

The Citadel Graduate College  
History Department  
Dr. Keith Knapp – Director

[Keith.Knapp@citadel.edu](mailto:Keith.Knapp@citadel.edu)

The University of Charleston, South  
Carolina at the College of Charleston  
History Department

Dr. William Olejniczak – Director

[Olejniczakw@cofc.edu](mailto:Olejniczakw@cofc.edu)

# Graduate Handbook

Joint MA in History Program  
at the College of Charleston  
& The Citadel

Edited by Richard Balas, Bradley  
Blankemeyer, Maggie Burton, Margaret  
Edling, Bethany Greene, and Mitchell  
Locklear

---

Table of Contents

Orientation for Graduate Students.....2  
Student I.D. Cards.....2  
Communication and Email.....2  
Peer Interactions and Networking.....3  
Parking.....4  
Bicycles.....4  
Health Insurance.....4  
Counseling and Substance Abuse.....4  
Degree Requirements.....5  
Course Registration and Purchasing Books.....6  
Financial Obligations and Preparation.....7  
    a. Assistantships, Scholarships, Awards, and Employment Opportunities.....7  
Roadmap to Graduation.....9  
    a. Thesis Track and Thesis Preparation.....10  
    b. Non-Thesis Track and Comprehensive Examination.....11  
Planning for Post-Graduate Life.....12  
Additional Policies and Procedures in Joint Program.....13  
Local and Regional Archives, Libraries and Research Facilities..... 14  
Digital Resources.....17

### ***Orientation for Graduate Students***

The College of Charleston holds an orientation for its graduate students at the beginning of **each** fall semester. Please contact the Graduate School Office for details. (<http://gradschool.cofc.edu/currentstudents/orientation.php>)

The Director/Associate Director at the College of Charleston holds an individual orientation and advisory meeting for each new graduate student. The Citadel orientation is held within each graduate department; contact the History Department for information. **It is important to attend an orientation session.**

### ***Student I.D. Cards***

#### **College of Charleston**

<http://cougarcard.cofc.edu>

The COUGAR CARD is your official College of Charleston identification card. If you have your picture taken during orientation, your Cougar Card will be issued at the campus bookstore on the Friday of orientation after your last session of the day or you can pick this up at **Cougar Card Services**. Your first card is free of charge. Replacement cards are provided for a fee. With your Cougar Card, you may check out books in the library, access your meal plan, gain access to recreational sports facilities, and make purchases without having to carry cash. **Cougar Cards must be validated with a current semester's validation sticker to allow access to these campus services.** The Treasurer's Office issues validation stickers. If you are a currently enrolled student whose student account is current and have validated your enrollment using Cougar Trail on the Web, you may also obtain validation stickers in the Cougar Card Office, the library, and the financial aid office. Other features of the Cougar Card include a discretionary spending account, a vending stripe, and a calling card.

#### **The Citadel**

<http://www.citadel.edu/root/onecard>

Citadel I.D. cards can be obtained at the **Office of Graduate and Professional Studies**. The card gives the student access to The Citadel's academic facilities. For an additional \$35 Activity Fee, the student has access to the campus' athletic facilities, the pool, tennis court, track, Deas Hall, and The Citadel Beach House. A \$25 Athletic Event Fee allows the student into Citadel sports events. Please note that student I.D.s can be used at all area universities. In order to use the libraries, *the card must be validated each semester at the reference desk of the library.*

### **Communication and Email**

#### **College of Charleston: MyCharleston & OAKS**

As a new graduate student, you will be issued new information to create a permanent account, which will come in the form of an email from CofC Admissions, sent to the personal email address you included in your application. You will need to know your **Campus-wide ID (CWID)** to activate your account; this information is included in your acceptance letter.

If you already have a permanent portal account because you are an employee or alumnus of the College of Charleston, contact the Help Desk ([helpdesk@cofc.edu](mailto:helpdesk@cofc.edu)) so they can merge your accounts. Be sure to have your CWID handy when making that call.

If you have difficulty with your MyCharleston account, please contact the Help Desk; make sure you include your full name, your birthdate (MMDDYY) and your CWID when writing to or speaking with the Help Desk (<http://it.cofc.edu/>). Students can access **OAKS** through their MyCharleston account.

### **The Citadel: Lesesne Gateway & CitLearn**

Logging into Lesesne Gateway and Updating your Password

Before you begin, think of a safe password:

- Must contain at least 8 alpha-numeric characters and begin with a letter, not a number.
  - Must have at least one capitalized letter and one that is not capitalized
  - Must have at least one number
  - Cannot be your name or a word others could guess about you, such as your nickname
- 1) Go to <https://lesesnegateway.citadel.edu/cp/home/displaylogin>
  - 2) Log into the Lesesne Gateway portal using your username and password. This information was provided in your acceptance letter.
    - a. The first time you log in, enter your username and your temporary password (“Pass” followed by your 6-digit birthdate. Ex: Pass010186 – be sure to capitalize P)
  - 3) Click on the “Student” Tab
  - 4) Under Password Management on the right-hand side of your screen, click on the “Change Password” link
  - 5) Complete the form and click “Submit New Password”

### **CitLearn**

- 1) Go to [www.citadel.edu](http://www.citadel.edu)
- 2) Click on the “Connect” link on the tool bar
- 3) Select CitLearn from the drop-down menu
- 4) Log in using your 8-digit CWID as your USERNAME and “Pass” plus the last four digits of your SSN as your PASSWORD (Ex: Pass1111)
- 5) The courses for which you are registered AND use CitLearn will be listed in the top right-hand corner under “My Courses”.

