a “W” on their transcript for that class. Students will still be charged for any course from which they withdraw. A student may not withdraw from a class after the Withdrawal deadline.

Pass/Fail Option

Graduate students may not choose the Pass/Fail option for any class that will be used for the History MA degree.

Grading Scale

Graduate coursework is assessed on a scale from “A” to “C.” In general, the minimum grade that may be counted toward the MA degree or Certificate is a “B-”. However, students may use one course grade of a “C” or “C+” toward their degree or certificate. All other grades must be a “B-” or higher. Students who receive a grade lower than a “C” in an individual course will not be able to use that course toward their degree or certificate.

Minimum GPA for graduation

All students must have at least a cumulative 3.0 GPA in order to graduate. This is a university-wide rule for all graduate programs. If students fall below that line, they may take additional courses in order to boost their GPA above a 3.0. A student’s GPA includes all graduate and undergraduate courses taken toward the MA degree or certificate. Courses taken at UMass Boston as a non-degree student are also counted towards the GPA. Grades transferred into the program from other institutions are not counted towards the GPA.

Probation

Students who find that their cumulative GPA has fallen below a 3.0 will be put on probation. They will receive a notice from Graduate Studies alerting them to their status. While on academic probation, students will be ineligible to hold office in any university-recognized organization and will be ineligible for a Graduate Assistantship. Students also may not register for the Public History Internship while on probation. Students falling below a 3.0 cumulative GPA for two semesters are eligible for dismissal from the program at the discretion of the Graduate Program Director. Students will be removed from probation once their GPA meets or exceeds a cumulative average of 3.0.

NON-DEGREE STUDENTS

The Department will admit a small number of well-qualified non-degree students into its classes each semester where space is available. (A non-degree student is one who has not matriculated into a degree-granting graduate program at UMass Boston.) Because all History graduate students enter as a cohort in the Fall and the MA program demands a certain sequence of required courses, we strongly encourage those interested in the History MA program to apply directly for admission to the program, rather than first taking non-degree courses.

The History Graduate Program Director must approve all non-degree student enrollments. If you are interested in taking a graduate History course as a non-degree student, you must fill out a [Non-Degree Application form](#), which can be found on the History Graduate program website. In addition to this form, you must also submit a copy of your college transcript and a personal statement of roughly 750 words explaining your reasons for wanting to take the class. **The form and supplemental materials must be submitted to the History Graduate Program Director not later than three weeks before the start of the semester.** No non-degree applications will be accepted after that time. Applications are approved by the GPD, as well as the course instructor, based on available seats in the course. Students will be advised of the department's decision at least one week before the start of classes. At that time, non-degree students will be given a course permission code that will allowed them to register for the class. Non-degree students may only take **one** graduate or undergraduate History class per semester.

Non-degree students sometimes apply to the History MA program. Non-degree students must earn grades of B+ or better in their non-degree courses to be considered for regular admission to the program. As part of the application process, the History Graduate Committee will request references from UMass Boston instructors who have taught the applicant. If a non-degree student does later gain admission into the History MA program, her or she may transfer a maximum of **six** non-degree credits to their MA degree. Those courses must have been taken within seven years of matriculating into the History MA program.

APPLICATION FOR THE MA DEGREE

Students may graduate in May, August, or December. Students who feel they are ready to graduate and believe they will have met the program requirements in time for the desired graduation date must submit a formal application declaring their intent to graduate. In addition, students must list all courses that will count toward the degree and the grades they received in these courses. For those courses in which students are currently enrolled (and therefore do not yet have a grade), students will leave the grade section blank. After completing Part I, students will submit the form to the Registrar's Office, which will then send the form to the History Graduate Program Director for approval. The graduation declaration deadline for May and August graduation is usually in mid-March; the deadline for December graduation is usually at the end of October. For the most current graduation declaration deadlines, please go to the [Registrar's website](#).

PART 7: TUITION, ASSISTANTSHIPS, AND FINANCIAL AID

TUITION AND FEES

The rates for tuition and fees vary based on the number of courses taken and whether or not the student is a Massachusetts resident. The most up-to-date information on tuition and fees can be found on the [Bursar's Office website](#). The website offers charts that break down all costs on a per-credit basis. You can also contact the Bursar's Office directly at 617-287-5350. The tuition for online classes differs from regular classes.

GRADUATE ASSISTANTSHIPS

Each year, the History Department offers a limited number of Graduate Assistantships to both newly admitted and returning graduate students on a competitive basis. The number of Assistantships varies from year to year. Our Assistantships are usually “half-time” assistantships. That means students are expected to work 9 hours per week for the academic year. As compensation, graduate assistants receive a bi-weekly stipend. For the 2022-2023 school year, half-time assistants earn a stipend of \$9,046. Graduate Assistants also receive a partial tuition waiver depending on the size of their assistantship, the number of credits they are taking, and whether they are in-state or out-of-state students. Assistants will be provided a chart with the exact amount of their tuition waivers. There are, however, some remaining student fees that Assistants have to pay. If Assistants get their health insurance through the university, they will also receive a discount on their Health Insurance Premium.

