



OLD DOMINION UNIVERSITY

College of Arts and Letters



Graduate Program Handbook

MASTER OF ARTS IN HISTORY PROGRAM

Department of History



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GENERAL INFORMATION

Welcome to the Graduate Program in History!

This handbook provides a reference guide to policies and procedures for the Master of Arts in History Program and for graduate courses and certificates administered by the Department of History. The handbook includes policies and procedures of Old Dominion University, the Graduate School, the College of Arts and Letters, and the Department of History. Users of this manual may also access relevant information online from ODU, the history department, and the Graduate School.

The Graduate Program Director (GPD), a member of the history department's faculty, oversees the administration of the graduate program and chairs the department's Graduate Studies Committee, which includes two or more additional members drawn from the department's graduate-certified faculty. The Graduate Studies Committee is responsible for setting policy for the history graduate program.

Students are obligated to follow the requirements of the appropriate graduate program section of the University Graduate Catalog in effect at the time they enrolled for this degree.

Department of History

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Master of Arts in History

The Department of History offers a Master of Arts degree. MA candidates admitted to the degree program work toward a general MA degree, pursuing coursework in a variety of thematic, geographical and chronological fields.

The MA in history program requires a minimum of 30 hours to complete. Eligible MA candidates may elect to complete the degree through one of three courses of study: a thesis, comprehensive examinations, or a portfolio option. Students are required to take courses led by faculty members in a variety of geographic, chronological and thematic fields. Electives offer students the ability to pursue their interest in particular geographic regions, time periods, or areas of faculty specialization.

The master's degree in history is housed in the College of Arts and Letters. General resources including forms, information on policies and procedures, announcements and opportunities for graduate students are available at the College of Arts and Letters website.

Graduate work in history provides an excellent background for careers requiring critical thinking, research and writing skills. Graduates often move forward to pursue opportunities in law, business, government service, general research, and for specialized work in museums, libraries, archives, publishing and editing, at historic sites and in public history. The MA program also prepares students to enter doctoral programs in history and related fields and for teaching at the secondary and community college levels.



GRADUATE COURSES AND CERTIFICATES

The Department of History's MA level courses are available to eligible students enrolled in other university MA and PhD programs as well as non-degree students. Eligibility for admission is determined by the GPD and course instructor. Outstanding undergraduate history majors may be permitted to take graduate level coursework on a case-by-case basis.

The MA program works with the BA in history program to offer talented and motivated students the opportunity to pursue a linked BA/MA degree on an accelerated path in which both degrees may be earned in five years.

The Department of History also offers a Graduate Certificate in Maritime History that provides history graduate students with the opportunity to develop a special emphasis in maritime history. Interested students should speak with the GPD and the certificate coordinator, Dr. Ingo Heidbrink (iheidbri@odu.edu).

ADMISSIONS AND REGISTRATION

All students are admitted through the Graduate Admissions Office on the recommendation of the Department of History's Graduate Studies Committee.

Admissions requirements include:

- 24 credit hours of history at the undergraduate level, or 18 credit hours for provisional admission
- Undergraduate GPA of 3.0 overall and 3.0 in history classes
- A writing sample of 10+ pages, demonstrating the applicant's use of primary sources
- Two or more letters of recommendation, preferably from individuals who can attest to academic abilities
- 500-word statement of academic and professional goals
- Transcripts from all prior academic institutions
- Financial assistance forms for those seeking financial aid and/or fellowship assistance

For a full explanation of admission requirements, refer to the University Graduate Catalog available at <http://catalog.odu.edu/graduate/collegeofartsletters/history/#masterofarts-history>.

STUDENT ACCOUNTS

All students are issued **ODU email accounts** and are required to activate and maintain those accounts throughout their period of study. All information that comes from the GPD and the University will be sent through the ODU email account. Students are responsible to make sure that their accounts remain in working order and that any forwarding placed on the account remains in good working order.

Student **ID cards** are issued to all students and are required for the use of University services and facilities, including library and database access. The cards include the **University Identification Number (UIN)** required for electronic access to records on Leo Online. All Old Dominion University students who have registered for one or more credit hours receive ID cards free of charge. These cards are issued at the University Card Center. Positive proof of identification is required (picture driver's license, military ID, passport, etc.) when obtaining the card.

STUDENT SERVICES

The ODU ID card serves as the student's library card. Access to electronic resources is available by logging in using the MIDAS identification.

The ODU libraries offer an array of excellent research and educational support services including on-site stacks and materials (Perry Library and Hofheimer Art Library), online databases, library forms, reserve materials, interlibrary loan, and study rooms and resources. Workshops held throughout the year explain library services and resources for research and study assistance.

Special Collections and the Rare Manuscripts Room at the Perry Library provide access to primary source materials and archival collections that may be utilized in classwork, for thesis, or for independent research projects.



The library uses ODU email to notify users of holds, recalls, renewals, fines, fees and to deliver materials requested through interlibrary loan services.

For more information, visit the University Libraries webpage at odu.edu/library.

OTHER SERVICES

Graduate students have access to the full services of Old Dominion University.

All vehicles parked in University parking facilities must display a valid parking permit or be parked at a meter. Students, faculty and staff may purchase permits. Permits may be obtained at the Old Dominion University Transportation and Parking Services office located at 43rd Street and Elkhorn Avenue. For more information, contact the department, odu.edu/parkingservices.

The Department of Public Safety offers a variety of safety services and provides safety information for the ODU community. Services including the Patrol Escort Service, project SAFERIDE and the LiveSafe Mobile Safety App are available at their website. The University emergency telephone number is 757-683-4000 or dial 911.

ODU does not provide on-campus housing for graduate students. Information and assistance with off-campus options are available through ODU Student Services.

UNIVERSITY, COLLEGE, DEPARTMENT AND PROGRAM POLICIES

During the first week of class, faculty members will provide students with a syllabus outlining course requirements and policies. The syllabus will be distributed in hard copy or made available electronically through the electronic blackboard, email, or other University-sanctioned means.

All written work submitted for graduate credit must follow the Chicago Manual footnote style citation format in the latest edition of the Chicago Manual of Style. Any questions about style or formatting should be referred to the course instructor or the GPD. Students are responsible for adhering to these standards on each assignment.

Each student is responsible for adhering to the University Honor Code. Responsibility to be fully informed about the honor code lies with the student. Honor system guidelines appear in the University Catalog. A tutorial and guide on plagiarism is available in the Graduate Resources section of the College of Arts and Letters webpage. The University Honor Code, Honor Pledge, and Monarch Creed can be found on the University website.

