

Federated Department of History
Graduate Student Handbook, 2017-

Important Notice: The information listed in this handbook may be subject to change.

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Welcome

Congratulations on your acceptance to the Graduate History Program! The joint Graduate History Program at Rutgers-Newark and NJIT is the most diverse master's-level history program in the state of New Jersey. Located in the central business district of the nation's third oldest major city, Rutgers-Newark is within walking distance of an array of nationally renowned cultural, educational, and civic organizations including The Newark Museum, the Newark Public Library, the New Jersey Historical Society, WBGO FM Jazz Radio, and the New Jersey Performing Arts Center.

This handbook provides basic information about the policies of the History Graduate Program as well as a summary of the rules governing graduate work at the university. Students are expected to familiarize themselves with the principal rules and regulations contained in it. All academic and other regulations established by the faculty and the administration of the Graduate School-Newark and the Board of Governors of the university are subject to amendment at any time. Any significant changes to the procedures of the Department or the Graduate School-Newark will be circulated to registered students via email. To access the complete Graduate School-Newark catalog visit <http://catalogs.rutgers.edu>. In general, students should address their questions about the history M.A. or M.A.T. program to the graduate program director. Questions related to general graduate student rules under the jurisdiction of the Graduate School-Newark may also be directed to the Office of the Dean, Conklin Hall, Suite 241, 973/353-5834.

Department Administration

Faculty

Department Chair: *Dr. Karen D. Caplan*; 312 Conklin Hall; 973/353-5233; kcaplan@rutgers.edu

(NJIT) Department Chair: *Dr. Neil M. Maher*; 309 Cullimore Hall, NJIT; 973/596-6348; maher@njit.edu

Graduate Director: *Dr. Kornel Chang*; 313 Conklin Hall; 973/353-3823; kchang4@newark.rutgers.edu

(NJIT) Coordinator of the Technology, Environment, and Medicine/Health Concentration: *Dr. Stephen Pemberton*; 325 Cullimore Hall, NJIT; 973/596-5716; stephen.pemberton@njit.edu

Staff

Department/Graduate Program Administrator: *Ms. Christina R. Strasburger*; 311 Conklin Hall; 973/353-3902; cstras@rutgers.edu

Administrative Assistant: *Mr. Corey D Clawson*; 323 Conklin Hall; 973/353-3895; corey.clawson@rutgers.edu

(NJIT) Academic Coordinator: *Ms. Maureen O'Rourke*; 331 Cullimore Hall, NJIT; 973/596-3284; oruairc@njit.edu

(NJIT) Administrative Assistant: *Mr. Scott Kent*; 331 Cullimore Hall, NJIT; 973/596-5344; kent@njit.edu

The M.A. Degree Requirements

Students must complete 30 credits of coursework, which includes a major field (at least 18 credits). Students must take at least 6 credits outside of their major field, preferably but not necessarily all in the same field, as defined below. Within these credits, M.A. students must complete either a thesis (6 credits) or a Master's Essay (3 credits).

Students are required to maintain a "B" (3.0) or better average through the duration of their studies; otherwise, after receiving a semester's grace in which to raise their GPA, they will not be allowed to remain in the program.

Major Fields

The M.A. program in history offers a choice of three major fields: American History, World/Comparative History, History of Technology, Environment, and Medicine/Health. These three areas are particularly well supported by the research and teaching interests of the history faculty. *Students are required to declare their major field in writing to the Graduate Program Director and Program Administrator after their first semester and/or completion of 9 credits in the program.*

American History

This field comprises the history of the United States of America from its foundations to the present day. The department is particularly noted for its strengths in social, cultural, and diplomatic history; history of women and the family; legal history; African-American history; public history; and technology, environment, and medicine/health. We also offer training in the writing of history and in public history, with internships available at local historical organizations. Popular sites include the New Jersey Historical Society (www.jerseyhistory.org), the Macculloch Hall Historical Museum (www.maccullochhall.org) and the Newark Museum (newarkmuseum.org). Please refer to pages 30-33 for further information on internships.

Representative American history courses offered in recent years include:

- American History 1900-1945
- Radical Politics in U.S. History
- American Modern and Postmodern
- Sexuality and Sexual Politics
- Reading and Writing Narrative History
- Public History and Mass Incarceration
- Introduction to Digital Public Humanities
- Readings in African-American History
- The United States and Empire
- Immigration in the United States
- Introduction to American Studies

World/Comparative History

This field comprises the history of Europe and the non-Western world and is particularly concerned with global interaction and comparative history across national and chronological boundaries. A close working relationship exists with the *Division of Global Affairs* (DGA) at Rutgers-Newark, which sponsors a colloquium and offers opportunities for research in the field of international studies.

The department offers a wide range of global and comparative options, including courses on Ancient History, Africa, China, the Middle East, Latin America, and South Asia; comparative colonial history; and European intellectual, cultural, and social history. The department publishes the *Journal of Ancient History* and *Rethinking History*.

Representative world/comparative history courses offered in recent years include:

- Global Africa
- Race and Labor in the Americas
- Latin America in the World
- Public Histories of Slavery
- World War II in Asia
- Body Politics in Modern China
- Nineteenth Century Europe: History of Emotions
- Problems in Ancient History: Athenian Democracy

The History of Technology, Environment, and Medicine/Health

The History of Technology, Environment and Medicine/Health is unique in its integration of three relatively new historical sub-disciplines. Their rapid growth in recent years reflects greater awareness among professional historians and the general public of the significance of broader issues concerning technology, the environment, medicine, and health in contemporary life. As these issues loom larger in the consciousness of society, so does the need to learn more about their historical origins, causes, and patterns of development. The major field in the History of Technology, Environment and Medicine/Health has been specially constructed to meet this growing need.

The department has a distinguished concentration of faculty in these areas, based at NJIT and Rutgers, with particular strengths in environmental history; urban environments; the social and cultural history of medicine, health and technology; the history of print culture and communications; the cultural history of media; and the history of law, technology and culture.

The M.A. concentration in the History of Technology, Environment, and Medicine/Health at Rutgers, Newark-NJIT is also affiliated with an interdisciplinary Ph.D. major field in the History of Technology, Environment, and Health (HTEH), based in the Rutgers, New Brunswick Department of History. With the approval of the concentration coordinator, qualified students in the Newark M.A. program may take doctoral-level HTEH courses offered at Rutgers, New Brunswick.

The major field in the History of Technology, Environment and Medicine/Health is designed for students with undergraduate backgrounds in science, medicine, health, technology, and environmental studies as well as history. It is also a good choice for high school history and social studies teachers who wish to enrich their teaching with new materials and perspectives drawn from this increasingly important field of study. A concentration in the History of Technology, Environment, and Medicine/Health will prepare students for academic careers and for work in public history, in policy research jobs in the public and private sectors, and for employment in archives or museums.

Representative courses include:

- History of Technology, Environment, and Medicine: Theory and Method

- Environmental History of North America
- The Urban Environment
- Global Environmental History
- Food in American Society
- Gender, Science and Technology
- The Black Death
- Culture and Science in the History of American Medicine
- Social History of American Medicine since 1800
- Technology, Culture and History
- Technology, Environment and Medicine in World History, 1500-1900

Courses outside of the Major Field

To add breadth and diversity to the program of study, each student must take at least two History courses (6 credits) outside of the chosen major field. These two courses should preferably both be in the same field, but this is not required.

Graduate Concentration in Women's and Gender Studies

Students in the M.A. and M.A.T. program can also obtain an official "concentration in Women's Studies" by taking two courses in women's or gender history as well as the following two courses offered by the Women's Studies Program:

- 26:988:532 History and Theory of Women's/Gender Studies
- 26:988:570 Feminist Research and Methods

This option to concentrate a portion of your graduate work in women's studies offers students outstanding instruction, mentoring and opportunities to develop research skills with highly qualified instructors. Developing analytical skills regarding gender relations at the graduate level will help students to address intellectual questions that are central to concerns of all of the involved disciplines.