Graduate Assistants are assigned to a faculty member at the beginning of the school year. Assistantships generally last for the entire school year. Assistants either work as teaching assistants or research assistants. Teaching assistants are assigned to professors who teach large lecture sections. These assistants will assist professors with grading and the general operation of the class. They may also be asked to do research work for their professor during their assistantship. Research assistants are usually assigned to faculty members to assist them with their research projects. Other assistants may be assigned to the Graduate Program Director, the Undergraduate Program Director, the Public History Director, and the University Archives. Each year, one Graduate Assistant is assigned to assist the editors of the *New England Quarterly*, which is housed at UMass Boston.

All Assistants must fulfill their assistantship responsibilities as outlined by their supervisor, such as attending class, making mandatory meetings, and completing work in a timely manner. All Assistants are responsible for staying in contact with their supervisor and immediately informing their supervisor if they are sick or unavailable for work. All Assistants must complete their work to the satisfaction of their supervisor. Failure to fulfill one's duties and responsibilities as an Assistant may be grounds for loss of the Assistantship. In such cases, it will be up to the discretion of the GPD to decide whether or not to remove an Assistantship from a graduate student. In addition, all Assistants must carry a minimum cumulative GPA of 3.3. Any Assistant whose cumulative GPA falls below 3.3 will be in danger of losing his or her Assistantship.

Assistantships are offered based on merit and academic performance. All Graduate Assistants must be enrolled as full-time students, which means a minimum of two courses each semester. Because of the nature of the work, we normally do not make offers to those who already have full-time jobs. Online MA students and students in the Certificate programs are not eligible for Graduate Assistantships.

Applicants to the MA program need to specify their interest in an Assistantship. Those admitted to the program will receive notification of an assistantship award after they have been formally accepted into the program.

Unless otherwise noted, all Graduate Assistantships are for a term of one school year. Students who already have a Graduate Assistantship must reapply if they would like to renew their assistantship. The renewal of a Graduate Assistantship is not guaranteed. It is at the discretion of the GPD whether to renew a student for an Assistantship in the next year. That decision will be based on the student's academic record and the quality of his or her work as an Assistant in the previous year. Students may hold a Graduate Assistantship for a maximum of two school years or 4 semesters and will not be extended beyond that limit.

Students already in the History MA program who are not currently Graduate Assistants but who would like to be considered for one must apply directly to the Graduate Program Director. All currently matriculated students in the History MA program who want to be considered for a Graduate Assistantship in the following year must email the Graduate Program Director a personal statement of roughly 500 words explaining their intention to be considered for an assistantship and why they should receive one. The statement must be submitted to the GPD via email not later than February 1. Final decisions on Assistantship will be made by late April.

All Graduate Assistants are represented by the UMass Boston Graduate Employee Organization (GEO). For more information on the GEO, see their [website](#).

FINANCIAL AID

The office of [Financial Aid Services](#) administers a number of need-based grant and loan programs, as well as work-study programs.

You can meet with a financial aid counselor at the One Stop Center located on the Upper Level in the Campus Center. You may also contact the Financial Aid office at 617-287-6300.

Students in the Public History track are eligible for the New England Regional Student Program (NERSP). This program offers a tuition break to out-of-state students from New England *where there is no comparable program available at a public institution within their home state*.

If you are enrolled in the Public History track and have applied from the following states, you may be eligible for a significant tuition break: ME, RI, VT

Go [here](#) for more information on the NERSP or visit the New England Board of Higher Education's [website](#).

HOUSING

The University of Massachusetts Boston does not provide housing for graduate students. It is the responsibility of all graduate students to secure their own housing. Students should be aware that the housing market in the Boston area is tight, expensive, and geared to the academic schedule. That means that newly admitted students coming from outside of the Boston metropolitan area should plan to look for housing well before the beginning of the semester. Students moving to Boston for graduate school should plan on arriving at least one month before the beginning of classes.

The university's Office of Student Housing provides a great deal of useful information on finding housing in the Boston area. For more information, students should visit their [website](#).

PART 8: SPECIAL OPPORTUNITIES

DEPARTMENTAL PRIZES

The History Graduate Program offers two annual Book Awards to graduating students: one is for overall excellence and the other is for best final project. Advisors nominate students based on the quality of their work and overall academic record in the program. The prizes are awarded at a college-wide ceremony in May.