Penalties for failure to adhere to honor code standards or for honor system violations may range from a grade of "F" on an assignment or a course, to expulsion from the University. Students with questions related to the University Honor Code should consult first with the instructor, then with the GPD, then with the department chair.

STUDENT ACCOMMODATIONS

The Department of History makes every effort to comply with University policies about academic accommodations. Students needing help should contact the Office of Educational Accessibility.

Students are encouraged to self-disclose disabilities that have been verified by the Office of Educational Accessibility by providing accommodation letters to their instructors early in the semester. Accommodations will not be made until the accommodation letters are furnished to instructors. Letters must be provided with sufficient notice for professors to make necessary accommodations for testing, research projects, etc.

ACADEMIC ADVISING

ADVISING

The graduate program director is the student advisor throughout the period of study, from entry into the program to the completion of the degree. All students who have been admitted to either regular or provisional status or for non-degree coursework are advised by the GPD.

Initial advising appointments are scheduled with the graduate program director to discuss the program of study and to schedule appropriate courses. Appointments may be scheduled by emailing or calling the graduate program director, or by calling the Department of History at 757-683-3949.

Each student must be advised a minimum of two times per academic year to prepare for the fall and spring semesters. Advising takes place during the advising periods in late October/early November and late March/early April, in the two weeks prior to the beginning of registration and depending on the academic calendar. Summer courses may be offered as well, and summer advising takes place during the October/November advising period for the following summer session. Prior to the registration period, students will receive an email outlining advising procedures and instructing them on the advising schedule and how to schedule appointments by telephone or electronically. A list of courses and descriptions will be distributed by the graduate program director in the weeks before registration begins.

A load of three courses (9 credit hours) is considered fulltime graduate enrollment. Fulltime enrollment is required for all students on teaching and research assistantships. Students are highly encouraged to schedule their advising appointments during the advising period to ensure that they are able to enroll in the courses desired for their course of study. Courses fill on a first-come, first-served basis.

Students should consult the registration information and schedule of classes issued by the Office of the Registrar (and available online) each semester for the most current advising and registration policies.

After advising the student, the GPD will release the registration hold, enabling the student to register at LEO Online. In some cases, additional forms or permissions

may be required during registration. In such cases, the GPD will explain all relevant forms, procedures and policies, and will provide further advising assistance if needed. Required forms may be obtained from the GPD or online from the graduate registrar or the College of Arts and Letters.

ACADEMIC STANDING

Students may take courses on a part-time or a full-time basis. Full-time status is 9 credit hours per fall or spring semester. The MA requires a minimum of 30 credit hours and must be completed within a period of six years of beginning the program. Students must complete all departmental requirements to be awarded the Master of Arts. All candidates for the MA in history must also meet the general graduate degree requirements established for the University.

Each student must maintain a cumulative GPA of at least 3.0.

- Those students whose grade point average falls below 3.00 will be subject to the University's probation/suspension policy.
- Students who have received two grades of C+ or below will be indefinitely suspended from the program.

Students in the final phases of the program preparing for examinations or completing thesis work must remain registered in the program. If all other coursework has been completed, on approval of the GPD, students may register for 1-credit continuance HIST 998, until all requirements for graduation have been met.

Instructors may issue a grade of "I" for work not completed on time. Incomplete grades must be completed within one semester. Students with six hours or more of incompletes will not be allowed to register for courses until the incompletes are resolved.

Student complaints and concerns should be directed first to the faculty member involved, generally the course instructor. Should the student wish to proceed further with an informal concern or complaint, the instructor or faculty member should be so advised and either the student or the faculty member should schedule an appointment with the GPD. The GPD, in consultation with the department chair and if



deemed necessary, members of the Graduate Studies Committee, will then determine the appropriate avenues for addressing the concern or complaint.

A graduate student may initiate formal appeals proceedings on decisions that alter their program status. Procedures for appeal are as follows:

1. The student will consult with the graduate program director.
2. The student can then submit a letter of appeal within two weeks of the event in question. This letter must clearly state the grounds for the appeal (e.g., answer correctness, irregularities of procedure, extenuating circumstances, personal prejudice) and make a specific change request (e.g., nullify, reverse, or modify the decision).
3. The GPD will transmit copies of the letter to the department chair, Graduate Studies Committee, and the student's file.
4. The department chair will appoint a three-member ad hoc review committee consisting of faculty members not previously involved in the situation in question.
5. The ad hoc review committee will gather relevant information, conduct necessary interviews, and make a recommendation regarding the student's appeal and report to the department head as expeditiously as possible. The department chair will render the final decision.
6. The department chair's decision will be conveyed in writing to the student. Copies of the letter will be transmitted to the GPD, the student's thesis or examination chair, Graduate Studies Committee, and the student's file.

Students may be dismissed for a variety of reasons to include but not limited to:

- Failure to maintain good academic standing based on minimum University grade point average requirements
- Failure to maintain good academic standing based on specific program requirements
- Plagiarism, falsification of data, and/or other instances of academic dishonesty
- Failure to pass a required examination or meet other program benchmarks
- Personal misconduct as defined by the University's Code of Student Conduct

Students must complete the degree within a six-year period of beginning coursework. Courses completed more than six years prior to graduation date must be revalidated for credit toward the degree.

To validate out-of-date credit, the student must consult with the GPD to discuss the process and requirements and work with the faculty member who taught each expired course to determine if revalidation is possible and if so, how revalidation of credit will take place. The faculty member may choose to give the student a written examination, an oral examination, or require a research paper or project. If the faculty member who taught the class is no longer on staff, then the student will work with the GPD, who, in consultation with the graduate committee, will forward the request for course validation to the appropriate faculty member. This student is then responsible to work toward revalidation with the designated faculty member. If a course is ineligible for revalidation, the student must retake the class or enroll in another course that meets the same requirement.

COURSES OF STUDY

Three courses of study lead to completion of the Master of Arts—the **thesis option**, the **comprehensive examination option**, or the **portfolio option**. Students who wish to change their course of study must consult with the members of their committee and receive written approval from the committee members, the GPD, and the chair of the Department of History.

Students should consult with the GPD after completion of 9-12 credit hours to discuss the course of study for the option chosen. All students should officially declare their intention to pursue their intended course of study on completion of 15 credit hours by filing the M1 or M5 form with the GPD. Students who wish to change their course of study (from thesis to examination or examination to thesis) must consult with the members of their committee and receive written approval from the committee members, the GPD and the chair of the Department of History.