(<http://ncas.rutgers.edu/program-womens-and-gender-studies/graduate-studies>)

If you are interested in pursuing this concentration, please speak with the Graduate Director as well as the Director of the Women's and Gender Studies Program. For more information on the Women's and Gender Studies Program, visit <http://ncas.rutgers.edu/womenstudies>.

Foreign Language Expectation

Although students are strongly encouraged to achieve reading proficiency in at least one foreign language, there is no formal language requirement for either the M.A. or the M.A.T. M.A. students who take the thesis option may find that reading knowledge of a foreign language is necessary for their research; students who anticipate that this may be the case should consult with their research advisors. In addition, those students who hope to pursue the Ph.D. are advised that most Ph.D. programs require reading proficiency in at least one foreign language prior to degree candidacy.

Master's Thesis

Students pursuing the Thesis Option earn 6 credits for the thesis, which should be a sustained work of scholarship written under the supervision of a qualified faculty advisor. *Students are strongly advised to undertake the research and writing of the thesis over two semesters.* Students may, however, register for all 6 credits in one semester for logistical reasons if necessary. The thesis will normally be on a topic within a student's

major field. It must be based on primary source research. Students should plan on a thesis of about 50 pages, divided into chapters. The quality of the work is more important than the length, however.

[Preparing for the Master's Thesis](#)

The department offers a number of specially designated Research Seminars (usually one per semester). Unlike typical MA classes, in which the emphasis is usually on historiographical debates or on studying particular theories and approaches to a particular historical field, these seminars concentrate on the practical skills required to undertake historical research. Their focus is thus on developing familiarity with bibliographic search engines and databases; locating and working with appropriate primary source material, both electronically and in archives; and on working up a research prospectus. **Students who anticipate undertaking a 6-credit Master's Thesis are STRONGLY ENCOURAGED to take a Research Seminar before they register for the thesis option.**

[Registering for the Master's Thesis](#)

For thesis credit, students are to register under their advisor's section of 26:510:697, 698 RESEARCH IN HISTORY or 48:510:701, 702 MASTER'S THESIS, if NJIT. Students must therefore identify an appropriate advisor and gain that professor's assent before registering. Once approval is granted from their intended advisor, students can obtain the permission number from the Department Office in order to register.

Master's Essay

Students who do not elect to write a thesis must write a 3 credit Master's Essay. The Master's Essay is a substantial piece of written work, the capstone of the M.A. /M.A.T. program for those students who elect not to write a 6-credit Master's Thesis. The essay is undertaken in consultation with an advisor, and may take one of several forms:

- An interpretive historical essay based on research in primary sources, in form much like the M.A. thesis, but shorter.
- A short work of narrative history, emphasizing form as well as content of the writing, also based on research in primary sources. (Prerequisite: 26:510:504 Reading and Writing Narrative History, 26:510:505 History in Fiction and Fact, 26:510:506 The Poetics of History, or by permission)
- A historiographical essay, reviewing the literature on a particular problem in, or aspect of, history.
- A design for a new curriculum, either a course or a significant portion of a course, with the focus on content more than on pedagogy.
- A design for an exhibition in a historical museum or another appropriate work in public history. (Prerequisite: 26:510:565 Public History)

The expected length is 25-30 pages, although the quality of the work is more important than the length. **Students will not receive credit for grades lower than B.**

[Registering for the Master's Essay](#)

For credit, students are to enroll under their advisor's section of MASTER'S ESSAY 26:510:694 or 48:510:702, if NJIT. To register students must first obtain permission from their desired faculty advisor. Once permission is granted, students may obtain the special permission number to register from the Department Office.

The M.A.T. in History Degree Requirements

The program consists of 30 credits, at least 18 of which must be in graduate history courses, and up to 12 of which may be in approved education courses. M.A.T. students choose from among the same graduate history courses, must meet the same class reading and writing requirements, and are expected to maintain a "B" (3.0) or better average through the duration of their studies, as M.A. students. However, M.A.T. students:

- do not select a major field
- do not have a thesis option
- must write a Master's Essay (See above)

Certification to Teach in New Jersey

The M.A.T. Program partners with the Department of Urban Education's Urban Teacher Education Program (UTEP) for state certification in Social Studies. Of the 30 credits required for the UTEP, 12 may be counted toward the M.A.T. Hence, a student wishing to pursue both the M.A.T. in History and teacher certification will take a total of 48 credits.

Overview of UTEP's Courses

UTEP's courses are organized into four clusters. In Cluster I, teacher candidates study the foundations of education, issues in urban education, and adolescent development. In Cluster II courses, candidates study how to incorporate digital technologies into instruction as well as how to assess learning and instruction. In Cluster III, candidates use knowledge acquired in Cluster I and II to investigate curriculum design and pedagogical practices. Finally, in Cluster IV, candidates hone their classroom teaching practices.

Entry Requirements

Students who are interested in becoming certified social studies teachers in New Jersey must satisfy the following requirements and apply for admission into the Urban Teacher Education Program:

1. **Grades of B or better in:**
 - a. 2 English Composition courses from your undergraduate institution.
 - b. **Social Foundations of Urban Education** (21:300:292) or (26:300:500).
2. 3.0 or higher cumulative GPA from your undergraduate institution.
3. Pass the *Praxis* Core, which is a basic skills exam administered by ETS.*

*The NJ Department of Education waives this requirement for applicants with at least one of the following: SAT score of 1660 combined (critical reading, writing, and math); ACT score of 23; GRE scores of 4.0 analytical writing and 310 quantitative and verbal.

Applying for UTEP

You may apply once you are enrolled in Social Foundations of Urban Education. The application and instructions are accessible through the "UTEP Application" site on Blackboard. Deadlines: April 1st for Fall Admission; November 1st for Spring Admission. **In addition, you will need to schedule an appointment with the Program Coordinator to plan your program.**

Important Guidelines about UTEP:

1. The Urban Teacher Education Program requires one course studying a culture (other than your own) represented by the urban schoolchildren of New Jersey. Many different courses from the M.A.T. coursework will fulfill this requirement. Be sure to see the Program Coordinator if you have any questions.
2. Clusters I, II and III courses require observation hours outside of class.
3. Achieve and maintain a 3.0 in your M.A.T. coursework and pass the NJ PRAXIS exam required for certification, Social Studies Content Knowledge (5081), for admission to Cluster IV: Clinical Coursework.
4. **Clinical I – Practicum:** Requires 75-80 hours in an urban classroom. Other requirements and possible fees to expect during clinical coursework: substitute certification, fingerprinting, Praxis test/fees, student fees, State Physiology/Hygiene Test, and application to student teaching.
5. **Clinical II - Student Teaching:** You may NOT take any other course while you are student teaching. For this course, which is a full-time, intensive internship, the department will connect you with a NPS Cooperating Teacher. Other requirements and possible fees to expect: attendance at Career Development Center workshops/career fairs, student fees, and state certification application & fees.
6. **Exit requirements:** In order to meet NJ State Teacher Certification requirements you **MUST:** achieve a grade of B or better in all UTEP courses; achieve at least a 3.0 GPA in your M.A.T. program; have taken at least 30 credits in a social studies sequence (i.e. 30 history credits altogether between undergraduate and graduate); and pass a state required performance assessment.

Filing for Graduation: You should complete all UTEP courses before filing for graduation with the Graduate School.

How to Access our Blackboard Community:

Current Students: Login using your NetID and password, Go to My Organizations Plus and click on “Dept. of Urban Ed.”

Interested, Pending Students, & Guests: Use the Blackboard Community Guest Link which can be accessed by going to our website at <http://edu.newark.rutgers.edu>. Go to the “Helpful Downloads & Links” page and you will see a link for the “Dept. of Urban Ed. Blackboard Community.”

Course of Study:

For the most current information, visit UTEP's website <http://ncas.rutgers.edu/urbaned>.

