The departmental policies and guidelines described in this handbook supplement university policies and academic regulations, as articulated in the Graduate Catalog.
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Introduction
This handbook is designed to explain the structure and process of the doctoral program in Public History, its degree requirements, and information about the History Department, its personnel, and procedures relevant to Public History graduate students.

Administration
Director of Graduate Programs
The Director of Graduate Programs oversees the administrative aspects of the department’s graduate program: the MA in History, the MA in Public History, and the PhD in Public History. The director coordinates the functions of the Graduate Committee, supervises graduate teaching assistants, and has signatory power over graduate admissions, waivers of requirements, leaves of absence, scheduling of examinations, and various forms from the Graduate School. Students should consult with the Director of Graduate Programs about questions which are not answered by the Graduate School catalog or bureaucratic problems they may encounter in the program.

Director of Public History
The Director of Public History oversees the curricular aspects of the MA and PhD programs in Public History. The director advises all master’s students and, in their first year, all doctoral students, assists doctoral students in selection of permanent advisers and advisory committees, monitors students’ progress toward their degrees, and performs annual evaluation of each student. Students consult with the Director of Public History on curriculum, forming advisory committees, dissertation schedules, and other issues concerning degree thresholds.

Graduate Assistant
The Graduate Assistant provides administrative and clerical support for the graduate program, assisting the Director of Graduate Programs and the Director of Public History in monitoring students’ progress toward their degrees, providing information about departmental and Graduate School policies and procedures, and sustaining alumni relations.

Faculty
During the first year of study, the student transitions from the Director of Public History as an adviser to a member of the Public History faculty who will serve as the primary adviser and chair of the student’s examination and dissertation committee. A student will also have a History representative and a second Public History representative on the committee. All committee members must be members of the graduate faculty, and the chair must hold full graduate faculty status. Note that graduate faculty status does not correlate with faculty ranks as assistant, associate, and full professors. Consult with the Director of Public History to ascertain graduate faculty status for prospective committee members.

Professors are faculty who are entitled to direct graduate work, serve as members of examination and dissertation committees, and chair those committees. Associate and Full Professors have tenure (i.e., permanent appointment). Assistant Professors are in the early stages of their academic careers and do not have permanent appointment. They are reviewed for tenure during their sixth years of employment. All faculty whose academic appointment includes the title
“professor” may be called by that title. Other teaching faculty, such as special faculty, are often called “professor” in common parlance, although technically they are not.

**Emerti Faculty** have retired from regular faculty duties but may continue to teach for a limited period of time. They cannot serve as chairs for students new to the program, although they may serve as members of examination and dissertation committees.

**Special Faculty** are temporary and visiting faculty. They may teach graduate courses, but they may serve on examination and dissertation committees only as external members.

**Inter-institutional Faculty** from Duke, UNC-Chapel Hill, or UNC-Greensboro who already have graduate faculty status at their institutions are considered graduate faculty at NC State as well and may sit on examination and dissertation committees. They may not, however, chair a committee.

**Adviser and Advisory Committee**
All students begin advising under the Director of Public History, but students must declare their advisory committee no later than the end of their first year in the doctoral program. The advisory committee is chaired by a faculty member representing Public History who will assist in the selection of courses to fulfill degree requirements, oversee the student’s comprehensive examinations and dissertation defense, and provide guidance on dissertation work. Students may always change committee members with the approval of the Director of Public History, but with the exception of extraordinary circumstances, students may not change committee members less than three months before their comprehensive examinations or three months before the defense of their dissertations.

The advisory committee also consists of a History representative, a second Public History representative, and a representative for the Interdisciplinary field. All committee members should be selected primarily because their specializations align with the student’s interests. The committee should be finalized no later than the beginning of the semester prior to the one in which the candidate intends to take the comprehensive examination.

The primary function of the advisory committee is to provide guidance to the student in planning for the comprehensive examinations and the dissertation, and to evaluate the student’s success at both of these thresholds. The committee should provide an intellectually stimulating foundation for the student’s professional and scholarly development and should be sensitive to any difficulties in the student’s progress, research performance, or methodology.

The committee and the student are encouraged to meet in formal sessions at appropriate intervals to critically assess the student’s progress; such meetings may be requested by the student or by any member of the committee. Committee members have the obligation to express to the student any concerns they may have regarding the student’s performance, to stipulate the level and quality of work expected, and to offer guidelines to aid in the fulfillment of those expectations.
The committee chair and, to a lesser extent, the other members of the advisory committee are responsible for facilitating the student’s written and oral comprehensive examinations, and for the following aspects of the dissertation and the related or associated research experience:

- approval of the subject matter and methodology of the dissertation research;
- approval of the organization, content, and format of the dissertation according to NC State required and optional formatting guidelines as provided in the Thesis and Dissertation Guide;
- review of and comment on drafts of various sections of the dissertation, including (a) the quality of data and evidence, (b) historiographical context, (c) logical reasoning, and (d) the editorial, linguistic, and bibliographic quality;
- evaluation of the dissertation as a basis for certification that the student has fulfilled the requirements of the degree for which he or she is a candidate; and
- encouragement of and advice to the student and review of manuscripts based on the dissertation research for publication in the scholarly literature of his or her field.

Faculty Fields

All departmental faculty who hold full graduate faculty status are available to serve as the History representative on the student’s committee. The faculty indicated by an asterisk (*) are available as well to serve as the Public History chair or as the second Public History representative. Public History specializations are indicated in italics.

Ross Bassett: modern United States, technology  
Matthew Booker: modern United States, environmental  
*Katherine Mellen Charron: modern United States, gender & race, public memory  
Megan Cherry: colonial America, colonial  
*Craig Friend: early America, gender, public memory, family & community studies  
David Gilmartin: South Asia  
*Tammy Gordon: modern United States, public memory, museum interpretation & evaluation  
Owen Kalinga: Africa  
*Blair LM Kelley: African American, modern United States, oral history  
*Judy Kertész: Native American, early America, museum studies, material culture  
Akram Khater: migration and diaspora, gender, Arab-American  
Mimi Kim: science and technology  
Will Kimler: science, biology  
*Susanna Lee: Civil War & Reconstruction, digital history  
Keith Luria: early modern France  
*Alicia McGill: Latin America, cultural heritage, cultural resources management  
Julie Mell: medieval Europe, Jewish history  
Nancy Mitchell: modern United States, foreign relations  
Thomas Parker: ancient Near East, Rome  
Julia Rudolph: early modern Britain, legal history  
Brent Sirota: early modern Britain  
Rich Slatta: Latin America  
Stephanie Spencer: art history, history of photography  
Noah Strote: modern Europe, Germany  
Steven Vincent: modern Europe, France  
*David Zonderman: modern United States, labor, museum studies
Curriculum
The doctoral program in Public History is designed to train professional historians and public historians, with courses selected from groups embracing two primary fields in Public History, a secondary field in History, an Interdisciplinary field that is relevant to the primary field, and at least 16 hours of dissertation work.

