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Rev. 08/25/2016
I. PROGRAMS OVERVIEW

The Master's Programs in History at Georgetown are rooted in the core belief that interconnections among the globe’s diverse regions and cultures have played a crucial role in shaping societies’ development since long before the modern era, and that a deep understanding of these historical forces is essential to grasping the world we currently live in. History as a discipline aims to analyze and integrate politics and states, production and work, environment and society, culture and religion, and gender and family. Georgetown History MA students research these aspects of human society as they change over time, by setting local, regional, and national developments in transregional or global contexts.

The MA in Global, International and Comparative History (MAGIC), and the Accelerated BA/MA provide multiple avenues for students to engage with the issues and insights that arise from an international historical perspective. The programs provide a foundation for professional participation in the world of global affairs as well as strong preparation for doctoral studies.

Georgetown’s History Department reflects the University’s global orientation. Over half of the department’s 40 members specialize in areas outside the United States and Western Europe. The faculty has strengths in both early modern (c.1500 to 1800) and modern history (c. 1750 to present). Their collective expertise spans the Americas and the Atlantic World, Africa, Western Europe, Russia and Eastern Europe, the Arab and Islamic Worlds, and East Asia and the Pacific World. The department includes some of the country’s most prominent historians working on global environmental history, international diplomacy, gender, labor history, social movements, nationalism, imperialism, immigration, borderlands, material culture, science and medicine, and military history.

This Handbook is intended to be a resource for all students enrolled in a History MA program. Information on the structure of each program, such as academic requirements, expectations, and administrative procedures, is included herein. The MA Handbook is meant to supplement all rules and regulations outlined in the Graduate School Bulletin.

II. MA IN GLOBAL, INTERNATIONAL, & COMPARATIVE HISTORY (MAGIC)

Georgetown’s MA in Global, International, and Comparative History (MAGIC) offers students the opportunity to develop a historical perspective on our interconnected world. Students both delve deeply into the history of a particular world region and situate that same region within a broader context through the study of transnational, comparative, and thematic trends. The program offers students rigorous training in historical methods, foreign languages, and analytical and writing skills. Graduates have gone on to careers in fields such as government service, NGO work, and global business, as well as top-ranked doctoral programs in History and related disciplines.

The MAGIC program consists of ten courses (30 credits), taken over the course of three or four semesters. History graduate courses are numbered 500 and above. MAGIC students may enroll
in up to two 300-level and/or 400-level courses, with permission of the MA Programs Director. It is expected that students enrolled in 300-level and/or 400-level courses will complete additional work to meet graduate level course standards. Students who take courses numbered 300 to 349 must complete a tutorial form in order to complete registration. Students who take courses numbered 350-499 can register for the course per the regular protocol in MyAccess. In addition to having access to Departmental course offerings, students may take up to two courses outside of the History Department, either within Georgetown or at another university in the Washington DC area.

Students must achieve full-time status, or a 9-credit History course load, in the first semester of their program. Students may reduce their course load to two History courses in their first semester with permission of the MA Programs Director. All students are expected to enroll in at least five History courses by the end of their first two semesters in the program. Students may also enroll in courses during the summer session, either in the History Department or in other programs, in order to graduate within three semesters.

History students, in consultation with the MA Programs Director, will have the opportunity to craft their own course of study, placing a nation or a world region in international context, and exploring developments from the sixteenth century to the present. Participants may choose to emphasize any time period.

**MAGIC program requirements are as follows:**

- 30 credits (10 courses), distributed accordingly:
  - Core Colloquium HIST 505: Introduction to Comparative History. Student must take this course in their first year.
  - Field I: Global and Comparative History (3 or 4 courses)
  - Field II: Regional or National History (3 or 4 courses)
  - Two-semester research seminar, resulting in an original, primary source-based research paper. This sequence normally consists of HIST 504: Global History Research Seminar, taken in the spring of the first year, and HIST 506: Graduate Writing Seminar, taken in the spring of the second year.
- Demonstrated reading proficiency in a language other than English

Field I emphasizes transregional and comparative studies. Field II focuses on a world region or nation within the context developed in Field I. Students will normally be required to take at least one course from Field I and one course from Field II their first semester.