COMPREHENSIVE EXAMINATION OPTION

Curriculum	
HIST 600: Historical Theory and Practice	3 credits
Designated Electives	
American History	6
Non-American History	6
Other Electives	12
HIST 675: MA Examination Preparation and Research	3
Total Hours	30 credits

The examination option is a 30-credit program (minimum) capped by written comprehensive examinations in two general fields and an oral examination.

The oral examination is a two-hour examination conducted by the three members of the examination committee. It focuses on the material prepared for the written examinations and allows for further examination, explanation, clarification and contextualization in the fields of the written examination.

Comprehensive written examinations are offered twice annually, in the fall and spring semesters. Examinations are take-home and extend from 9 a.m. on Friday to 5 p.m. on Monday of a weekend designated by the Graduate Studies Committee and the GPD, generally the first weekend in November during the fall and the first weekend in April during the spring. Examinations are not administered during the summer semester, unless approved by the student's committee members.

A committee is composed of three members: two examiners and a faculty reader. All committee members must be full-time graduate-certified faculty members in the Department of History. Committees should be constituted no later than six months before the examination is taken. Students must submit an M5 form signed by three committee members (two faculty examiners and the faculty reader) to the GPD not later than the last day of classes in the spring or fall semester prior to the one in which the examination will be taken. Students must submit an M5 before beginning HIST 675: MA Examination Preparation and Research.

The fields are based on coursework taken with graduate-certified faculty members in the Department of History. Students are responsible for working with each of the two examiners to define the field of the examination (based on faculty expertise and coursework) and to develop reading lists to prepare for the comprehensive examinations. Reading lists generally include several major works that define a historiographical field. Lists are compiled at the discretion of the examining faculty member. In preparation for the examination, students are required to take HIST 675: MA Examination Preparation and Research in the semester prior to or during which the examination is taken.

Questions are prepared by each faculty examiner for each student based on reading lists and preparation in the field. Examining committee members tailor questions to reflect each student's specific areas of preparation, and students are expected to demonstrate competence in the field. The faculty reader serves as a third reader for the examination.

The graduate program director will distribute the questions via email to the student's ODU email account



no later than 9 a.m. on the Friday the examination begins. All answers must be received by 5 p.m. on the Monday the examination ends. Answers may be submitted via email to the GPD or in person to the Department of History office, 8000 Batten Arts and Letters Building. Late examinations will not be accepted.

All examinations are judged in their entirety and rated pass or fail by the examining committee; the same is true of the oral examination. Students must successfully answer all questions on both sections of the field examination to receive a passing grade and move on to the oral examination. The graduate program director will notify students of results on the written examination no later than 5 p.m. on the Friday following the Monday on which the examinations were handed in.

Students who receive a passing grade on the written examinations proceed to an oral examination scheduled within a two-week period of successful completion of the written examination. Oral examinations are scheduled by the examining committee in consultation with the GPD and are expected to last 1-2 hours.

The faculty examiners are the sole judges of whether the student has demonstrated competence in the exam. Faculty and students agree on a list of works that prepares the student to demonstrate competence in the chosen field. Ultimately, the faculty examiner decides on the shape and size of the reading list, but it is common that the list ranges from 15-35 books and/or articles.

Examination students will demonstrate the following in the **written examination** to the satisfaction of the faculty committee:

- Demonstrates competence in the entire field by the ability to make a historiographical argument that exhibits understanding of multiple perspectives and/or approaches to a given topic, issue, or field.
- Confirms reading list with examiners, and submits any preliminary materials requested by examiners in advance of the exam.
- Meets the minimum requirements for written essays (word count, number of authors, etc.) outlined by each examiner, and answers the questions provided by the examiner.

Examination students will demonstrate the following in the **oral examination** to the satisfaction of the faculty committee:

- Demonstrates competence in the entire field by answering multiple historiographical questions.
- Exhibits evidence of completing the reading list and comprehending the materials assigned.
- Exhibits evidence of professional communication skills by adding substance to the conversation.

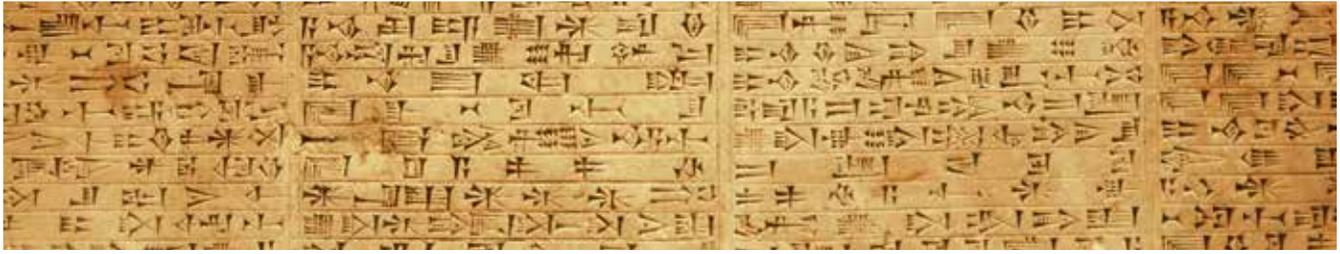
The graduate program director will consult with the faculty committee regarding the outcome of each examination and will file the required M2 form and notify the graduate registrar of the examination results.

Both the written and oral components of the comprehensive examination must be completed no later than 30 days before the end of a semester to ensure on-time graduation. Students who fail the written or oral examination can be re-examined in the next scheduled round of examinations. Only one re-examination is permitted.

THESIS OPTION

Curriculum	
HIST 600: Historical Theory and Practice	3 credits
Designated Electives	
American History	6
Non-American History	6
Other Electives	9
HIST 698: Thesis Research	3
HIST 699: Thesis Research	3-9
Total Hours	30-39

The thesis option is a 30-credit program (minimum), comprising 24 hours of coursework, thesis preparation and writing, and thesis defense in an oral examination. The thesis option is only for those students who have maintained a high GPA (generally 3.5 or higher after 9 credit hours of graduate coursework). Students must have the support of a faculty director, and the faculty director's approval of the thesis project. The student will work with the faculty director to bring together additional members of the graduate faculty to comprise



the thesis committee. The committee must include a minimum of three faculty members, all of whom must be full-time graduate-certified faculty members in the Department of History or external readers with special expertise in the subject area of the thesis. External readers are recommended by the thesis director and must be approved by the graduate program director and department chair. They must also be approved through the graduate certification process of the College of Arts and Letters.