Admission without MA
Students who do not possess an MA may be admitted, but must complete the MA en route to the PhD. By the end of the third semester of coursework, such candidates desiring to continue into the PhD program must have an average grade of A- (3.66) or higher and must acquire a minimum of three satisfactory recommendations from professors within the department, including two from professors who have supervised or reviewed the candidate’s scholarship. These materials will be reviewed by the Public History faculty and then decided upon by the graduate committee. If approved by the graduate committee, candidates proceed to the PhD program. If the committee determines the candidate should not continue, the student’s curriculum will be changed to the MA in Public History which the student will receive upon completion of the fourth semester of graduate work.

Transfer Credits from MA
Students who are pursuing an MA from NCSU must make formal application to the doctoral program. If accepted, by maintaining continuous enrollment, they may apply as many as 36 hours toward their degree with the approval of the graduate committee. Students with an MA from NCSU who were not enrolled in the semester before joining the doctoral program or an MA from another institution may apply as many as 18 hours with approval of the graduate committee.

Registration and Residence Requirements
Students may enroll in most classes themselves through MyPackPortal. Students must see the Graduate Assistant to submit the paperwork for restricted classes like HI 599: Independent Study and inter-institutional classes.

The History Department considers nine hours a full load. Students on the Graduate Student Support Plan (GSSP) must be full-time students. NCSU enforces a continuous registration policy. After students are admitted to the Graduate School and enroll for the first time, they are required to be enrolled each semester excluding summer sessions until they have either graduated or terminated the program. In cases of emergency, leaves of absence may be granted for one semester or one academic year, arranged with the Director of Graduate Programs. A leave of absence does not stop the ten-year “clock” for students to complete the doctoral degree. In all cases, students must be registered in the semester they defend their dissertations and intend to graduate.
Types of Courses
While there may be an occasional change, typically Public History courses will be taught on the following rotation:

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<td>HI 791: Research Seminar in Public History</td>
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<td>HI 791: Research Seminar in Public History</td>
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**Internship:** All students complete an internship in their own special areas of interest. Designed to provide students with professional Public History experience, the internship requires 150 hours of in-house work at an institution agreed upon by the student and the Director of Public History. Ideally, the internship should come with a stipend. The student should register for HI 642 during the following fall or spring semester. However, the actual internship may be completed at any time approved by the host institution and the Director of Public History. Regardless of when the student actually enrolls, all requirements for the practicum must be completed at the time of the internship experience. Details about the internship may be found in Appendix E.

**Colloquia in History:** Students are required to take three HI 792: Colloquium in History. A colloquium is a readings-based course that emphasizes historiography on a specific topic. Colloquia are intended to expose students to the structures and processes of historiography. A student may desire to select colloquia based on their topical relevance to her or his interests, but that may not always be possible. The topic, however, is not as critical as the historiographical lessons provided.

**Research Seminar in Public History:** Students are required to take the HI 791: Research Seminar in Public History in their second semester. The course immerses the student in the historiography of public history and initiates the student’s work on his or her dissertation. Ideally, students should begin their second semester with some idea for a dissertation topic.

**Teaching Seminars:** Students on teaching assistantships must enroll in HI 885: Doctoral Supervised Teaching (1 credit hour) for two consecutive semesters beginning in the second semester of the first year. These seminars meet bi-weekly to support students in their TA responsibilities and assist in preparing students to assume instructor-of-record responsibilities.
**Dissertation Research Seminars**: Full-time students must enroll in HI 889: Dissertation Research Seminar (1 credit hour) for three consecutive semesters beginning the semester preceding the student’s comprehensive examinations. These seminars meet monthly to support students in imagining and preparing their dissertations.

**Inter-institutional Courses**: In consultation with their adviser and with approval of the Director of Graduate Programs, students may take graduate-level courses inter-institutionally at Duke University, North Carolina Central University, University of North Carolina at Greensboro, or University of North Carolina at Chapel Hill while enrolled in the doctoral program. The course should be relevant to the student’s curriculum. When scheduling these courses, students need to be aware that other institutions use different numbering systems. If students find a graduate-level course offered at one of these institutions that is not offered at NCSU, they should email the instructor for permission to enroll in the class. Approval for inter-institutional courses requires an email from the instructor for approval for inter-institutional enrollment. Students must bring a copy of the email to the Graduate Assistant who will provide the appropriate paperwork.

**Dual-Level Classes**: Note that many history graduate courses are “dual-level” and include undergraduates taking 400-level credit and graduate students taking 500-level credit. Students who attended NCSU as an undergraduate may not receive credit for a 500-level course previously taken at the 400-level.

**Fields of Study**

The doctoral curriculum consists of 72 credit hours of graduate work, with courses selected from groups embracing a primary field in Public History, a secondary field in History, and an Interdisciplinary field that is relevant to the primary field.

**Public History Field (24 credit hours)**: Students are expected to demonstrate mastery of the literature and theory of Public History and at least two of its constituent disciplines. In consultation with their advisers, students develop two primary fields in Public History through coursework, research, and development of reading lists. Students are required to take HI 596: Introduction to Public History and HI 791: Research Seminar in Public History in their first year of study. Each student will complete an additional twenty-one hours of 500-, 600-, and 700-level course work in Public History, including HI 642: Internship in Public History. Areas of concentration include, but are not limited to:

- African American/Native American Public History
- Digital History
- Family & Community History
- Heritage Studies
- Museum Studies
- Public Memory

Students will develop a reading list for each Public History field that includes major scholarly works both for Public History generally and for the two selected areas of specialization. The department expects this list to be a substantial compilation of the literature, not bound by books read in seminars and the literature for the dissertation topic. Every doctoral student should begin
developing this list in the first year of enrollment in doctoral studies and consult with the Public History members of his or her committee to develop the lists and prepare for the comprehensive examination. To assist in preparing readings lists, see Appendix D: Bibliographies.

