Welcome to the Graduate Program in History!

This handbook provides a reference guide to policies and procedures for the Master of Arts in History Program and for graduate courses and certificates administered by the History Department. Users of this manual also have access to relevant information available on-line from the University, the History Department, and the Office of Graduate Studies.

The handbook includes policies and procedures of the University, the Graduate School, the College of Arts and Letters, and the History Department. Individual colleges and/or programs may establish requirements above and beyond those set by the University as minimum. The History Department’s Graduate Studies Committee is responsible for setting policy for this graduate program. Students are obligated to follow the requirements of the appropriate graduate program section of the catalog in effect at the time of their first enrollment for this degree.

The Graduate Program Director (GPD), a member of the History Department’s faculty, chairs the History Department’s Graduate Studies Committee and oversees the administration of the graduate program. Students are free to consult with the GPD on any matter concerning the graduate program.

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<th>Academic Year 2016-2017</th>
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<tr>
<td><strong>Graduate Program Director</strong></td>
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<tr>
<td>Maura Hametz, Professor of History</td>
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<tr>
<td><a href="mailto:mhametz@odu.edu">mhametz@odu.edu</a></td>
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<tr>
<td><strong>Department Chair</strong></td>
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<tr>
<td>Austin Jersild, Professor of History</td>
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<td><a href="mailto:ajersild@odu.edu">ajersild@odu.edu</a></td>
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<th>Department of History</th>
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<tr>
<td>Old Dominion University</td>
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<tr>
<td>College of Arts and Letters</td>
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<td>Norfolk, VA 23529-0091</td>
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<td>(757) 683-3949</td>
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<tr>
<td>Office Assistance: Sharon Metro, Administrative Assistant (<a href="mailto:smetro@odu.edu">smetro@odu.edu</a>)</td>
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<tr>
<td>Kelly Duggins, Program Administrator (<a href="mailto:kduggins@odu.edu">kduggins@odu.edu</a>)</td>
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Master of Arts in History

The Department of History offers a Master of Arts degree. MA candidates admitted to the degree program work toward a general MA degree pursuing coursework in a variety of historical fields. Graduate work in history provides an excellent background for careers in law, business, government service, general research, and for specialized work in museums, libraries, archives, publishing and editing, at historic sites and in public history. The MA program also prepares students to enter doctoral programs in history and related fields and for teaching at the secondary and community college levels.

The MA in History degree program is a 30-credit hour program that can be completed with either a thesis or an examination option. Students take courses led by faculty members in a variety of geographic, chronological, and thematic fields. Required coursework spans a variety of fields. Electives offer students the ability to pursue their interest in particular geographic regions, time periods, or areas of faculty specialization.

The MA in History is housed in the College of Arts and Letters. General resources including forms, information on policies and procedures, announcements, and opportunities for Graduate Students are available at https://www.odu.edu/al/resources/graduate.

Graduate Courses and Certificates

The History Department’s MA level courses are available to eligible students enrolled in other university MA and PhD programs as well as eligible non-degree students. Eligibility for admission is determined by the GPD and course instructor. Outstanding undergraduate history majors may be permitted to take graduate level coursework on a case-by-case basis.

The MA program works with the BA in History program to help talented and motivated students to pursue linked BA/MA degrees on an accelerated path that offers the opportunity to earn both degrees in five years.

The History Department also offers a Graduate Certificate in Maritime History designed to provide history graduate students with the opportunity to develop a special emphasis in maritime history. Information on the Certificate, which requires a twelve hours program of study in maritime history is available at http://catalog.odu.edu/graduate/collegeofartsletters/history/ (scroll down to Certificate in Maritime History) and from the Certificate coordinator Dr. Ingo Heidbrink at iheidbr@odu.edu.
Admissions and Registration

All students are admitted through the Graduate Admissions Office on the recommendation of the History Department's Graduate Studies Committee.

Admissions requirements include:
• 24 credit hours of History at the undergraduate level (18 hours for provisional admission)
• Undergraduate GPA of 3.0 overall and 3.0 in History classes.
• General test of the GRE
• Two or more letters of recommendation, preferably from individuals who can attest to academic abilities.
• 500 word statement of academic and professional goals.
• Transcripts from all prior academic institutions.
• Financial assistance forms for those seeking Financial Aid and/or Fellowship Assistance.