NOTE: If you are registered for a course and you do not see it listed under My Courses, either a) Your instructor is not using CitLearn or b) Your instructor has not loaded your name into the
- 6) CitLearn roster. In either case, please contact your instructor directly.
- 7) To access course information, click on the name of the course

### ***Peer Interactions and Networking***

The two main social media groups are:

**MA Newcomers and Networking** – <https://www.facebook.com/groups/232432233530414/>

**GHS (Graduate Historical Society)** - <https://www.facebook.com/groups/257350770956355/>

The College of Charleston has a student run organization called the Graduate Historical Society (GHS), which offers opportunities for leadership and hosts social events throughout the year. GHS also organizes student and faculty colloquiums throughout the year. Normally a professor or a thesis-track second year student will provide part of a paper that everyone will discuss. These are excellent opportunities to network and meet faculty and other students in the department. Don't be afraid to introduce yourself to your professors. Go visit them during their office hours if you have any questions or simply want to talk more about their specializations. If you are considering writing a thesis, start talking with professors about your research interests to find a suitable thesis advisor.

### ***Parking***

#### **College of Charleston**

Parking decals are sold for parking lots that are designated by letters. Inquiries may be made to Parking Services at Berry Hall on Calhoun St. or by calling 953-7834.

<http://parkingservices.cofc.edu>

#### **The Citadel**

All automobiles parked within The Citadel gates are required to have a parking decal. The decals are obtained at the Treasurer's Office. <http://www.citadel.edu/root/treasurer>

### ***Bicycles***

As a convenience to our campus community, registration of bicycles is available at Campus Police Headquarters.

<http://publicsafety.cofc.edu/services/>

### **Health Insurance**

#### **College of Charleston**

Health insurance is available through Pierce and Pierce, Inc. (888-622-6001)

<http://studenthealth.cofc.edu/fees-insurance/index.php>

#### **The Citadel**

Health insurance is available through Pierce and Pierce, Inc. (888-622-6001) <http://www.citadel.edu/root/other-student-services>

The Citadel Infirmary is for members of the Corps of Cadets only.

### ***Counseling and Substance Abuse***

#### **College of Charleston**

Counseling and Substance Abuse Services (CASAS) provides counseling for individual, couple, family and relationship concerns. CASAS also offers assessment and treatment for alcohol and substance abuse problems as well as testing for possible learning problems. Other limited psychiatric services are also available. <http://counseling.cofc.edu>

#### **The Citadel**

Individual and group counseling is available by appointment and includes confidential personal, educational and career counseling. The Substance Awareness Program provides counseling and information concerning alcohol and drug abuse. [www.citadel.edu/counseling/](http://www.citadel.edu/counseling/)

### **Academic Information**

Upon entering the program a student should meet with the Program Director. In consultation with the Program Director, each degree candidate develops a Program of Study, which includes at least nine hours of course work at each institution. Students are expected to consult with their graduate advisors during each preregistration period. The official Program of Study Form must be accurately completed with the appropriate signatures in order for the student to be eligible for graduation. This form should be filed by the beginning of the semester the student intends to graduate. The Program of Study Form is available from the Director or Associate Director of the Joint Program and on the program web page (<http://history.cofc.edu/graduate-program/forms/index.php>).

### ***Degree Requirements***

A minimum of 33 semester hours of graduate work is required with a cumulative GPA of at least 3.0. All students must take Historiography (3 hours); 6 courses (18 hours) in their chosen major concentration: United States; Europe; or World History (Asia/Africa/Latin America); two courses (6 hours) in their minor concentration and one course (3 hours) in their remaining concentration. Students must complete either a thesis (800-level, 6 hours) or two seminar papers (700-level, 6 hours).

Depending upon the student's objective, a foreign language may be required. Students intending to go on for doctoral studies would be well advised to acquire a reading knowledge of a foreign language while completing their master's degree. For those planning to continue for the Ph.D., the preparation and successful oral defense of a thesis is strongly encouraged. Full-time students can usually expect to qualify for the degree in one and a half or two years; part-time students in three to four years.

Major concentration 18 hours\*  
First minor area 6 hours\*\*  
Second minor area 3 hours\*\*  
Historiography 3 hours  
Electives 6 hours\*\*\*

\*Includes either a thesis (6) or two research seminars (3 credit hours each).

\*\* In history or a related discipline in the humanities or social sciences. Non-history courses require prior approval of the program director. Students may opt to add a Concentration in African American History to their program. See the catalog and program web page for the specific requirements.

### ***Independent Study***

Courses taken as a regular independent study (HIST 770) are permitted for investigation of issues, topics and research not covered in course offerings. The student must obtain the written approval of the instructor and Director or Associate Director. The independent study should be directed by an instructor with an expertise in the topic. An independent study must have an appropriate description of the course topic, a reading list, and a minimum of 15-20 pages of written work. **Students concentrating in U.S. or Europe can receive a maximum six semester hours of independent study credit toward the degree. Students with *Developing World Concentrations* may do more independent study courses with approval of the Program Director.** Independent study forms can be obtained from the Director or Associate Director or from the Graduate School Office (<http://gradschool.cofc.edu/current-students/forms.php>). Procedures for students doing independent studies:

1. Student consults with the sponsoring faculty member and uses registration paperwork from that faculty member's school.
2. Student files original paperwork at the school where the course is taken and submits a copy to the graduate school of his/her own school.
3. Student pays tuition at the school where course is taken.

