

Carleton History Graduate Handbook

March 2020

This handbook is intended as a resource for students pursuing their Master of Arts in the Department of History at Carleton University. It is intended as a guideline only. The Faculty of Graduate and Postdoctoral Affairs (FGPA) has authority over academic matters and requirements are subject to change. For updates and further information please see

<https://carleton.ca/history/graduate/ma-program/>

<https://gradstudents.carleton.ca/>

<http://calendar.carleton.ca/grad/>

After a general introduction, the handbook addresses the expectations for each of our MA degree options:

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For academic requirements for each of these options (number of credits, mandatory courses, language requirement, etc.), as well as the Collaborative Masters Programs in African Studies, Data Science, Digital Humanities, and Latin American and Caribbean Studies, please consult the Graduate Calendar:

<http://calendar.carleton.ca/grad/gradprograms/>

General Introduction

Graduate Supervisor and Graduate Committee

The Graduate Supervisor is a full-time faculty member who is responsible for the administration of the graduate program. They work closely with the Graduate Administrator (Joan White) on the day-to-day management of graduate student matters and graduate courses, and they meet regularly with the Graduate Committee (a group of 4-5 full-time faculty members plus 2 graduate student representatives) to deal with a wide range of issues such as external and internal student awards, admissions, and general program planning. In the summer before the academic year starts in September, you will receive email correspondence to your assigned Carleton email address from both the Graduate Supervisor and Graduate Administrator about registration procedures and deadlines, orientation sessions, and other departmental events. This correspondence will continue throughout the academic year reminding you of

important deadlines, events, and alerting you to research, study, and funding opportunities.

Graduate Administrator

Our Graduate Administrator, Joan White, can be consulted in person in 430 Paterson Hall, by phone at extension 2834, or by email at grad.history@carleton.ca. To keep her workload manageable, we ask that students consult this handbook and related FGPA materials before asking for advice on routine matters.

Supervisor(s)

Your supervisor is the most important point of contact you will have with the Department. Students may choose to work with a single supervisor or two co-supervisors. Supervisors are there to advise students on course selection and to provide guidance for the research project that is the capstone to your MA experience. Supervisors are also mentors from whom you should solicit advice on academic and professional questions, problems, or concerns. It is important to begin this relationship with your supervisor at the time of registration. Each supervisor works differently and it is important to establish with your supervisor an effective way of working that meets both of your needs. The following University document provides the framework for this relationship: “Graduate Supervision – Responsibilities and Expectations Policy” (<https://gradstudents.carleton.ca/thesis-requirements/graduate-supervision-responsibilities-expectations-policy/>). Graduate students are always encouraged to seek the advice and conversation of faculty members outside of the supervisory team.

Teaching Assistantships

Full-time graduate students in the Department of History usually hold teaching assistantships. The department considers this an important aspect of graduate students' professional training, nurturing skills that can be applied in a wide range of career options beyond the university classroom. In our department, many of these positions are attached to first- and second-year undergraduate courses and involve attending lectures and leading discussion groups (usually 20-25 students per group) in addition to doing some course grading and holding a weekly office hour. Other positions are more grading intensive and usually involve attending lectures, holding office hours, and grading assignments at various points in a term. Several on-line courses also require Teaching Assistants. All teaching assistantships are 130 hours per term and are governed by the Collective Agreement found at the CUPE 4600 website: <https://www.cupe4600.ca/>

In the summer you will be asked to indicate which courses you would like to be involved with as well as provide some background (undergraduate courses you took or your current research interests, for example). This is done through Carleton Central > TA Management > Graduate TA Management System > Graduate TA profile. If there are

specific courses you wish to TA for that work with your course schedule, you are also encouraged to email the Graduate Supervisor directly. The Graduate Supervisor tries to accommodate your preferences when assigning you to courses, but there are a myriad of factors (such as conflicts with your own course schedule, other students with the same course preferences, etc.) that might see you assigned to a course outside your preferences. Fall Term TA assignments are normally made in late August or early September. Winter Term TA assignments are normally made in mid-December. Where scheduling constraints allow, TAs teaching on full-year courses can expect to remain in their course for the entire academic year.