**History Field (21 credit hours):** In order to practice effectively in any area of Public History, graduates of the doctoral program must be able to demonstrate competency in at least one broad field of history. In consultation with the History member of his or her committee, the student develops a doctoral field in history focused on a chronological, geographical, and/or topical area of concentration through coursework and research. Such a definition might be, for example, Modern United States, American Science and Technology, World History, or Early Modern England. The History field consists of twenty-one hours at the 500- and 700-levels, to include HI 597: Historiography and Historical Method and at least nine hours of HI 792: Colloquium in History.

In addition, students will develop a reading list for the History field that includes its major scholarly works. The department expects this list to be a substantial compilation of the literature, not bound by books read in history seminars and the secondary literature for the dissertation topic. Every doctoral student should begin developing this list in the first year of enrollment in doctoral studies and consult with the History member of his or her committee to develop the list and prepare for the comprehensive examination.

**Interdisciplinary Field (9 credit hours):** Public History is multi-disciplinary by nature, and it is critical that students complement their primary and secondary fields with nine hours of coursework from an outside discipline in which NCSU offers 500-, 600-, 700-, and 800-level classes. Designed in consultation with the primary adviser, the Interdisciplinary field must be relevant to the Public History field. Appropriate fields include, but are not limited to:

- Architecture
- Digital Humanities
- Parks, Recreation, and Tourism Management
- Geographic Information Systems
- Leadership and Volunteer Management
- Natural Resources
- Non-Profit Management
- Professional Communication and Management Skills
- Public Policy
- Youth Development and Leadership

Students do not take written examinations in their Interdisciplinary field, but they do take oral examinations in the topic. They do not need to create a reading list, therefore, but should consult with the Interdisciplinary member on their committee about the nature and content of their examination.

**Teaching (2 credit hours):** In preparation for roles as instructor-of-record, the student must enroll in two consecutive semesters of HI 885: Doctoral Supervised Teaching beginning in the second semester of coursework.
**Dissertation Work (16 hours):** No later than the semester preceding the student’s comprehensive examinations, the student must enroll in HI 889: Doctoral Dissertation Seminar and take it for four consecutive semesters. After successful completion of comprehensive examinations and no earlier than the fourth semester of graduate coursework, the student must complete at least 16 hours of dissertation research (including HI 889).

**Graduate Plan of Work**
The Graduate School requires doctoral students to complete a Plan of Work prior to completion of twelve hours of graduate work in the doctoral program. In consultation with the primary adviser, the student develops a Plan of Work through MyPackPortal, listing completed courses and those that still must be taken in order to graduate. The Plan of Work as a whole should be rationally unified, with all constituent parts contributing to an organized plan of study and research.

The Plan of Graduate Work lists members of students’ examination committees and the courses that they plan to take to fulfill degree requirements. Students should choose both their committees and their courses in consultation with the Director of Public History and later with their primary adviser.

**Grades**
To receive credit for a graduate course, a grade of C- or higher is required. Grades on courses taken for graduate credit as an undergraduate at NC State, in PBS classification, or transferred from other universities must have a grade of B or better to be counted toward the doctoral degree. All grades on courses for graduate credit are included in the graduate GPA.

To graduate, a student must have a minimum 3.000 average on all graduate course work as well as all courses on his or her Plan of Graduate Work. This policy is strictly enforced.

**Incomplete Grades:** The grade of Incomplete (“IN”) may be given in any course at the discretion of the instructor for work not completed because of a serious interruption in the student’s work not caused by her or his own negligence. A student who receives an “IN” must complete the unfinished work by the end of the next semester to have the “IN” converted to a final grade. Otherwise, the “IN” will be automatically converted to “F” or “U.” In special cases, the Graduate School grants an extension of a student’s incomplete grade.

**Time to Degree**
Whether taken full-time or part-time, all coursework must be completed within six years, and all degree work must be completed within ten years. In extremely unusual circumstances, extensions may be appealed to the Graduate School, but granting of extensions is very rare. In order to complete the program, students should manage their time wisely, balancing academic demands with those of teaching or other work, family and other personal relationships, and leisure.

The following timeline is intended as a guide for students and not an absolute schedule. It is modeled for a student who enrolls without the MA. Students who enroll with credit toward the
Degree can estimate a deduction of one semester for each 9 hours of credit. Each student’s progress will depend on her or his individual motivation.

| First Year: Fall                        | • 9 credit hours, inc. HI 596 and 597 |
| First Year: Spring                    | • 9 credit hours, inc. HI 598 and 791  
|                                        | • plus HI 886                           
|                                        | • select primary adviser and advisory committee 
|                                        | • plan of work                          |
| First Year: Summer                    | • perform internship (or delay to next summer) |
| Second Year: Fall                     | • 9 credit hours                        
|                                        | • plus HI 886                           |
| Second Year: Spring                   | • 9 credit hours                        |
| Second Year: Summer                   | • perform internship (if not yet fulfilled) |
| Third Year: Fall                      | • 9 credit hours                        
|                                        | • plus HI 889                           |
| Third Year: Spring                    | • 9 credit hours                        
|                                        | • plus HI 889                           |
| Third Year: Summer                    | • prepare for comprehensive exams       |
| Fourth Year: Fall                     | • variable credit hours, inc. HI 889    
|                                        | • comprehensive exams at beginning of semester 
|                                        | • presentation of prospectus            |
| Fourth Year: Spring                   | • variable credit hours, inc. HI 889    
|                                        | • apply to graduate (if applicable)     
|                                        | • dissertation defense (if applicable)  
|                                        | • dissertation filing (if applicable)   
|                                        | • graduation (if applicable)            |
| Additional Semesters                  | • variable credit hours                 
|                                        | • stages to graduation (when applicable) |

**Degree Thresholds** refers to the series of steps graduate students take to complete a doctoral degree. They include meeting curriculum and residency requirements and the language requirement, passage of comprehensive examinations, presentation and approval of the dissertation proposal, completion of the dissertation, and final defense of the dissertation. Students should pay close attention to the scheduling of thresholds and remind their committee members of meetings and examinations.