**Citadel Students:** In general classes at other institutions have to be coordinated individually with the financial aid office requiring three forms:

From the Registrar (1): **Permission to Take Classes at Another College**

From Financial Aid Office (2): **Consortium Agreement and Verification of Enrollment.**

However summer school is usually not covered with the consortium agreement and must be paid for directly by the student without financial aid.

## History MA Joint Program Graduate Handbook

### Note on language course registration

You may want to take language courses to help prepare for thesis writing or to help prepare for continuing your studies in a PhD program. Graduate students may enroll in an undergraduate level language course, since graduate level language courses are not offered. Course registration will allow you to register for a language course, but in order to qualify for financial aid for the undergraduate level course, at least **fifty percent** of your overall credit hours must be graduate-level credit.

### ***Course Registration & Purchasing Books***

Before you register for courses, be sure to check the Academic Calendar through the Registrar's Office (<http://registrar.cofc.edu/calendars/>) to see when registration opens. Registration is done through the MyCharleston or Citlearn site once the student has received their login information.

Course listings are provided online through both institutions in the Joint MA program:

College of Charleston - [https://ssb.cofc.edu:9710/prod/bwckschd.p\\_disp\\_dyn\\_sched](https://ssb.cofc.edu:9710/prod/bwckschd.p_disp_dyn_sched)

The Citadel - <http://www.citadel.edu/root/graduatecollege-current-students/courses>

Registration, however, is only available through MyCharleston.

Students are required to take Historiography (HIST 691), preferably in the first year or semester.

Field Concentrations:

United States History – 502, 504, 506, 521, 522, 523, 590, 610, 620, 689, 710, 720

European History – 524, 532, 533, 535, 537, 541, 542, 543, 545, 551, 591, 640, 650, 740

Asian/African/Latin American – 562, 563, 572, 573, 577, 582, 583, 586, 587, 592, 593, 670, 689, 760

See each semester section for more information on course recommendations.

***Buy and read books early.*** While some professors do not post their book lists as early as others, most of the time they are ready over the summer. If not, contact the professor and request a book list, or at least the books that will be covered first. This will help you mentally prepare for class before it starts and give you ample time to read. Once you are more deeply involved with all your courses, reading and reviewing all the assigned texts can be more daunting, so start early. When you have decided what courses to take, the next step is to look up the books required for each course. With courses being offered at the two different institutions, you will need to look up College of Charleston book lists on the CofC site, and the Citadel book lists on their site. Both can be found here:

College of Charleston

<http://cofc.bncollege.com/webapp/wcs/stores/servlet/TBWizardView?catalogId=10001&storeId=65075&langId=-1>

The Citadel

<http://thecitadel.bncollege.com/webapp/wcs/stores/servlet/TBWizardView?catalogId=10001&langId=1&storeId=65095>

## History MA Joint Program Graduate Handbook

You can purchase or rent your books through either site or order them online through sites like *Amazon* or *The Book Depository*.

### **Financial Options and Preparation**

Federal Financial Aid: <http://finaid.cofc.edu/types-of-financial-aid/loans/grad-plus-loan/index.php>

#### Scholarships/Fellowships/Grants

- *Graduate Scholars Award:* The Graduate Scholars Award program was established to enhance the geographical diversity of applicants to The Graduate School of the College of Charleston. In the belief that the education of people is not confined to the classroom, the university encourages individuals from diverse backgrounds to meet and exchange ideas and experiences in the collegiate environment.  
**Deadlines: Fall: July 1; Spring: November 1; Summer: May 1**
- *The South Carolina Graduate Award:* The South Carolina Graduate Award has been established to attract South Carolina resident applicants with high scholastic aptitude to The Graduate School of the University of Charleston, SC. Interested students should contact the program director of the program to which they are applying for a letter of support. Application: <http://gradschool.cofc.edu/documents/student-forms/sc-graduate-award.pdf> **Deadlines: Fall: April 1; Spring: October 1**
- *College of Charleston Joint Program Scholarship:* The Graduate School is pleased to offer the College of Charleston Joint Program Scholarship to out-of-state College of Charleston students in joint programs with the Citadel (English, History, Middle Level Grades, and Computer Science) who do not have Graduate Assistantships or other scholarships that qualify the student for abatement. Students must notify their program directors of their interest in the award by the deadlines. **Deadlines: Fall: September 1, Spring: February 1, Summer: May 1**

#### Apply for Abatement (reduction of tuition)

Students enrolled in the MA program from outside of South Carolina can receive abatement if they secure a graduate assistantship or are approved for specific scholarships. Graduate assistantships are available through the Program Director, whom you can contact for further information.

#### Employment Opportunities

**Career Center** (<http://careercenter.cofc.edu/>) can provide you with the basics for getting started.

**College of Charleston Graduate Assistantships:** <http://gradschool.cofc.edu/asstships/assistantships.php>.

The **Citadel** offers **Assistantships** as well, but you must apply separately through their website. The application for Citadel Assistantships can be found here: <http://www.citadel.edu/root/ga-application>.

**CougarJobLink** is where the College posts all employment opportunities on campus. Outside employers are also able to post jobs there and it is a great place to start looking. Current students can access the online database through MyCharleston (<https://my.cofc.edu/cp/home/displaylogin>) or the Career Center's homepage (<http://careercenter.cofc.edu>).