Awards

The Department of History places a great deal of emphasis on assisting students in applying for major external awards (SSHRC and OGS), internally-funded university awards, and various internally-funded departmental awards. We consider this an important part of your professionalization and training, since it involves cultivating employability skills that transcend their academic application. In addition to supervisors providing feedback on your applications, the department offers a Fall workshop in advance of the first deadlines. FGPA also provides workshops where students can receive important advice that complements what supervisors and the department provide. A full list of awards and their deadlines is available through FGPA

<http://gradstudents.carleton.ca/awards-and-funding/>

and the Department of History website.

Awards deadlines:

- Late September-mid October: deadline for internal, university-wide award competitions (details provided at FGPA website and circulated memo from Graduate Supervisor)
- November-December: external award competition deadlines, SSHRC and OGS (details provided at FGPA website)
- January 23: deadline for internal, department-specific awards (see the Department of History website and the memo from Graduate Supervisor circulated in early January)

Departmental Life

We pride ourselves on being an active department. In addition to the annual Shannon Lecture Series and the student run Underhill Graduate Student Colloquium, we offer a number of special occasions throughout the academic year that are important opportunities for faculty and students to come together. To keep abreast of all the goings-on, see the announcements in our weekly newsletter, and follow us on Twitter (@CU_History) and on Facebook. Attending talks, film screenings, workshops, colloquia, book launches, and holiday luncheons is not only an important way to appreciate the life of the department, but these occasions are also important to what we can offer your

degree experience as a whole. And the food and drink are always free!

HGSA

The History Graduate Student Association (HGSA) is a student-led and student-oriented organization that allows students to come together, socialize, and strategize. You should expect to hear from the HGSA in the summer about the upcoming academic year, including the all important social events at the start of term, various club teams, and some special academic events all geared around student life in the department. Please see the HGSA page on the department's website

<http://carleton.ca/history/graduate/graduate-student-association-hgsa/> and follow them on Twitter @carletonhgsa and on Facebook Carleton HGSA News and Events - <https://www.facebook.com/groups/176536625731663/>

Underhill Graduate Student Colloquium

Each year, History Department graduate students organize the Underhill Graduate Student Colloquium.

- The Underhill Graduate Student Colloquium is one of the longest running history graduate student conferences in Canada
- Made possible by the Frank H. Underhill donation
- Held annually in late February or early March
- Planned and chaired exclusively by Carleton History graduate students
- provides an excellent low-pressure opportunity to present your work in a supportive and collegiate environment

Online Profiles

The Department of History hosts profiles of graduate students on the departmental website. This is optional, but it allows students to create a professional online presence. Consult with your supervisor about what to include on your profile, and submit the information to the Undergraduate Administrator at history@carleton.ca. They can be changed at any time.

Language Requirement

All students must demonstrate proficiency in a language other than English allied to their program of study. For students of Canadian history proficiency in French is required. For students in other areas of study the appropriate language requirement will be determined in conjunction with their program supervisor and the Graduate Supervisor. Proficiency is normally demonstrated through completion of the departmental language exam (early September of Year One) or a specified number of course credits. The language exam comprises an open-dictionary translation and

comprehension examination of set texts. Language proficiency requirements must be met by the end of the student's first year of study.

The Master of Arts (M.A.) Degree

MA (Thesis Option)

Time for Completion Studies for the thesis option normally require two years full-time study (5-6 academic terms, 20-24 months) to complete and are pursued by course-work and the completion of a thesis.

Thesis The thesis is the major research requirement and capstone for the MA Thesis option. It is based on extensive research and should advance an original historical interpretation. Students may choose to prepare other kinds of research projects with the support of the supervisor(s) and approval of the graduate committee, but that is a conversation that must begin with the student and supervisor. The traditional research thesis should be between 100-125 pages including bibliography. Students are expected to provide their supervisor with drafts of their thesis for comments and feedback prior to the final submission, often doing so chapter-by-chapter. Each student and their supervisor(s) will work out a schedule for the thesis, including the preparation of a thesis proposal, something that normally begins in the Winter Term of the first year.