For a full explanation of admission requirements refer to the University Graduate Catalog available at [http://catalog.odu.edu/graduate/collegeofartsletters/history/#masterofarts-history](http://catalog.odu.edu/graduate/collegeofartsletters/history/#masterofarts-history).

Student Accounts

All students are issued ODU e-mail accounts. All students are required to activate and maintain their email accounts. ITS offers technical assistance for all accounts. Assistance is available from the Help Desk at [https://www.odu.edu/ts/helpdesk](https://www.odu.edu/ts/helpdesk). All information that comes from the GPD and the University will be sent through the ODU email account. Students are responsible to make sure that their accounts remain in working order and that any forwarding placed on the account remains in good working order.

Student ID cards are issued to all students and are required for the use of University services and facilities. The cards include the University Identification Number (UIN) required for electronic access to records on Leo-online. All Old Dominion University students who have registered for one or more credit hours receive I.D. cards free of charge. These cards are issued at the Card Center. Information is available at [https://www.odu.edu/preview/checklist/student-ID](https://www.odu.edu/preview/checklist/student-ID). Positive proof of identification is required (picture driver's license, military ID, passport, etc.) when obtaining the card.
**Library Services**

The ODU I.D. card serves as the student’s library card. Access to electronic resources is available by logging in using the MIDAS identification.

The ODU libraries offer an array of excellent services to support the research and educational activities including on-site stacks and materials (Perry Library and Art Library), online databases, library forms, reserve materials, interlibrary loan, and study rooms and resources. Workshops held throughout the year explain library services and resources for research and study assistance.

Special collections and the Rare Manuscripts Room at Perry Library provide access to primary source materials and archival collections that may be utilized in classwork, for thesis, or for independent research projects.

The library uses ODU e-mail to notify users of holds, recalls, renewals, fines, fees, and to deliver materials requested through Interlibrary Loan.

For more information, visit the webpage [https://www.odu.edu/library](https://www.odu.edu/library) or visit the library.

**Other Services**

All vehicles parked in University parking facilities must display a valid parking permit or be parked at a meter. Students, faculty and staff may purchase permits. Permits may be obtained at the Old Dominion University Parking Services located at 43rd Street and Elkhorn Avenue. For more information contact Parking and Transportation services [https://www.odu.edu/life/parking-and-transportation](https://www.odu.edu/life/parking-and-transportation).

The Department of Public Safety offers a variety of safety services and provides safety information for the ODU community. A list of their services including the Patrol Escort Service, project SAFERIDE, and the LiveSafe Mobile Safety App are available at [https://www.odu.edu/life/health-safety/safety/programs](https://www.odu.edu/life/health-safety/safety/programs). The emergency telephone number is 683-4000 or dial 911. Students are advised to take reasonable precautions when on either campus, especially when taking night classes.

ODU does not provide on-campus housing for Graduate Students. Information and assistance with off-campus options is available through [https://www.odu.edu/life/housing/off-campus-housing](https://www.odu.edu/life/housing/off-campus-housing).

Monarch Plus accounts offer access to a variety of campus services and dining options, as well as local discounts and special offers. Information on Monarch Plus and flex spending is available at [https://www.odu.edu/cardcenter](https://www.odu.edu/cardcenter).
University, College, Department and Program Policies

During the first week of class, faculty members will provide students with a syllabus outlining course requirements and policies. The syllabus will be distributed either in hard copy or made available electronically through the electronic blackboard, email, or other university sanctioned means.

All written work submitted for graduate credit must follow the *Chicago Manual* footnote style citation format in the latest edition of the *Chicago Manual of Style*. Any questions about style or formatting should be referred to the course instructor or the GPD. Students are responsible for adhering to these standards on each assignment.

Each student is responsible for adhering to the University Honor Code. Responsibility to be fully informed about the honor code lies with the student. Honor system guidelines appear in the University catalog. A tutorial and guide on plagiarism is available in the Graduate Resources section of the College of Arts and Letters webpage. The University Honor Code, Honor Pledge, and Monarch Creed can be found on the University website under Monarch Citizenship at [https://www.odu.edu/about/monarchcitizenship](https://www.odu.edu/about/monarchcitizenship). Penalties for failure to adhere to Honor Code standards or for honor system violations may range from a grade of “F” on an assignment or in a course to expulsion from the University. Students with questions related to the Honor Code should consult first with the instructor, then with the GPD, then with the Department Chair.