## History MA Joint Program Graduate Handbook

### Graduate Assistantships and Fellowships

#### *College of Charleston*

##### **Departmental Assistantships**

The College of Charleston History Department awards several graduate assistantships each year. Each assistantship carries a stipend for a set number of hours of work per week under the direction of various members of the History Department. Graduate assistants perform a variety of services in support of the graduate instructional program. These may include the preparation of subject bibliographies, the duplication of library reserve material, the compilation of titles needed to improve the historical collections, the conduct of research, and other academic tasks as may be appropriate. Students who are awarded assistantships must carry the minimum course load required of full-time students (nine hours of graduate course work for the semester). The awards are competitive and open to incoming students as well as those already in the program. For further information see the Director/Associate Director of the Graduate Program in History at the College of Charleston.

##### **Avery Research Center Assistantships**

The Avery Research Center is a museum and archives sponsored by the College of Charleston that collects, preserves and exhibits the history and culture of African Americans in the South Carolina Lowcountry. The Avery Research Center cosponsors the following internships for graduate students at the College of Charleston: Lucille S. Whipper African-American Oral History Internship; Wachovia Bank Internship in African-American Oral History; and the Avery Research Center Graduate Studies Internships. All internships provide students unpaid work experience in the field of African-American Studies. In addition, students can enroll in History 770-[Independent Study](#) and earn three hours of course credit for their work. The staff of the Avery Research Center provides training in archival processing, oral history interviewing, and museum management. Students also participate in special community projects, such as the Rosenwald Schools Documentation project and the South Carolina Civil and Human Rights Oral History project. The following general criteria apply to Avery internships: applicants must be enrolled for nine hours each semester in the Joint History Program; must have at least a 3.0 GPA; and must be available to work at the Avery Research Center 10-20 hours per week during each semester. The Avery Research Center also awards two graduate assistantships that pay a stipend each semester. To be eligible students must be enrolled full time in the Joint History Program and be able to work 20 hours per week. Graduate assistants will work under the supervision of the Director of the Avery Research Center. Students interested in the above internships or assistantships at the Avery Center should contact Dr. Marvin Dulaney at 953-7609.

##### **University of Versailles/Saint-Quentin Teaching/Research Fellowship**

Each year the College of Charleston awards one year-long research and teaching fellowship in France at this university which is located about 15 miles southwest of Paris. The successful candidate receives an award of approximately \$17,000 net earnings paid in Euros by the French Ministry of Education (the total dollar amount varies according to exchange rates) over the course of the French academic year. This extraordinary opportunity is available to degree-seeking students in all M.A. programs at the College of Charleston. Applicants are considered early in the spring semester for the following fall. Applications can be obtained at the College of Charleston Graduate School Office. For further details contact Dr. William Olejniczak ([olejniczakw@cofc.edu](mailto:olejniczakw@cofc.edu)) in the Department of History at 953-5930.

#### *The Citadel*

##### **Departmental Assistantships**

The Citadel awards one graduate assistantship each year. Each assistantship carries a stipend of \$3500 per semester and calls for approximately 20 hours of work per week. Final selection of the graduate assistants is made by the

## History MA Joint Program Graduate Handbook

Director/Associate Director of Graduate Studies in History at The Citadel. These awards are made in the spring of each year for the following academic year. An application may be obtained in the Office of Graduate and Professional Studies at The Citadel.

### **Graduate Scholars Award at the College of Charleston**

This Graduate Scholars Award (GSA) award has been established to enhance the geographical diversity of applicants to the Graduate School. This award encourages individuals from diverse backgrounds to meet and exchange ideas and experiences in the collegiate environment.

See Appendix C for Graduate Scholars Award application.

## **Roadmap to Graduation**

### **First Semester**

It is strongly recommended that you take Historiography (HIST 691) during your first semester. During your first semester you should start thinking about your preference of major and minor concentrations. The 600-level courses usually require a few shorter papers whereas the 700-level research seminars require students to produce an article-length work.

In addition to lectures and examinations, all graduate courses demand extensive reading, thorough research, and advanced historical writing. Degree-seeking M.A. students have priority during registration and can expect to be enrolled in any course. The 500-level courses are normally intended for degree-seeking students as well as M.A.T and Non-Degree students and enroll no more than 20 students. Courses numbered 600 and 700 are exclusively intended for students who have been admitted as degree-seeking M.A. students through the Joint M.A. Program Committee. The 600-level courses (except History 691) enroll a maximum of 15 students, and 700-level courses enroll a maximum of 10 students. All degree-seeking students (even those who are writing a thesis) are encouraged to enroll in 700-level research seminars. Students who do not intend to write a thesis must take two research seminars. These two seminars need not be in the same area of concentration. Exceptional undergraduates -- upper division majors in history and related disciplines with a minimum GPA of 3.40 in history courses -- may be enrolled in 500-level courses with permission from the instructor and the Joint Program Committee.

### **Second Semester**

You should be following your **Program of Study** outline to make sure you are taking the classes that you need to fulfill your requirements for graduating on time.

**NOTE:** It is highly recommended that during your second semester you enroll in a research seminar at the 700-level. These seminars are only required for Comprehensive Exam-track students, but Thesis-track students are strongly encouraged to take one seminar. The rigorous coursework involves historiographical study, academic review writing, drafting a proposal (similar to the larger Thesis Prospectus), creating an annotated bibliography, extensive research, and peer reviewing. These skills will prove invaluable when drafting an MA Thesis.

### **Third Semester**

During the third semester, classes should still be chosen based on your Program of Study form. Keep track of the classes needed for your major, minor, and third concentration hours, as well as the required courses for either the thesis track or comprehensive exam track. Students pursuing the thesis track must enroll in two 800-level thesis writing courses, which can either be taken over the course of two semesters or in the same semester. Students pursuing the non-thesis track must take two 700-level research seminars, which can be taken during any semester.