Thesis Proposal Details about the thesis proposal are appended to this handbook. The proposal is normally due at the end of the Winter Term of the first year of study (April 30).

Submission of Thesis Your thesis will only be accepted for examination after your supervisor has determined it is ready to be examined. In addition to the content of the thesis meeting your supervisor's expectations for examination, the thesis must also conform to the technical requirements established by FGPA:

<http://gradstudents.carleton.ca/thesis-requirements/>

Information about Electronic Thesis Deposit (ETD) is available here:

<http://gradstudents.carleton.ca/thesis-requirements/electronic/>

The deadline for submission of the thesis is normally early April for students completing in Winter Term, early August for students completing in Summer Term, and early December for students completing in Fall Term. Exact deadlines will be circulated by the Graduate Supervisor in January, May and September of each year. Please notify your supervisor(s) and the Graduate Supervisor at least **two weeks** in advance of the date you intend to submit your thesis. Your thesis must be received by the examiners at least **three weeks** in advance of the date of the thesis examination.

Thesis Examination Board Your thesis supervisor schedules the examination and recommends membership of the thesis examination board to the Graduate Supervisor.

The committee is comprised of the supervisor(s), one other faculty member, and one “external” examiner normally drawn from another department at Carleton. In some instances the external examiner is drawn from outside Carleton. In the case of Collaborative MA programs, the examination board should normally include at least one additional faculty member from the appropriate unit or program. A fourth faculty member serves as committee chair. Their role is purely administrative and they do not assess the thesis. This committee is given a minimum of three weeks to read the thesis in advance of the defence date and to approve the defence to proceed.

Thesis Defence All theses are defended orally before the examining committee. After being formally introduced, the student leaves the room for a few minutes so the committee can discuss examination procedures. On return, the student gives a short (10-15 minute) presentation that highlights the thesis and its contributions. At that point each examiner is then given 15-20 minutes to have a one-on-one conversation with the student about the thesis. Questions can be broad or specific, addressing such things as argumentation, selection and use of evidence, theory, method, and historiography (to name only some). In a second round of questioning, the exam is more like a seminar in which one examiner poses a question but both the student and other examiners can join in the conversation. This second round usually lasts 20-30 minutes. After the second round, the student leaves the room and the committee goes into deliberations about the assessment.

There are two assessments. The first is of the defence itself, either satisfactory or unsatisfactory. The second is of the thesis itself, either satisfactory or unsatisfactory. Students who receive a grade of ‘satisfactory’ will normally be required to revise the thesis before it is formally deposited to Carleton Library and Library and Archives Canada. These revisions can range from the very minor (typos) to major (re-writing of sections, e.g.) and must be approved by the thesis supervisor (or the examination board more broadly if revisions are extensive) before the thesis can be formally deposited. If a student receives a grade of ‘unsatisfactory’ they are normally entitled to make appropriate revisions and to sit the defence a second time.

As many of the procedures described here are FGPA regulations, students are encouraged to review the full university policy on thesis examinations:

<https://gradstudents.carleton.ca/wp-content/uploads/Thesis-Examination-Policy-Revised-February-2016.pdf>

Suggested Timetable and Deadlines for Full Time Study:

Year One (complete all course requirements for degree)

- August: registration and initial contact with supervisor
- First week of September: orientation workshops, first classes, and a meeting with supervisor(s)

- January-February: meet with supervisor to map out path to thesis proposal; normally
- April 30: thesis proposal due

Year Two (research and writing of thesis)