**Language Requirement**
The foreign language requirement ensures competence with one of the important tools of scholarship. Students are expected to make every effort to understand and appreciate works of
historical research in other languages, even if relevance to their own topic of study is not immediately apparent. Students are strongly urged to satisfy the requirement in their first year of study and may do so in one of the following ways:

- By passing a traditional reading knowledge examination, which can be requested by the student at any time;
- By passing the final examination in a course especially designed for graduate students who have no knowledge of a foreign language or who wish to refresh their knowledge of a language. The Department of Foreign Languages and Literatures offers courses in French (FLF 401), German (FLG 401) and Spanish (FLS 401) especially for graduate students. These courses are designed to be audited and credits do not apply toward advanced degrees. These courses concentrate exclusively on teaching students to understand the written word and do not provide instruction or testing in speaking and original composition. A passing grade on the final examination in one of these courses is sufficient evidence of a reading knowledge of the language. Failure to pass the course carries with it no penalty other than the fact that the student's language requirement will remain unfulfilled.
- By demonstrating completion of advanced coursework and linguistic skills.

**GIS as a Language:** As a tool and method for conducting historical research, Geographic Information Systems (GIS) allows scholars to see hidden patterns of historical change through the visualization of complex data over time and space. GIS links historical data such as legal documents, battlefield records, census data, historical maps, land tenure records, and journals to spatial components on the earth’s surface providing data to analyze historical change. Students may meet the language requirement through completion of six credit hours in GIS, receiving a B or better in these courses, and obtaining certification from the instructor attesting to their proficiency in GIS for graduate work. Classes taken for GIS language proficiency can be counted as well for credit in the Interdisciplinary field of the degree program, if appropriate. Among appropriate GIS courses at NCSU are

- GIS 505: Introduction to Geovisualization Technologies
- GIS 510/PRT 531: Introduction to Geographic Information Science
- GIS 515/PRT 535: Computer Cartography
- GIS 520: Advanced Geospatial Analytics
- GIS 530/PRT 532: Principles of Geographic Information Science
- GIS 540: Geospatial Programming Fundamentals
- GIS 550: Geospatial Data Structures and Web Services
- GIS 582: Geospatial Modeling and Analysis
- PA 541: Geographic Information Systems of Public Administration
- PRT 533: Application Issues in Geographic Information Systems

Students also have access to ESRI Virtual Campus ([http://www.lib.ncsu.edu/gis/virtcamp.html](http://www.lib.ncsu.edu/gis/virtcamp.html)) to supplement their GIS instruction. The Virtual Campus courses consist of self-paced, web-based GIS instruction modules built around either specific ESRI GIS software packages or specific disciplines. Individual courses typically require anywhere from 5 to 20 hours to complete. As technology skills-based courses, ESRI GIS courses can provide specific software
knowledge requisite to success in classes required for GIS as a Language. They can be useful supplements as well for success in the Digital Humanities Interdisciplinary field.

Support for Conference Travel and Research
The Department of History allocates a portion of its annual operating budget to subsidize doctoral students who travel to conferences to make a presentation which has been accepted into the conference program. If funds are available, the department will subsidize travel for dissertation research and to conferences for more general purposes of educational and professional development.

There are also many sources of funding for dissertation research. Links and descriptions for many of these sources may be found on the website Tropics of Meta: Historiography for the Masses (http://tropicsofmeta.wordpress.com/funding-opportunities-for-graduate-students-in-history/).

Comprehensive Examinations
Ideally, comprehensive exams are scheduled early in the semester following the completion of coursework. All doctoral candidates must attain candidacy within six calendar years from the date of admission. The comprehensive exam consists of written and oral components, taken consecutively no less than two weeks apart, which the student should schedule with the advisory committee.

Written Examinations
For the written examination, the candidate develops a reading list in consultation with the Public History chair, another with the History member of the committee, and a third with the second Public History member of the committee. Students do not take written examinations in their Interdisciplinary field. No less than two weeks before the scheduled written exam, the candidate should meet or contact each committee member to discuss possible themes or sample questions for preparation purposes. The committee member will also inform the student of exam conditions, e.g. whether notes may be used during the exam, or whether the candidate must take the exam in an assigned space.

The exams are based upon the reading lists and are designed to measure the candidate’s mastery of each field and the adequacy of preparation for research. Faculty are encouraged to create exams that allow for choices in questions.

By the first day scheduled for the written exams, each committee member provides an exam to the Graduate Assistant who will then distribute the exams to the candidate. Unless directed differently by the committee, the candidate picks up the first set of questions from the Graduate Assistant and has eight hours in which to complete them. Upon completion of the first set, the student transmits (via email) the exam to the appropriate committee member. This process is repeated on the second and third days in similar fashion. Faculty should score written exams immediately in order to facilitate the scheduling of oral examinations.

Failure to pass the comprehensive written exam terminates the candidate’s work, unless the committee recommends a re-examination. Re-examination cannot be held until one full semester
has lapsed. Only one re-examination is permitted. If a student opts not to be re-examined or fails the re-examination, the student may complete the requirements for the master’s degree in Public History and graduate from the MA in Public History program.

**Oral Examinations**

When all written examinations have been satisfactorily completed, the Public History chair submits the Request for Approval to Schedule the Doctoral Oral Examination at least two weeks prior to the suggested date for the oral examinations. Upon approval of the request, the student and examining committee are notified of the time and place. The DGP sends the report of the exam to the Graduate School and if the exam is passed without conditions, the student is admitted to candidacy. A representative of the Graduate School will observe the oral examinations.

Students do take oral examinations in their Interdisciplinary field. Although the student does not need to create a reading list, the student should consult with the Interdisciplinary member on the committee about the nature and content of that portion of the examination.