Students are encouraged to self-disclose disabilities that have been verified by the Office of Educational Accessibility by providing Accommodation Letters to their instructors early in the semester in order to start receiving accommodations. Accommodations will not be made until the Accommodation Letters are provided to instructors each semester.

Student complaints and concerns should be directed first to the faculty member involved, generally the course instructor. Should the student wish to proceed further with an informal concern or complaint, the instructor or faculty member should be so advised and an appointment scheduled by either the student or the faculty member with the GPD. The GPD, in consultation with the Department Chair and if deemed necessary members of the Graduate Studies Committee, will then determine the appropriate avenues for addressing the concern or complaint.

A graduate student may initiate formal appeals proceedings on decisions that alter their program status. Procedures for appeal are as follows:

1. The student will consult with the GPD and then submit a letter of appeal within two weeks of the event in question. This letter must clearly state the grounds for the appeal (e.g., answer correctness, irregularities of procedure, extenuating circumstances, personal prejudice) and make a specific change request (e.g., nullify, reverse, or modify the decision).
2. The GPD will transmit copies of the letter to the Department Chair, Graduate Studies Committee, and the student’s file.
3. The Department Chair will appoint a three-member ad hoc review committee consisting of faculty members not previously involved in the situation in question.
4. The ad hoc review committee will gather relevant information, conduct necessary interviews, and make a recommendation regarding the student’s appeal and report to the department head as expeditiously as possible. The Department Chair will render the final decision.
5. The Department Chair’s decision will be conveyed to the student in writing. Copies of the letter will be transmitted to the GPD, the student’s thesis or examination chair, Graduate Studies Committee, and the student’s file.
Advising

The Graduate Program Director is the student advisor throughout the period of study, from entry into the program to the completion of the degree. All students who have been admitted to either regular or provisional status or for non-degree coursework are advised by the Graduate Program Director.

Initial advising appointments are scheduled with the Graduate Program Director to discuss the program of study and to schedule appropriate courses. Appointments may be scheduled by emailing or calling the Graduate Program Director, or by calling the History Department at 757 683-3949.

Each student must be advised a minimum of two times per academic year to prepare for the Fall and Spring semesters. Advising takes place during the advising periods in late October/early November and late March/early April, in the two weeks prior to the beginning of registration. (Consult the university calendar at https://www.odu.edu/academics/calendar for exact dates each semester). Summer courses are offered as well, and summer advising takes place during the October/November advising period for the following Summer Session. Prior to the registration period, students will receive an email outlining advising procedures and instructing them on the advising schedule and how to schedule appointments by telephone or electronically. A list of courses and descriptions will be distributed by the Graduate Program Director in the weeks before registration begins.

Students meet with the GPD to discuss the program of study and to schedule appropriate courses. A load of three courses (9 credit hours) is considered fulltime enrollment. Fulltime enrollment is required for all students on teaching and research assistantships. Students are highly encouraged to schedule their advising appointments during the advising period to ensure that they are able to enroll in the courses desired for their course of study. Courses fill on a first come, first served basis.

Students should consult the Registration Information and Schedule of Classes issued by the Office of the Registrar (and available online) each semester for the most current advising and registration policies.

After advising the student, the GPD releases the student’s computer registration hold enabling the student to register at LEO online https://www.leonline.odu.edu. In some cases, a signed ODU Registration Form may be required when registering for classes. If a form is required, it may be obtained from the GPD or on-line from the Graduate Registrar or the College of Arts and Letters.

Forms and Additional Resources

Copies of University forms for graduate students are available on-line at https://www.odu.edu/graduateschool/forms#tab194=0. The General Forms - G section includes forms related to status at the University. The Master’s Level Forms – M section pertains to those pursuing MA degrees in both the examination and thesis options.

Additional resources for graduate students are available at https://www.odu.edu/graduateschool, scroll down to the Resources section on the right.
Academic Standing

Students may take courses on a part-time or a full-time basis. Full-time status is 9 credit hours per Fall or Spring semester. The MA requires a minimum of 30 credit hours and must be completed within a period of six years of beginning the program. Students must complete all departmental requirements to be awarded the Master of Arts degree. All candidates for the MA in History must also meet the general graduate degree requirements established for the University.