Thesis committees are composed of a thesis advisor and two faculty readers. Students must submit an M1 form to the GPD, signed by a minimum of three committee members. A description of the thesis project (abstract, preliminary paper, historiographical essay or other documentation as approved by the faculty director and reviewed by the committee members) must be submitted along with the M1 form. The M1 form should be submitted to the GPD as soon as the student has secured the faculty director and committee members. It must be filed no later than the last day of classes in the semester prior to the one in which the thesis will be defended. No student can begin HIST 698: Thesis Research without a completed M1.

The master's thesis is written under the direction of the faculty director. Students are expected to work closely with the director, who will assist in thesis preparation, oversee research and writing, monitor student progress, and consult with other members of the thesis committee. Determination of readiness for thesis defense lies solely with the thesis director. Once the director deems the thesis ready for defense, the faculty director, in consultation with the GPD and the student, will schedule an oral defense date. The student is required to forward copies of the thesis to each member of the thesis committee. The members of the committee shall have not less than two weeks to review the thesis prior to the scheduled defense date.

The thesis defense – normally a two-hour oral examination – focuses on the thesis, the historical context, and related aspects of the student's concentration. After successful oral defense, the student is responsible for making required revisions under the

direction of the thesis director and for submitting the thesis through the electronic submission process.

The faculty committee are the sole judges of whether the student has demonstrated competence in the thesis. The student must submit a thesis prospectus and any other preliminary materials requested by the thesis committee for approval. Ultimately, the thesis advisor helps determine the number of chapters and sets the thesis length requirements, but it is common that the thesis length ranges from 50-100 pages.

Thesis students will demonstrate the following in the thesis to the satisfaction of the faculty committee:

- Demonstrates ability to investigate an original research topic based primarily on primary sources found, identified, organized, and analyzed by the author with attention to historical context and related aspects of the student's concentration.
- Includes a sufficient literature review composed of relevant secondary sources on the thesis topic.
- Includes clear, well-edited prose throughout the thesis.
- Meets the minimum requirements for thesis outlined by thesis committee.

Thesis students will demonstrate the following in the thesis defense to the satisfaction of the faculty committee:

- Demonstrates competence in the thesis field by answering multiple questions on historiography, evidence, historical context, and related aspects of the student's concentration.
- Exhibits evidence of professional communication skills by adding substance to the conversation.

Forms and information on thesis preparation and submission are available under the Thesis and Dissertation tab of the Graduate Student Resources available at the College of Arts and Letters website. Students must follow the ODU Guide for Preparation of Theses and Dissertations and The College of Arts and Letters Thesis and Dissertation Format Requirements Guide. Students are responsible for meeting deadlines for completion of revisions and corrections in formatting prior to graduation. Should the revisions or corrections extend beyond deadlines set by the University registrar



and published each year in the academic calendar, the student will be deferred for graduation to the following semester and required to enroll for continuance credit. Final approval of the thesis is the responsibility of the thesis advisor, the graduate program director, and ultimately the dean of the Graduate School. Students who fail the oral thesis defense may be re-examined in the next semester on the approval of the thesis director and the GPD. Only one re-examination is permitted.

The GPD will consult with the thesis director regarding the completion and defense of the thesis. The GPD will file the required M2 form, M3 form, and notify the graduate registrar of the examination results. The tracking form should be completed by the student and sent with the thesis to the college style editor. The college style editor will review the entire manuscript to ensure that the thesis conforms to all formatting requirements set by the College of Arts and Letters and the University. Students must make the changes/ corrections requested by the style editor in timely fashion to insure final acceptance in time for graduation. The process may require several rounds of edits and take several weeks. Once the thesis passes the college style editor's review, the GPD and thesis director will sign off on the final copy. The process is currently being shifted to electronic submission, so guidelines are available on the College of Arts and Letters website or from the GPD.

PORTFOLIO OPTION

Curriculum	
HIST 600: Historical Theory and Practice	3 credits
Designated Electives	
American History	6
Non-American History	6
Other Electives	12
HIST 677: Portfolio Option Preparation	3
Total Hours	30 credits

The portfolio option is a 30-credit program (minimum) capped by a portfolio consisting of two components and an oral defense. Students complete and defend two (2) components which they select depending on their career aspirations:

- 1 or 2 research papers
- Single examination
- Teaching Preparation component
- Public History Project

RESEARCH PAPERS:

Research papers demonstrate the student's ability to conduct original historical research using primary sources and to make a sustained argument. Research papers can be prepared as assigned or supplementary projects in graduate seminar courses. Papers can also be initiated, revised, and improved independently, in conjunction with members of the faculty committee. Students should work with the faculty committee to finalize a research paper proposal, and select a single faculty member to advise the paper. Once the faculty committee members have approved the proposal, research papers are advised by a faculty member who oversees the student's research progress and sets the expectations and minimum requirements for the paper.

The research paper is written under the direction of the faculty advisor. Students are expected to work closely with the advisor, who will assist in all aspects of preparation of the research and writing. The final research paper must be 10,000 words or more, inclusive of references. The faculty committee are the sole judges of whether the student has demonstrated competence in the research paper component.

Students will demonstrate the following in the Research Paper component to the satisfaction of the faculty committee:

- Demonstrates ability to investigate an original research topic(s) based primarily on primary sources found, identified, organized, and analyzed by the author with attention to historical context and related aspects of the student's concentration. The paper will also demonstrate a sustained argument.
- Includes a sufficient literature review composed of relevant secondary sources on the paper topic.
- Includes clear, well-edited prose throughout the paper.
- Meets the minimum requirements for the Research Paper as outlined by the student's portfolio committee.



Students will demonstrate the following in the portfolio defense to the satisfaction of the faculty committee:

- Research Paper demonstrates competence in the chosen field by evaluating historiography, evidence, historical context, and related aspects of the student's concentration.
- In discussing the Research Paper(s), student exhibits evidence of professional communication skills by adding substance to the conversation.

SINGLE EXAMINATION:

The single examination demonstrates the student's ability to achieve competence in a single field of historical study. Students choose one field of concentration which will conform to the expertise of one of the three committee members who constitute the student's portfolio committee. The fields can be tailored to the geographical areas, topical interests, or other fields of study in consultation with the faculty committee member. They are generally based on coursework taken with the graduate-certified faculty members in the Department of History. Students are responsible for working with the faculty examiner to define the field of the examination (based on faculty expertise and coursework) and to develop reading lists to prepare for the examination. Reading lists generally include several major works that define a historiographical field, and typically range from 15-35 books and/or articles.

