



# **Master's Program in History**

## **MA HANDBOOK**

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## CORE FACULTY AND STAFF

**Director of the Master's College and Assistant Dean of Graduate Enrollment Services:**  
Kristi Schwindt Ramos

**Department Chair:** Edward Berenson

**Department Manager:** Karin Burrell

**MA Director of Graduate Studies:** Guy Ortolano (ortolano@nyu.edu)

The Director of Graduate Studies (DGS) is responsible for the overall management of the MA in History Program. The DGS is the final arbiter of the regulations of the program, which are outlined in the bulletin of the Graduate School of Arts and Sciences. The DGS has the authority to make exceptions to departmental regulations. The DGS does not, however, have the authority to make exceptions to GSAS rules. The DGS can petition on behalf of the student, but such exceptions, including extensions of time to degree, late completion of incompletes, or missing any other deadline of the Graduate School, are in the prerogative of the Graduate School.

**Graduate Program Administrator:** Chelsea Rhodes (chelsea.rhodes@nyu.edu)

The day-to-day administration of the program is the responsibility of the Graduate Program Administrator. Questions a student may have about rules, deadlines, grant opportunities, or minor bureaucratic problems should be directed to the Program Administrator. If the issue or problem requires faculty advice or approval, the Program Administrator will advise the student to talk either with her or his advisor or the DGS. The Program Administrator is also the communications center for the department. Make sure that the Program Administrator has your current mailing addresses, telephone numbers, and e-mail addresses. The Program Administrator can also direct students to funding opportunities, job notices, and the like.

**Graduate Program Assistant:** David Mendoza (david.mendoza@nyu.edu)

The Program Assistant is responsible for the practical aspects of registration, especially by providing registration materials and the permission codes by which students officially register. The Department Assistant helps maintain student records and information for the Graduate Program Office, including rosters, listservs and the website.



### ***Program Overview***

The Master's degree in history offers students graduate work that serves a variety of needs and purposes. A master's degree can be an end in itself, or it may be a preparatory degree en route to the doctorate. The MA can also advance other professional goals, from teacher certification to museum work.

Note that acceptance into the MA program does not constitute admission into the Ph.D. program in History. Students who decide they want to pursue a Ph.D. may later apply for admission to the doctoral program.

### ***Graduate Courses***

For a complete list of courses offered in the current semester, consult Albert or the History Department's website.

**Colloquia** are discussion-oriented classes, focusing on a common set of texts.

**Seminars** are discussion-oriented classes, focusing partly on a common set of texts, but also with a significant research dimension, in which students write a substantial research paper.

You will also find the following types of courses in the department:

**Literature of the Field** courses provide entry to a broad area of history, through reading and discussion of a number of major issues, problems, and controversies that represent traditional and contemporary approaches to the area as a whole. Although these courses are designed specifically for the needs of doctoral students, MA students may be admitted to them with the instructor's permission.

**Readings in History, Research in History, and Thesis** courses are independent studies, which are arranged between students and instructors. Though students are encouraged to enroll in standing courses whenever possible, in some cases readings courses allow students to pursue individualized areas of interest and research.

## PROGRAM REQUIREMENTS

The MA in History requires the completion of 32 points of course work, of which at least 24 must be within the Department of History. No more than 8 points may be transferred from other graduate schools.

Students must take a sequence of three core courses, beginning with **Approaches to History (MA), HIST-GA 2168**, which is offered each autumn.

That is followed by the **MA Proseminar, HIST-GA 2022**, which supports the development of the eventual MA thesis.

Students select a faculty advisor to direct the thesis, and complete the **MA Thesis Course, HIST-GA 3019**, with the advisor in the final semester (4 points). Further details on the thesis are provided below.

All students enrolled full-time are expected to complete their course work after three semesters; part-time students are allowed to stretch the program out over a maximum of six semesters.