Each student must maintain a cumulative GPA of at least 3.0. Those students whose grade point average falls below 3.00 will be subject to the University’s probation/suspension policy. Students who have received two grades of C+ or below will be indefinitely suspended from the program.

Students in the final phases of the program preparing for examinations or completing thesis work must remain registered in the program. If all other coursework has been completed, on approval of the GPD, students may register for 1 credit continuance HIST 998, until all requirements for graduation have been met.

Instructors may issue a grade of “I” for work not completed on time. Incomplete grades must be completed within one semester. Students with 6 hours or more of incompletes will not be allowed to register for courses until the incompletes are resolved.
Coursework

A general description of available courses is available on-line in the Old Dominion University Graduate Catalog under the heading MA in History http://catalog.odu.edu/graduate/collegeofartsletters/history/.

MA level classes are offered on the Norfolk campus and are not available on-line or at satellite campuses. Most classes meet once per week in the evening hours from 4:20 pm to 7:00 pm or from 7:10 pm to 9:50 pm.

All courses are taught by graduate certified faculty members who are active teacher scholars, having earned a PhD in History. Faculty members teach courses in their fields of specialization.

Courses are offered on a rotating basis. A list of current course offerings with course descriptions is available from the Graduate Program Director.

Students must complete the degree within a six year period of beginning coursework. Courses completed more than six years prior to graduation date must be revalidated for credit toward the degree. Students are responsible for obtaining validation of out-of-date credit. The student must consult with the GPD to discuss the process and requirements and work with the faculty member who taught each expired course to determine how revalidation of credit will take place. The faculty member may decide that too much time has passed to validate the old course credit. In that event, the student must take the class again or enroll in another course that meets the same requirement. Or the faculty member may choose to give the student a written examination, an oral examination, or require a research paper or project. If the faculty member who taught the class is no longer on staff, then the student will work with the GPD, who, in consultation with the graduate committee, will forward the request for course validation to the appropriate faculty member. This student is then responsible to work toward revalidation with the designated faculty member.
Graduate Faculty

All coursework and examination and thesis work must be pursued under the direction of graduate certified faculty members in the Department of History. Faculty must be graduate certified to serve on examination or thesis committees.

Graduate certified faculty members in the Department of History include:

Brett Bebber, Assistant Professor, European History
Michael Carhart, Associate Professor, European History
Annette Finley-Croswhite, Professor, European History
Jin Qiu Hailstork, Associate Professor, Asian History
Maura Hametz, Professor (Graduate Program Director), European History
Ingo Heidbrink, Professor, Maritime History
Robert Holden, Professor, Latin American History
Michael Hucles, Associate Professor, American History
Austin Jersild, Professor (Department Chair), European History
Erin Jordan, Associate Professor, European History
Carolyn Lawes, Associate Professor, American History
Anna Mirkova, Assistant Professor, Middle Eastern History
Jane Merritt, Associate Professor, American History
Megan Nutzman, Assistant Professor, Ancient History
Timothy Orr, Associate Professor, American History
John Weber, Associate Professor, American History
Jelmer Vos, Associate Professor, African History
Elizabeth Zanoni, Assistant Professor, American History
Courses of Study

Two courses of study lead to completion of the MA degree --- the comprehensive examination option or the thesis option. Students in good standing may choose to complete the MA degree following either option, provided they meet program requirements. All students must complete HIST 600: Historical Theory and Practice during their first year in the program.

Students should consult with the GPD on completion of 9-12 credit hours to discuss the course of study for the option chosen. All students should officially declare the intention to pursue the thesis or examination option on completion of 15 credit hours by filing the M1 form with the GPD. Students who wish to change their course of study (from thesis to examination or examination to thesis) must consult with the members of their committee and receive written approval from the committee members, the GPD and the History Department Chair.

Comprehensive Examination Option

Curriculum

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<th>Course</th>
<th>Credits</th>
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<tr>
<td>HIST 600: Historical Theory and Practice</td>
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<tr>
<td>Designated Electives</td>
<td></td>
</tr>
<tr>
<td>American History</td>
<td>6</td>
</tr>
<tr>
<td>Non-American History</td>
<td>6</td>
</tr>
<tr>
<td>Other Electives</td>
<td>12</td>
</tr>
<tr>
<td>HIST 675: MA Examination Preparation and Research</td>
<td>3</td>
</tr>
</tbody>
</table>

Total Hours: 30 credits

The examination option is a 30-credit program (minimum) capped by written comprehensive examinations in two general fields and an oral examination.