By petition to the Director of MA Programs, a student may focus Field I on one world region, Field II on another region, and emphasize relations between the two (e.g., Europe and the Americas); or develop an explicitly comparative perspective, such as, for example, politics, gender, and culture in the Middle East and Latin America.

In the two-semester research seminar, students will prepare a substantial analytical paper integrating the historical literature with original research in the relevant foreign language(s).
Students who identify an appropriate two-semester research seminar in their chosen geographical field may petition to enroll in that sequence in lieu of HIST 504 and/or HIST 506, with the approval of the Director of MA Programs and the faculty member teaching the regional research seminar.

III. ACCELERATED BA/MA DEGREE FOR GEORGETOWN UNDERGRADUATES

This program allows a select group of upper-level Georgetown University undergraduates in the College to enroll in the MAGIC program as seniors, taking two to four graduate courses in their senior year. Two of these classes will be double-counted towards both College and MAGIC requirements. This will allow students to complete the requirements of the MAGIC program in as little as two semesters (and no more than three semesters) following their graduation from the College.

The program is open to History majors, as well as to students in other fields whose curricular backgrounds suggest a strong interest in, and capacity for, the study of history. Students should have an overall GPA of at least 3.67. All applicants are required to have enrolled in at least two upper-level (i.e. 300- or 400-level) History courses by the time of their application to the Accelerated MAGIC Degree Program.

Application for the program should be made either in the second semester of the applicant's junior year or the first semester of the applicant's senior year. For further inquiries, please contact the MAGIC Director in the History Department. SFS undergraduates interested in the Accelerated MAGIC Degree Program should contact the MAGIC director in the History Department and their SFS dean.

IV. LANGUAGE REQUIREMENT, STUDY & EXAMINATION

Language Requirement

All MA students must demonstrate reading proficiency in at least one language other than English by passing the History department-administered examination before beginning their third full semester in the program. The exam lasts two and a half hours, and students are allowed to bring paper dictionaries.

Students with native languages other than English, may petition the Department to have their native language proficiency recognized in order to meet the language requirement. Those seeking native language proficiency must have a high school or university degree from an institution in which the language is the primary language of instruction. The Department will request a transcript to determine the language of instruction if needed.

At the beginning of their studies, all students are expected to take a written examination in a language other than English to determine their level of competence. Students requesting recognition of native proficiency will have their language skills assessed on an individual basis,
per the parameters indicated above. Students who are starting a new language may petition the Director of MA Programs for an exemption from the Orientation examination.

Students who do not pass the examination on entrance will be required to take courses or other appropriate steps to bring their language skills up to Department standards. Students who do not complete the language proficiency requirement before the start of their third semester of study will not be considered in good standing.

**Language Study**

All graduate students are eligible to take one language course per semester free of charge, courtesy of the Graduate School Language Scholarship. The Graduate School does not allow audits of language classes. While there is no limit to the credit count of a language course, students may apply for scholarship coverage for only one language course per semester. MA students are not eligible for language scholarships during the summer semester. Language scholarships may only be used for courses offered at Georgetown, and cannot be used for online or distance-learning classes. In rare cases, scholarships may be used for Consortium language courses when a suitable alternative is not available at Georgetown. These exceptions are reviewed on a case-by-case basis and require approval of the Graduate School. Students requesting this exception must contact the Director of MA Programs and the Graduate Programs Manager.

Students who wish to take advantage of the Language Scholarship must first register for a language course. Registration for language courses is the same as for any History course offered by the University, and can be done through MyAccess. If a course is not available for online registration, please see the Graduate Programs Manager for an Add/Drop form.