The single examination is composed of a written examination that precedes the oral portfolio defense. Questions for the written examination are prepared by the faculty examiner and will reflect each student's specific areas of preparation. Students are expected to demonstrate competence in the entire field. The delivery format for the single examination is similar to the comprehensive examination (see above), and is ultimately determined by the faculty examiner in consultation with the other members of the student's faculty committee and the GPD. The written examination is judged in its entirety and rated pass or fail by the examining committee. Students must successfully answer all questions on the examination to receive a passing grade and move on to the portfolio defense. In the portfolio defense, the student will be required to pass an oral examination and defend their written

examination answers. The faculty committee are the sole judges of whether the student has demonstrated competence in the single examination.

Students will demonstrate the following in the written examination to the satisfaction of the faculty committee:

- Demonstrates competence in the entire field by the ability to make a historiographical argument that exhibits understanding of multiple perspectives and/or approaches to a given topic, issue, or field.
- Confirms reading list with faculty examiner, and submits any preliminary materials requested by the faculty examiner in advance of the exam.
- Meets the minimum requirements for written essays (word count, number of authors, etc.) outlined by the faculty examiner, and answers the questions provided by the examiner.

Students will demonstrate the following in the portfolio defense to the satisfaction of the faculty committee:

- Demonstrates competence in the entire Single Examination field by answering multiple historiographical questions.
- Exhibits evidence of completing the reading list for the Single Examination and comprehending the materials assigned.
- In discussing the Single Examination, student exhibits evidence of professional communication skills by adding substance to the conversation.

TEACHING PREPARATION COMPONENT:

The teaching preparation component prepares students to teach an undergraduate-level course in consultation with a faculty member from the portfolio committee. The student will prepare a variety of teaching materials that may include a course syllabus, sample lectures or discussion plans, evaluations of selected assigned texts, an eportfolio, and justifications of periodization and/or geographical scope, themes of concentration, course goals/objectives, and any other materials requested by the faculty committee. A statement of personal teaching philosophy is required.

The faculty advisor, in consultation with the faculty committee and the GPD, will determine what materials the student will produce to accompany the course



syllabus. Students are expected to work closely with the faculty advisor, who will assist in aspects of teaching preparation. The faculty advisor may also assign the student readings related to teaching at the college level, the proposed course field, or other texts deemed relevant to teaching preparation. The final teaching preparation documents will total 10,000+ words in length. The faculty committee are the sole judges of whether the student has demonstrated competence in the teaching preparation component.

Students will demonstrate the following in the Teaching Preparation component to the satisfaction of the faculty committee:

- Demonstrates preparedness to teach the proposed course through written evaluation of the planned periodization, scope, coverage, themes of concentration, assignment design, lecture organization, and related aspects of course preparation and teaching.
- Confirms the reading list and documents requested by the advising faculty, and submits any preliminary materials requested by the faculty advisor.
- Includes clear, well-edited prose throughout the documents.
- Meets the minimum requirements for written documents (word count, etc.) outlined by the faculty advisor, and answers any questions provided by the advisor.

Students will demonstrate the following in the portfolio defense to the satisfaction of the faculty committee:

- Demonstrates competence in teaching by answering multiple questions on periodization, scope, coverage, themes of concentration, assignment design, lecture organization, and related aspects of course preparation and teaching.
- Exhibits evidence of completing the reading list and comprehending the materials assigned, and successfully defends the justifications for course content.
- In discussing the Teaching Preparation component, the student exhibits evidence of

professional communication skills by adding substance to the conversation.

PUBLIC HISTORY PROJECT:

The public history project gives students experience creating a significant work product in public history in conjunction with an internship experience. The student will further explore the field of public history by completing an assigned reading list on public history and completing an evaluation of a second public history project (museum exhibit, applied history analysis, digital collection, etc.) that is not their own. The student will also seek out a concentration and demonstrate an understanding of one or more subfields within public history (e.g. oral history, cultural resource management, site preservation). This subfield will be the central focus of their reading list and be reflected in their choice of a public history project to evaluate.

The public history project will be advised by a faculty member on the student's faculty committee. The student must first complete an internship of at least 120 hours. The internship can be done in conjunction with HIST 668: Internships in History, or apart from it. During the internship period, the student will work with the site supervisor and the faculty supervisor to propose a significant work product in public history that can be accomplished during the internship. Both the internship and the student's choice of project will be approved by the faculty advisor, in conjunction with the site supervisor, the other members of the faculty committee, the Department's director of internships, and the GPD. The work product is typically completed during the internship, but may also be finished after the internship concludes. During the internship, the student will also consult the faculty advisor to create a reading list with a subfield concentration, and complete the reading list in advance of the portfolio defense. The student will also consult with the faculty member and site supervisor about the choice of public history project to evaluate.

The written submission for the public history project is twofold. First, the student will submit the significant work product, with a written description or evaluation, as the result of an internship in public history. Second, the student will submit an evaluation of one or more public history projects within a chosen subfield. The final



written submission will total 10,000+ words in length, inclusive of references, and address the internship experience, the significant work product, the evaluation of a second project, and the assigned reading list. The faculty committee are the sole judges of whether a student has demonstrated competence in the public history project

Students will demonstrate the following in the Public History Project to the satisfaction of the faculty committee:

- Demonstrates competence in key principles in public history including shared authority, collaborative work environments, and community building alongside practical considerations such as funding.
- Demonstrates sustained engagement with reading list assigned by faculty advisor. Confirms reading list with faculty advisor, and submits any preliminary materials requested by the faculty advisor.
- Includes clear, well-edited prose throughout the document(s).
- Meets the minimum requirements for written document(s) (word count, etc.) outlined by the faculty advisor, and answers any questions provided by the advisor.

Students will demonstrate the following in the portfolio defense to the satisfaction of the faculty committee:

- Demonstrates competence in chosen subfield of public history by answering multiple questions on aims, audience, scope, and funding of their internship and associated substantial work product as well as the public history project(s) that they evaluated in their written work.
- Exhibits evidence of completing the assigned reading list and comprehending the materials assigned.
- Demonstrates competence in public history by answering multiple historiographical questions and by applying principles from the assigned readings to their internship experience and to the public history project(s) that the student evaluated.

PORTFOLIO DEFENSE:

A student's portfolio is ultimately overseen by a faculty committee of three members, all of whom must be full-time graduate-certified faculty members in the Department of History. Students must submit an M5 form to the GPD, signed by the three committee members, along with the student's selection of the components in the portfolio and proposal documentation for each project (abstract, preliminary paper, historiographical essay or other documentation as approved by the faculty committee members). The M5 form should be submitted to the GPD as soon as the student has secured the participation of the faculty committee members. It must be filed no later than the last day of classes in the semester prior to the one in which the student will defend the portfolio. No student can begin HIST 677: Portfolio Option Preparation without the M5.