The oral examination shall be designed to test the candidate’s ability to relate factual knowledge to specific circumstances, to use this knowledge with accuracy and promptness, and to demonstrate a comprehensive understanding of the fields of specialization and related areas. Oral examinations have the following format:

- The oral exam may be open to the public, but at minimum is open to all NCSU faculty.
- Anyone attending the oral exam may ask questions of the candidate.
- At the conclusion of the questioning of the candidate, only the advisory committee and the Graduate School representative remain to deliberate and decide upon the candidate’s performance.
- Throughout the process, the chair is obligated to maintain a scholarly atmosphere and to keep academic integrity and the candidate’s best interest foremost.
- A unanimous vote of approval by the candidate’s committee is required for passing the oral comprehensive exam. Approval may be conditioned on the candidate meeting specific requirements prescribed by the committee.
- Failure to pass the comprehensive oral exam terminates the candidate’s work, unless the committee recommends a re-examination. Re-examination cannot be held until one full semester has lapsed. Only one re-examination is permitted.
- If a student opts not to be re-examined or fails the re-examination, the student may complete the requirements for the master’s degree in Public History and graduate from that program.

**Dissertation**

In most cases, the dissertation is a study limited to a specific time period and geographical area. Students are expected to demonstrate in-depth knowledge of relevant events and issues. They should also show an understanding of the historiographical context for their work. Students might consider the following questions: Does your research revise or challenge major interpretations? Are your sources or approach innovative? How does your study complement or challenge similar work on the topic, or works on similar topics?
The doctoral dissertation presents the results of the candidate’s original investigation in the field of primary interest. It must represent a contribution to knowledge, adequately supported by research, and be written in a manner consistent with the highest standards of scholarship.

Doctoral candidates generally submit preliminary drafts of the dissertation to the adviser and may ask other members of the advisory committee to read and comment as well. Doctoral candidates should plan to make the final draft available to the full committee far enough in advance of filing deadlines so that the student can make revisions required by advisory committee members. Committee members take their responsibilities seriously, even when they do not chair the committee. Thus, the student should not consider the dissertation accepted until all committee members deem the dissertation satisfactory.

But what makes your dissertation a Public History dissertation? Public History needs rigorous scholarship, and academic history needs faculty willing and able to engage communities and problems beyond the campus. With this in mind, you should write for historians as a whole, not just public historians. Your dissertation should ideally demonstrate mastery and sophisticated use of a particular methodology, such as material culture or digital history. Beyond demonstrating and relating knowledge, however, the student should consider the practical applicability of the topic. Consider how the dissertation may perform a service to, and even emerge out of a conversation with, a constituency, stakeholder, or community beyond the academy. It might intervene in a problem or question to which answers have the potential to make on-the-ground impact, such as addressing a localized environmental problem with historical roots or combating political misuses of history.

**Dissertation Research Courses**

In the sixteen hours of dissertation research, the student enrolls in three consecutive semesters of HI 889: Doctoral Dissertation Seminar. This one-credit course provides a venue for the student to consider issues of dissertation organization, research, and writing as well as opportunities to present chapters for public feedback. Students also typically take nine hours of HI 895: Doctoral Dissertation Research each semester following their comprehensive examinations in order to reach the seventy-two credit threshold for graduation.

**Thesis and Dissertation Support Services:** workshops offered by the Graduate School are designed to enhance the success of students writing theses and dissertations. They offer a variety of writing workshops, seminars, and other programming to help students through the dissertation process.

**Prospectus and Presentation**

As an initial plan of attack on a dissertation topic, the prospectus is an exercise to get the student moving faster. It should not be viewed as a major hurdle and should be relatively short (15 to 30 pages in length) and thus serve as a valuable exercise for writing concisely.

Ideally, presentation of the dissertation proposal shall be scheduled later in the same semester in which the student passes the comprehensive examinations. In all circumstances, presentation of the dissertation proposal shall be scheduled no later than one year following successful
completion of comprehensive exams. Presentations of dissertation proposals will be performed within a scheduled Doctoral Dissertation Seminar and shall be open to the public. The candidate makes a presentation of the proposal for research, including

- A statement of the historical problem: What questions are being asked? What is the subject’s significance? What contribution can the student make?
- A historiographical survey, containing not just a list of published works but an analysis of them. Is the existing literature incomplete or wrong?
- A survey of the primary sources that will be used. Ideally, a student will engage unpublished archival materials, but use of published documents, interviews, etc. is acceptable. To the best of the student’s ability, catalogs of archival materials should be consulted, and letters granting access to such collections should be obtained beforehand.
- A discussion of the methodology or theory that will be used. This section may be heavily theoretical or highly practical, depending on the fields of Public History under study.
- A time line showing when various parts of the research effort and the writing of chapters will be completed.

Anyone attending the dissertation proposal presentation is allowed to ask questions of the candidate. At the conclusion of the questioning of the candidate, only the advisory committee remains to direct and suggest changes.

**Dissertation Defense**

When the dissertation is approved by the committee, the candidate will be asked to appear for a final oral examination in the field of the dissertation (but not earlier than four months after passage of the comprehensive exams). The primary adviser submits to the Graduate School the Request for Approval to Schedule the Doctoral Oral Examination, designating a request for permission for the candidate to take the final oral exam. Requests should be filed at least two weeks before the date of the examination. Upon approval of the request, the student and the examining committee, including a Graduate School representative, are notified of the time and place of the examination. The student should submit a complete dissertation to each committee member at least two weeks in advance of the defense; the Graduate School representative receives a copy of the dissertation at least one week prior to the examination. The dissertation defense format is:

- The candidate presents the methodology, research results, and conclusions of the dissertation. It is required that this part of the final oral exam be open to the university community.
- Anyone attending the dissertation defense is allowed to ask questions of the candidate.
- At the conclusion of the questioning of the candidate, only the advisory committee and the Graduate School representative remain to deliberate and decide upon the candidate’s performance.
- Throughout the process, the primary adviser is obligated to maintain a scholarly atmosphere and to keep academic integrity and the candidate’s best interest foremost.
- A unanimous vote of approval by the candidate’s committee is required for passing the oral final exam. Approval may be conditioned on the candidate meeting specific requirements prescribed by the committee. Although the dissertation is considered complete, the dissertation defense may result in some revisions as recommended by the committee.
• Failure to pass the dissertation defense terminates the candidate’s work, unless the committee recommends a re-examination. Re-examination cannot be held until one full semester has lapsed. Only one re-examination is permitted.

