## Contents

### Welcome

### M.A. Requirements 3

- **Major Fields**
- **Foreign Language Expectation**
- **Master's Thesis**
- **Master's Essay**

### M.A.T. Requirements 7

- **Teacher Certification**

### Administrative Policies 9

- **Registration and Course Information**
- **Attendance**
- **Cancellation of Classes**
- **Grades and Records (Transcripts)**
- **Scholastic Standing**
- **Termination of Studies**
- **Academic Integrity/ University Code of Student Conduct**
- **Graduation**

### Libraries 18

### Student Services 18

### University Safety and Security 20

### Frequently Asked Questions 21

### History Department Directory 24

### Key Contacts 26

### Appendices 27

- Cross-Registration Instructions/ Application to enroll in NJIT courses
- Internship Guidelines
- Master’s Candidacy Application
- Master’s Thesis (Electronic) Submission Guide
Welcome

Congratulations on your acceptance to the Graduate History Program! The joint Graduate History Program at Rutgers-Newark and NJIT is the largest and 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 principle 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
327 Conklin Hall; 973/353-5233; kcaplan@andromeda.rutgers.edu

(NJIT) Department Chair: Dr. Richard B. Sher
331 Cullimore Hall, NJIT; 973/596-3284; oruairc@njit.edu

Graduate Director: Dr. Susan L. Carruthers
311 Conklin Hall; 973/353-3889; scarruth@andromeda.rutgers.edu

Coordinator of the Technology, Environment, and Medicine/Health Concentration: Dr. Neil M. Maher
309 Cullimore Hall, NJIT; 973/596-6348; maher@njit.edu

Staff

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

Administrative Assistant: Ms. Rabeya Rahman
323 Conklin Hall; 973/353-3895; rahmanra@rutgers.edu

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

(NJIT) Administrative Assistant: Ms. Jessica Witte
331 Cullimore Hall, NJIT; 973/596-5344; jessica.j.witte@njit.edu
The M.A. Degree Requirements

Students must complete 30 credits of course work, 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 expected to maintain a "B" (3.0) or better average through the duration of their studies; otherwise, they may 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; 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 (http://www.jerseyhistory.org), the Jersey City Museum (http://jerseycitymuseum.org) and the Newark Museum (http://newarkmuseum.org). Please refer to pages 30-33 for further information on internships.

Representative American history courses offered in recent years include:

- Media and the American Experience of War
- American History 1900-1945
- A Suburban Nation: The Politics and Culture of Metropolitan Growth in the Modern U.S.
- Reading and Writing Narrative History
- Public History
- African-American History
- Problems and Readings in American Diplomatic History: Empire
- American Urban and Ethnic History
- Colloquium on the History of Women
- The Political Culture of the Founding Generation

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 European and global coverage, including courses on Africa, China, Latin America, and South Asia; comparative colonial history; and British and European intellectual,
cultural, and diplomatic history. The department publishes the journals Eighteenth-Century Scotland, Horn of Africa, and Rethinking History.

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

- Comparative World Colonialism
- African History
- Latin American History
- Enlightenment, Empire, and Ideology in 18th-Century Britain
- Europe since 1850
- The Culture of the Book, 1450-1800
- History and Theory: An Introduction to Historical Method
- Evolution of the Global System (DGA)

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, 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
- Culture and Science in the History of American Medicine
- Social History of American Medicine since 1800

4
• Technology, Culture and History
• Technology, Environment and Medicine in World History, 1500-1900
• Social History of Communication

Courses outside of the Major Field

To add breadth and diversity to the program of study, each student must take at least two 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://womenstudies.newark.rutgers.edu/graduate.html)

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://womenstudies.newark.rutgers.edu.

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 75 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, each building on the previous one. In Cluster I, teacher candidates study the foundations of education, issues of urban education, and adolescent development. In Cluster II courses, they study how to incorporate digital technologies into instruction as well as how to assess learning and instruction. In Cluster III, they use knowledge acquired in Cluster I and II to investigate curriculum design and pedagogical practices. Finally, in Cluster IV, they 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. 2.8 or higher cumulative GPA from your undergraduate institution. (*Please note that this will change to a 3.0 minimum GPA.*)

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 (0081), for admission to Cluster IV: Clinical Coursework.