Each element of the portfolio is created under the direction of a faculty member on the student's committee. Students are expected to work closely with their faculty advisors, who will assist in preparation of the final products, oversee research and writing, monitor student progress, and consult with other members of the faculty committee. Determination of the readiness for the portfolio defense lies solely with the faculty committee. The student is required to forward copies of all portfolio documents to each member of the thesis committee several weeks in advance of the defense. The deadline for the delivery of the entire portfolio and all documentation is determined by the faculty committee, but can be no later than April 1 (spring semester) and November 1 (fall semester). This allows time for faculty to review final drafts of the documentation before the portfolio defense.

If the faculty committee passes the written submission, then the student is able to sit for the portfolio defense. The portfolio defense—normally a 1-2 hour oral review—focuses on the components of the portfolio, the work the student has prepared, the historical context, and any other related aspects of the student's projects and/or historic concentration. The faculty committee, in consultation with the GPD and the student, schedule the defense. It is typically scheduled



in the second or third week of April (spring semester) or November (fall semester), depending upon the academic calendar.

The portfolio defense is judged in its entirety and is rated Pass or Fail by the faculty committee. The Graduate Program Director will consult with the faculty committee regarding the outcome of the portfolio defense and will file the required M2 form and notify the graduate registrar of the defense results. Students who fail either the written portfolio submission or the portfolio defense can re-submit or sit for a defense only once, and only in the subsequent semester.

TRANSITIONING BETWEEN DEGREE OPTIONS:

Students may elect to transition from one degree option to another with the express approval of the Graduate Program Director and the faculty committee. Students may transition from the examination to the portfolio option, from the portfolio option to the examination option, and from the thesis option to either the examinations or portfolio option. Students may not transition to the thesis once they have begun another degree option. Any transitions that occur because of a failure to complete another degree option must be completed within the next semester, and may only be attempted once. Transition between degree options may require a new M5. Please consult with the Graduate Program Director for details and before making any transition decisions.

GRADUATE CERTIFICATE IN MARITIME HISTORY

The Department of History offers a Graduate Certificate in Maritime History. The certificate program is open to current MA candidates, students already possessing an MA in history, or other graduate students who seek to complete the certificate alone. Current MA candidates should apply to the graduate program director for permission to pursue the course of study for the certificate. Students already possessing an MA in history or graduate students who seek to pursue the certificate should contact the graduate program director in the Department of History to be advised on admissions and applications procedures.

The graduate certificate offers perspectives of the history of maritime developments and its global dynamic throughout the centuries. Topics covered include oceanic and naval history, history of the use of marine resources, maritime environmental history, and other topics like the history of maritime trade and technology and the trans-Atlantic slave trade. The certificate is designed for those who want an introduction to maritime history or to supplement their studies with a maritime focus.

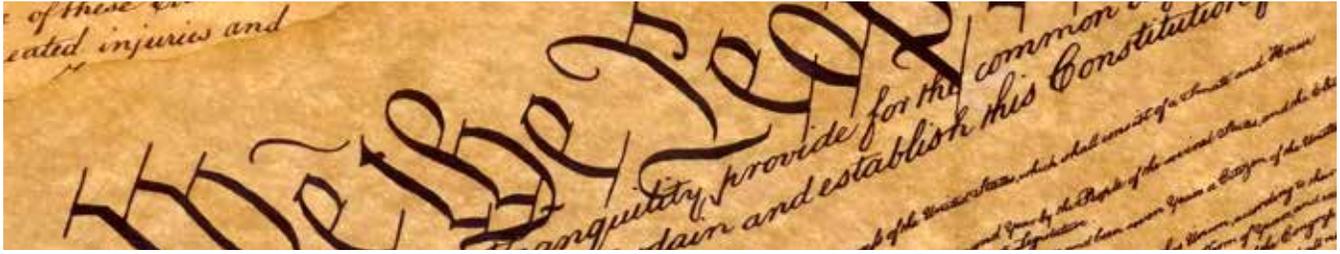
The certificate includes 12 credit hours of coursework including HIST 600: Historical Theory and Practice, HIST 668: Internships, and two other designated maritime history electives as approved by the certificate advisor and the graduate program director.

Approved electives include:

- HIST 611: The Military in America
- HIST 622: The Atlantic Slave Trade
- HIST 636: The British Empire
- HIST 641: Individual & Society in Ancient Greece
- HIST 647: Studies in Maritime History
- HIST 662: North Atlantic Resources
- HIST 696: Tutorial in Maritime History
- Other electives at the 600-level with a focus on maritime history as approved by the GPD

Current MA candidates will be awarded the certificate at graduation upon completing their master's degree. For those already holding the MA in history or other graduate students seeking the certificate, it will be awarded upon completion of the 12 hours of required coursework and certification by the graduate program director, in accordance with the policies and procedures of the University Registrar.

Students pursuing the graduate certificate are subject to all GPA and other requirements and policies of the department, college and University applicable to students pursuing a degree in the MA in History Program.



COURSES, SEMINARS AND INDEPENDENT STUDIES

All students are required to successfully complete HIST 600: Historical Theory and Practice in their first year of graduate study. The course includes analysis of the development of historical theories, principles and methods and their application to historical research and writing.

Seminars are offered in a traditional classroom setting at the Norfolk campus or via synchronous online format if circumstances require. A list of current seminar offerings with course descriptions is available from the graduate program director. Courses fill on a first-come, first-served basis. Most classes are taught seminar style, but specific formats, assignments and requirements remain at the discretion of individual faculty members. Any questions about the requirements or conduct of a graduate class should be referred to the class instructor.

No more than 6 credits of the required 30 credit hours may be earned in 500-level courses. Students may be permitted a maximum of 6 credit hours in other departments offering graduate courses if the work is germane to their historical studies and they meet admissions requirements set by the hosting department or program. Prior approvals of the graduate program director in the Department of History and the hosting department as well as the course instructor are required.

On the recommendation of a faculty member, a student may take HIST 697: Tutorials in History, independent study with a graduate-certified member of the history faculty. Tutorials are individually arranged with the appropriate professor and with the permission of the GPD. Tutorials typically include substantial readings and research projects and are generally reserved for more advanced students pursuing studies in specific fields of faculty expertise. They are generally taken after the successful completion of a minimum of 9 graduate credit hours. HIST 697 is offered solely at the discretion of the instructor to qualified students who have demonstrated an ability to complete advanced, independent work. Except in exceptional circumstances (determined by the faculty member, GPD and

department chair), students may take no more than 3 credits of HIST 697 toward the 30-credit degree.