Cluster I courses: Educational Foundations Courses	Social Foundations of Urban Education (21:300:292) 3 credits – <i>Fall/Spring</i> <i>*UTEP's gateway course. While in this course students apply to UTEP.</i>	Adolescent Psychology and the Urban Experience (21:300:295) 3 credits	21 st Century Urban Educator (21:300:298) 3 credits
<i>Only teacher candidates that have been accepted to UTEP are allowed to advance in the program.</i>			
Cluster II courses: Developmental Course	Information and Communication for Secondary Schools (21:300:410) or NJIT ESTS335 3 credits	Understanding Educational Evaluation (21:300:390) or NJIT ESTS332 3 credits	
Cluster III courses: Curriculum and Pedagogy Courses	Curriculum and Instruction (21:300:388) or NJIT ESTS336 3 credits	Methods of Teaching (21:300:386) or NJIT386 3 credits	
<i>Teacher candidates are screened to ensure they meet the entry requirements for Clinical courses.</i>			
Cluster IV courses: Clinical Courses	Clinical I: Practicum Seminar (21:300:418) 2 credits & Practicum Experience (21:300:419) 1 credit <i>co-requisites – Fall</i>	Clinical II: Student Teaching Seminar (21:300:487) 3 credits & Student Teaching Experience (21:300:488) 3 credits <i>co-requisites – Spring</i>	
<i>Teacher candidates are eligible to be recommend for NJ teacher certification after the successful completion of all nine courses (minimum of B), all the requirements for Clinical II seminar and Field Experience and submission of passing PRAXIS II score.</i>			

For questions related to the Urban Teacher Education Program contact: Ms. Ivette Rosario, Program Coordinator. Phone: 973/353-3526. Email: irosario.utep@gmail.com. Office: 173A Bradley Hall, 110 Warren Street.

Administrative Procedures and Policies

Registration and Course Information

Once you officially accept the offer of admission you will be able to register for classes. To view the Schedule of Classes, visit sis.rutgers.edu/soc or webreg.rutgers.edu. Registration is primarily done via the online registration system, webreg.rutgers.edu. If you would like to register for a NJIT course offering (History, Technology, Environment/Health category, listed as school 48 on the Schedule of Classes) then you will need to complete the [NJIT Cross Registration form](#) and return it to history@newark.rutgers.edu. Detailed instructions for web registration are provided below.

[Logon]

1. Logon using your NetID and your password at <https://webreg.rutgers.edu>
2. Select Semester [Spring; Summer; Fall; Winter] and press continue.

NOTE for those without a NetID: In addition to your 9-digit RUID number, you must use your PAC when attempting to register by phone or web. The PAC, unless specified, is comprised of the four digits representing the month and day of your birth. Please keep this number confidential. It has been assigned for security reasons. All students are encouraged to change it as soon as possible. If you have already established a student email Pegasus account you can go to the PAC Change webpage. You may also visit the Registrar's Office with two forms of ID to make this change in person.

[Adding Courses]

Note: If you have already registered, your current schedule will appear on the following page.

1. Otherwise at the bottom of this on-line registration web page will be ten boxes where you may enter each of the index numbers for the courses that you would like to register for.
2. Once you have keyed in the index numbers click on the [Submit] button to allow the system to process your registration. (The page will be refreshed.)
3. A brief summary will appear at the top stating whether courses were successfully added or failed to be added.
4. Below this notice the courses that were successfully added to your class schedule will appear.
5. Near the bottom, the system will list the courses that failed to be added during your registration attempt with a brief explanation as to why a course failed to be added.
6. The ten boxes will again be available to provide any alternative course index numbers which you have selected.
(You may proceed to register until the class schedule is satisfactory for you.)

[Dropping Courses]

1. A check-box is provided next to each course in your current class schedule specifically used to drop the course from your schedule.
2. Click on the check-box next to the course(s) that you would like to drop.
3. Click on the [Submit] button and the course will be dropped. [Review your schedule]

Note: If you are dropping the last or only course from your schedule you must do so in person because the WEBREG systems will not allow students to withdraw from College.

After the deadline dates, initial registration must be done in person at the Office of the Registrar through the eighth calendar day of the term. Students who have registered can make necessary adjustments to their schedules via the web-registration system through the eighth calendar day of the class. Confirmation of registration can be secured from the web registration system or a copy can be requested at the Office of the Registrar. Course offerings for the term can be found on the scheduling web site (<http://scheduling.rutgers.edu>). Advisement varies according to the needs of the particular graduate program.

A student admitted into a degree program of the Graduate School–Newark is expected to maintain continuous registration in every fall and spring term thereafter until completing the program and earning the degree. Normally a student registers for courses or research, but, if necessary, may register for matriculation continued (leave of absence). A student who fails to maintain continuous

registration may not resume formal graduate study or register again in the Graduate School–Newark without first applying through the Office of the Dean for readmission.

Financial Aid

Limited funds are available to students from scholarships, fellowships, assistantships, grants, low-interest loans, and part-time employment. To apply for grants, loans, and employment, students must complete the Free Application for Federal Student Aid (FAFSA), which is available from <http://www.fafsa.ed.gov>. Or, contact the Office of Financial Aid. Applicants who file by March 15 can expect a reply by June 1.

Fellowships and assistantships are awarded by the school and by individual academic departments. As a result, students do not have to file a FAFSA to apply for them. In all cases, applicants are considered for all forms of aid for which they are eligible.

Cashier's Office

The cashier's office for student business transactions is located on the third floor of Blumenthal Hall at 249 University Avenue, Newark, NJ 07102-1896. The telephone number is 973/353-5423. Inquiries concerning financial obligations to the university should be directed to this office.

Term Bills

Instructions for registration and payment of term bills are sent electronically to the student's email address for the first and second terms with the due dates indicated. It is the student's responsibility to obtain, complete, and return the term bills on time. Students who fail to do so are charged a late payment fee of \$125. Payment of the term bill may be made online, in person or by mail to the Cashier's Office in Blumenthal Hall. Payment by credit card will incur a nominal convenience fee. Checks or money orders should be made payable to Rutgers, The State University of New Jersey.

Registration

Activation/Termination of Registration

A student's registration is activated through the proper submission of a term bill, accompanied by payment, or through an appropriate claim of financial aid. Activation of registration will not take place if there are "holds" placed on a student's records because of failure to meet outstanding obligations. The university exercises the right to terminate the registration of any student who has an outstanding financial obligation to the university, after sufficient notice has been given to the student. The university reserves the right to "hold" transcripts and diplomas as a result of nonpayment of obligations and to forward delinquent accounts to collection agencies and to levy collections fees. "Holds" are removed upon satisfying the indebtedness to the university and paying a \$65 reinstatement fee.

Cancellation of Registration

To cancel registration and obtain a full refund of tuition and fees, students must notify the registrar in writing prior to the first day of classes. A student whose registration is cancelled by the registrar will receive a full refund of tuition and fees, and prorated charges for room and board, if applicable. Notification of cancellation received on or after the first day of classes is treated, for billing purposes, as a withdrawal, and a refund will be made based on the general refund policy. Failure to attend classes is not equivalent to a withdrawal, and a student will not receive an adjustment of charges unless a formal

withdrawal is filed with and approved by the registrar, regardless of whether the student actually attended classes or took examinations. For more information, contact the Office of the Registrar at 973/353-5324.

Matriculation Continued

Students who are obliged to interrupt their studies may, with the approval of their graduate director, register for matriculation continued. This category of registration is available only to students not present on campus and not using faculty time and university research facilities.

Summer Registration

The Graduate School-Newark requires that its students remain in continuous registration from the time they are admitted until their degrees are earned. The policy applies only to the regular academic year, not Summer Session. To enroll in courses offered in the summer, students must submit a Summer Session application, available from <http://summer.newark.rutgers.edu> or from the Summer Session Office, located on the second floor of Blumenthal Hall, 249 University Avenue, Newark, NJ 07102 or if eligible, register online at <http://webreg.rutgers.edu>.