The oral examination is a two hour examination conducted by the three members of the examination committee. It focuses on the material prepared for the written examinations and allows for further examination, explanation, clarification, and contextualization in the fields of the written examination.

Comprehensive written examinations are offered twice annually, in the Fall and Spring semesters. Examinations are take-home and extend from 9:00 am on Friday to 5:00 pm on Monday of a weekend designated by the Graduate Studies Committee and the GPD, generally the first weekend in November during the Fall and the first weekend in April during the Spring. Examinations are not administered during the Summer semester. No other examination times are available. The examination calendar will generally be available from the GPD in March of the prior academic year.

The fields are based on coursework taken with graduate certified faculty members in the History Department. Not later than six months prior to the intended examination date (1 March for Fall examinations, 1 October for Spring examinations), students should choose two faculty examiners and a faculty reader to constitute the examination committee. All committee members must be full-time graduate certified faculty members in the History Department.

Students are responsible for working with each of the two examiners to define the field of the examination (based on faculty expertise and coursework) and to develop reading lists to prepare for the comprehensive examinations. Reading lists generally include 15-20 major works that define a historiographical field. Lists are compiled at the discretion of the examining faculty member.
preparation for the examination, students are required to take HIST 675: MA Examination Preparation in the semester prior to or during which the examination is taken.

Students must submit an M1 Form (https://www.odu.edu/graduatestudies/forms#tab201=1), signed by three committee members (two faculty examiners and the faculty reader), to the GPD not later than the last day of classes in the Spring or Fall semester prior to the one in which the examination will be taken.

Questions are prepared by each faculty examiner for each student based on readings lists and preparation in the field. The faculty reader serves as a third reader for the examination. The Graduate Program Director will distribute the questions via e-mail to the student's ODU email account not later than 9:00 am on the Friday the examination begins. All answers must be received by 5:00 pm on the Monday the examination ends. Answers may be submitted via email to the GPD or in person to Mrs. Metro or Mr. Duggins at the History Department Office, BAL 8000. Late examinations will not be accepted.

All examinations are graded on a Pass/Fail basis. Examinations are individualized by the student’s examining committee, but competence in the entire field is expected. All sections of the examination must be passed in order to receive a passing grade. Examinations are judged in their entirety and rated Pass or Fail by the examining committee; the same is true of the oral examination. The Graduate Program Director will notify students of results on the written examination by 5:00 p.m. on the Friday following the Monday on which they were due. Students who receive a passing grade on the written examinations proceed to an oral examination scheduled within a two week period of successful completion of the written examination.

The Graduate Program Director will consult with the Faculty Committee regarding the outcome of each examination and will file the required M2 Form and notify the Graduate Registrar of the examination results.

All components of the comprehensive examination must completed no later than 30 days before the end of a semester to ensure on-time graduation. Students who fail the written or oral examination can be re-examined in the next scheduled round of examinations (the following semester). Only one re-examination is permitted.

**Thesis Option**

**Curriculum**

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<tr>
<td>HIST 600: Historical Theory and Practice</td>
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<td>Non-American History</td>
<td>6</td>
</tr>
<tr>
<td>Other Electives</td>
<td>9</td>
</tr>
<tr>
<td>HIST 698: Thesis</td>
<td>3</td>
</tr>
<tr>
<td>HIST 699: Thesis</td>
<td>3</td>
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<tr>
<td><strong>Total Hours</strong></td>
<td><strong>30 credits</strong></td>
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The thesis option is a 30-credit program (minimum), comprising 24 hours of course work, thesis preparation and writing, and thesis defense in an oral examination. The thesis option is recommended only for those students who have maintained a high GPA (generally 3.5 or higher after 9-12 credit hours of graduate coursework) and who have the support of a faculty director. The faculty
director must submit a thesis prospectus for approval by the GPD and Graduate Studies Committee prior to the student’s completion of 18 hours of coursework.

Students must submit an M1 Form (https://www.odu.edu/graduatestudies/forms#tab201=1), signed by a minimum of three committee members (faculty director and a minimum of two additional faculty readers), to the GPD not later than the last day of classes in the semester prior to the one in which the thesis will be defended. All committee members must be full-time graduate certified faculty members in the History Department or external readers with special expertise in the subject area of the thesis. External readers are recommended by the thesis director and must be approved by the Graduate Program Director and Department Chair. They must also be approved through the graduate certification process of the College of Arts and Letters.