4. **Clinical I – Practicum:** Requires 50-60 hours in a Newark Public Schools (NPS) 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 and achieve at least a 3.0 GPA in your M.A.T. program.

**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:** Log in 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:**

<table>
<thead>
<tr>
<th>Cluster I courses: Educational Foundations Courses</th>
<th>Cluster II courses: Developmental Course</th>
<th>Cluster III courses: Curriculum and Pedagogy Courses</th>
<th>Cluster IV courses: Clinical Courses</th>
</tr>
</thead>
<tbody>
<tr>
<td>Social Foundations of Urban Education (21:300:292) 3 credits – Fall/Spring *UTEP’s gateway course. While in this course students apply to UTEP.</td>
<td>Information and Communication for Secondary Schools (21:300:410) or NJIT ESTS335 3 credits – Fall</td>
<td>Curriculum and Instruction (21:300:388) or NJIT ESTS336 3 credits – Fall</td>
<td>Clinical I: Practicum Seminar (21:300:418) 2 credits &amp; Practicum Experience (21:300:419) 1 credit co-requisites – Fall/Spring</td>
</tr>
<tr>
<td>Adolescent Psychology and the Urban Experience (21:300:295) 3 credits – Fall</td>
<td>Understanding Educational Evaluation (21:300:390) or NJIT ESTS332 3 credits – Spring</td>
<td>Methods of Teaching (21:300:386) or NJIT386 3 credits – Spring</td>
<td>Clinical II: Student Teaching Seminar (21:300:487) 3 credits &amp; Student Teaching Experience (21:300:488) 3 credits co-requisites – Fall/Spring</td>
</tr>
</tbody>
</table>

**Only teacher candidates that have been accepted to UTEP are allowed to advance in the program.**

Teacher candidates are screened to ensure they meet the entry requirements for Clinical courses.

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.

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: 173 Bradley Hall, 110 Warren Street.
Administrative Procedures and Policies

Registration and Course Information

Once you return the acknowledgement form you will be able to register for classes. To view the Schedule of Classes, visit http://www.webreg.rutgers.edu. Before the start of each term, registration information is posted on the registrar’s web site, http://registrar.rutgers.edu/NW/NWINDEX.HTM. 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/Health category, listed as school 48 on the Schedule of Classes) then you will need to complete the NJIT Cross Registration form (on page 30 and 31) and return it to Christina Strasburger at cstras@andromeda.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 [Add/Drop - View Your Schedule - or - Change By Arrangement Credits]
3. Select the semester that you would like to register for [Spring = 1; Summer = 7; Fall = 9; Winter = 0]
4. Click on the [Log In] button, to log onto the web registration system.

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 $60 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 973/353-5089.

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:

<table>
<thead>
<tr>
<th>Term</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall</td>
<td>August 1</td>
</tr>
<tr>
<td>Spring</td>
<td>December 1</td>
</tr>
<tr>
<td>Summer</td>
<td>May 1</td>
</tr>
</tbody>
</table>

To apply for readmission, you must submit to the Graduate Director an Application for Readmission 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 eighth calendar day of the term.
2. Dropping courses: from registration through the ninth week of classes. Courses dropped during the first week of the term are deleted from the student's record. Courses dropped from the eighth calendar day of the term 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.

Change of Program

Students who wish to change their degree program within the Graduate School-Newark must obtain the form for transferring from one graduate program to another from the Office of the Dean. They submit this form to the graduate program directors for approval and return it to the dean’s office for final authorization by the dean. Deadline for the fall term is July 1; for the spring term, it is December 1.

Intra-Institutional Registration

Graduate Courses

Students in the Graduate School-Newark may take courses offered by another graduate division of the university. First, they must consult with their graduate program director. Then they enter the necessary registration transaction through the Rutgers Touchtone Registration System, on the web, or in person at the registrar’s office. 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 their program director, graduate students may enroll in 300- and 400-level undergraduate courses. This move may be taken as part of the regular graduate program or to remedy a deficiency in the preparation for graduate work. 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.

No more than 12 credits numbered below 500 may be used to fulfill requirements for an advanced 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 the student earns no credit from the course toward a degree.

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, or research.
3. Normally, any course being transferred must form a part of the student’s program in his or her field of concentration.

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.

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. In addition to regular course work, the following also are included in the calculation of credits: research courses, regular courses taken not-for-credit, and graduate and teaching assistantships (usually 6 credits each).