Readmission

The Office of the Dean of the Graduate School-Newark, not the admissions office, handles all applications by former students who are seeking readmission to the school. The readmission procedure is required of all students who:

1. have withdrawn officially from school;
2. did not receive a degree in the program for which they were enrolled;
3. failed to maintain continuous registration through course work or matriculation continued status.

The following deadlines apply to students seeking admission:

<u>Term</u>	<u>Date</u>
Fall	August 1
Spring	December 1
Summer	May 1

To apply for readmission, you must submit an Application for Readmission to the Graduate Director (along with the reinstatement fee) that includes a detailed explanation regarding why you have taken time off from your studies. If you attended another institution during this time, you must include an official transcript.

Change of Registration and Withdrawals

The following changes of registration or withdrawals can be made without academic penalty.

1. Adding courses: from registration through the ninth calendar day of the semester.
2. Dropping courses: from registration through the ninth week of classes. Courses dropped during the eighth calendar day of the semester are deleted from the student's record. Courses dropped from the ninth calendar day of the semester through the ninth week result in a W grade.

Withdrawal from College

Students may withdraw from college through the twelfth week of classes, but they must get the signature of the dean to do so. A student who drops a course without notifying the registrar automatically receives a grade of F in that course. A student who withdraws from school without notifying the registrar

automatically receives a grade of F in all courses. No withdrawals of any sort are permitted during the last two weeks of classes. Students who leave the university during this period are still considered officially enrolled and receive final grades of the term.

Intra-Institutional Registration

Graduate Courses

Students in the Graduate School-Newark may take a course offered by another graduate division of the university. First, they must consult with their graduate program director. Once the graduate program director authorizes the intra-instructional graduate course, no additional permission is required by the Graduate School-Newark.

Undergraduate Courses

With the *approval of the graduate director*, students in the MA program may enroll in one advanced 300- or 400-level undergraduate course. This may be taken as part of the regular graduate program or to remedy a deficiency in the preparation for graduate work. When a graduate student receives permission from the graduate director and the course instructor to take an undergraduate course, s/he must complete additional reading and written assignments to make the workload comparable to that of a master's level course. Courses numbered 500 or above are designed for graduate students and normally carry credit toward a graduate degree. When a student is either permitted or required to take a course numbered below 500, a credit prefix must be entered in person at the registrar's office. The credit prefix will appear on the permanent record as follows:

E. The undergraduate course is excluded from credit in the graduate program.

G. The undergraduate course has been approved for graduate credit.

Note: Students in the MAT program are permitted to apply up to 12 credits of education courses numbered below 500 toward the MAT degree.

Courses Taken "Not-for-Credit"/ Auditing Courses without Registration

With advance approval of their graduate program director, students may enroll without receiving credit in a graduate course or a 100-through 400-level undergraduate course. When they register, they must indicate that they are seeking not-for-credit status by entering the symbol N. They must pay the normal tuition fee for the course and fulfill the same requirements as all other students during the term, including the execution of any written assignments. At the end of the term, however, they may not take the final examination, and they receive a grade of S (satisfactory) or U (unsatisfactory). The course and the letter grade are included on each student's record, but no credit toward a degree is given

In addition to taking not-for-credit courses, full-time students may audit courses without registration. This is a more informal procedure in which no official record of the audited course is kept, and the student receives no academic credit. Space must be available for a student to audit a course, and he or she must obtain permission from the course instructor.

Transfer of Credit

The university accepts for credit graduate courses completed at other institutions, but students may apply for transfer credit only after they have completed at least 12 credits with a grade of B or better at the Graduate School-Newark. The school will consider applications for transfer of courses if the following stipulations apply:

1. The student must have earned a B or better in the course being transferred, and neither *Pass* nor *Satisfactory* is acceptable.
2. The course may not include work for a thesis, independent study, research, or on-line courses.
3. Normally, any course being transferred must form a part of the student's program in his or her field of concentration.
4. As a rule, the course must have been taken during the immediate six-year period before the student's qualifying examination.

In order for a transfer of credit request to be considered, a completed "Application for Transfer of Academic Credit/Professional Experience" form along with a course description, syllabus, and official transcript must be submitted to the Graduate Director of the History Department. *No more than 40% of required credits may be transfer credits.* If/when the transfer is approved, the registrar's office records the transfer of credits on the student's transcript.

Absence Due to Religious Observance

It is the policy of the university to excuse without penalty students who are absent because of religious observances and to allow these students to make up work missed because of such absences. Examinations and special required out-of-class activities ordinarily will not be scheduled on those days when such students refrain from participating in secular activities. Absences for reasons of religious obligation are not counted for reporting purposes. A student absent from an examination because of required religious observance will be given an opportunity to make up the examination without penalty.

Full- and Part-Time Students

The designation of students as full- or part-time is necessary for the regulation governing tuition charges, student fees, statistical record, time limits for degrees, residence requirements, and any other issues affected by such status. For most purposes, a student who has registered for 9 or more credits has full-time status, and a student registered for 8 or fewer credits has part-time status.

Class Schedules and Hours

Starting and closing dates for each term, scheduled holidays, and other important scheduling information are listed in the academic calendar. The academic calendar is available at <https://sis.rutgers.edu/soc>. All class periods are 160 minutes in length, meeting once a week, unless otherwise specified. There will be fourteen weeks of instructional activity for each course.

Attendance

Students are expected to be present at each meeting of their classes. Exceptions to this rule may be made in the case of illness and in such other instances as seem justified to the instructor. It is the policy of the university to excuse without penalty students who are absent because of religious observances and to allow these students to make up work missed because of such absences. Students who miss four or more classes, for any combination of excused and unexcused absences, will not be eligible to pass that class.

Cancellation of Classes

It is the general policy of the university not to cancel classes because of inclement weather. There are instances, however, in which especially adverse and hazardous weather conditions make it impossible to travel and to conduct academic activities at the campus. Students should check the Rutgers University-Newark website for notification of campus closures and operating status. If classes are cancelled, individual instructors will announce arrangements for making up work. In addition, class cancellation and

office closing information is available on the recorded message system at 973/353-1766 or at <http://www.newark.rutgers.edu/campusstatus>.

Grades and Records

Graduate students are graded in each course at the end of each term as follows:

<u>Grade</u>	<u>Numerical Equivalent</u>
A	4.0
B+	3.5
B	3.0
C+	2.5
C	2.0
F	0.0

Scholastic Standing

Candidates for the master's degree are expected to earn grades of B or better in their course work. No more than 6 credits with a grade of C or C+ may be used in meeting the requirements for a master's degree. An overall B (3.0) average is required for graduation from a graduate school program. If a student's academic performance falls below the expected standard, the program or the school will review the record and make recommendations concerning that student's future registration in the Graduate School-Newark. Failure to maintain the minimum cumulative average may result in academic dismissal.

Conditional Grades and Other Symbols

IN (Incomplete). The IN grade may be assigned at the discretion of an instructor who believes that an extension of times is warranted for a student whose work is incomplete at the end of the term. Instructors will establish a firm new deadline—agreed in writing-- by which the student will complete outstanding written work before recording an IN grade. According to the Graduate School rules, the maximum amount of time that an IN can remain on a graduate student's record is twelve months. However, students who receive Incomplete grades do not automatically receive an additional year in which to complete work. Depending on their circumstances, students are typically given a few extra days in which to submit outstanding assignments. Students are not allowed to accumulate 12 or more credits of IN grades. If a student reaches 12 credits of IN grades, a dean's hold will be placed on the record, which will prevent further registration, until a work or study plan is approved by the program and the Dean's office.

NG (No Grade). The NG grade is assigned by the Office of the Registrar. It is used when either the faculty member has left the grade blank or the student is credited with a blank grade because of a computer error. If a student who receives an NG grade fails to clear up the problem within the following term, the NG grade will convert to an F, and the student's cumulative grade-point average will be recalculated accordingly.

W (Withdrawal). Used when a student has withdrawn with permission of the proper authority.