The master’s thesis is written under the direction of a thesis advisor selected by the candidate in consultation with the graduate program director. The thesis is reviewed and the candidate examined by a faculty committee chaired by the thesis advisor. Students are expected to work closely with the thesis director who will assist in thesis preparation, oversee thesis research and writing and monitor student progress. Determination of readiness for thesis defense lies solely with the thesis director. Once the director deems the thesis ready for defense, the faculty director, in consultation with the GPD and the student, will schedule an oral defense date. The student is required to forward copies of the thesis to each member of the thesis committee. The members of the Committee shall have not less than two weeks to review the thesis prior to the scheduled defense date.

The thesis defense—normally a two-hour oral examination—focuses on the thesis, the historical context, and related aspects of the student’s concentration. After successful oral defense, the student is responsible for making required revisions under the direction of the thesis director and for submitting the thesis through the electronic submission process.

Forms and information on thesis preparation and submission are available under Thesis and Dissertation tab of the Graduate Student Resources available at the College of Arts and Letters website at https://www.odu.edu/al/resources/graduate#tab35=2. Students must follow the ODU Guide for Preparation of Theses and Dissertations and The College of Arts and Letters Thesis and Dissertation Format Requirements Guide. Students are responsible for meeting deadlines for completion of revisions and corrections in formatting prior to graduation. Should the revisions or corrections extend beyond deadlines set by the University Registrar and published each year in the academic calendar, the student will be deferred for graduation in the following semester and required to enroll for continuance credit. Final approval of the thesis is the responsibility of the thesis advisor, the graduate program director, and ultimately of the dean of the College of Arts and Letters, who certify the candidate for graduation. Students who fail the oral thesis defense may be re-examined in the next semester on the approval of the thesis director and the GPD. Only one re-examination is permitted.

The GPD will consult with the thesis director regarding the completion and defense of the thesis. The GPD will file the required M2 Form, M3 Form, and notify the Graduate Registrar of the examination results. The tracking form should be completed by the student and sent with the thesis to the college style editor. The college style editor will review the entire manuscript to ensure that the thesis conforms to all formatting requirements set by the College and the University. Students must make the changes/corrections requested by the style editor in timely fashion to insure final acceptance in time for graduation. The process may require several rounds of edits and take several weeks. Once the thesis passes the college style editor’s review, the GPD and thesis director will sign off on the final copy.
Graduate Certificate in Maritime History

The Department of History offers a Graduate Certificate in Maritime History. The certificate program is open to current MA candidates or students already possessing an MA in History. Current MA candidates should apply to the graduate program director for permission to pursue the course of study for the certificate. Students already possessing an MA in History should contact the graduate program director in the Department of History to be advised on admissions and applications procedures. Students in the certificate program will be advised by the Certificate Advisor.

The Graduate Certificate in Maritime History is designed for students who want to supplement their master’s degree with coursework with a maritime focus. It offers students an introduction to maritime history and its global dynamic. Topics include oceanic and naval history, history of the use of marine resources, maritime environmental history, and other topics like the history of maritime trade and technology or the transatlantic slave trade.

The Certificate includes 12 credit hours of coursework including HIST 647: Studies in Maritime History, HIST 696: Tutorial in Maritime History, and two other designated maritime history electives as approved by the Certificate Advisor and the Graduate Program Director.

Current MA candidates are awarded the Certificate at the time of graduation on certification of the completion of requirements by the Certificate Advisor and the Graduate Program Director in accordance with the policies of the University Registrar. Those already holding the MA in History, who are completing the certificate beyond the degree, will be awarded the certificate on completion of the 12 hours of required coursework as certified by the Certificate Advisor and the Graduate Program Director in accordance with the policies and procedures of the University Registrar.

Students pursuing the Graduate Certificate are subject to all GPA and other requirements and policies of the department, college and university applicable to students pursuing a degree in the MA in History program.
Courses, Seminars, and Independent Studies

All students are required to successfully complete HIST 600: Historical Theory and Practice in their first year of graduate study. The course includes analysis of the development of historical theories, principles and methods and their application to historical research and writing.