- August: registration (normally only in thesis research and writing)
- September: define a schedule for research, reporting, and meeting with supervisor
- Mid-February: the thesis supervisor and chair of the department should be informed two weeks prior of the intent to submit your thesis for examination.
- March: if finishing in Winter Term, your thesis must be submitted to your supervisor in examinable form by mid-March in order to meet deadlines for the Spring (June) Convocation. Precise deadlines will be circulated by the Graduate Supervisor. See instructions and thesis checklist on the FGPA website
- March – if finishing in Winter Term, apply for graduation (you will receive reminders from FGPA and Graduate Administrator, but this is the student’s responsibility)
- August: if finishing in Summer Term, your thesis must be submitted in mid-August in order to meet deadlines for the Fall (October) Convocation. Precise deadlines will be circulated by the Graduate Supervisor. See instructions and thesis checklist on the FGPA website
- August – if finishing in Summer Term, apply for graduation (you will receive reminders from FGPA and Graduate Administrator, but this is the student’s responsibility)

<h3>MA (Master’s Research Essay Option)</h3>

Time for Completion Studies for the Master’s Research Essay (MRE) option normally require one year (3 full academic terms, 12 months) and are pursued by course-work and the completion of an MRE.

MRE The MRE is the major research requirement and capstone for the MA MRE option. It is based on focused research and should advance an original historical interpretation with the rough equivalent of a scholarly journal article. It is presented as an essay of between 40-60 pages including bibliography. Students may choose to prepare other kinds of research projects with the support of the supervisor(s) and approval of the graduate committee, but that is a conversation that must begin with the student and supervisor. Students are expected to meet with their supervisors to work out a schedule, and then provide their supervisor with drafts of their essay for comments and feedback prior to the final submission, often doing so section-by-section (although some arrangements favour drafts of entire essay). MRE students take HIST 5900 in the Winter

term which is a course designed for students to prepare their proposals and begin substantial research in order to complete in the Spring / Summer session.

MRE Proposal Details about the proposal are appended to this handbook. They are normally due at the end of the Winter term of the first year of study (i.e. late April).

Submission of MRE Your MRE will only be accepted for examination after your supervisor has determined it is ready to be examined. A copy of the MRE is submitted to both the Graduate Supervisor and the Graduate Administrator. See below for deadlines.

MRE Assessment: please see below, p. 10.

Suggested Timetable and Deadlines for Full-Time Study:

Year One (complete all course requirements for degree)

- August: registration and initial contact with supervisor
- First week of September: orientation workshops, first classes, and ideally a meeting with supervisor(s)
- January: first week of classes, students meet with their supervisor in the context of HIST 5900 to begin directed secondary and primary research on MRE topic and preparation of proposal
- April 30: proposal due (although we encourage these to be done as early as possible in the term)
- May-July: writing and completion of the MRE
- August: your MRE must be submitted to your supervisor in examinable form in early August in order to qualify for graduation in the Fall (October) Convocation. Precise submission deadlines will be circulated by the Graduate Supervisor. See instructions and thesis checklist on the FGPA website.
- Please notify your supervisor(s) and the Graduate Supervisor at least **two weeks** in advance of the date you intend to submit your MRE.

MA (Public History Option)

Time for Completion Studies for the Public History option normally require two years (5-6 academic terms, 20-24 months) to complete and are pursued by course-work, internship, and the completion of a major research essay / project.

MRE The MRE is the major research requirement and capstone for the MA MRE option. It is based on focused research and should advance an original historical interpretation with the rough equivalent of a scholarly journal article. It is normally presented as an essay of between 40-60 pages including bibliography. Students may choose to prepare other kinds of research projects with the support of the supervisor(s) and approval of the graduate committee, but that is a conversation that must begin with the student and supervisor. Students are expected to provide their supervisor with drafts of their

essays for comments and feedback prior to the final submission, often doing so section-by-section (although some arrangements favour drafts of the entire essay). Each student and their supervisor(s) will work out a schedule for the thesis, including the preparation of a MRE proposal, something that normally begins in the Winter term of the first year. Indeed, MRE students take HIST 5900 in the Winter term which is a course designed for students to prepare their proposals and begin substantial research in order to promote a complete in the Spring / Summer session.

MRE Proposal Details about the proposal are appended to this handbook. They are normally due at the end of the Winter term of the first year of study (i.e. late April).