Credit Prefixes

The number of credits appearing on the permanent record may be preceded by a letter prefix as follows:

- E. The course is excluded from credit toward a degree.
- F. The course was failed; no credit earned.

G. A 300- or 400-level undergraduate course for which graduate credit has been approved.

N. A course is taken not-for-credit, an examination is not required, and a final grade of S (satisfactory) or U (unsatisfied) is assigned.

Transcripts

Requests for official transcripts are accepted only from the student concerned. Requests can be made electronically at: <http://transcripts.rutgers.edu>; or by writing to the Office of the Registrar, Rutgers, The State University of New Jersey, 249 University Avenue, Newark, NJ 07102. The request must be received at least 10 working days prior to the date the transcript is needed. There is a small fee for each transcript requested.

In accordance with university procedures, no student or former student may obtain a transcript of his or her academic record if he or she is under any financial obligation to the university. Active students may download unofficial transcripts from the web at <https://www.acs.rutgers.edu/grades>.

Holds

The privileges of registration, advance registration, receipt of a diploma at commencement, and receipt of transcripts of record are barred to students having outstanding obligations to the university.

Student Complaints about Grades

When possible, the Graduate School-Newark tries to handle all student complaints about grades within the graduate degree program. First, a student with a complaint should confer informally with the instructor who recorded the grade in question. This conference shall take place within ten school days of official notification of the grade. If the instructor and student fail to resolve the dispute, the issue becomes dead unless the student takes further action within the ten school days of meeting with the instructor. A student wishing to pursue a grade complaint must request in writing, within the ten day period, that the director or a designate review the complaint or attempt to mediate the issue. The director or the designate has ten school days from receiving the student's written request to consult with all parties and propose a resolution.

If this is unsuccessful, the matter shall be referred to a faculty committee, convened by the dean of the Graduate School-Newark. This committee shall render a decision within fifteen school days. In arriving at a decision, the committee may consult with anyone it chooses. In extraordinary cases, it may ask third parties chosen from among the faculty to review the grade in question.

Any appeal by the student from the program faculty's decision must be made by the student in writing to the dean of the Graduate School-Newark. The student has ten days from receiving the program faculty's decision to submit an appeal and lay out the grounds for this action. The grounds for appeal are (1) technical error, (2) new information, or (3) extenuating circumstances. The dean will render a decision within ten school days of the receipt of the appeal.

For purposes of this procedure, a school day is any day classes are in session, excluding Summer Session. The decision of the dean is final.

Termination of Studies

Students may be required to terminate their graduate studies and withdraw from the Graduate School-Newark if they fail to meet the minimum requirements of the program or the school. Each student must

satisfy conditional requirements established at the time of his or her admission. Failure to make continuous progress toward the attainment of the degree may constitute a basis for termination.

When such problems occur, the program notifies the student in writing of the program's concern about his or her performance. Such a warning specifies the source of concern, the applicable program or graduate school rules at issue, and proposed actions to resolve the problem. Warnings specify when and on what basis the faculty is considering a recommendation for academic dismissal. A probationary period of one semester would be normal.

Following the probationary period, a student who fails to meet the provisions of the warning should be considered by the program faculty for dismissal. The student may be asked or may request to speak on his or her behalf at a meeting of the program faculty for that purpose. A member of the university community may assist the student in preparing his or her presentation. If the program faculty decides to dismiss the student, this decision must be issued in writing and must explain the reasons for the decision and list all warnings communicated to the student.

Appeal

A student may appeal a dismissal notice to the dean of the Graduate School-Newark. Anyone wishing to appeal a dismissal must submit that appeal in writing within ten school days of receipt of the program faculty's decision. The appeal must state the basis for the basis of the appeal. The grounds for appeal are (1) technical error, (2) new information, or (3) extenuating circumstances. The dean, whose decision is final, shall render a decision within ten school days of receiving the appeal. For purposes of this procedure, a school day is any day that classes are in session excluding summer session.

Academic Integrity/ University Code of Student Conduct

As an academic community dedicated to the creation, dissemination, and application of knowledge, Rutgers University is committed to fostering an intellectual and ethical environment based on the principles of academic integrity. Academic integrity is essential to the success of the University's educational and research missions, and violations of academic integrity constitute serious offenses against the entire academic community.

The principles of academic integrity require that a student:

- properly acknowledge and cite all use of the ideas, results, or words of others.
- properly acknowledge all contributors to a given piece of work.
- make sure that all work submitted as his or her own in a course or other academic activity is produced without the aid of impermissible materials or impermissible collaboration.
- obtain all data or results by ethical means and report them accurately without suppressing any results inconsistent with his or her interpretation or conclusions.
- treat all other students in an ethical manner, respecting their integrity and right to pursue their educational goals without interference. This requires that a student neither facilitate academic dishonesty by others nor obstruct their academic progress.
- uphold the canons of the ethical or professional code of the profession for which he or she is preparing.

Adherence to these principles is necessary in order to ensure that

- everyone is given proper credit for his or her ideas, words, results, and other scholarly accomplishments.

- all student work is fairly evaluated and no student has an inappropriate advantage over others.
- the academic and ethical development of all students is fostered.
- the reputation of the University for integrity in its teaching, research, and scholarship is maintained and enhanced.

Failure to uphold these principles of academic integrity threatens both the reputation of the University and the value of the degrees awarded to its students. Every member of the University community therefore bears a responsibility for ensuring that the highest standards of academic integrity are upheld.

The University administration is responsible for working with faculty and students to foster a strong institutional culture of academic integrity, for providing effective educational programs that create an understanding of and commitment to academic integrity, and for establishing equitable and effective procedures to deal with allegations of violations of academic integrity. The faculty shares with the administration the responsibility for educating students about the importance and principles of academic integrity. Faculty members are expected to inform students of the particular requirements regarding academic integrity within their specific courses, to make reasonable efforts to minimize academic dishonesty, and to respond appropriately to violations of academic integrity. Faculty members are strongly encouraged to provide a statement concerning academic integrity and a link to the Academic Integrity Policy on their course syllabi.

Note: The complete Academic Integrity Policy can be found at academicintegrity.rutgers.edu/academic-integrity-policy.

Services for Students with Disabilities

Students with disabilities at Rutgers are entitled to the same benefits, the same quality of student life, and are subject to the same academic requirements as other students. Rutgers is committed to providing reasonable accommodations to meet the needs of eligible students.

The Office of Disability Services (phone: 973-353-5300, 800-7899 [TTY only], 800-852-7897 [voice only]; email: dsoffice@echo.rutgers.edu; website: <https://ods.rutgers.edu> coordinates accommodations for students with disabilities.

Complaints or grievances regarding Rutgers’ compliance with the Americans with Disabilities Act of 1990 or Section 504 of the Rehabilitation Act should be directed to the appropriate office as identified in the Office of Disability Services Grievance Procedures: <https://ods.rutgers.edu/ods-resources/grievance>.

Time Limits for Degrees

The minimum and maximum years required to complete a degree are determined by a student’s full-time or part-time status and the number of credits required for the degree. These times are as follows:

Degree	Total Credits Full or Part Time	Minimum Time	Maximum Time
MA., M.S.	30-Full	1 year-1.5 years	3 years
M.A.T.	30-Part	1 year-1.5 years	5 years

As a note, the timeline can be extended in consultation between the program and the Graduate School Dean for students with extenuating circumstances. The application for extension of Time for Degree form must be completed when the student’s degree will not be attained within the expected time limit. It is up to the student, as well as the program director to be aware when this time limit is approaching. The form is valid for one year only and must be filed again if further extensions are needed.

Graduation

The minimum academic requirements set by the Graduate School for graduation are as follows:

1. Ensure that all academic requirements have been or will be completed.
2. Make certain that related fees and any outstanding debts to the university are paid.
3. Submit an application of candidacy.
4. Submit a diploma application at grad.admissions.rutgers.edu/Diploma/Login.aspx?ReturnUrl=%2fdiploma. The degree cannot be conferred as scheduled and graduation will be delayed if this application is submitted after the deadline. If the deadline passes, students will have to submit their application for the next graduation date.