Seminars are offered in a traditional classroom setting at the Norfolk campus. A list of current seminar offerings with course descriptions is available from the Graduate Program Director. Most classes are taught seminar style, but specific formats, assignments, and requirements remain at the discretion of individual faculty members. Any questions about the requirements or conduct of a graduate class should be referred to the class instructor.

No more than six of the required 30 hours may be earned in 500-level courses. Students may be permitted a maximum of six credits in other departments offering graduate courses if the work is germane to their historical studies and they meet admissions requirements for those classes set by the hosting department or program. Prior approval of the graduate program director in the History Department and the hosting department as well as the course instructor is required.

On the recommendation of a faculty member, a student may take HIST 697: Tutorials in History, independent study with a graduate certified member of the History faculty. Tutorials are individually arranged with appropriate professor and with the permission of the GPD. Tutorials typically include substantial readings and research projects and are generally reserved for more advanced students pursuing studies in specific fields of faculty expertise. They are generally taken after the successful completion of a minimum of 9 graduate credit hours. HIST 697 is offered solely at the discretion of the instructor to qualified students who have demonstrated an ability to complete advanced, independent work. Except in exceptional circumstances (determined by the faculty member, GPD and Department Chair), students may take no more than 3 credits of HIST 697 toward the 30 hour degree.

With the approval of the GPD, a student may apply a maximum of 6 hours of graduate level credits from other institutions or programs toward the credit requirements for the MA degree. If the transfer credits were taken while an undergraduate, none of the credits must have counted toward the fulfillment of any undergraduate degree requirements. All requests for approval of transfer graduate credits must be made in writing to the GPD who submits an Evaluation of Internal/External Transfer Credits to the ODU Registrar.
Practicum Experience and Internships

Students pursuing the MA in either the thesis or comprehensive examination option may take up to 3 credit hours of an approved practicum course, designated as HIST 668: Internship in History. The coursework enables student to work with professionals in a wide array of fields and to gain practical experience in such areas as museum management, library work, archives administration, historical editing, historical preservation, electronic records management, archaeology, or oral history. The field experience may be completed at a local, national, or international site as approved by the Graduate Program Director. Students are supervised by a field advisor as well as a graduate faculty member, who will assign academic reading and written work. Practicum experiences are individually arranged. A list of available field positions and cooperating institutions, entities, etc., is available from the GPD. Students may work with a field supervisor at a site not included on this list provided the proposed field supervisor is a qualified and credentialed professional and with the permission of the GPD.

Recent students’ practicum experiences have included work with the following:

- Colonial Williamsburg Foundation
- German Maritime Museum (Germany)*
- Hampton Roads Naval Museum
- Hunter House Museum
- Jamestown Foundation
- MacArthur Memorial Foundation
- Mariner’s Museum, Newport News, Virginia
- Old Dominion University Perry Library Special Collections
- Steamboat Era Museum, Irvington, VA
- Slover Library Norfolk
- Valentine Museum, Richmond
- Virginia Beach Public Library
- Virginia Holocaust Museum
- United States Holocaust Museum
- World War I Memorials in Virginia Project

*International internships are available each year in Maritime History in conjunction with the International Maritime History Association. Students wishing to pursue international maritime opportunities should consult with the Maritime Certificate Advisor, who will oversee the international experience and work in conjunction with the Graduate Program Director.
Other Requirements

All graduate students admitted to the program must complete Responsible Conduct of Research (RCR) training, as required by the University. This training is offered on-line in the Collaborative Institutional Training Initiative (CITI) basic course, which includes several modules dedicated to teaching and reviewing ethical research practices. Information is available on-line at https://www.odu.edu/impact/responsible-conduct-of-training. Instructions can be found at http://www.odu.edu/content/dam/odu/offices/research/docs/responsible-conduct-of-research-instructions.pdf. Students in the MA in History Program should choose to complete CITI’s Humanities RCR track. The required RCR modules must be completed prior to completion of 12 semester hours (or four courses). The registrar will place a registration hold on the accounts of students who fail to complete this requirement.

Graduation

The semester before planned graduation, students must submit a Graduate Degree Application on LEO Online. The application is available by clicking “Apply to Graduate” in the “Student Records” menu in the secure area of the student’s LEO online account.