With the approval of the GPD, a student may apply a maximum of six hours of graduate level credits from other institutions or programs toward the credit requirements for the MA degree. If the transfer credits were taken while an undergraduate, none of the credits must have counted toward the fulfillment of any undergraduate degree requirements. All requests for approval of transfer graduate credits must be made in writing to the GPD, who submits an Evaluation of Internal/External Transfer Credits to the ODU registrar.

PRACTICUM EXPERIENCE AND INTERNSHIPS

Students pursuing the MA in either the thesis or comprehensive examination option may take up to 3 credit hours of an approved practicum course, designated as HIST 668: Internship in History. The coursework enables students to work with professionals in an array of fields and to gain practical experience in such areas as museum management, library work, archives administration, historical editing, historical preservation, corporate communication, electronic records management, archaeology or oral history. The field experience may be completed at a local, national or international site as approved by the graduate program director. Students are supervised by a field advisor as well as a graduate faculty member, who will assign academic reading and written work. Practicum experiences are individually arranged. A list of available field positions and cooperating institutions, entities, etc., is available from the GPD. Students may work with a field supervisor at a site not included on this list provided the proposed field supervisor is a qualified and credentialed professional and with the permission of the GPD.

Recent students' practicum experiences have included work with the following:

- Colonial Williamsburg Foundation
- German Maritime Museum (Germany)*
- Hampton Roads Naval Museum
- Hunter House Museum
- Jamestown Foundation

FINANCING YOUR DEGREE

- General Douglas MacArthur Foundation
- Mariner's Museum, Newport News, Virginia
- Old Dominion University, Perry Library Special Collections
- Steamboat Era Museum, Irvington, Virginia
- Slover Library, Sargeant Memorial Collection, Norfolk
- Valentine Museum, Richmond
- Virginia Beach Public Library
- Virginia Holocaust Museum
- Virginia Opera
- United States Holocaust Memorial Museum
- Woman's Club of Norfolk
- World War I Memorials in Virginia Project

*International internships are available each year in maritime history in conjunction with the International Maritime History Association. Students wishing to pursue international maritime opportunities should consult with the maritime certificate advisor, who will oversee the international experience and work in conjunction with the graduate program director.

OTHER REQUIREMENTS

Responsible Conduct of Research:

All graduate students admitted to the program must complete Responsible Conduct of Research (RCR) training, as required by the University. This training is offered online in the Collaborative Institutional Training Initiative (CITI) basic course, which includes several modules dedicated to teaching and reviewing ethical research practices. Students in the MA in History Program should complete CITI's Humanities RCR track.

The required RCR modules must be completed prior to finishing 12 semester hours (or four courses). The registrar will place a registration hold on the accounts of students who fail to complete this requirement.

Graduation Application:

The semester before planned graduation, students must submit a Graduate Degree Application on LEO Online. Students may participate in graduation ceremonies if they have completed all requirements and if they have successfully completed their comprehensive

examinations or defended their thesis by the day of commencement.

Commencement ceremonies are held in December and May each academic year.

FINANCIAL AID AND ASSISTANCE

Old Dominion University offers financial assistance to qualified graduate students. Types of aid include research and teaching assistantships, fellowships, grants, scholarships and part-time employment. Nearly all forms of aid require that the student be engaged in full-time graduate study.

Fellowships, assistantships, tuition grants and small research grants may also be available to qualified students. Teaching or research assistantships are extended on the basis of academic achievement. They are renewable for up to four semesters. Students on fellowship must maintain full-time status. The fellowships do not currently include tuition assistance or waivers.

Each year the department awards the **Harriet and Burl Fischer Scholarship** based on available funds. To be eligible for consideration, students must be full-time students in good standing, with a GPA of 3.5 or higher, and demonstrated financial need.

Application materials for fellowships, assistantships and grants are available from the graduate program director. The GPD, in consultation with the Graduate Studies Committee, extends offers for assistantships and departmental awards.

Departmental funds may affect fellowship and assistantship amounts. The establishment of student need and academic promise also affects some grant amounts. The application deadline for financial assistance is February 15. International students must pass the SPEAK test (or an equivalent) of spoken English to become eligible for teaching assistantships.



TEACHING AND RESEARCH ASSISTANTSHIPS

The primary purpose of an assistantship is to attract and support students who are committed to their development as historians and promote their engagement in the learning environment in a high-quality educational program.

Students are advised of the availability of assistantships by the graduate program director. Graduate and teaching assistants must be enrolled full time (9 credit hours) per semester. Students holding assistantships are mentored by graduate-certified faculty members and are required to devote 20 hours per week to the teaching/research assignment.

Specific faculty mentor/director assignments are made each semester by the graduate program director in consultation with the department chair and graduate-certified faculty in the department. A graduate assistant's preference for a professor or instructor will be given fair consideration, provided the request is made in writing to the GPD prior to the placement. However, assignment of TAs or GAs to specific faculty members remains at the discretion of the GPD and the Graduate Studies Committee.

It is assumed that the relationship between faculty and graduate students is professional and collegial in nature. As such, every effort should be made by the parties to accommodate one another's professional needs and work routines. Graduate assistants should perform education-related research and/or teaching tasks consistent with an apprenticeship that provides a learning experience.

All duties required of the graduate assistant by the professor, including but not limited to lecture attendance and so on, count toward the hours associated with each assistantship.

Graduate assistants will be given access to services, facilities and supplies for the performance of their graduate assistant duties, including assigned office or cubicle space. Professors requiring extra materials or special equipment will provide such materials.

Graduate assistant activities are under no circumstances to conflict with the student's classes.

As a general policy, weekly hours that are not used by the professor should not accumulate for later use except in unusual circumstances. Informal agreements between faculty and students are, of course, possible. Faculty members who are sharing a graduate assistant (e.g., 10 hours a week each) cannot exchange hours. In other words, students are only required to work their 10 hours with the assigned faculty member. If the faculty member does not have enough work for the student in a particular week, their hours will not be distributed to other faculty or accumulated for later use.

Graduate assistants may occasionally be asked by the GPD to help proctor exams, cover classes for out-of-town professors, or assist the department in sponsored University activities. The time spent doing this will be counted in the regular workweek.

Graduate assistants work only when school is in session (including exam week). They do not work during semester break, spring break, or on any holiday unless classes are being held.