You should consult with the Graduate Director and/or Program Administrator to ensure that you have met the history program's requirements.

General requirements for all candidates:

- No more than 6 credits of 'C' or 'C+' grades are acceptable.
- No more than 40% of required credits may be transfer credits.

In addition to the general requirements, with a thesis:

- A minimum of 6 credits of Research in History 26:510:697/698.
- Part II, Sections A1 and B of the master's candidacy application must be signed as indicated.
- All master's thesis must now be submitted in electronic form. For instructions see <https://etd.libraries.rutgers.edu>. *Note: Two hard copy title pages with the original signature of your master's thesis advisor must be submitted. Both title pages must be printed on 8.5" x 11" white paper of 16 or 20 lb substance and 100% percent rag or cotton content.*

In addition to the general requirements, without a thesis:

- Part II, Section A2 and B of the Candidacy Application must be signed by the professor to whom the essay was submitted.

In order to be considered for graduation you **must** complete and file the Application for Admission to Candidacy form and the Diploma Application form, by the deadlines provided below.

To be eligible for an: Diploma Application	October Degree	January Degree	May Degree
http://gsn.newark.rutgers.edu/online-forms must be filed online by:	August 1 st	November 1 st	March 1 st
AND			
Candidacy Application http://gsn.newark.rutgers.edu/online-forms must be filed along with thesis, if applicable, in the Dean's Office by:	October 1 st	January 4 th	May 1 st

Students applying for an **October degree** do not have to register for the Fall semester as the degree is awarded October 1. Students applying for a **January degree** must register for the Fall term (matriculation continued), but not the Spring Term, as the degree is awarded (usually) mid-January. Students applying for a **May degree** must register for the spring term.

It is the responsibility of the student to complete all requirements for graduation by the scheduled dates listed. Each student should consult with the graduate director of his or her program and with the Office of the Dean of the Graduate School-Newark with respect to the completion of the requirements for graduation. Conferral of degrees and diplomas occurs three times per year in October, January, and May. Students who file the applications and complete all other requirements for the degree by the announced October or January dates will have a diploma dated for the respective month. To provide proof that they have earned a degree before commencement, students may file a written request for a temporary certificate of completion with the Office of the Dean of the Graduate School- Newark. The school withholds diplomas from any student who is under financial obligation to the university.

Libraries

The academic programs of the Newark campus are supported by the John Cotton Library and by the print and electronic resources provided by the Rutgers University library system. The Dana Library, which is located in the center of the campus plaza, has a collection of nearly 700,000 volumes. The library's regular hours during the fall and spring terms are Monday through Thursday, 8:00 A.M. to midnight; Friday 8:00 A.M. to 7:00 P.M.; Saturday, 10:00 A.M. to 6:00 P.M.; and Sunday, noon to 10:00 P.M. Dana Library's Media Services unit is housed in a modern media complex that has a growing collection of videotapes, audio recordings, cassettes, and other non-print material. The Media and Digital Services complex, which is adjacent to the Institute of Jazz Studies on the library's fourth floor, includes media/group study rooms, booths, and carrels; a multipurpose room for film and video viewing; computer presentations; and an exhibition gallery. Through the Rutgers University Libraries' online information system, the Dana Library provides access to a wide variety of databases and full-text electronic journals and other resources. The Dana librarians provide assistance to students on a one-to-one basis in the use of appropriate bibliographic tools and information services.

The Rutgers University Libraries' web page, www.libraries.rutgers.edu, provides links to the catalogs of library holdings of neighboring institutions, such as the New Jersey Institute of Technology, and the Newark Public Library. Upon presentation of a valid Rutgers identification card, students and faculty members have borrowing privileges at these libraries, as well as at the library of Essex County College. Other available library facilities in Newark include libraries at the Newark Museum and the New Jersey Historical Society. Requests for borrowing privileges at the Newark Public Library should be directed to Dana's circulation department.

For the history of medicine, the Morris H. Saffron Collection of Books on Historical Medicine is a valuable resource to which students in this program have easy access, and additional sources in medical history can be consulted at the library of the New York Academy of Medicine. For the history of technology, the program is particularly well situated for research into the work of seminal American inventor Thomas A. Edison, whose papers and artifacts are ten minutes away at the Edison National Historic Site in West Orange. NJIT itself houses the papers of Edison's contemporary, Edward F. Weston.

Student Services

Athletic Facilities

The Golden Dome Athletic Center, the Golden Dome Tennis Complex, and Alumni Field serve as home territory for all Rutgers-Newark varsity teams and help support various recreational and community service projects. The Golden Dome Athletic Center, located at the southeast corner of the campus, is the main athletic facility at Rutgers-Newark. For information, please contact 973/353-5474.

Campus Center

The Robeson Campus Center, located at 350 Dr. Martin Luther King, Jr. Boulevard, is the focal point for student activities and a place for gatherings of all kinds by the Rutgers-Newark community. The Center has three dining facilities. The Robeson Campus Center is open Monday 11:00 A.M. to 8:00 P.M. and Tuesday through Sunday from 10:00 A.M. to 9:00 P.M. For more information visit their website at <http://robeson.rutgers.edu>.

Computing Services/Email

Newark Computing Services (NCS) provides computing, networking, and information services in support of the university's instructional, research, and administrative activities. Each matriculated student can obtain a computing account to access communication, computing, and information services. As soon as you register for classes, you will be able to create an email account. To establish an account, visit netid.rutgers.edu. For assistance with creating an account or regarding available computing resources, contact the Help Desk at 973/353-5083. **As email is the primary mode of communication, please ensure that your email address is correct in the system.**

Graduate Student Government Association

The primary mission of the Graduate Student Government Association (GSGA) is to ensure that the interests of all graduate students are recognized and represented. The GSGA has an executive board that includes a president, vice president, treasurer, secretary, senator, and one voting representative from each of the graduate programs. The GSGA works to ensure that funds from student fees are distributed to participating programs in a way that encourages quality activities, including conferences, lecturers, scholarship-based programming, and networking events, and helps to enhance the campus environment for all students. In addition, the GSGA sponsors an annual reception for the graduate school after the commencement ceremonies. At this event, it distributes awards for excellence in academics, teaching, and research. For further information on the GSGA, contact the graduate dean's office at 973/353-5834.

Graduate Student Lounge/Seminar Room

The Department has reserved 338 Conklin Hall to serve as a student lounge and seminar room. This lounge is equipped with computers for student use. Access to the lounge is limited to *active* graduate students. Please contact the Department for the key.

Health Services/ Student Health Insurance

All full-time students can receive medical services at the Rutgers Student Health Service, located in Room 104 of Blumenthal Hall at 249 University Avenue on the Newark campus. The health center is open from 8:30 A.M. to 4:30 P.M., Monday through Friday. To reduce waiting time, students should schedule appointments. The phone number is 973/353-5231. The Newark Health Center Pharmacy, located in

Room 104 Blumenthal Hall, is open daily from 11:30 A.M. to 3:30 P.M., Monday through Friday. Students can phone in, drop off, or send their prescriptions by campus mail and pick them up the next day. The phone number is 973/353-5201. The pharmacy also carries over-the counter medications, vitamins, homeopathic medications, and many other medical aids. For more information on their services, visit <http://health.newark.rutgers.edu>.

Housing

The University's Talbott Apartment complex consists of two-and four-bedroom units, with each unit housing four students. Talbott offers twenty-four-hour security, on-site laundry facilities, and a modern fire and smoke detector system in each apartment and public area. For students willing to pay an additional charge, a limited number of parking spaces are reserved nearby. For more information on housing and related services on the Newark campus, contact the Office of Housing and Residence Life, 91 Bleeker Street, Newark, NJ 07102, or visit <http://housing.newark.rutgers.edu> or call 973/353-1037.