After successfully registering for a language course, students can apply for a language scholarship by contacting the Graduate Programs Manager. Language scholarships are processed during the Pre-Registration and Add/Drop periods of each semester.

The History Department allows graduate students to take language courses on a Pass/Fail basis—however, the final determination of grading is up to the individual language professor and the home language department. Students who withdraw from a language course after the Add/Drop period forfeit their language scholarship and will be required to pay the remaining balance of the course. Students should note that the Language Scholarship does not cover any language lab fees that may exist for a particular course.

Students must achieve a passing grade (either “Pass” or “D” or above on the letter-grade scale) in their language course. If a student fails a language class while using the language course scholarship, the student forfeits the scholarship, must pay back the cost of the course, and is then no longer eligible to request language scholarship courses for the rest of their time in the program. Simply put: do not fail your language class.

Students should consult the Graduate School Bulletin for any additional regulations regarding language scholarship and study at Georgetown.
Students are also encouraged to investigate summer language programs, which may have their own sources of funding available. Examples of these programs are the Southeast Asian Summer Studies Institute (SEASSI) at the University of Wisconsin-Madison and Middlebury College’s Language Schools.

Language Exam

Scheduling

Language examinations are held four times per academic year: during New Student Orientation in August, before final exams in December, before the start of classes in January, and before final exams in April/May. Students are expected to take the examination during these scheduled times and dates. If a student cannot make one of the four regularly scheduled exams, the Department expects that the student take the exam at the next available date. If a student has a conflict and cannot postpone the examination without jeopardizing his/her good standing in the program, he/she can request a rescheduling. Students must petition the Director of MA Programs (and cc the Graduate Programs Manager in the request) to have an examination rescheduled, and requests are approved with the consent of Language Examiner.

Examiners

The Department Chair assigns certain faculty members the responsibility of drafting and grading the language examinations for a particular year. Administration (ie. scheduling, coordination, and proctoring) of language exams is conducted by the Graduate Programs Manager.

For the 2016-2017 academic year, the available languages and assigned faculty examiners are as follows:

<table>
<thead>
<tr>
<th>Language</th>
<th>Faculty</th>
</tr>
</thead>
<tbody>
<tr>
<td>Arabic</td>
<td>Prof. Abi-Mershed</td>
</tr>
<tr>
<td>Chinese</td>
<td>Prof. Millward</td>
</tr>
<tr>
<td>French</td>
<td>Prof. J. Collins</td>
</tr>
<tr>
<td>German</td>
<td>Prof. Shedel</td>
</tr>
<tr>
<td>Italian</td>
<td>Prof. Astarita</td>
</tr>
<tr>
<td>Japanese</td>
<td>Prof. Higuchi</td>
</tr>
<tr>
<td>Latin</td>
<td>Prof. Moran Cruz</td>
</tr>
<tr>
<td>Portuguese</td>
<td>Prof. McCann</td>
</tr>
<tr>
<td>Russian</td>
<td>Prof. Goldfrank</td>
</tr>
<tr>
<td>Spanish</td>
<td>Prof. Tutino</td>
</tr>
<tr>
<td>Turkish (Ottoman)</td>
<td>Prof. Agoston</td>
</tr>
<tr>
<td>Turkish (Modern)</td>
<td>Prof. Agoston</td>
</tr>
</tbody>
</table>

Students who wish to take an examination in a language not listed above should contact both the Director of MA Programs and the Graduate Programs Manager by the same deadline in which all language examination requests are due.
**Exam Format & Administration**

Language exams are written, last two and a half hours, and are graded on a pass/fail basis. Examination formats are determined by the language examiner, but all examinations within the same language follow the same format. Instructions for a given language exam will be included on the cover page of the exam. Exams are graded and returned with comments within a week to ten days of administration. Exams taken in August and January will be returned in time to facilitate registration in language classes for the fall or spring semester.