## History MA Joint Program Graduate Handbook

**NOTE:** Again, it is highly recommended that all students enroll in a 700-level course, regardless of tracking, as the experience can be very helpful with MA Thesis writing.

### *Planning for Thesis Track*

**September 30:** deadline for thesis proposal submission

#### Important Steps

Having settled on a thesis topic and a thesis director during their second semester, students should begin researching as soon as possible. The following are important steps to take during the third semester:

1. Become familiar with the Graduate School Thesis Manual:  
<http://gradschool.cofc.edu/documents/thesis-manual.pdf>
2. Identify and contact the two other members of the thesis committee early in the semester (you need a total of three thesis committee members, drawn from both CofC and the Citadel).
3. Draft, revise, and finalize a formal thesis proposal. Keep in contact with your thesis director throughout the draft and revision process.
4. Make sure the other committee members have sufficient time to read and approve the thesis proposal and to sign the coversheet before the submission deadline.
5. Submit your thesis proposal to the Joint Master's Program Committee.
6. After submitting the proposal, continue to research and write. Maintain close collaboration with your thesis advisor throughout the process.
7. Inform the Director/Associate Director of your intention to take the exam within the first month of the semester.
8. With the Program Director, determine the two faculty members who will serve as examiners (one each from CofC and the Citadel). The student is responsible for obtaining the agreement of each faculty member.
9. After determining the examiners, continue to study for the examinations.

#### **Fourth Semester (or Final semester)**

During your fourth and final semester of the MA in History program you will be working on completing your Master's Thesis or preparing for and taking comprehensive exams in your area of concentration. As always, consult your Program of Study form to make sure that you have all of the classes you need to graduate at the end of the semester. At this point, you should have everything you need in terms of classes and should be working on your thesis.

#### *Thesis Preparation*

If you are on the thesis track, it is required that you take two thesis courses (or six hours) as part of your major concentration (18 hours). The thesis hours **HIST 801 and HIST 802** require you to fill out an individual graduate enrollment forms for each section: <http://gradschool.cofc.edu/documents/student-forms/individual-graduate-enrollment.pdf>

Many graduate students find it helpful to take both thesis courses in the same semester, because it allows more time to work solely on your thesis rather than being enrolled in classes with additional work. Some students take one thesis course in the fall and the other in the spring, but it is up to you how you want to work on your thesis. The Thesis Committee consists of a Thesis Director and two Second Readers. The Thesis Director must have a Ph.D. and have a formal affiliation with the History Department at the College of Charleston or The Citadel. Both departments must be represented on the Thesis Committee. In consultation with the Director/Associate Director, the student chooses a

## History MA Joint Program Graduate Handbook

Thesis Director whose field of expertise most nearly coincides with the proposed topic. The two Second Readers do not need to be in the field of expertise. A "Prospectus for Thesis" (thesis proposal) is required of each student who wishes to be eligible for the thesis option in the M.A. program. The prospectus must be approved and signed by a **three-person thesis committee** and then submitted to the **Joint Master's Program Committee** for final review and approval.

On the submission date, students must email the Program Director with their completed thesis prospectus for dissemination amongst the Joint Master's Program Committee. The proposal must include the following:

1. The completed cover sheet with the signatures of the three-member Thesis Committee;
2. A clear and full description of the topic;
3. A description of the primary materials to be investigated;
4. A discussion of the significance and larger historiographical issues raised by the topic and how the topic will contribute to historical knowledge;
5. A working bibliography of the primary and secondary materials arranged alphabetically and separated into primary and secondary categories.

An oral defense before the Thesis Committee is required upon completion of the thesis. The Director/Associate Director presides at the oral exam. The completed thesis is expected to have 60-100 pages of text, not including footnotes and bibliography. For details on the format, paper, type, margins, etc., please consult the *Thesis Manual: A Guide for Graduate Students* (<http://gradschool.cofc.edu/documents/thesis-manual.pdf>) The thesis will receive a grade according to the scale explained in the Thesis Manual.

### *Comprehensive Exam Preparation*

Comprehensive examinations are normally held at the end of September and at the end of January each academic year. Eligible candidates should notify the Program Director of their intention to take the exam at the beginning of the semester before they wish to have it administered (i.e., in August before a January examination). After meeting with the Program Director to determine the examiners, the student is responsible for obtaining the agreement of each of the two faculty members who will provide examination questions. The Program Director administers the exam at their respective institutions. Comprehensive examinations are normally held at the end of November and at the end of March/early April each academic year. Eligible candidates should notify the Graduate Director of their intention to take the exam at the **beginning of the semester before they wish to have it administered**. After meeting with the Program Director to determine the examiners, the student is responsible for obtaining the agreement of each of the four faculty members who will provide examination questions. The Director or Associate Director administers the exam at their respective institutions.

The comprehensive exam must cover the major concentration area and either the first or second minor area. For the examination the student chooses one professor from the College of Charleston and one professor from The Citadel. Each professor provides two questions. The student is required to answer three of the four questions in writing. This exam takes place in a 72-hour period. Professors are responsible for grading their own drafted questions. Each professor assigns one of three possible grades to each of the student's answers: "PH" for pass with honors, "P" for pass, or "F" for fail. Failure on any section of the exam eliminates the possibility of earning a "PH."