Photo Identification Cards/ Parking and Transportation Services

Students will need a Rutgers photo ID card to purchase a parking permit, borrow library books, use sports facilities, and qualify for student discounts. Both the Photo ID and Parking Permit Sales Offices are located at 249 University Avenue, Newark. Identification cards are handled through the Photo ID window on the third floor of Blumenthal Hall and Parking Services is located on the first floor of Blumenthal Hall, Room 105. Regular office hours are Monday, Tuesday, Thursday, and Friday from 8:30 A.M. to 4:30 P.M., and Wednesdays from 8:30 to 6:30 P.M. For further information and the fee structure, call 973/353-1839 or visit their website at <http://newarkbusinessoffice.rutgers.edu/photoid.htm> or <http://nwkparking.rutgers.edu>.

Shuttle Van Service

Throughout the academic year, a free shuttle van service is available for the exclusive use of Rutgers and New Jersey Institute of Technology faculty and staff members, students, and their guests. To board the van students must present a valid photo ID card. Schedules are available online at <http://nwkparking.rutgers.edu> or at the University Police Headquarters (973/353-5581).

Public Transportation Discounts

Full-time students who travel by public transit (rail, bus, or light rail) are eligible for the New Jersey Transit System Student Discount Program, <http://nwkparking.rutgers.edu/njtransitdiscount>.

Program in American Language Studies (PALS)

The Program in American Language Studies (PALS) is the English as a Second Language (ESL) curriculum at Rutgers. It provides nonnative speakers with the English skills they need for academic work in the United States. In August, international teaching assistants receive two weeks of classes in communication skills and teaching techniques. PALS also offer the following courses: Advanced Pronunciation; Comprehension and Conversation; Grammar and Composition; and Graduate ESL Seminar. Class sizes are limited, which permits teachers to give students individualized attention. Students must register to attend PALS courses, and the results of a diagnostic test determine their class placement. Supplemental assistance is available through computer labs. The PALS office is located at 226 Conklin Hall. For more information, visit <http://pals.newark.rutgers.edu>.

Student Activities

To broaden the overall educational development of its students, Rutgers maintains a quality out-of-classroom program. The Office of Student Activities and the Rutgers-Newark Program Board plan an extensive activity program that enriches the educational, cultural, and social experiences of all students who participate. Information regarding all student organizations and activities on campus is available at the Office of Student Life, Room 352 Robeson Campus Center, 973/353-5300.

University Safety and Security

The Division of Public Safety is responsible for responding to emergency situations, suspicious activity, crimes, security concerns, and parking and transportation issues. Providing for a safe and secure university environment is the highest priority of the members of our police, security, emergency services, and parking and transportation departments. Members of the public safety staff patrol each campus and respond to emergencies and requests for assistance on a full-time basis, 24 hours a day, 365 days a year. Information regarding public safety at Rutgers is available from the campus police departments. *Safety Matters* details public safety statistics, services, and programs on each of Rutgers' regional campuses. To view the online copy of *Safety Matters* visit <http://newarkpolice.rutgers.edu>. **For police and/or fire emergencies call 973/353-5111.**

Frequently Asked Questions

Do I have to talk to an advisor before registering for classes?

The graduate director serves as the advisor to all students in the M.A. and M.A.T. programs. Contacting the graduate director before registering is strongly encouraged, but not mandatory unless you are taking classes outside of the History department.

How do I know what classes are available?

The most current schedule information can be found through the Online Schedule of Classes, at <http://sis.rutgers.edu/soc>; (or follow the links from the Rutgers University home page to Current Students to Online Schedule of Classes. Choose the Newark campus, then “Graduate” under Level of Study, the appropriate semester, and 510: History). Course descriptions are posted on the History Department’s website, <http://history.newark.rutgers.edu>.

How many courses should I take? How long will it take to finish the degree?

Full-time students take either 3 or 4 courses a semester, and part-time students take either 1 or 2. Taking more than 3 courses is not recommended and no student may enroll in more than 4 courses per term. A student taking 4 courses each semester and writing a thesis (6 credits) over the summer can get the M.A. in one year. A student taking 3 courses a semester can get a MA in 1 ½ to 2 years.

How do I register for classes?

Once you accept the offer of admission, either by returning the acknowledgment form by mail or online, you will be able to register for classes. To view the Schedule of Classes, visit webreg.rutgers.edu. Before the start of each term, registration information is posted on the registrar’s web site, registrar.newark.rutgers.edu. Registration is primarily done via the online registration system, <https://webreg.rutgers.edu>. If you would like to register for a NJIT course offering (History, Technology, Environment, and Health category, listed as school 48 on the Schedule of Classes) then you will need to complete the NJIT Cross Registration form and return it to history@newark.rutgers.edu.

May I take an independent study?

Independent study courses are generally available only to advanced graduate students. In order to take an independent study course, you need the advance permission of the professor with whom you want to study. Note: The department does not recommend/endorse more than six credits of independent study/internship work.

Are internships available?

Yes. Students in the Rutgers-Newark/NJIT graduate program in history may be eligible to receive elective credits toward their degree by pursuing an internship in public history. Students have the opportunity to explore the possibilities of the presentation of history to the public in institutions like museums, archives, historical societies, or in other venues that offer history education. If you are interested in pursuing an internship, you should inquire directly with the site for any available opportunities. (Please see pages 32-35 for further information on internships.)

May I take a history course at New Brunswick?

You may, but *only* with the advance permission of the Newark Graduate Director and the professor of the New Brunswick course you want to enroll in. Because the Ph.D. program in New Brunswick is one of the best and most competitive in the country, only extremely well-prepared students will be granted

permission. We must evaluate your performance here before granting permission; thus, requests will only be considered after the completion of one semester of work at Newark.

If I complete the M.A. in Newark, can I enter the Ph.D. program in New Brunswick?

You may apply, but there is no guarantee of admission. The Ph.D. program is one of the more selective in the nation, admitting only about a dozen students (in all fields) a year. As a rule, to gain admission into the Ph.D. program, you will need both a very high G.P.A. and high GRE scores. That much said, we have had success in getting our very best students into the Ph.D. program. If admission into the New Brunswick or another history Ph.D. program is your goal, we will work closely with you to help you achieve it-and we will advise you candidly about your options and prospects.

How do I register for the thesis?

After you have obtained the professor's approval, you would sign up under your advisor's section of 26:510:697, 698 RESEARCH IN HISTORY or 48:510:701, 702 MASTER'S THESIS, if NJIT. You will need a special permission number in order to register, which can be obtained from the Department Office. *Note: You are strongly advised to undertake the research and writing of the MA thesis over two semesters. You may, however, register for all 6 credits in one semester for logistical reasons if necessary.* Be sure to adhere to the *Electronic Master's Thesis Instructions*, which is available online at <http://gsn.newark.rutgers.edu>.

Can I take a semester or a year off from Graduate School?

Yes, but you must register for matriculation continued 26:510:800. If you do not register for matriculation continued, then you will have to submit an application for readmission to the program when you wish to return to graduate study. You should also consult the Graduate Director before taking time off from school.

How do I express concerns I have about the program?

If *at any time* you have concerns about any aspect of the program, you are strongly encouraged to get in touch with the Graduate Director, either by email, phone, or in person. The Graduate Director holds regular office hours but is also happy to schedule appointments at other mutually convenient times.

Is there writing and/or research assistance available?

Yes. The Rutgers-Newark Graduate School provides the Writing Center with funding to support graduate students in the areas of writing and research. To best support the graduate student population, The Writing Center offers a workshop series each semester. The workshops focus on the process of writing: research, critical reading, drafting, and revision. Workshops are scheduled for time periods that most effectively meet the needs of students who work and attend classes. The days and times of the two sessions are staggered, so as to accommodate as many students as possible.

In addition to the workshop series, The Writing Center provides individual tutoring to graduate students enrolled in any of the graduate programs on the Rutgers-Newark campus. If you feel that you need assistance with your critical reading, research, or writing skills, you can request individual tutoring with a faculty member/tutor from the Writing Program.