<b>Curriculum Requirements</b>	
<b>Approaches to History (MA): HIST-GA 2168</b>	4 pt
<b>MA Proseminar: HIST-GA 2022</b>	4 pt
<b>History MA Thesis Course: HIST-GA 3019</b>	4 pt
<b>3 electives in the department</b>	12 pt
<b>2 electives, inside or outside the department</b>	8 pt
<b>Total</b>	32 pt

**The MA offers concentrations in the following thematic areas:**

- \* Women & Gender
- \* Society, Economics, & Politics
- \* Culture & Ideas
- \* Science, Environment, Technology, & Health (SETH)
- \* Race & Migration
- \* Teacher Certification

These concentrations convey the department's general strengths and offerings. Students are encouraged to identify a concentration, which aid them in communicating their training and qualifications to prospective programs and employers. Thematic areas outside of the suggestions listed above are reviewed on a case-by-case basis by the MA DGS.

## CREREDENTIALING FOR K-12 TEACHERS

**The History MA may further the credential needs of provisionally certified elementary and secondary social studies school teachers.**

New York State teacher regulations require every provisionally certified teacher to achieve full professional certification within five years. The History MA fulfills the requirement for professional certification for teachers in the appropriate fields who also have at least three years of teaching experience. For details, see NYSED link [here](#).

- Secondary social studies teachers are required to earn an MA degree either in education or one of the social studies fields, of which History is the recognized core discipline.
- Childhood teachers must earn a degree in education or one of the fields that are taught in the state's elementary schools. Since those field include Social Studies, the History MA qualifies.

For further information on New York State certification, contact the NYU Certification Officer, Mark Perez ([mark.perez@nyu.edu](mailto:mark.perez@nyu.edu)).

Graduates of the program who have the necessary experience may apply directly to the state online via this [link](#). After you apply, pay your fee, and earn your MA in History, send all documentation to:

New York State Education Department  
Office of Teaching Initiatives, Room 5N EB  
89 Washington Avenue  
Albany NY 12234

For current teachers seeking certification with this degree, it is strongly recommended that they take their two extra-departmental electives in the Steinhardt School's Department of Teaching and Learning. Recommended courses include:

TCHL-GE.2515 Adolescent Learners in Urban Contexts  
SOCED-GE 2042 Teaching Social Studies in the Middle/Secondary School  
SOCED-GE 2146 Master Seminar in Social Studies  
SOCED-GE 2047 Key Debates in US History  
SOCED-GE 2048 Key Debates in Global History

For further information, help deciding which two courses, and other advising regarding fulfilling this requirement, please contact Professors James Fraser or Diana Turk ([jwf3@nyu.edu](mailto:jwf3@nyu.edu) or [dt23@nuy.edu](mailto:dt23@nuy.edu)).

## **THESIS REQUIREMENTS AND ADDITIONAL INFORMATION**

**Thesis:** During their final semester, students write an MA thesis, expanding on their Proseminar paper. Each student's Proseminar paper will be read by a relevant faculty member who will compose a report, based on the professional model of a "revise and resubmit" peer review. Students will use that feedback as the basis for revising their Proseminar paper into their MA thesis. The thesis is conceived of as a historical article; this form means that the thesis should be suitable for submission for publication, and/or for use as a writing sample for future graduate applications. The faculty reviewer serves as the thesis adviser when students register for the MA Thesis course in the final semester.

**Defense:** While enrolled in the thesis course, students arrange an oral defense of their thesis. This defense includes the faculty advisor, in addition to a second reader as determined by the student and their advisor. The defense must be conducted in time for the student to complete any necessary revisions, before the thesis is formally submitted, with signatures from both faculty members, to the Graduate Program Administrator.

### **Thesis Requirements:**

1. **Content:** The thesis should present the results of original primary-source research in the student's chosen area of thematic expertise.
2. **Scope:** The thesis should review the relevant scholarly literature on the topic and present original arguments and analysis based on the primary-source research.
3. **Length:** The thesis should be about 35 pages long, not inclusive of the bibliography; this is approximately 12,000-15,000 words.
4. **Academic integrity:** The thesis should be the student's own original work. Students are responsible for knowing and following university policies on academic integrity.
5. **Style:** Citations and formatting should closely follow the *Chicago Manual of Style*.