Students may participate in graduation ceremonies if they have completed all requirements and if they have successfully completed their comprehensive examinations or defended their thesis by the day of the Commencement Ceremony.

Commencement ceremonies are held in December and May each academic year.
Financial Aid and Assistance

Old Dominion University offers financial assistance to qualified graduate students. Types of aid include research and teaching assistantships, fellowships, grants, scholarships, and part-time employment. Nearly all forms of aid require that the student be engaged in full-time graduate study.

Fellowships, assistantships, tuition grants, and small research grants may also be available to qualified students. Teaching or research assistantships are extended on the bases of academic achievement. They are renewable for up to four semesters. Students on fellowship must maintain full-time status. The fellowships do not currently include tuition assistance or waivers.

Each year the department awards the Harriet and Burl Fischer Scholarship based on available funds. To be eligible for consideration, students must be fulltime students in good standing, with a GPA of 3.5 or over, and demonstrated financial need.

Application materials for Fellowships, Assistantships, and Grants are available from the Graduate Program Director. The Graduate Program Director, in consultation with the Graduate Studies Committee, extends offers for assistantships and departmental awards.

Departmental funds may affect fellowship and assistantship amounts. The establishment of student need and academic promise also affects some grant amounts. The application deadline for Financial Assistance is February 15. International students must pass the SPEAK test (or an equivalent) of spoken English to become eligible for teaching assistantships.

Teaching and Research Assistantships

The primary purpose of an assistantship is to attract and support students who are committed to their development as historians and promote their engagement in the learning environment in a high quality educational program.

Students are advised of the availability of assistantships by the Graduate Program Director. Graduate and teaching assistants must be enrolled full-time (9 credit hours) per semester. Students holding assistantships are mentored by graduate certified faculty members and are required to devote 20 hours per week to the teaching/research assignment.

Specific faculty mentor/director assignments are made each semester by the Graduate Program Director in consultation with the Department Chair and graduate certified faculty in the Department. A graduate assistant’s preference for a professor or instructor will be given fair consideration provided the request is made in writing to the GPD prior to the placement. However, assignment of TAs or GAs to specific faculty members remains at the discretion of the GPD and the Graduate Studies Committee.

It is assumed that the relationship between faculty and graduate students is professional and collegial in nature. As such, every effort should be made by the parties to accommodate one another’s professional needs and work routines. Graduate assistants should perform education related research and/or teaching tasks consistent with an apprenticeship that provides a learning experience. All duties required of the graduate assistant by the professor, including but not limited to lecture attendance and so on, count toward the hours associated with each assistantship.
Graduate assistants will be given access to services, facilities, and supplies for the performance of their graduate assistant duties, including assigned office or cubicle space. Professors requiring extra materials or special equipment will provide such materials.

Graduate assistant activities are under no circumstances to conflict with the student’s classes.

As a general policy, weekly hours that are not used by the professor should not accumulate for later use except in unusual circumstances. Informal agreements between faculty and students are, of course, possible. Faculty members who are sharing a graduate assistant (e.g., 10 hours a week each) cannot exchange hours. In other words, students are only required to work their 10 hours with the assigned faculty member. If the faculty member does not have enough work for the student in a particular week, their hours will not be distributed to other faculty or accumulated for later use. Graduate assistants may occasionally be asked by the GPD to help proctor exams, cover classes for out-of-town professors, or assist the department in sponsored university activities. The time spent doing this will be counted in the regular work week.

Graduate assistants work only when school is in session (including exam week). They do not work during semester break, spring break, or on any holiday unless classes are being held.

The College of Arts and Letters provides information on Graduate Assistantship policies, forms, and procedures at https://www.odu.edu/al/resources/graduate#tab35=1.
General Information and College Resources

General information, forms, and College of Arts and Letters policies and procedures are available on the website at https://www.odu.edu/al/resources/graduate#tab35=0. Resources available include information on assistance with writing, forms for conference support and travel monies, a plagiarism guide and other materials made available by the College.

University Policy Statement

It is the policy of Old Dominion University to provide equal employment, educational and social opportunities for all persons, without regard to race, color, religion, sex (including pregnancy), national origin, age, veteran status, disability, political affiliation, sexual orientation, gender identity or genetic information. For more information on relevant policies, please contact the Office of Institutional Equity and Diversity at 757-683-3141. For hearing impaired callers, please use the Virginia Relay Service (1-800-828-1140).