To request more information, sign up for tutoring or to register for workshops, contact the Writing Center, located at 126 Conklin Hall. Telephone: 973/353-5847; E-mail nwc@andromeda.rutgers.edu

How do I get a Rutgers e-mail account?

Once you have accepted our offer of admission, you are entered into the system and can create your own email account. You can use one of the computers at the Rutgers Computer Labs or any computer available to you to create an email account. Go to netid.rutgers.edu. This web page will provide you with detailed instructions on creating an email account. If you have a problem creating your account, then call the Help Desk at 973/353-5083.

I am not receiving email messages from the Department. How do I get on the mailing list?

Important email announcements are circulated to history students through Rutgers Automated Mass-mailing System (RAMS). Once you have been admitted into the program you are automatically added to the mailing list. However, in order to receive messages, your email address must be correct in the Rutgers system. To ensure your information is correct, check the Personal Information Update page at <https://ess.rutgers.edu/services/current-students.html>. (You can also use this page to update your home address and telephone number.)

Please Stay in Communication!



The Department is also on Facebook, Twitter, and Instagram!

Please visit our page, <https://www.facebook.com/FederatedHistory>, for information on events, faculty publications, and relevant news. *Check-in frequently, post, and don't forget to "like" us!* Follow us on Twitter @Newark_History and Instagram @federatedhistory.

History Department Directory

Name	Office	(973) 353-	E-Mail Address
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Key Contacts

Department/Contact	Phone	Fax	Address/URL
Athletics/Golden Dome	(973) 353-5474	(973) 353-1431	http://www.rutgersnewarkathletics.com
Affordable Copies Center	(973) 802-1007	(973) 802-1015	49 Halsey Street, Newark
Business Office	(973) 353-5423	(973) 353-1498	http://businessoffice.newark.rutgers.edu
Campus Information	(973) 353-1766		www.newark.rutgers.edu
Cashier	(973) 353-5423	(973) 353-1498	http://businessoffice.newark.rutgers.edu/cashier
Financial Aid	(973) 353-5151	(973) 353-5057	http://studentaid.rutgers.edu
Global Affairs	(973) 353-5585	(973) 353-5074	http://dga.rutgers.edu
Graduate School	(973) 353-5834	(973) 353-1191	http://gsn.newark.rutgers.edu
Health Center	(973) 353-5231	(973) 353-1390	http://health.newark.rutgers.edu
Housing	(973) 353-1037	(973) 353-1032	http://housing.newark.rutgers.edu
Library	(973) 353-5901	(973) 353-1133	http://www.libraries.rutgers.edu
Parking Permit/ Photo ID	(973) 353-1580	(973) 353-1498	http://newarkbusinessoffice.rutgers.edu/photo-id-1
Parking/Transportation Services	(973) 353-1839	(973) 353-1280	http://nwkparking.rutgers.edu
Political Science	(973) 353-5105	(973) 353-5103	https://www.ncas.rutgers.edu/polisci
Psychological Services	(973) 353-5805	(973) 353-5802	http://psyacs.newark.rutgers.edu
Registrar	(973) 353-5324	(973) 353-1357	http://registrar.newark.rutgers.edu
Rutgers Bookstore	(848) 445-9927		Hahne's Building, 42 Halsey Street http://newark-rutgers.bncollege.com
Student Accounts Receivable	(973) 353-5807	(973) 353-1028	www.studentabc.rutgers.edu

FEDERATED DEPARTMENT OF HISTORY INTERNSHIP GUIDELINES

26:510:619: Internship in Public History

Effective Fall 2011

Students in the Rutgers-Newark/NJIT graduate program in history may be eligible to receive elective credits toward their degree by pursuing an internship in public history. Students have the opportunity to explore the possibilities of the presentation of history to the public in institutions like museums, archives, historical societies, or in other venues that offer history education.

ELIGIBILITY

MA or MAT students, with a minimum grade point average of 3.0, are eligible to apply for internship credit. Students must have completed at least two courses in the department (510) before registering for an internship.

ACADEMIC CREDIT

Internship credit will be granted through course number **26:510:619**. An internship is equivalent to a course, and is worth 3 credits. Students must complete 120 hours for the semester to receive the three credits. *Students may only obtain credit for one internship.* A grade will be provided that is established from (1) a student's written activity reports; (2) a student's final report; and (3) the written performance evaluation completed by the student's site supervisor at the conclusion of the internship.

TO SET UP AN INTERNSHIP

Identify an institution, program, or employer that is accepting interns. Contact the Director of Graduate Studies to obtain preliminary confirmation that the internship has the potential to be approved.

Identify a site supervisor who will oversee the work in the internship.

Draft an internship proposal containing:

A brief description of the proposed internship, describing the institution, program, or project.

A description of the educational goals to be achieved, how these goals relate to Rutgers coursework, and how they go beyond coursework.

A discussion of the resources available in this internship, and the strategies that will be followed, in order to achieve the educational goals.

Submit the internship proposal, once it has been approved by the site supervisor, to the Director of Graduate Studies. Only after the proposal has been accepted by the Director can a permission number to register for the internship be issued.

DURING THE INTERNSHIP

Depending on the nature of the internship, the distribution of work over the course of the semester will vary. However, students should expect to work the equivalent of 8 hours per week, or 1 day per week, during the semester, for a total of 120 hours for the semester.

In concert with the faculty advisor, students will agree on a plan for reporting, depending on the

distribution of work throughout the semester. This will consist of regular reports of, at a minimum, the following:

Number of hours completed each day, number of hours completed in the reporting period, and total number of hours.

A short summary of activities.

A short description of progress towards the educational goals of the internship proposal.

AT THE CONCLUSION OF THE INTERNSHIP

The student shall prepare a final report. Generally, this report should give a description of the internship, and a self-evaluation describing how well the educational goals outlined in the internship proposal were achieved, as well as any unexpected educational benefits.

Specifically, the report should:

Describe the institution, program, or project at which the student worked.

Describe the role played, and detail the work that the student did.

Present any relevant documentation of the project.

Explain the educational benefits which were derived from your internship, including any unexpected benefits.

The final report must be approved and signed by both the site supervisor and faculty supervisor.

In addition to the final report, the site supervisor will be asked to prepare a written evaluation of your progress and performance. Based on your activity reports, your final report, and your site supervisor's written evaluation, the faculty supervisor will assign a course grade.

INTERNSHIP EVALUATION FORM

TO BE COMPLETED BY THE INTERNSHIP SPONSOR / SUPERVISOR

Student's Name: _____

Department Assignment: _____

Time Period: _____

Supervisor's Name and Title: _____

Signature and Date: _____

Address: _____

Phone: _____ Fax: _____

E-mail: _____

Please check the response that best reflects the individual's performance. Please use the General Comments section on the second page of this form to provide a narrative evaluation of the student's performance in the internship. To ensure candid evaluations, the student intern will not be shown the comments on this form.

Please return the completed evaluation by postal or electronic mail to:

Graduate Director

Federated Department of History

Rutgers-Newark

175 University Avenue, Conklin Hall 311

Newark, New Jersey 07102-1801

E-mail: history@newark.rutgers.edu

Quality of work

___ Excellent ___ Above average ___ Below Average ___ Poor

Judgment

___ Excellent ___ Above average ___ Below average ___ Poor

Dependability

___ Excellent in making decisions ___ Above average in making decisions ___ Usually makes the right decision ___ Often uses poor judgment ___ Consistently uses poor judgment

Ability to learn

___ Learns very quickly ___ Learns quickly ___ Average in learning ___ Slow to learn ___ Very slow to learn

Attendance and Punctuality

___ Regular ___ Irregular

Attitude

____ Extremely interested and independent ____ Very interested and independent ____ Average interest and independence ____ Below average interest and independence ____ Definitely not interested and independent

Overall performance

____ Excellent ____ Above average ____ Average ____ Below average ____ Poor

General Comments:

Please provide a narrative evaluation of the student's performance in this internship, including specifics about what he or she has accomplished, what you think he or she has learned, and where the student's strengths and weaknesses lie.