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 printed in the Schedule of Classes and is also available online at http://scheduling.rutgers.edu/academic.htm. 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.

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. On those infrequent occasions, appropriate announcements are made over the following local radio stations: WABC, WCBS, WMCA, WOR, WMTR, WDHA, WERA, WBGO, and WCTC. In these cases, 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 student are graded in each course at the end of each term as follows:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Definition</th>
<th>Numerical Equivalent</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Outstanding</td>
<td>4.0</td>
</tr>
<tr>
<td>B+</td>
<td></td>
<td>3.5</td>
</tr>
<tr>
<td>B</td>
<td>Good</td>
<td>3.0</td>
</tr>
<tr>
<td>C+</td>
<td>Satisfactory</td>
<td>2.5</td>
</tr>
<tr>
<td>C</td>
<td></td>
<td>2.0</td>
</tr>
<tr>
<td>F</td>
<td>Failure</td>
<td>0.0</td>
</tr>
</tbody>
</table>

Scholastic Standing

Candidates for the master's degree are expected to earn grades of B or better in their course work. No more than 9 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 may review the record and make recommendations concerning that student’s future registration in the Graduate School-Newark.

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. 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.

Time Limits for Incompletes. Work must be completed and a change of grade must be submitted within twelve months after the end of the course. After a year, no change may be made, and the Incomplete will remain on the student’s permanent record. If a student in the Graduate School-Newark has 12 or more credits of course work incomplete (IN), he or she will not be permitted to register for further courses unless the dean grants a waiver.

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, as designated in the bylaws of the program. 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. For more information, please refer to the Graduate School-Newark Catalog (http://catalogs.rutgers.edu).

Academic Integrity/ University Code of Student Conduct
Academic freedom is a fundamental right in any institution of higher learning. Honesty and integrity are necessary preconditions to this freedom. Academic integrity requires that all academic work be wholly the product of an identified individual or individuals. Joint efforts are legitimate only when the assistance of others is explicitly acknowledged. Ethical conduct is the obligation of every member of the university community, and breaches of academic integrity constitute serious offenses (Academic Integrity Policy).
The principles of academic integrity entail simple standards of honesty and truth. Each member of the university has a responsibility to uphold the standards of the community and to take action when others violate them. Faculty members have an obligation to educate students to the standards of academic integrity and to report violations of these standards to the appropriate deans. Students are responsible for knowing what the standards are and for adhering to them. Students also should bring any violations of which they are aware to the attention of their instructors.

Any involvement with cheating, the fabrication or invention of information used in an academic exercise, plagiarism, facilitating academic dishonesty, or denying others access to information or material may result in disciplinary action. Breaches of academic integrity can result in serious consequences ranging from reprimand to expulsion.

Violations of academic integrity are classified into four categories based on the level of seriousness of the behaviors. Brief descriptions are provided below. This is a general description and is not to be considered as all-inclusive.

**Level One Violations:**
These violations may occur because of ignorance or inexperience on the part of the person(s) committing the violation and ordinarily involve a very minor portion of the coursework.

- Examples: Improper footnoting or unauthorized assistance on academic work.

**Level Two Violations:**
Level two violations involve incidents of a more serious nature and affect a more significant aspect or portion of the course.

- Examples: Quoting directly or paraphrasing without proper acknowledgment on a moderate portion of the assignment; failure to acknowledge all sources of information and contributors who helped with an assignment.

**Level Three Violations:**
Level three offenses involve dishonesty on a significant portion of coursework, such as a major paper, an hourly, or a final examination. Violations that are premeditated or involve repeat offenses of level one or level two are considered level three violations.

- Examples: Copying from or giving others assistance on an hourly or final examination, plagiarizing major portions of an assignment, using forbidden material on an hourly or final examination, using a purchased semester paper, presenting the work of another as one's own, altering a graded examination for the purposes of regrading.

**Level Four Violations:**
Level four violations are the most serious breaches of academic integrity, and also include repeat offenses of level three violations.

- Examples: Forgery of grade change forms; theft of examinations; having a substitute take an examination; dishonesty relating to senior thesis, master's thesis, or doctoral dissertation; sabotaging another's work; the violation of the ethical code of a profession; or all infractions committed after return from suspension for a previous violation.
Students who suspect that other students are involved in actions of academic dishonesty should speak to the instructor of the course.