Internship The internship is normally a paid position in a public history (broadly defined) position that offers the student professional experience in the field and also a summer income. As set by the university, during the internships students must be registered in the course (HIST 5703) and pay regular, full-time tuition. Students who hold an external award, SSHRC or OGS, are permitted to hold that award during their internship. The Co-ordinator of the M.A. in Public History Program will work with you to find a position. This process will begin in the Fall term, but it can take until the end of April for positions to be confirmed. These are normally held in Ottawa, but if students wish to be elsewhere, we can try to find accommodations. Please notify your supervisor and the Co-ordinator as soon as possible, ideally early in the Fall term, as it takes more time to find positions outside of Ottawa.

MRE Assessment: please see below, p. 10.

Suggested Timetable and Deadlines for Full-Time Study:

Year One (do most course requirements for degree)

- August: registration and first contact with supervisor
- First week of September: orientation workshops, first classes, and ideally a meeting with supervisor(s)
- January-February: meet with supervisor to map out path to thesis proposal; internal, department-specific awards; begin applications for Internships with support of Co-ordinator of M.A. in Public History Program
- April 30: proposal due
- May-August: Internship

Year Two (research and writing of MRE, plus 0.5 or 1.0 credits of coursework)

- August: registration (normally only in thesis research and writing)
- September: define a schedule for research, reporting, and meeting with supervisor(s)

- March – if completing in Winter Term, apply for graduation (you will receive reminders from FGPA and Graduate Administrator, but this is the student's responsibility)
- April: if completing in Winter Term, examination copy of MRE must be submitted to your supervisor in examinable form in order to qualify for graduation in the Spring (June) Convocation. See instructions and thesis checklist on the FGPA website.
- August: if completing in Summer Term, examination copy of MRE must be submitted to your supervisor in examinable form in order to qualify for graduation in the [Fall \(October\)](#) Convocation. See instructions and thesis checklist on the FGPA website.
- August – if completing in Summer Term, apply for graduation (you will receive reminders from FGPA and Graduate Administrator, but this is the student's responsibility)

MRE Submission and Assessment

The deadline for submission of the MRE each year is normally around April 15 for students completing in Winter Term, around August 15 for students completing in Summer Term, and around December 1 for students completing in Fall Term. Exact deadlines will be circulated by the Graduate Supervisor in January, May and September of each year. Please notify your supervisor(s) and the Graduate Supervisor at least **two weeks** in advance of the date you intend to submit your MRE. Your thesis must be received by the examiners at least **two weeks** in advance of any departmental deadlines for grade submission. Keep in mind also to allow sufficient time for any required revisions and, where a meeting with the examination committee is desired, to allow for scheduling of the meeting.

Submission of MRE Your MRE will only be accepted for examination after your supervisor has determined it is ready to be examined. A copy of the MRE is submitted to both the Graduate Supervisor and the Graduate Administrator. Students are required to inform their MRE supervisor(s) and the Graduate Supervisor of the date they intend to submit their MRE at a minimum of two weeks in advance of the intended submission date.

MRE Examining Committee The Graduate Supervisor determines an MRE examining committee in conjunction with the student's supervisor. The committee is comprised of the supervisor(s) and one or two other faculty members to make a total of three (or four in the case of co-supervision). Each examiner determines if the MRE is (1) Accepted, (2) Accepted with Minor Revisions, or (3) Accepted with Major Revisions. Each grade the essay separately, submitting a letter grade and comments to the Graduate Supervisor who then calculates a mean from the three grades and compiles the comments. A single grade and one collected set of comments is then returned to the student and

supervisor(s). These comments may recommend minor or major changes to the MRE which will be discussed between the student and supervisor(s) and must be completed before a final copy of the essay is submitted to the Graduate Supervisor, Graduate Administrator and the Chair of the Underhill Committee.

Students may, in consultation with their supervisor or co-supervisors, opt to have a meeting with the examination committee that includes the student, the supervisor (or both co-supervisors) and where possible both examiners. Two weeks prior to the submission of the MRE students should communicate the form of assessment they wish to have: 1) written assessment only or 2) written assessment with a meeting with the examiners.