**Dissertation Filing**
The Graduate School Thesis Editor strongly recommends that students attend at least one session of the [ETD Workshop](https://example.com) on thesis preparation. Students must follow the formatting procedures exactly. To save themselves some formatting headaches, students may use the Graduate School’s [ETD Template](https://example.com).

Once students receive an unconditional pass in the final oral examination, they may then begin the process for the Graduate School-required Electronic Thesis & Dissertation (ETD) Review. After receiving an unconditional pass, students have twenty-four hours to submit the completed dissertation, as a PDF, through the ETD Submission System. This step must be completed before the No Registration Required ETD Review Deadline or Registration Required ETD Review Deadline, depending on the semester the student intends to graduate. The ETD Editor will review the ETD file and provide required corrections within three to five business days from draft submission, but the turnaround may be longer during deadline times. The ETD Review is required by the Graduate School in order to be cleared for graduation. After the ETD Review, students must also make any revisions required by the committee before they submit the Final Error-Free ETD for graduation. Students must complete the final dissertation submission, with all corrections, ideally within two weeks of the final oral examination but absolutely before the Final Error Free ETD Deadline. For further information, consult the Graduate School’s pages on [Electronic Theses and Dissertations](https://example.com).

Students may purchase bound copies of the dissertation from [Wolf Xpress](https://example.com). Students are not required to provide a bound copy of the dissertation to the Graduate School or the Library, but they are required to provide a bound copy with an original signed title page to the History Department. Students should ask their adviser and other committee members their preferred format for copies of the dissertation.

**Graduation**
NCSU has three official graduations per year: at the end of the fall and spring semesters and after the second summer session. The History Department holds commencement ceremonies at the end of the fall and spring semesters and incorporates summer graduates into the fall commencement ceremony. Students must inform the Graduate Assistant and the Director of Public History of their intention to graduate.

By the end of the third week of the semester in which they intend to graduate, students must apply for graduation through MyPackPortal. Students who need corrections to their name must fill out the [Name Change/Marital Status Change form](https://example.com). Students who wish to have the diploma sent to an address other than their Home/Mailing address must select the “Create Diploma Address” button. Students who have a privacy block on their account must check the “privacy settings” on MyPackPortal to make sure that their name will or will not appear in the graduation program according to their preferences. Finally, students who would like to walk at graduation should purchase academic apparel. For further information, see the Registrar’s [help guide](https://example.com).
Students who successfully complete their oral examination after the Graduate School deadline for graduation that semester may still walk that semester, but they will officially graduate in the following semester. If relevant, these students must be sure to submit the final error-free version of their dissertation before classes start the following semester to avoid incurring tuition and fees; this is called the “No Registration Required ETD Review Deadline.”

Teaching
Full-time doctoral students who arrive with MA in hand receive three years of financial aid through teaching assistantships. Students who arrive without the MA may apply for a fourth year of financial assistance. Typically, during the first year, students serve as teaching assistants, assigned to faculty in order to facilitate discussion sections, hold office hours for individual students, grade papers, help proctor and grade exams, monitor student activities during lectures, provide critical feedback to faculty about all aspects of the course, and/or report grades to the supervising faculty. During each semester of the second and third years, they serve as instructors-of-record with responsibility for overall design and conduct of two sections of the same course, leading day-to-day classroom activities and having authority over final grades. Following completion of the comprehensive examinations and demonstrating competence and expertise in the course topic, an instructor-of-record may teach a survey-level course or an upper-level undergraduate course (e.g. public history, digital history, or a public history practicum). Once a student’s funding ends, the student will be evaluated for a Non-Tenure Track instructorship.

Working with Faculty Supervisor
Faculty ensure that teaching assistants are employed for a full twenty hours per week; those hours should include professional development in Fundamentals in Teaching (FIT) and Certificate of Accomplishment in Teaching (CoAT) workshops. Faculty may also devise teaching assistantship duties that match students’ career objectives, including asking TAs to design assignments or lecture on a topic. Faculty observe and evaluate their teaching assistants each semester.

Departmental Teaching Training
In the last semester as a teaching assistant and the first semester as an instructor-of-record, doctoral students are required to take HI 885: Doctoral Supervised Teaching, a one-credit course offered on Wednesdays from 12:25 to 1:40. A full-time professor leads the workshop for both semesters, organizing themes, leading discussions, inviting guests, etc. The first semester will be organized around preparation for teaching: the creation of the student’s syllabus, selection of textbooks and other readings, and development of lesson plans and/or lectures, etc. The second semester will be organized around implementation of teaching: starting the class, student relations, delivering content, etc. During the second semester, the professor will observe each instructor-of-record in the classroom at least twice, provide feedback on their progress, and evaluate each student for end-of-semester assessment.

With permission of the professor, the course may be audited by doctoral students who have already completed two credit hours of HI 885. A database of sample syllabi, primary and secondary readings, and lecture notes will be accumulated and made available for use in the
workshop and by instructors-of-record.

**Mentoring**: Additionally, doctoral students will have faculty teaching mentors for a three-year mentor/mentee relationship, beginning during the second semester of the student’s teaching assistantship and ending in the student’s final semester as an instructor-of-record. A faculty person should ideally have one mentee at a time, but certainly no more than two mentees at a time. Students select from a list of available mentors kept by the Graduate Assistant. Mentors:

- provide guidance on imagining and developing courses;
- remain accessible for advice and assistance;
- offer honest feedback and advice;
- model leadership, team, and communication skills.
- provide semester evaluations of instructors.

**University Teaching Training**

Students on financial aid must participate in a university-sponsored training program. These are:

**Fundamentals in Teaching** *workshop series* provides training and support for graduate students interested in learning the basic concepts of teaching. Participants choose from an array of online and face-to-face workshops. By the end of their first semester of funding, all TAs must attend the Introduction to Teaching workshop to learn basic skills in lesson planning, course organization, active learning techniques, and assessment strategies. In each subsequent semester of funding, instructors must attend at least two workshops, a list of which is found on the FIT.