Language exam format is up to the discretion of the language examiner. Exams typically consist of a reading (either a primary source or academic article) wherein students may be asked to either provide direct translation of a passage, answer (in English) reading comprehension questions pertaining to the passage, or a combination of both. In Western European languages, the reading passages are 8 to 15 pages in length. For other languages, the length of the reading is left to the discretion of the examiner, and is typically shorter.

Students are welcome to bring a dictionary and/or grammar guide to the exam. Paper dictionaries are encouraged. Web-based dictionaries (Google Translate, etc.) are prohibited. Electronic dictionaries are allowed, as long as the electronic device is not connected to the internet. If you are planning on using an electronic device, you will need to show the proctor on test day that you have disabled the device's connection to the internet (via wifi or cell). Students not using a cell phone for dictionary purposes will be asked to turn their devices off. Students can “pre-clear” an electronic device with the Graduate Programs Manager prior to exam day.

Students are welcome and encouraged to contact the Language Examiner in preparation for the exam. Students can contact the Graduate Programs Manager to request a sample exam in their language of choice.

Following the failure of a language exam twice during the same academic year, a student may request that the Chair and the Director of MA Programs have a second reader of their choice review the most recent examination. A student may sit for an exam in any given language a maximum of three times.

**V. ACADEMIC POLICIES**

**Good Standing**

To be in good standing, MA students must take a foreign language exam during orientation (unless exempted by the Director of MA Programs); pass a foreign language exam before the beginning of their third semester in the program; meet with the Director of MA Programs before registration for each semester and submit an updated version of the advising worksheet; maintain a B+ (3.33) GPA average; have no more than one temporary Incomplete; and be on track to complete all credits of coursework within four semesters (excluding leaves of absence approved by the Graduate School).
All MA candidates are expected to achieve a grade of "B+" or better in each course. The attainment of a "B" or lower grade in any course is considered cause for concern and may generate a review of the student's work by the faculty members of the MA Committee. Students with average grades of "B" or lower will be asked to withdraw from the program.

Courses in which grades of "C" or lower are earned will not be counted by the Program toward a student's required total number of credits. If a "C" grade is earned in one of the two Core Colloquia, the MA Committee will review the student's status and, in most cases, ask the student to leave the program. In the exceptional case of the student remaining in the program, he/she will have to retake the core course and earn a “B+” in it.

It is expected that students will complete all coursework by the end of the semester in which that coursework is taken. Under exceptional circumstances, a student may request permission to delay submission of work up to one semester after the course ends. Instructors are not bound to grant such requests, nor are they bound to grant an entire semester to complete such work. All requests for Incompletes must be approved by the Director of MA Programs in addition to the instructor. If a student receives a “F” in any course, he/she will be asked to leave the program.

**Advising**

The primary advisor for all MA students is the Director of MA Programs. Additional advising is provided by the Graduate Programs Manager. Students are encouraged to develop advisory relationships with faculty members in their areas of interest.

In an effort to ensure successful progress towards the completion of the MA degree, students are required to meet with the Director of MA Programs at least once every semester, usually during pre-registration, and complete a Student Advising Worksheet.

**Merit-Based Financial Aid**

The History Department has limited merit-based financial aid options available for MA students. Financial Aid awards are made on an annual basis, and students are reassessed each year. Merit-Based financial aid for incoming students is assessed during the admissions process. For returning students, the MA Committee reviews the academic performance of each student in late May/early June, and the students with the top academic performance will be awarded financial aid. All scholarships are based on availability of Department resources.

**Summer Funding**

Starting in 2016-2017, a pool of funds will be available to support research during the summer between the students’ first and second years. More information as to the application process will be made available in late October/early November.

**Records/Email Policy**
It is the responsibility of the MA student to ensure accurate records in his/her student account and academic transcript. Students are strongly encouraged to regularly check their student financial account and unofficial transcript via MyAccess to minimize any problems. Failure to do so may lead to holds on the account, which can prevent registration in the upcoming term or clearance for graduation. Students should also make sure to update mailing addresses and telephone contact information in MyAccess should there be a change during their tenure in the program.