A student who fails one or more questions must re-take the comprehensive exam in order to continue in the program. The second attempt to pass the exam may occur no sooner than one month after notification of the initial failure. If the student passes on the second attempt, a grade of "P" is entered on the transcript. A student who fails any question on

## History MA Joint Program Graduate Handbook

the second attempt is assigned a grade of "f" for the comprehensive examination and dismissed from the program, subject to possible review of the decision through the normal appeals procedure. For information on comprehensive exam preparation see the *Comprehensive Exam Memo* on the program web page.

### ***Application for Graduation***

Be on the lookout for email notices from the university about deadlines for graduation. Graduation ceremonies are held in December for students graduating in the fall semester, and in May for those graduating in the spring semester.

The official diploma for the M.A. degree lists both institutions, which reflects the joint nature of the program. Nevertheless, candidates follow different procedures in filing for a degree. Candidates for the M.A. degree at the College of Charleston must submit an Application for Graduation to the Graduate School Office by the dates indicated on the academic calendar for the semester in which they expect to receive the degree, or on the day of the summer session in which they plan to complete degree requirements. If they do not expect to complete the requirements, they must cancel the application at least two weeks before the end of the semester or summer session and must resubmit the notice in whatever semester or summer session they complete the requirements. Students must also pay a graduation fee at the Graduate School Office. No bill for this fee will be sent.

The Citadel application for graduation is available at [www.citadel.edu/cgps/forms/index.shtml](http://www.citadel.edu/cgps/forms/index.shtml). Citadel students should be aware of the following deadlines:

December graduation: application due November 1

May graduation: application due by February 1 or March 1 if not taking part in the graduation ceremony.

August graduation: application due by June 1, if not taking part in graduation ceremony. August graduates may take part in the May commencement ceremonies, but must apply by February 1. These dates should be confirmed with the CGPS.

CofC Graduation forms: <http://registrar.cofc.edu/graduation/application.php>

### ***Planning for Postgraduate Life***

Your second semester in the program is also a good time to start thinking about what you want to do after completing the MA in History program. Also, think about attending and presenting at the Graduate Historical Society seminars.

PhD program: If you are planning on applying for a PhD program directly after your MA, you should start contacting professors about suitable doctoral programs in your chosen field. Along with researching potential professors and institutions, start thinking about ways to strengthen your resume and CV in order to set yourself apart from other applications. Ways to do this include summer internships, attending and presenting at conferences, and getting your work published.

### **PhD Application Process**

Students applying to PhD programs in their third semester should begin researching and narrowing down potential programs and faculty they would like to work with *before* the semester begins. Students should also discuss programs they are considering with one or more of their current professors before applying. When considering programs, students should be aware of factors such as foreign language requirements and the opportunities for funding provided by each school.

While program requirements vary, applicants are generally asked to submit a curriculum vitae (C.V.), writing sample, letters of recommendation from professors with knowledge of the applicant's scholarly potential, and a personal statement explaining why the applicant would be a good fit for that particular program. Most programs also require submission of the General Record Examination (<http://www.ets.org/gre>) results. Schools will accept GRE scores from

## History MA Joint Program Graduate Handbook

tests taken no more than five years prior to the application deadline. In addition, official transcripts from all institutions attended are required, students should arrange for these to be sent out in ahead of time. Check in with each individual program to learn particular requirements.

Many schools make use of online applications. Nevertheless, students should not submit applications at the last minute. Starting the application process early will help prevent careless mistakes. Completing it in a timely manner will allow the graduate school sufficient time to fully process the application, ensuring that it reaches the admissions committee.

### Other Post-Grad Options

If you are not planning on applying for a PhD program, you should start thinking about what you want to do after graduation. There are many opportunities for employment in the field of history in Charleston, so keep an eye out for those. They could include working at one of Charleston's museums, historic plantations, or libraries. Also, with an MA in History you can teach at the community/technical college level which broadens your prospects for employment. Summer internships and volunteering are good ways to get your foot in the door for future employment. Pursuing a PhD is not the only option available to students after graduation. The skills and knowledge base attained by MA degree holders can be transferred to a variety of occupations. These include fields of public history (museums, archives, and historic preservation), community-college teaching, K-12 private school teaching, and scholarly publishing and editing. The American Historical Association's website features further information on the opportunities available to students of history:

- Careers for Students of History:
- <http://www.historians.org/jobs-and-professional-development/career-resources/careers-for-students-of-history>
- Museum Employment Resource Center
- <http://museum-employment.com/index.html>
- National Council on Public History
- <http://ncph.org/cms/>
- Preparing for the Job Market:
- <http://www.historians.org/about-aha-and-membership/governance/committees/graduate-and-early-career-committee/preparing-for-the-job-market>

Additional policies and procedures can be found in the Graduate College Handbooks, including information regarding:

*Withdrawal Policies*

*Incompletes*

*Honor System*

*Identifying Plagiarism and Other Academic Dishonesty*

*Resisting Plagiarism and Misuse*

*Investigating Allegations of Plagiarism or Other Misuse and Consequences*

*Transfer of Credit*

*Time Limit Requirements*

*Continuous Enrollment*

*Notice of Change*

## History MA Joint Program Graduate Handbook

The Citadel: <http://www.citadel.edu/root/history-masters-program> and <http://www.citadel.edu/root/graduatecollege-current-students>  
College of Charleston: <http://gradschool.cofc.edu/policy/index.php> and <http://gradschool.cofc.edu/documents/graduate-handbook.pdf>

### **Local Library and Research Facilities**

#### ***College of Charleston***

##### **Marlene and Nathan Addlestone Library**

The Marlene & Nathan Addlestone Library, the main campus library, is a new facility that opened in January 2005. The building is 144,000 square feet roughly the equivalent of three football fields. Students will find 260 computers, 16 individual study rooms, 1,400 seats of all types, 1,752 voice and data outlets, and Starbucks Coffee, which opens onto Rivers Green.