HISTORY DAY

Graduate students in the History MA program serve as judges for the Massachusetts competition of National History Day. This is an academic program for secondary school students. Students choose historical topics related to a theme and conduct extensive primary and secondary research through libraries, archives, museums, oral history interviews and historic sites. After analyzing and interpreting their sources and drawing conclusions about their topics' significance in history, students present their work in original papers, websites, exhibits, performances and documentaries. The products are entered into competitions in the spring at local, state and national levels where professional historians and educators evaluate them.

GRADUATE STUDENT ASSEMBLY

The Graduate Student Assembly (GSA) is the voice of graduate students at UMass Boston and is dedicated to enhancing the academic and professional development of graduate students. The GSA works to gain support for graduate research and skill development. The GSA is located on the 3rd floor of the Campus Center. Visit the [GSA website](#) for more information.

HISTORY GRADUATE STUDENT ASSOCIATION (HGSA)

The mission of the History Graduate Student Association (HGSA) is to enrich the experience of History graduate students by creating a forum for social, academic, and professional opportunities outside of the classroom. Membership is free and open to all students currently enrolled full- or part-time in the History Graduate program at the University of Massachusetts Boston. Among its roles and responsibilities, the HGSA seeks to:

1. Create an open forum to voice and discuss concerns to the History faculty
2. Organize and host social events to encourage networking between peers, faculty, alumni, and other professionals within the community
3. Coordinate, sponsor, and organize academic forums, conferences, guest speakers, and panels to further academic development outside of the classroom
4. Facilitate opportunities for career development

HGSA Social events

The HGSA sponsors social events each semester for students, which have included a tour of Fenway Park and other historic sites around Boston, as well as an annual holiday party.

HGSA Colloquium Series

The HGSA sponsors workshops geared toward various aspects of graduate student life and work. Previous colloquia have focused on publishing, the pros and cons of earning a PhD in History, how to write a C.V., and applying to conferences.

Annual History Graduate Student Conference

History MA students are invited to submit abstracts to the annual HGSA conference, which is held each spring on campus. Past conferences have also included papers from MA students in Archeology, American Studies, and Anthropology. Panels commonly include chairs and comments from History faculty. This conference has been a rewarding experience for students, allowing them to share their work and practice giving scholarly presentations.

FUNDING OPPORTUNITIES

History Department Grant for Graduate Student Travel

Each semester, the History Department will solicit applications for the Graduate Student Travel Grant. The money will assist students with travel to conferences and research travel. The maximum grant per semester is \$500. To apply, please submit a short form to the History Graduate Program Director. If your application is approved, you must submit all receipts for reimbursement. You can download the form [here](#).

Spayne Grant (Max \$1500)

This is a competitive grant awarded to a maximum of three students every fall and spring semester for cutting-edge research that contributes to the completion of a master's thesis or capstone project. For more information about this grant, visit the GSA [website](#).

Professional Development Grants (Max \$250 or \$400)

For students traveling to attend conferences, GSA offers two kinds of grants. If you are presenting at a conference you may apply to a \$400 grant. If you are attending only, you may apply to a \$250 grant. These funds are post-travel reimbursements and must be requested at least 30 days ahead of the travel dates. For more information about this grant, visit the GSA [website](#).

Non-Thesis/Dissertation Research Grant (Max \$500)

This grant is for research work that does not directly contribute to the completion of a thesis, capstone project, or a dissertation and is not better suited for the grants above. For more information about this grant, visit the GSA [website](#).

Clubs and Programming (Variable Amounts)

If you would like GSA to help you sponsor an event or a club for graduate students (must be open to all graduate students) you may make a request through the GSA [website](#).

HEALTH SERVICES

Health Services provides medical assistance to students who have purchased school insurance, and charges a minimal fee to other students; a small fee is also charged for laboratory work. They have an extensive website [here](#). The Health Center asks that all students have a physical before treatment, and will provide one if a student does not have a doctor. Mental Health Services provides clinical psychological services, emergency services, crisis intervention, and referral services. Health Services is located in the Quinn Administration Building, 2nd floor (617- 287-5660).

All students must receive proper immunizations before beginning classes. Failure to submit your immunization form in a timely manner will lead to an administrative hold being placed on your WISER account. For more information on immunization requirements, go [here](#).

CAREER SERVICES

Career Services offers career counseling and workshops on topics such as interviewing techniques. Visit their website [here](#). Resource materials regarding doctoral programs are available in their main office. Career Services is located in the Campus Center, 1st floor.

ROSS CENTER

Section 504 of the Americans with Disabilities Act of 1990 offers guidelines for modifications and adaptations for students with documented disabilities. If applicable, students may obtain adaptation recommendations from the [Ross Center for Disability Services](#), which is in the Campus Center, UL Room 211 (617-287-7430). The student must present these recommendations and discuss them with each professor within a reasonable period, preferably by the end of Drop/Add period.