Options for assessment of the Major Research Essay

1. Written Assessment only. After having submitted the Major Research Essay to their supervisor(s) for circulation to the examiners, the examiners submit their recommended grades and comments to the Graduate Supervisor who will determine the final grade. Students receive the comments and the final grade along with any required revisions to the essay. Students must make any required changes to the essay, have those reviewed by their supervisor (or one of the co-supervisors) and then submit the final copy to the Graduate Administrator (copying the Graduate Supervisor and the Chair of the Underhill Committee). Final submission must be complete in order for students to receive their final grade and for their MRE to be uploaded by the graduation deadline set by FGPA.

2. Written assessment with a meeting of the examining committee. Co-ordination of this component will be undertaken by the Graduate Supervisor or delegate who will also normally chair the session and facilitate the assessment of the MRE. Prior to the meeting, students will receive examiners' comments, the final grade, and any required revisions to the essay. The assessment meeting begins with a brief statement (around 5 minutes) by the student outlining the research process that produced the document under examination, followed by a seminar-style open discussion with the examiners. The presentation and discussion will normally last for around one hour. The student's performance during the meeting is not itself subject to assessment. After the examination committee meeting, students must make any required changes to the essay, have those reviewed by their supervisor (or one of the co-supervisors) and then submit the final copy to the Graduate Administrator (copying the Graduate Supervisor and the Chair of the Underhill Committee). Final submission must be completed in order for the student to receive their final grade and for their MRE to be uploaded by the graduation deadline (set by FGPA).

Appendix

MA Proposal Guidelines

Objectives The purpose of the proposal is to identify the research questions, scholarly literature, and primary sources related to the goals of your research project. A proposal is part of a much broader process of questioning, investigating, refining questions, re-investigating, and writing, writing, writing. A proposal is also a point of departure, so while it needs to provide a solid foundation from which to pursue your research, it should also be focused on raising informed, smart questions and on providing some sense of where you will find answers (and, inevitably, some more new questions).

Expectations A good proposal makes all of its elements fit together. Your topic, research questions, evidence, research methods, and theoretical perspectives are all brought into focus as part of a larger whole. The proposal requires both craft and skill: it needs to be specific and focused, yet also synthesize a range of literatures. It also requires time, especially in identifying evidence in the library and archives. Unless circumstances prevent you from doing so, in which case you need to come speak with your supervisor(s) immediately, it is critical that you spend some time reading / viewing / listening with primary sources. Only with some experience with those sources can you speak to questions of method and begin to get a sense of which scholarly literatures (historiographical and theoretical) will be most useful. Remember that the Proposal is a kind of progress report: it is understood that your research questions, sources, etc. will change and mature as you enter into the research and writing stages of your project.

Format 4–5 pages double-spaced, not including bibliography. Times Roman 12 point font, Word document (*not* PDF).

Elements While these are the key elements of a proposal, how you choose to tackle each and in what order (other than #1), will reflect your own sensibilities. The page counts for each element are also suggestive rather than determinative, although please do NOT exceed the 4–5 page range (not including bibliography).

1) An introduction to the topic, providing some necessary historical context, and a statement indicating your specific interests. Approx. *1 page*.

2) A discussion of *some* of the key scholarly works related to your topic that identifies interpretive patterns, major questions, and the kinds of evidence, theoretical perspectives, and concepts which inform the literature. *1–2 pages*.

3) A clear, concise statement about the research questions you wish to pose of your topic, how these questions relate to the literature, and an identification of the kinds of primary sources, method, and theory with which you will work in order to answer those questions. *1–2 pages*.

4) A bibliography, broken into primary and secondary sources. Approximately 2–3 pages; try to identify the most important works at this stage; the bibliography will grow and evolve with the research process.

Process It is important to communicate with your supervisor about expectations and a timeline for completing this milestone. Since supervisors will often ask other faculty members to comment on this document, you should build in the necessary time for revisions and corrections. The department's expectation is that the final version of the proposal, approved by the supervisor, will be forwarded to the Graduate Supervisor by 30 April so you should plan to have most of this work finished before the end of March.