The College of Arts and Letters provides information on graduate assistantship policies, forms and procedures. For assistance with office space, computers, pay issues or other administrative details, students should contact the Department of History program administrator, Ms. Sharon Anderson (sdanders@odu.edu).

UNIVERSITY POLICY STATEMENT

It is the policy of Old Dominion University to provide equal employment, educational and social opportunities for all persons, without regard to race, color, religion, sex (including pregnancy), national origin, age, veteran status, disability, political affiliation, sexual orientation, gender identity or genetic information. For more information on relevant policies, please contact the Office of Institutional Equity and Diversity at 757-683-3141. For hearing-impaired callers, please use the Virginia Relay Service (1-800-828-1140).

APPENDIX A: THESIS SUBMISSION TIMELINE - FALL SEMESTER

1. **Find your Committee** – students must have a 3.5 GPA or above to attempt a thesis.
 - The student can discuss the possibility of thesis with Graduate Program Director, potential faculty advisor, and secondary readers.
 - The student will finalize M1 form for thesis writers to finalize committee participation.
 - The student will submit description of the thesis project (abstract, preliminary paper, historiographical essay, or other documentation as approved by the thesis advisor) to with the M1 form to the Graduate Program Director.
 - The student will enroll in HIST 698/699: Thesis.
2. **Thesis Proposal** – after initial research, the student will submit a thesis proposal for approval by the faculty committee.
3. **Timeline/Schedule:** the student will discuss a preliminary timeline for research with primary sources, drafting of chapters, thesis submission (see below), and any other requirements set by thesis advisor.

Thesis Submission Timeline:

1. **Research and Drafting** – student conducts research and prepares initial manuscript.
2. **Ongoing Engagement** – the student will regularly discuss progress with faculty committee, especially the thesis advisor. If advisor requests, the student will submit portions of the manuscript for review.
3. **Thesis/Dissertation Workshop** – the student must attend a thesis workshop held by the College of Arts and Letters. This should be done at least one semester before the one in which the student plans to submit/defend. This workshop is required and scheduled by the College of Arts and Letters.
Typically held in February.
4. **Submission to Thesis Advisor** – the student submits a complete draft of the thesis at the beginning of the semester in which the student intends to defend and graduate. **No later than September 1.**
5. **Revision** – the student will revise the thesis to include changes and suggestions from thesis advisor. The student then re-submits the draft

to the faculty advisor to receive approval for submission to secondary readers.

6. **Submission to Readers** – If requested by the primary advisor or a secondary reader, the student will submit a complete revised draft to secondary readers on the faculty committee. **No later than September 25.**
7. **Revision** – If requested, the student will revise the thesis to include changes and suggestions from secondary readers.
8. **Submission to Faculty Committee for Defense** – the student submits a complete revised draft to the entire faculty committee in preparation for the thesis defense. The student will also indicate changes made to the thesis. **No later than one week before defense: October 9.**
9. **Thesis Defense** - the committee will hold an oral defense no later than two weeks before the College of Arts and Letters submission deadline. **No later than October 16.**
10. **Revision** – the student will make any necessary changes as suggested by faculty committee at the thesis defense.
11. **Style Editor Submission** – the student submits the final draft to the College of Arts and Letters Style Editor by semester deadline. **November 1.**
12. **Revision** - the student makes any formatting changes as requested by the Style Editor.
13. **Final Submission** – the student submits the thesis to ETD Manager and ProQuest for publication, as outlined by the College of Arts and Letters. The student also submits a PDF of the thesis to ODU Digital Commons at the Perry Library. All submissions should be done by the end of semester.

****All actual submission dates set by faculty advisor, in line with College of Arts and Letters deadlines.**

1.

APPENDIX B: THESIS SUBMISSION TIMELINE - SPRING SEMESTER

1. **Find your Committee** – students must have a 3.5 GPA or above to attempt a thesis.
 - The student can discuss the possibility of thesis with Graduate Program Director, potential faculty advisor, and secondary readers.
 - The student will finalize M1 form for thesis writers to finalize committee participation.
 - The student will submit description of the thesis project (abstract, preliminary paper, historiographical essay, or other documentation as approved by the thesis advisor) to with the M1 form to the Graduate Program Director.
 - The student will enroll in HIST 698/699: Thesis.
 2. **Thesis Proposal** – after initial research, the student will submit a thesis proposal for approval by the faculty committee.
 3. **Timeline/Schedule:** the student will discuss a preliminary timeline for research with primary sources, drafting of chapters, thesis submission (see below), and any other requirements set by thesis advisor.
- Thesis Submission Timeline:**
1. **Research and Drafting** – student conducts research and prepares initial manuscript.
 2. **Ongoing Engagement** – the student will regularly discuss progress with faculty committee, especially the thesis advisor. If advisor requests, the student will submit portions of the manuscript for review.
 3. **Thesis/Dissertation Workshop** – the student must attend a thesis workshop held by the College of Arts and Letters. This should be done at least one semester before the one in which the student plans to submit/defend. This workshop is required and scheduled by the College of Arts and Letters. **Typically held in September.**
 4. **Submission to Thesis Advisor** – the student submits a complete draft of the thesis at the beginning of the semester in which the student intends to defend and graduate. **No later than February 1.**
 5. **Revision** – the student will revise the thesis to include changes and suggestions from thesis advisor. The student then re-submits the draft to the faculty advisor to receive approval for submission to secondary readers.
 6. **Submission to Readers** – If requested by the primary advisor or a secondary reader, the student will submit a complete revised draft to secondary readers on the faculty committee. **No later than February 25.**
 7. **Revision** – If requested, the student will revise the thesis to include changes and suggestions from secondary readers.
 8. **Submission to Faculty Committee for Defense** – the student submits a complete revised draft to the entire faculty committee in preparation for the thesis defense. The student will also indicate changes made to the thesis. **No later than one week before defense: March 9.**
 9. **Thesis Defense** – the committee will hold an oral defense no later than two weeks before the College of Arts and Letters submission deadline. **No later than March 16.**
 10. **Revision** – the student will make any necessary changes as suggested by faculty committee at the thesis defense.
 11. **Style Editor Submission** – the student submits the final draft to the College of Arts and Letters Style Editor by semester deadline. **April 1.**
 12. **Revision** – the student makes any formatting changes as requested by the Style Editor.
 13. **Final Submission** – the student submits the thesis to ETD Manager and ProQuest for publication, as outlined by the College of Arts and Letters. The student also submits a PDF of the thesis to ODU Digital Commons at the Perry Library. All submissions should be done by the end of semester.
- **All actual submission dates set by faculty advisor, in line with College of Arts and Letters deadlines.**



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