Graduation

The minimum academic requirements set by the Graduate School for graduation are listed below. You should consult with the Graduate Director and/or Program Administrator to ensure that you have met the history program’s requirements. 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:

<table>
<thead>
<tr>
<th>Diploma Application</th>
<th>October Degree</th>
<th>January Degree</th>
<th>May Degree</th>
</tr>
</thead>
<tbody>
<tr>
<td><a href="http://registrar.rutgers.edu/NW">http://registrar.rutgers.edu/NW</a> must be filed online by:</td>
<td>August 1st</td>
<td>November 1st</td>
<td>March 1st</td>
</tr>
<tr>
<td>Candidacy Application</td>
<td><a href="http://gsn.newark.rutgers.edu/downloads.html">http://gsn.newark.rutgers.edu/downloads.html</a> must be filed along with thesis, if applicable, in the Dean’s Office</td>
<td>October 1st</td>
<td>January 4th</td>
</tr>
</tbody>
</table>

AND

General requirements for all candidates:

- No more than 9 credits of ‘C’ or ‘C+’ grades are acceptable.
- No more than 12 credits of graded 300-400 level coursework may be taken for graduate credit.
- 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 700 level coursework (*Research in History 26:510:697/698*).
- Part II, Sections A1 and B of the green form must be signed as indicated.
- All master’s thesis must now be submitted in electronic form. For instructions see [HTTPS://ETD.LIBRARIES.RUTGERS.EDU](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.

Please note that diplomas are awarded only once a year during the University Commencement in May. If you complete all degree requirements by October or January, you will receive a diploma the following May, dated October or January. Should you require a temporary certificate of degree then you will need to request one in writing to the Dean of the Graduate School.
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 nonprint 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 through Friday from 7:30 A.M. to 10:00 P.M., and Saturday and Sunday from 11:00 A.M. to 7:00 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 https://pegasus.rutgers.edu/cgi-bin/makeacct. 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. If you need to change your email address, you can do so online at https://www.acs.rutgers.edu/studentdir.

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 combination code.

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 5:00 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, ext. 235. 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 Blecker 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).

Railroad Discounts

Full-time students who travel by train are eligible for the New Jersey Transit System Student Discount Program.

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 Activities, Room 234 Robeson Campus Center, 973/353-5581 or 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 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://www.acs.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 one ever takes 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 return the acknowledgement form you will be able to register for classes. To view the Schedule of Classes, visit http://www.webreg.rutgers.edu. Before the start of each term, registration information is posted on the registrar’s web site, http://registrar.rutgers.edu/NW/NWINDEX.HTM. 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?
At the end of each year, the Graduate Director convenes a feedback forum as an opportunity to share news and views about how the program is working. However, 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 https://pegasus.rutgers.edu/cgi-bin/makeacct. This
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.)

Or, to have your Rutgers email forwarded to the account you check most often, please use this link from
Newark Computing Services: http://www.ncs.rutgers.edu/ncs/tools.html. Under the Pegasus Accounts
area, Click on the “Forward Email to a Different Account” and follow the instructions.

Please Stay in Communication!

