



**Master's Program Specialization in
Archives & Public History**

M.A. HANDBOOK

2019-2020

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Core Faculty and Staff

Director of the Master's College and Assistant Dean of Graduate Enrollment Services:

David Giovanella

Department Chair: Professor David Ludden

Department Manager: Karin Burrell

Director of Graduate Studies: Professor Andrew Needham (andrew.needham@nyu.edu)

The Director of Graduate Studies is responsible for the overall management of the Graduate 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 Dean of the Graduate School and the sub-deans.

Director of MA programs: Professor Guy Ortolano (ortolano@nyu.edu)

The Director of MA programs oversees departmental course planning to insure that the needs of MA students are met and provides academic advising to MA students who are not in the Archives and Public History program.

Archives and Public History Program Director: Professor Ellen Noonan

(ellen.noonan@nyu.edu)

The Program Director serves as the academic advisor to all Archives and Public History graduate students as well as teaching several required courses and supervising all capstone projects. Students should consult with the Program Director when planning course selections, internships, and capstone projects, as well as for other professional advice.

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 Department Assistant is responsible for the practical aspects of registration: 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 keeping the website up to date.



Program Overview

The Master of Arts degree in History requires the completion of 32 points, of which at least 24 must be within this department. No more than 8 points may be transferred from other graduate schools. In addition to taking graduate level courses, MA students may also enroll in advanced (1000- level) undergraduate courses, which are designed for exceptional history majors. MA students who are interested should consult with their program director and the Director of Graduate Studies to arrange the necessary approval. Students who expect to apply for admission to the Ph.D. program should consult with their advisors and the Director of Graduate Studies during their MA studies.

Courses

For a complete list of courses offered in the current semester, please consult Albert or the History Department's website. Archives and Public History courses, with recent syllabi and instructor bios, are available on the program's website (wp.nyu.edu/archivesandpublichistory). Courses are of several kinds:

- 1) *Colloquia*, dealing with specific periods or problems, based on common reading and discussion (in some supplemented by occasional lectures), and in which students will normally write interpretive papers, book critiques and review essays, and/or bibliographical surveys.
- 2) *Seminars*, in which, after an initial period of common readings, students will work primarily on a research project. (In certain cases students may also write research papers in courses that are technically "colloquia.")
- 3) "*Literature of the Field*" courses, designed to 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.
- 4) *Readings in History* and *Research in History* courses are independent study courses, which are specially arranged between students and instructors. These courses allow students to pursue their individual areas of interest and research.

Archives and Public History Program Degree Requirements

MA students must complete 32 credit points (most NYU classes are 4 credit points) and select either the Archives or Public History concentration. Advanced Certificate students must complete 20 credit points, including the relevant introductory course (Introduction to Archives or Introduction to Public History) and the Internship Seminar. All students will work with the program director to arrange an internship placement that meets their educational and professional needs. Students choose their electives in consultation with the program director. In addition to

electives offered by the Archives and Public History program and other NYU programs and departments (including the History Department, Museum Studies Program, and the Moving Image Archiving and Preservation Program). Students may also take courses through Columbia University's Oral History MA program.

Curriculum Requirements	
Intro to Archives: HIST-GA 1010 or Intro to Public History: HIST-GA 1750	4 pt
Advanced Archival Description: HIST-GA 2031 or Approaches to Public History: HIST-GA 1757	4 pt
3 electives, 2 of which must be in the concentration	12 pt
All students are required to select one digital course Creating Digital History: HIST-GA 2033; Digital Archives: HIST-GA 1011; or other per program director's approval	4 pt
Internship Seminar: HIST-GA 2011	4 pt
Research in Public History and Archives (Capstone) HIST-GA 3013	4 pt
Total 32 points	

Internship: All students in the Archives and Public History MA program must complete a for-credit internship as part of the Internship Seminar course (HIST-GA 2011), offered every spring semester. The internship requires 120 hours of work at the internship site in addition to weekly course meetings and assignments. During the fall semester prior to taking the Internship Seminar, students should meet with Professor Noonan to discuss their areas of interest (types of work, types of organization, topical interests, etc.) and she will help you find a placement.

Capstone Project: The capstone is an original project that relates to either the archives or public history field. Students complete the capstone as their work for HIST-GA 3013, Research in Public History and Archives, during their final semester (although students should begin preparing and consulting with Professor Noonan at least the semester prior to taking the course, if not earlier). The final product may take several forms: 1) a 30-50 page, article length research paper that might be submitted for publication in an academic journal; 2) a public history or archives project, which has been worked out with a cooperating institution, that might result in such products as a consulting report, finding aid with recommendations for handling or treating particular types of material, or collections survey; 3) a digital or other media project that contextualizes a body of historical source material and successfully brings it to broader public attention.

For written capstones, students will need to identify and refine a topic in public history, public memory, the history of archives, archival theory, or archival management and conduct primary and secondary source research to draft, revise, and complete the essay. Students should identify

possible publications where the work might be submitted for publication and/or conferences where it could be presented. For project-based capstones, students will need to identify a topic, available resources, and mode of presentation; conduct primary and secondary research; develop a plan for drawing public audiences to the project; and, if necessary, learn the digital platform or other technical skills necessary to create it.

The program holds an annual capstone celebration in May where graduating students present their projects; this is an excellent opportunity for first year students to see the level of rigor required and the variety of forms a capstone can take.

Other Requirements and Information

Transfer Credit: According to GSAS policy, a student is in residence at GSAS 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. (e.g., in a 32 point required program, the maximum the student may transfer is $32 - 24 = 8$ credits). Furthermore, students may transfer credit for courses taken at another institution while matriculated at NYU as long as the DGS has given written approval for the course(s) to be transferred in prior to the student's enrollment in those courses. Please note: when taking classes at another institution with the intention of transferring those credits toward your degree, you must make sure the course is worth four points as not all institutions use the same credit system as NYU.

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

Academic Advising and Course Registration: Registration for the fall semester begins in mid-April and for the spring semester in mid-November. As they advance through the program, students should regularly consult with the program director 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, please consult with the Program Director and Graduate Administrator. GSAS's policies on academic leaves of absence can be found in the GSAS Policies and Procedures Manual (<http://gsas.nyu.edu/content/dam/nyu-as/gsas/documents/policies-and-procedures-and-forms/PP%20Manual%20Final%202012-22-2016.pdf>)

Outside of the Classroom

History Department Events & Series: The NYU Department of History offers many recurring series and events throughout the academic year. Please stay attuned to the History Department's listserv emails and newsletters that contain information on workshops, speakers, and other events. The Archives and Public History program also maintains a listserv for all current students and alumni that features information on professional events, awards, and internship and job opportunities.