The library is also home to the Center for Student Learning, Student Computing Support Desk and a Student Technology Center—all of these services are in close proximity of the library Information/Research desk. The entire building and garden also feature wireless Internet access. Students have access to over 500,000 volumes, 3,000 print journals and over 16,000 electronic journals. Students have open stack privileges and can locate library materials through a computerized, online public access catalog.

Special services for students include the following: a daily courier service for free delivery of books and articles from participating institutions in the Charleston Academic Library Consortium (Charleston Southern University, The Citadel, The Medical University of South Carolina, and Trident Technical College); a reserve collection including hard copy and electronic materials on reserve for specific course assignments; online interlibrary loan request forms that allow students to order materials not available at the College of Charleston; full access to a large number of library subscription databases including *JSTOR*, *America History & Life*, *Historical Abstracts*, *Project Muse*, and *PCI Periodical Contents Index*; and reference desk, email, chat and consultation services. <http://www.cofc.edu/library/>

**History Resources:** <http://libguides.library.cofc.edu/history>, 843-953-5530

##### **South Carolina Historical Society Research Library**

Recently relocated to the third floor of Addlestone library, SCHS has over 40,000 volumes. Its holdings concentrate on the history of South Carolina and Charleston from the eighteenth century to the present. These include the plantation records of the Allston, Middleton, and Heyward families, the complete papers of Henry Laurens, and a large collection of maps, plats, photographs, prints, and architectural drawings. Discussion of the collection is often included in the *South Carolina Historical Magazine*. The College of Charleston Special Collections has a published bibliography of the society's holdings. See Alexander Moore, *Low Country South Carolina Ethnohistory: A Guide to Indian and African-American Sources*. <http://www.schistory.org/>

##### **Special Collections in The Addlestone Library**

Rare books, photographs, maps, prints, artifacts, and manuscript collections. There is a published guide to the collections holdings. See Ralph Melnick, "College of Charleston's Special Collections: A Guide to Holdings," *South Carolina Historical Magazine*, Vol. 81 (April 1980): 131-53. <http://www.cofc.edu/%7Especcoll/collectionlist.html>

##### **Avery Research Center for African American History and Culture**

The Avery Research Center's holdings at the College of Charleston focus on African American history in the Lowcountry and South Carolina with some holdings from other states. It has a non-circulating collection of over 3,000 books, videotapes, and nineteenth- and twentieth-century manuscripts. Holdings of interest include the Joseph A. Towels Collection, the J. Arthur Brown Papers, the Bernice Robinson Papers, the W. Earl Douglas Papers, the Mickey

## History MA Joint Program Graduate Handbook

Funeral Home Records, the John's Island collection of photographs and religious music, the Avery Normal Institute Archives, and various African American newspapers and journals. The Center is located at 125 Bull Street.

<http://www.cofc.edu/avery/>

### **Center for Historic Preservation**

The Center for Historic Preservation supports the study of preservation at the College of Charleston. The Center maintains a library in its offices at Cameron House at 12 Bull Street. For further details contact the Center's co-directors, Robert Russell (953-6352) or Ralph C. Muldrow.

<http://arthistory.cofc.edu/hpcp/?referrer=webcluster&>

### ***The Citadel***

#### **Daniel Library**

<http://www.citadel.edu/library>

### **The Citadel Archives and Museum**

The Archives hold materials concerning the history of The Citadel and various papers, including the Civil War era letters of General Ellison Capers (Citadel Graduate, 1857) and the military papers and photographs of the notable World War II General Mark Clark.

<http://www.citadel.edu/museum>

### ***Medical University of South Carolina***

#### **Main Library**

The main library has large and diverse holdings of medical texts and journals that date from the eighteenth century. The library's collection exceeds 237, 246 bound volumes and 5,121 journal and serial titles in electronic and print format. The library can be accessed through the catalog systems at either institution. <http://www.library.musc.edu>

#### **Waring Historical Library**

This Library has a wide-ranging collection of medical texts in Greek and Latin. The majority of the holdings are from the nineteenth century, including student theses from 1825-60 and the minutes of the Medical Society of South Carolina from 1789-1925. The holdings can be accessed through the MUSC catalog except for the vertical and biographical files. <http://waring.library.musc.edu>

#### **Warren A. Sawyer Reading Room**

The Warren A. Sawyer Reading Room, located in Colcock Hall, has holdings of biomedical journals from 1758-1910 and material from the Medical University archives. By appointment only.