The Department is also on Facebook!
Please visit our page, https://www.facebook.com/FederatedHistoryDepartment, for information on
events, faculty publications, and relevant news. Check-in frequently, post, and don’t forget to “like” us!
<table>
<thead>
<tr>
<th>Faculty</th>
<th>Office</th>
<th>Contact</th>
<th>Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Asen, Daniel</td>
<td>Conklin Hall</td>
<td>(973) 353-</td>
<td><a href="mailto:da467@andromeda.rutgers.edu">da467@andromeda.rutgers.edu</a></td>
</tr>
<tr>
<td>Assistant Professor</td>
<td>Room 328</td>
<td>3903</td>
<td></td>
</tr>
<tr>
<td>Caplan, Karen</td>
<td>Conklin Hall</td>
<td>5233</td>
<td><a href="mailto:kcaplan@andromeda.rutgers.edu">kcaplan@andromeda.rutgers.edu</a></td>
</tr>
<tr>
<td>Associate Professor &amp; Chair</td>
<td>Room 311</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Carruthers, Susan</td>
<td>Conklin Hall</td>
<td>3889</td>
<td><a href="mailto:scarruth@andromeda.rutgers.edu">scarruth@andromeda.rutgers.edu</a></td>
</tr>
<tr>
<td>Professor &amp; Graduate Director</td>
<td>Room 318</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Chang, Kornel</td>
<td>Conklin Hall</td>
<td>3823</td>
<td><a href="mailto:kchang4@andromeda.rutgers.edu">kchang4@andromeda.rutgers.edu</a></td>
</tr>
<tr>
<td>Assistant Professor</td>
<td>Room 313</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cowans, Jon</td>
<td>Conklin Hall</td>
<td>3893</td>
<td><a href="mailto:jonco58@aol.com">jonco58@aol.com</a></td>
</tr>
<tr>
<td>Associate Professor</td>
<td>Room 305</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Farney, Gary</td>
<td>Conklin Hall</td>
<td>3897</td>
<td><a href="mailto:gfarney@andromeda.rutgers.edu">gfarney@andromeda.rutgers.edu</a></td>
</tr>
<tr>
<td>Associate Professor</td>
<td>Room 327</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Feldstein, Ruth</td>
<td>Conklin Hall</td>
<td>3884</td>
<td><a href="mailto:feldst@andromeda.rutgers.edu">feldst@andromeda.rutgers.edu</a></td>
</tr>
<tr>
<td>Associate Professor</td>
<td>Room 308</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Giloi, Eva</td>
<td>Conklin Hall</td>
<td>3885</td>
<td><a href="mailto:evagiloi@andromeda.rutgers.edu">evagiloi@andromeda.rutgers.edu</a></td>
</tr>
<tr>
<td>Associate Professor &amp; Undergraduate Director</td>
<td>Room 316</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Goodman, James</td>
<td>Conklin Hall</td>
<td>3886</td>
<td><a href="mailto:goodmanj@andromeda.rutgers.edu">goodmanj@andromeda.rutgers.edu</a></td>
</tr>
<tr>
<td>Professor</td>
<td>Room 307</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Krasovic, Mark</td>
<td>49 Bleeker St.</td>
<td>1051</td>
<td><a href="mailto:krasovic@andromeda.rutgers.edu">krasovic@andromeda.rutgers.edu</a></td>
</tr>
<tr>
<td>Assistant Professor &amp; Associate Director of the Institute on Ethnicity, Culture, and the Modern Experience (IECME)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Lewis, Jan Ellen</td>
<td>Conklin Hall</td>
<td>5213</td>
<td><a href="mailto:janlewis@andromeda.rutgers.edu">janlewis@andromeda.rutgers.edu</a></td>
</tr>
<tr>
<td>Professor &amp; Acting Dean</td>
<td>Room 315</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Lefkovitz, Alison</td>
<td>Cullimore Hall</td>
<td>(973) 596-3292</td>
<td><a href="mailto:alefkovi@njit.edu">alefkovi@njit.edu</a></td>
</tr>
<tr>
<td>NJIT Assistant Professor</td>
<td>Room 326</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Maher, Neil
NJIT Associate Professor & Coordinator HisTEMH Concentration
Cullimore Hall Room 325 (973) 596-6348 maher@njit.edu

Monteiro, Lyra
Assistant Professor
Conklin Hall Room 327 3898 lyra.monteiro@rutgers.edu

Nocks, Lisa
NJIT University Lecturer
Cullimore Hall Room 322 (973) 596-5360 lnocks@gmail.com

Pemberton, Stephen
NJIT Associate Professor
Cullimore Hall Room 323 (973) 596-5716 stephen.pemberton@njit.edu

Price, Clement
Board of Governors Distinguished Service Professor of History and Director of the Institute on Ethnicity, Culture, and the Modern Experience (IECME)
49 Bleeker St. 5414 caprice@andromeda.rutgers.edu

Samatar, Said S.
Professor
Conklin Hall Room 329 1124 samatar@andromeda.rutgers.edu

Satter, Beryl
Professor
Conklin Hall Room 336 3900 satter@andromeda.rutgers.edu

Satyal, Amita
Assistant Professor
Conklin Hall Room 317 3901 amsatyal@andromeda.rutgers.edu

Schweizer, Karl W.
NJIT Professor
Cullimore Hall Room 308 (973) 596-3269 schweizer@njit.edu

Sher, Richard
NJIT Distinguished Professor & Chair
Cullimore Hall Room 329 (973) 596-3377 sher@njit.edu