**Transfer Credit:** According to GSAS policy, a student is in residence when the student is actively enrolled in a GSAS program. Only points from NYU sponsored courses earned while the student is in residence at GSAS count toward fulfilling the program's residency requirements (24 points must be earned in residence at GSAS). Therefore, the maximum transfer credit allowed may not exceed the difference between the number of credits required for the degree and the 24 point residency requirement. (for example, in a 32 point required program, the maximum the student may transfer is  $32 - 24 = 8$  credits). Students may transfer credit for courses taken at another institution while matriculated at NYU, as long as the DGS gives written approval for the course(s) to be transferred prior to the student's enrollment in those courses. When taking classes at another institution, you must make sure the course is worth four points, as not all institutions use the same credit system as NYU.

**Academic Standing:** MA students must maintain a GPA of 3.0 or above in order to remain in the program.

**Advising and Registration:** Registration for the fall semester begins in mid-April and for the spring semester in mid-November. Before registering for the initial semesters, students must meet with the MA DGS. As they advance through the program, in order to ensure their progress to completion of all

necessary requirements, students should consult with the Graduate Program Assistant about their course selection.

**Continuous Enrollment:** All students must maintain continuous enrollment until their degree is conferred. This can be done either through coursework or by registering for maintenance of matriculation (for which you will be charged fees by the university). If you need to request an academic leave of absence, consult with the Graduate Administrator. GSAS's policies on academic leaves of absence can be found in the GSAS Policies and Procedures Manual (<http://gsas.nyu.edu/about-gsas/policies-and-procedures/policies-and-procedures-manual-and-forms.html>)



## OUTSIDE THE CLASSROOM

**History Department Events & Series:** The NYU Department of History offers many recurring series and events throughout the academic year. MA students are welcome to participate in these events. Please stay attuned to the History Department's listserv emails and newsletters that contain information on workshops, speakers, and other events.

**Financial Support for Research:** See the department's website for information on financial resources available to support research and professional development.

**Graduate Student Lounge:** The History Department provides a Graduate Student Lounge on floor 5E of the King Juan Carlos Center (53 Washington Square South) where students can study, relax, and use the available coffee maker, refrigerator, microwave oven, computers, and printer.

**The GSAS Master's College:** The Graduate School of Arts and Science's Master's College provides access to information, advisement, and resources for prospective and current master's students as they focus on their scholarly, professional, and personal development.

The Master's College works with NYU campus-wide offices and GSAS academic departments and programs to provide the highest quality master's education. They host a variety of events, including thesis competitions, career-planning seminars, and grant-writing workshops. The Master's College also plans social events to give students a chance to meet colleagues from other departments in a convivial and welcoming atmosphere.

The Master's College recruits students to participate on the Master's College Program Board, a group of current master's students from diverse backgrounds who create, plan, and host events for their fellow students. Its mission is to enhance the educational experience of GSAS master's students by providing activities that build a sense of unity across the NYU global community.

As an NYU student, you also have access to programs providing support services. The **Office of Financial Education** offers coaching appointments and information on public service loan forgiveness programs as well as iGrad, a suite of interactive tools is designed to provide you with knowledge on a variety of topics including budgeting, financial aid, banking, investing, and more.

NYU's Health and Wellness programs include the **Wellness Exchange**, which provides hotline, drop in, and text- or email-based options to access mental health counselors about any day-to-day challenges or health concerns, including medical issues, stress, depression, sexual assault, anxiety, alcohol or drug dependence, and eating disorders.

*The above represents only a modest sampling of student life, and all incoming students are encouraged to ask other students and faculty for more information. For up-to-date information on the program and student life, refer to the [MA website](#).*