### ***University of South Carolina-Columbia***

#### **Thomas Cooper Library**

The library holdings include 3,000,000 volumes, 4,000,000 microforms, and 24,000 periodical subscriptions. The university's special collections include the F. Scott Fitzgerald Collection, a News Film Library, the **South Caroliniana Library** (holdings of the history, literature and culture of South Carolina), the Modern Political collection, a Rare Book Room (various holdings of nineteenth century natural history, American literature, and Scottish literature), and the **University Archives**. This major library, in Columbia, SC, can be accessed through the library systems of both universities or through USC's web site. <http://www.sc.edu/library/tcl.html>

#### **South Caroliniana Library**



## History MA Joint Program Graduate Handbook

The South Caroliniana Library is a repository for manuscripts and published materials documenting South Carolina's social, political, literary and cultural heritage. <http://www.sc.edu/library/socar/index.html>

### **Robert Muldrow Cooper Library**

The library holds 1,500,000 books and subscribes to over 11,000 periodicals. The University also maintains an architectural library. Its Special Collections include the Edgar A. Brown Papers, James F. Byrnes Papers, John C. Calhoun Letters, A. Frank Lever Papers, Strom Thurmond Papers, and Benjamin R. Tillman Papers, and are also a US Patent and Trademark Depository and hold the records of the University. <http://www.lib.clemson.edu/>

### **Mendel Rivers Library**

The library has over 170,000 holdings and is a Federal and State depository. It maintains a South Carolina Room with materials on the literature and history of the Lowcountry and the state. <http://www.csuniv.edu/library/index.html>

### ***South Carolina State University***

#### **Miller F. Whittaker Library**

The library has 280,000 volumes, 864,000 microforms, and more than 1,300 serials. The library's special collections include doctoral research on African Americans (1933-66), the Atlanta University Black Culture Collection, the American Missionary Association Manuscripts, documents concerning the university's history, and dissertations and manuscripts of the Black Studies department. The school also is a Federal and State Depository and maintains a collection of oral histories. <http://www.scsu.edu/Services/Library/>

### ***Charleston County Library System***

The library's primary sources include microfilm copies of Charleston newspapers from 1732 to the present and various microfilm holdings of city and county records. **The South Carolina Room** houses local legal documents, county records, periodicals, census records, military records and various secondary sources that pertain to the history of the Lowcountry and South Carolina. Special collections holds the City Council Journals (1857 to the present), the Minutes of Commissions of Free Schools (1812-87), city maps and plats before 1900, mayoral correspondence, and the Minutes of the Commission of Streets and Lamps (1806-66). <http://www.ccpl.org/>

### ***South Carolina Department of Archives and History***

The main holdings of the state archives of SCDAH are located in Columbia, South Carolina. These holdings include South Carolina records from 1671 to the present, military records from the Revolution and the Civil War, South Carolina Will Transcripts from 1671-1868, County Estate Files, State Land Grants from 1784-1870, State Plats from 1784-1882, and extensive genealogical records. For a published bibliography see Richard N. Cote, *Local and Family History in South Carolina: A Bibliography* (Greenville, SC: Southern Historical Press, 1981).

<http://scdah.sc.gov/Pages/default.aspx>

### ***Charleston Library Society***

The society contains various family papers, county and city records concerning South Carolina, Charleston, and the South, dating from the eighteenth century. <http://www.cr.nps.gov/nr/travel/charleston/cls.htm>

### ***Huguenot Society of South Carolina Library***

This library holds over 1,500 volumes on Huguenot history including American and European journals on the subject. The library also holds the South Carolina Microfilm series and a microfilm copy of the 1790 national census.

<http://www.huguenotsociety.org/>

***Preservation Society of Charleston Resource Center***

The society has resources dealing with the history of Charleston architecture. This is not a research facility but is useful for information for particular sites. <http://www.preservationsociety.org/>

***The Charleston Museum Library***

The Museum Library (appointment only) holds over 20,000 titles concerning natural history and the decorative arts. These include music pamphlets from 1700 to the present (especially 1810-70), the Joseph Manigault House Collection, the Heyward Washington House Collection, a map collection, and the plantation records of the Drayton family. <http://www.charlestonmuseum.org/topic.asp?id=1>

***Historic Charleston Foundation***

Historic Charleston Foundation was founded in 1947 to preserve and protect the integrity of Charleston's architectural, historical and cultural heritage. The Foundation seeks to achieve this purpose through active advocacy, participation in community planning, innovative educational and volunteer programs, the conservation and preservation of properties, research, and technical and financial assistance programs. <http://www.historiccharleston.org/>

***City of Charleston Records***

<http://www.charlestoncounty.org/publicrecords.htm>; 843-724-7301

***Charleston Health Department-Vital Records***

The Health Department is not a research facility but will furnish copies of their records for a \$5 fee. The department's holdings include county death records from 1915 to the present and the birth records of the city of Charleston from 1877-1915. <http://www.scdhec.net/vr/>; 843-746-3800

***Clerk of Court of Common Pleas***

The clerk can furnish the records of civil actions from 1856 to the present. <http://www3.charlestoncounty.org/docs/CoC/index.html>; 843-958-5000

***Judge of Probate***

The Probate Office has on file marriage records from the late nineteenth century to the present and wills from 1869 to the present. <http://www3.charlestoncounty.org/docs/probatemain.html>  
843-958-5180

***S. Charleston County Register of Mesne Conveyance***

Deeds, mortgages, plots, and other local records for Charleston County and environs from 1670 to the present. <http://www2.charlestoncounty.org/docxweb/>; 843-958-4800

***Digital Resources***

**College of Charleston** <http://it.cofc.edu/computing/index.php> Academic Computing operates a number of computing centers.

**The Citadel** <http://www.citadel.edu/computing/> The Citadel has several computer labs available to students. For locations and hours, see the computing web page.

**International Education and Programs**

## History MA Joint Program Graduate Handbook

<http://www.cofc.edu/international/>

**Intercultural Programs**

<http://www.cofc.edu/~oip/>

Located in the Multi Cultural Center the Office of Intercultural Programs (OIP) coordinates the campus-wide plan for the retention of African American and other minority students. This office also works to enhance global as well as multicultural awareness of all students on campus.