Stewart-Winter, Timothy
Assistant Professor
Conklin Hall Room 314 1914 timsw@andromeda.rutgers.edu

Strub, Whitney
Assistant Professor
Conklin Hall Room 306 3887 wstrub@andromeda.rutgers.edu

Varlik, Nukhet
Assistant Professor
Conklin Hall Room 310 3904 varlik@andromeda.rutgers.edu
### Key Contacts

<table>
<thead>
<tr>
<th>Department/Contact</th>
<th>Phone</th>
<th>Fax</th>
<th>Address/URL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Athletics/Golden Dome</td>
<td>(973) 353-5474</td>
<td>(973) 353-1431</td>
<td><a href="http://scarletraiders.rutgers.edu">http://scarletraiders.rutgers.edu</a></td>
</tr>
<tr>
<td>Affordable Copies Center</td>
<td>(973) 802-1007</td>
<td>(973) 802-1015</td>
<td>49 Halsey Street, Newark</td>
</tr>
<tr>
<td>Business Office</td>
<td>(973) 353-5423</td>
<td>(973) 353-1498</td>
<td><a href="http://newarkbusinessoffice.rutgers.edu">http://newarkbusinessoffice.rutgers.edu</a></td>
</tr>
<tr>
<td>Campus Information</td>
<td>(973) 353-1766</td>
<td></td>
<td><a href="http://newark.rutgers.edu">http://newark.rutgers.edu</a></td>
</tr>
<tr>
<td>Cashier</td>
<td>(973) 353-1034</td>
<td>(973) 353-1498</td>
<td><a href="http://newarkbusinessoffice.rutgers.edu/OBS.htm#cashier">http://newarkbusinessoffice.rutgers.edu/OBS.htm#cashier</a></td>
</tr>
<tr>
<td>Financial Aid</td>
<td>(973) 353-5151</td>
<td>(973) 353-5057</td>
<td><a href="http://studentaid.rutgers.edu">http://studentaid.rutgers.edu</a></td>
</tr>
<tr>
<td>Global Affairs</td>
<td>(973) 353-5585</td>
<td>(973) 353-5074</td>
<td><a href="http://cgcg.rutgers.edu">http://cgcg.rutgers.edu</a></td>
</tr>
<tr>
<td>Graduate School</td>
<td>(973) 353-5834</td>
<td>(973) 353-1191</td>
<td><a href="http://Rutgers-Newark.rutgers.edu/gradnwk">http://Rutgers-Newark.rutgers.edu/gradnwk</a></td>
</tr>
<tr>
<td>Health Center</td>
<td>(973) 353-5231</td>
<td>(973) 353-1390</td>
<td><a href="http://health.newark.rutgers.edu">http://health.newark.rutgers.edu</a></td>
</tr>
<tr>
<td>Housing</td>
<td>(973) 353-1037</td>
<td>(973) 353-1032</td>
<td><a href="http://housing.newark.rutgers.edu">http://housing.newark.rutgers.edu</a></td>
</tr>
<tr>
<td>Library</td>
<td>(973) 353-5222</td>
<td>(973) 353-1133</td>
<td><a href="http://www.libraries.rutgers.edu">http://www.libraries.rutgers.edu</a></td>
</tr>
<tr>
<td>New Jersey Books</td>
<td>(973) 624-8507</td>
<td>(973) 624-8507</td>
<td>167 University Avenue, Newark</td>
</tr>
<tr>
<td>Parking Permit/ Photo ID</td>
<td>(973) 353-5873</td>
<td>(973) 353-1498</td>
<td><a href="http://newarkbusinessoffice.rutgers.edu/photoid.htm">http://newarkbusinessoffice.rutgers.edu/photoid.htm</a></td>
</tr>
<tr>
<td>Parking/Transportation</td>
<td>(973) 353-1839</td>
<td>(973) 353-1280</td>
<td><a href="http://nwkparking.rutgers.edu">http://nwkparking.rutgers.edu</a></td>
</tr>
<tr>
<td>Services</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Political Science</td>
<td>(973) 353-5105</td>
<td>(973) 353-5103</td>
<td><a href="http://politicalscience.newark.rutgers.edu">http://politicalscience.newark.rutgers.edu</a></td>
</tr>
<tr>
<td>Psychological Services</td>
<td>(973) 353-5805</td>
<td>(973) 353-5802</td>
<td><a href="http://psyacs.newark.rutgers.edu">http://psyacs.newark.rutgers.edu</a></td>
</tr>
<tr>
<td>Registrar</td>
<td>(973) 353-5324</td>
<td>(973) 353-1357</td>
<td><a href="http://registrar.rutgers.edu">http://registrar.rutgers.edu</a></td>
</tr>
<tr>
<td>Rutgers Bookstore</td>
<td>(973) 353-5377</td>
<td>(973) 353-1623</td>
<td>Bradley Hall, 110 Warren Street,</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td><a href="http://newark-rutgers1.bkstore.com/bkstore/content">http://newark-rutgers1.bkstore.com/bkstore/content</a></td>
</tr>
<tr>
<td>Student Accounts Receivable</td>
<td>(973) 353-5807</td>
<td>(973) 353-1028</td>
<td><a href="http://studentabc.rutgers.edu">http://studentabc.rutgers.edu</a></td>
</tr>
</tbody>
</table>
Appendices