Email is the primary form of communication between the History Department and its graduate students. Each student is given a Georgetown University email address, and students are required to regularly check their GU email account for important updates. All official correspondence from the History Department and all other departments of the University are sent to the Georgetown email address, and only that address. In addition, many student requests will not be accepted via email if they do not come from the official GU email account. Students who prefer to use alternate email accounts are responsible for properly forwarding all GU email to their private accounts, and for ensuring that such email correspondence is being received and reviewed properly.

The Department makes an effort to minimize unnecessary email communication. In turn, students are expected to read and review all emails sent by the Director of MA Programs, the Graduate Programs Manager, and the Chair of the Department.

Keys/Office Supplies/Computer Usage/Photocopying

All MA students are eligible to receive a key to the Department for after-hours access. New students will receive their key during New Student Orientation. Students who lose their keys must pay a fee and should contact the Office Manager for a replacement key.

History Department stationery and paper supplies are available for business purposes only. Supplies are limited, so students should moderate their use.

The department maintains various computers and printers for graduate student use, both at the back of the department and in the lounge area. Photocopiers are also available for student use. The photocopier near the front entrance should be reserved for faculty and teaching assistants. Please be mindful of the limited supply of paper and ink in the department, and limit your printer and photocopier use. Students are encouraged to use the photocopiers to scan documents into pdf format, rather than printing onto paper, when possible.

Grievance Policy

The History Department echoes Georgetown University's commitment to providing a safe and respectful environment to learn, and believes that diversity is fundamental to its educational mission. Georgetown University provides educational opportunities without regard to, and does not discriminate on the basis of, age, color, disability, family responsibilities, familial status, gender identity or expression, genetic information, marital status, national origin, personal
appearance, political affiliation, race, religion, sex, sexual orientation, source of income, veteran’s status or any other factor prohibited by law in its educational programs and activities.

MA students are welcome to contact the Director of MA Programs and/or the Graduate Programs Manager with any grievances they may have regarding their course of study. In certain cases, students may contact the Department Chair for resolution of issues.

Inquiries regarding Georgetown University’s non-discrimination policy may be addressed to Institutional Diversity, Equity & Affirmative Action. Additional information may be found at: ideaa.georgetown.edu.

Phi Alpha Theta

Georgetown is proud to have a chapter of Phi Alpha Theta, the national honor society for history. All graduate students are eligible to apply for membership in the GU chapter. Interested students should contact Prof. Amy Leonard for more information.

VI. CAREER RESOURCES

Further Study

The MA program is designed to provide students with credentials and training that will help advance careers in a variety of fields, including government and diplomacy, globally oriented private-sector enterprise, international NGOs, and journalism. It is also an excellent stepping-stone for those wishing to pursue a Ph.D. in History and in related fields and who seek admission to top-tier Ph.D. programs.

In certain cases, the MA in History may lead to acceptance into the Georgetown History Department's Ph.D. program. There will be no presumptive advancement. Students will be required to apply directly to the Ph.D. program and must pass through the standard evaluation process for admission and financial aid. If a student is admitted to the Georgetown Ph.D. program, all History coursework completed at the 500-level or above may be credited to the Ph.D. requirements. Students would still be required to complete the Doctoral Core Colloquium (HIST 501), the research seminar relevant to their doctoral studies, and any other courses and language training required to prepare for comprehensive examinations and dissertation research, as determined by the Department.

Employment Opportunities

The Washington DC area has a large number of jobs available in a broad range of firms and sectors, including federal government, NGOs, for-profit firms, and non-profits. The Georgetown MA degree in History will help students to take advantage of the area’s robust internship and employment opportunities. The Georgetown Career Center, located in the Leavey Center, is available to MA students.
VII. MA PROGRAM CONTACTS

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