**Certificate of Accomplishment in Teaching** *program* offers graduate students a chance to learn the fundamental components of pedagogy, enriching their personal growth and professional development in teaching and learning. Participants may choose to complete the program in one year (2 semesters), a year and a half (3 semesters), or two years (4 semesters). The CoAT program enables graduate students to:

- Receive a transcript notation for completion of the Accomplishment in Teaching program
- Receive an official letter of recommendation
- Earn a Certificate of Accomplishment in Teaching
- Receive individualized assistance in teaching
- Prepare a teaching portfolio with guidance and support from the CoAT program director
- Complete the observation process to receive formal feedback on teaching skills

**Preparing the Professoriate**, a nationally-recognized *program* designed to give exceptional doctoral students an immersive mentoring, teaching, and future faculty preparation experience, is available to second- and third-year doctoral students who aspire to enter the professorate. PTP is a year-long program consisting of two major components: regular workshop meetings and a mentoring relationship with a distinguished faculty mentor recognized for her/his teaching skills. Fellows also teach with their mentor, complete a peer observation, and conduct a professional development project. At the conclusion of the program, each fellow completes a teaching portfolio detailing his or her work and reflections on participating in the PTP program.
Appendix A: Curriculum Checklist

PhD Curriculum (72 credit hours)
This is a typical curriculum for a student who enrolls without an MA. The Graduate Committee may alter requirements or grant transfer credit toward requirements. The Director of Public History keeps a copy of this checklist for each student and may be consulted at any time.

Public History Field (24 cr. hrs.)
☐ HI 596 Introduction to Public History (3)
☐ HI 652 Internship in Public History (3)
☐ HI 791 Research Seminar in Public History (3)
☐ HI ___ __________________________________ (3)
☐ HI ___ __________________________________ (3)
☐ HI ___ __________________________________ (3)
☐ HI ___ ____________________________________ (3)
☐ HI ___ __________________________________ (3)

History Field (21 cr. hrs.)
☐ HI 597 Historiography and Historical Method (3)
☐ HI 792 Colloquium in History (3) topic: ________________________________
☐ HI 792 Colloquium in History (3) topic: ________________________________
☐ HI 792 Colloquium in History (3) topic: ________________________________
☐ HI ___ __________________________________ (3)
☐ HI ___ __________________________________ (3)
☐ HI ___ __________________________________ (3)

Interdisciplinary Field (9 cr. hrs.):
☐ _______ ____________________________________________ (3)
☐ _______ ____________________________________________ (3)
☐ _______ ____________________________________________ (3)

Teaching (2 cr. hrs.)
☐ HI 885 Doctoral Supervised Teaching (1)
☐ HI 885 Doctoral Supervised Teaching (1)

Dissertation Work (16 cr. hrs.)
☐ HI 889 Doctoral Dissertation Seminar (1)
☐ HI 889 Doctoral Dissertation Seminar (1)
☐ HI 889 Doctoral Dissertation Seminar (1)
☐ HI 889 Doctoral Dissertation Research (13)
Appendix B: Tips for the Comprehensive Examinations

1. When creating a reading list, first note all the texts you have read. Then, meet with a committee member to expand your reading list with other texts and articles. Think carefully about sub-fields. How can you move texts around to create new “conversations,” among authors and approaches? Don’t be afraid to ask for advice on which books or articles are key texts that require close reading.

2. Know the historiographical debates, but also be able to generate your own interpretations and arguments. Make sure your notes on articles are as detailed as those you might take for a book. For books, read the introduction then read a few detailed book reviews, looking for how the author sees his or her book in relation to the historiography, and what questions interest the author and the reviewers. Then turn to the rest of the book (or as much as you realistically have time to read). When looking at reviews, it is especially helpful if you can find reviews by other scholars whose books are on your list; this can help you to situate different scholars and start putting them in conversation. For both books and articles, once you're done reading, write a one-page summary highlighting the key points, methods, sources, and how and to which historiography it speaks. Once you’ve done this, print out a reliable review and staple it to the back. Start on your first day of grad school, and your exam prep will be easier.

2. Look into software that would help to organize your notes, for example growly notes, a free program available online that allows for easily accessible folders for each field, and subfolders for books and articles; programs like that allow you to move back and forth between notes without constantly opening new files.

3. Leave a good chunk of time before exams (2 weeks on the short end) to review all your notes and really begin synthesizing ideas, themes, arguments etc. This is what is usually called for on exam questions and is thus an important skill to develop. Stay in touch with your advisors throughout the process, so that you can be sure that you both have the same expectations about the exam. Discuss the format of the exam at the first meeting—knowing how the exam will be structured (including whether you will have a choice of questions to answer, and whether you will be permitted to use notes) will help you to read more strategically. Remember individual faculty members likely have different processes.

4. For the written exam, be comfortable. Bring something to drink and snacks. If you are taking the exam at home, make sure that you have eliminated any distractions. If there are potential distractions, consider moving to another location. If you are permitted to use notes, have them organized well in advance. Make sure that your laptop is working well, and that you have the email addresses in order to send the completed exams.

5. For the oral exam, pay close attention to the comments on your written exams as they will come up. Also, be prepared to address the questions you may not have answered on the written (if you had a choice). Practice answering questions out loud, perhaps with another graduate student, before the oral exam. During the exam, try to connect your fields, and show how readings in different areas connect and/or inform one another. Be prepared to discuss your dissertation, even if it is still in a general form.
Appendix C: Sample Dissertations in Public History


Bach-Prather, Natalie. “Harrison County Historical Resources Survey.” Stephen F. Austin State University, 2013.

Ball, Bailey McGuire. “‘Never again’: The Impulse to Commemorate the Holocaust at the United States Holocaust Memorial Museum and the British Imperial War Museum.” University of Maryland, Baltimore County, 2011.


Bradley, Jaime M. “Looking Beyond the Surface: History, Memory and Place in the Lost Cotton Mill Town of Daniels, Maryland.” University of Maryland, Baltimore County, 2008.


Deiss, Kristin. “‘To different people, it was a different treasure’: The Creation and Development of Historic Stagville, 1976-1981.” University of North Carolina at Chapel Hill, 2010.


Devlin, Erin Krutko. “‘Justice is a Perpetual Struggle’: The Public Memory of the Little Rock School Desegregation Crisis.” College of William and Mary, 2011.


Hall, Susan Chase. “‘Something Terrible Happened Here’: Memory and Battlefield Preservation in the Construction of Race, Place, and Nation.” University of California, Riverside, 2013.