Cross-Registration Instructions/Application to enroll in NJIT courses
Internship Guidelines
Master’s Candidacy Application
Master’s Thesis (Electronic) Submission Guide
NOTE: YOU MUST BE A NEWARK MATRICULATED STUDENT IN ORDER TO TAKE CLASSES THROUGH THE EXCHANGE PROGRAM.

1. Enter the 9 digits of your Social Security number. It will be used for NJIT student identification purposes. Providing this information is voluntary; however, your cooperation in this matter will be appreciated.

2. Print your legal last name, first name, and middle initial.

3. Enter house number and name or number of street, city, state and zip code of current address.

4. Enter your home phone number; be sure to include the area code.

5. Enter the number of the month, day and last 2 digits of the year you were born. For example August 4, 1963 enter "080463".

6. Enter "F" or "M" for female or male.

7. NOTE: We are asking in this item for you to identify your racial or ethnic category so that we may comply with federal and state requirement regarding the make-up of our student body. Please use the codes which follow:

   W-White  A-Asian
   B-Black  I-American Indian/Alaskan Native
   H-Hispanic  X-Other

Providing this information is voluntary; however, your cooperation in this matter will be appreciated.

8. Enter the county code as listed on the bottom of this sheet. Use the county in which you reside. COUNTY CODE:

   001 Essex    007 Morris    013 Warren    019 Hunterdon
   002 Union    008 Monmouth    014 Cape may  020 Salem
   003 Hudson    009 Somerset    015 Camden  021 Gloucester
   004 Bergen    010 Mercer     016 Burlington  022 Out of State
   005 Passaic    011 Ocean     017 Atlantic  023 Out of Country
   006 Middlesex 012 Sussex    018 Cumberland
NJIT CROSS REGISTRATION APPLICATION  (see instructions above)
(PLEASE REFER TO THE NJIT ACADEMIC CALENDAR FOR THE ADD/DROP DEADLINE DATE)

1. ID #_________-________-__________

2. Name ____________________________   ___________________________   ________
   Last                                                     First                                                  MI.

3. Address  __________________________   _______________________ ______   _______
   Street                                               City                                         State       Zip

4. Home Phone (____)___________________    Work (____)  ___________________


8. County __________

Check appropriate classification
________ Undergraduate             __________ Graduate

Term:  Fall / Spring   Year: 20 ______
   (circle one)

NJIT Course Request Information
This information can be accessed via the NJIT web site:
http://www.njit.edu/Registrar

Rutgers Course Request Information
See Rutgers Schedule of Classes at the following web site:
http://scheduling.rutgers.edu

Add/ Drop  SUBJ.  CRSE #.  SEC.  R.U. INDEX #  ADVISOR'S SIGNATURE
(circle one) 
SAMPLE    CIS  251   002    72394    _______________________________

Add/ Drop ______   ______      ____                ______          _______________________________
Add/ Drop ______   ______      ____                ______          _______________________________
Add/ Drop ______   ______      ____                ______          _______________________________
Add/ Drop ______   ______      ____                ______          _______________________________
Add/ Drop ______   ______      ____                ______          _______________________________
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:
Dr. Karen Caplan, Graduate Director
Federated Department of History
Rutgers-Newark
175 University Avenue, Conklin Hall 311
Newark, New Jersey 07102-1801
kcaplan@andromeda.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.