Hering, Katharina. “‘We are all makers of history’: People and Publics in the Practice of Pennsylvania-German Family History, 1891-1966.” George Mason University, 2009.


Lindsay, Anne Marie. “Redefining America’s Eighteenth-Century Heritage Sites.” University of California, Riverside, 2010.


McAdams, Jake R. “‘Can I get a Yee-haw and an amen?’ Collecting and Interpreting Oral Histories of Texas Cowboy Churches.” Stephen F. Austin State University, 2013.

McKenna, Caitlin. “‘One just can’t forget!’ Wildland fire and historic preservation in the Colorado Front Range.” Oklahoma State University, 2012.


Mielnik, Tara Mitchell. “‘The best thing that ever happened’: The Civilian Conservation Corps and South Carolina’s State Park System.” Middle Tennessee State University, 2007.


Peacock, Pamela Kirsten. “Interpreting a Past: Presenting Gender History at Living History Sites in Ontario.” Queen’s University (Canada), 2011.


Robinson, Jeffrey Paul. “Save the Old South! The Preservation Movement That Saved the Old South Meeting House in Boston, Massachusetts.” University of Massachusetts Boston, 2010.


Swigger, Jessica. “‘History is bunk’: Historical Memories at Henry Ford’s Greenfield Village.” University of Texas at Austin, 2008.


Young, David W. “The Battles of Germantown: Public History and Preservation in America’s Most Historic Neighborhood during the Twentieth Century.” Ohio State University, 2009.
Appendix D: Bibliographies

In preparation for comprehensive examinations, students should draw from these bibliographies to develop their reading lists in consultation with their advisers and examining committees who may supplement these bibliographies with other texts. All students should be familiar with the works listed under “Public History (General).” Titles were not listed twice if applicable in more than one field, so please cross-reference fields for books that may be useful to particular fields of study. Students should be familiar with the books on their reading lists, their theses, the levels of success with which they employed evidence and critical thinking, their historiographical contexts, their relevance to the field, and their practical applications.

**Public History (General)**

**Books**


**Articles**


Anthologies

**African American Public History**

Books
McDavid, Carol, and David W. Babson, eds. *In the Realm of Politics: Prospects for Public Participation in African-American and Plantation Archaeology*. Thematic Issue of *Historical Archaeology* 31 (1997).


Van Balgooy, Max. *Interpreting African American History and Culture at Museums and Historic Sites*. Walnut Creek, CA: AltaMira Press, 2014.

**Articles**


**Cultural Resource Management & Historic Preservation**

**Books**


**Articles**


**Digital History**

**Books**


**Articles**


http://quod.lib.umich.edu/j/jahc/
http://digitalhistory.unl.edu/essays/thomasessay.php
http://www.stanford.edu/group/spatialhistory/cgi-bin/site/pub.php?id=29

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**Family & Community History**

**Books**


--------, ed.. *The Pursuit of Local History: Readings on Theory and Practice*. Walnut Creek, CA: AltaMira Press, 1996.


**Articles**


**Heritage & Heritage Tourism**

**Books**


**Articles**


O’Keeffe, T. “Starting as we mean to go on. Why we need a theoretically-informed Historical Archaeology.” *Archaeological Dialogues* 16 (2006): 208-11.


**Historic Sites and Parks**

**Books**


**Articles**


**Material Culture**

**Books**


**Articles**


**MUSEUMS**

**Books**

Alexander, Edward P. and Mary Alexander. *Museums in Motion: An Introduction to the History and Functions of Museums*. Walnut Creek, CA: AltaMira Press, 2008.


**Articles**


**NATIVE AMERICAN PUBLIC HISTORY**

**Books**

Bench, Raney. Interpreting Native American History and Culture at Museums and Historic Sites. Walnut Creek, CA: AltaMira Press, 2014.


Castañeda, Quetzil E. In the Museum of Maya Culture: Touring Chichén Itzá. Minneapolis: University of Minnesota Press, 1996.


**Articles**


**PUBLIC MEMORY**

**Books**


**Articles**


Appendix E: HI 642 Internship

The student works with the Director of Public History to identify an appropriate institution for the practicum, one that is similar to where the student would like to find his/her first full-time professional job. Unless the student is place-rooted, she/he should seriously consider finding a practicum outside the region. In some circumstances, it may be suitable to arrange a practicum at an institution where the student already works or volunteers. If so, the practicum must be a separate and distinct work experience.

The student is expected to treat the internship like a professional job with regular hours, observing the host institution’s rules and deadlines, and ideally attending staff meetings, allowing them to meet other Public History professionals and to see how their work fits into the host institution’s larger program.

But the internship is also a capstone project. The experience must include a specific, well-defined project that advances the student’s professional training and meets the programmatic needs of the host institution. Upon selecting a host institution in which to intern, the student must develop a proposal in consultation with their supervisor, providing an overview of the project, its rationale, and a preliminary bibliography of resources. The proposal must be reviewed and approved by the Director of Public History and the practicum supervisor prior to beginning the practicum.

Projects can take many forms. Those that take the form of an academic essay should have a title page and an abstract of 250-300 words. Important: An abstract is not an introduction. It is a stand-alone summary that quickly describes the purpose and focus of the project, the methods used or approach taken, and your major observations and conclusions. Depending on length, the essay should have a table of contents, a brief introduction followed by section (or chapter) division, a brief conclusion, notes, and works cited. Lengths of essays will vary but will typically be 25-50 pages, including notes and bibliography.

Projects that take other forms, such as oral or visual histories, exhibit catalog descriptions, finding aids, walking tours, institutional histories, grant applications, cultural resource surveys, museum exhibits, public relations documents, or a combination thereof. Ideally, this is a project prepared specifically for the host institution. and other options, should also include a title page and brief abstract as well as a short (5-10 pages) written narrative describing the project and its objectives. For projects that are not fully written, it is critical that non-written components be documented.

The supervisor is required to provide a midterm evaluation and a final evaluation of the student’s performance. The student should provide the appropriate forms to the supervisor and facilitate their return to the Director of Public History. The student must complete an evaluation as well. Students will receive a grade of satisfactory or unsatisfactory based upon successful completion of the internship, the internship project, the student’s evaluation, and the supervisor’s evaluations.