

GRADUATE HANDBOOK

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INTRODUCTION

The Johns Hopkins Department of History welcomes graduate students as members of a diverse and congenial community of scholars. The Department takes seriously the idea that graduate students are junior colleagues with much to contribute to historical scholarship. The program is designed for students who wish to proceed directly to the PhD degree, and aims to train students for careers as research scholars and university teachers. Our program assists students in becoming innovative scholars but also prepares them to be effective teachers and to participate in a professional world.

The Hopkins history department is the oldest PhD program in history in the United States and the recipients of our degrees have held distinguished positions in university and colleges in this country and abroad since the days of Woodrow Wilson (PH.D. 1886). The Department continues to pioneer new areas of research. The Department's particular areas of strength include history of the United States, Europe from medieval times through the twentieth century, Latin America, Africa, Modern Russia, and East Asian history. Most faculty focus on social, economic, intellectual, and cultural history. In addition to the Department's long distinguished concentration in the Atlantic world, it hosts clusters of faculty with common interests in transnational, comparative, imperial

and gender/women's history. We endeavor to recruit students with a similarly varied set of interests and orientations.

The combination of flexibility, independence, scholarly collegiality, and intensity of intellectual exchange offered by the Hopkins program gives it a distinctive character. The weekly departmental Seminar, attended by the entire faculty and graduate students, is the center of intellectual life in the Department. The Seminar – as well as specialized seminars in European history, U.S. history, and comparative world history – brings together students, faculty, and invited scholars from outside the University to discuss their research. They create a lively intellectual community in which graduate students quickly become contributing members. In addition to these public seminars, students also enroll in graduate courses and research seminars, run by individual faculty.

The teaching of graduate students plays a central role in the history department. The program is organized around seminars and departmental fields. With study and guidance from their advisors, students are able to design their own program. They select four fields (a major field and three minor fields) and arrange with individual professors for a study program leading to comprehensive examinations. Students are allowed to go outside the department to complete a minor field in an allied discipline.

This Handbook is intended to give information on the system; fields, examinations, the decision-making process for financial aid, sources of financial aid, advising, and more general guidelines set down by the University.

THE FACULTY

ADMISSIONS

The decision to nominate any student for admission is made directly by the faculty member or members who will become that student's sponsor or sponsors. The Committee on Graduate Studies, a departmental committee whose members are appointed for three-year terms by the Chair of the Department, makes the final selection of admitted applicants and assigns fellowships and stipends. Applicants should indicate the proposed field of specialization and the faculty they wish to work with at the time of application. Students, may, of course, later change their major advisor, with the concurrence of the faculty members concerned.

The main criteria for admissions are outstanding intellectual promise and an evident talent for, and strong commitment to, research. Each applicant is required to submit a sample of written work, preferably a research paper that demonstrates careful use of primary documents. Applicants are also required to take the general aptitude portions of

the Graduate Records Examination. An ability to read at least one foreign language is also expected.

The Department offers fellowships for five years which provide tuition and a stipend to all incoming students, as well as some funds for summer support and research travel. Normally, each student is required to perform four semesters of supervised teaching or research duties at some point during the graduate program, most often as a teaching assistant during the second and fourth years.

ENROLLMENT AND RESIDENCE

Graduate students in the Department are classified in one of two categories: resident or non resident. All students who have not completed their four field requirements are resident. It should be noted that non-resident students are obliged to pay fees (see university regulations). For the five- year period in which students are guaranteed funding, their fees as residents or non-residents will be paid by the department. Any student who has successfully passed the field requirements and is thus post-certified is eligible for non-resident status, but non-resident students may not be on the University payroll nor register for classes. The Graduate Board of the Division of Arts and Sciences places a limit of five years for the period during which a student may have non-resident status. A student may petition for an extension of non-resident status. However such requests, even for one year, are not automatically granted. Further requests are scrutinized closely and are only granted on extremely rare occasions and because of extraordinary circumstances.

A student fulfills the university's minimum residence requirement by being officially registered as a full-time student for at least two consecutive semesters. After completion of this minimum residency requirement, a student must maintain status as a resident or non-resident until such time as the Chair certifies that requirements for the degree have been completed, and so notifies the Graduate Board. Failure to maintain residence or to obtain term leave of absence or pre doctoral non-residence status, and non-payment of fees as they are billed each semester by the University will be interpreted as withdrawal from the Division. Such a student must be formally re-admitted to the Division before he or she may return. No entrance fee is required, but minimum residence requirements for the degree must be satisfied again following such re-admission.

FACULTY SPONSOR

Faculty sponsors play a crucial role in all aspects of a graduate student's career. The Department of History has a number of general regulations and procedures within which a student's program is to be fitted, but beyond that there is great flexibility. The student, in conjunction with the faculty sponsor(s), will decide on the most appropriate course of study leading to a doctoral degree. A faculty sponsor is held responsible for ensuring that

graduate students under his or her direction receive the best and most appropriate instruction and guidance. On occasion they may serve as "facilitators" in initiating contacts, on the student's behalf, with other members of the Hopkins faculty, or with faculty in other institutions of higher education, both nationally and internationally. The faculty sponsor carries the burden for ensuring that students under his or her direction are making satisfactory academic progress.

Discussions between students and faculty sponsors should take place frequently, and may serve to review the student's progress, exchange ideas or information, belay doubts or provide encouragement. Students should themselves initiate such meetings, and not merely wait for a faculty member to approach them.

As part of the request for fellowship renewal process, the faculty sponsor, in conjunction with all other faculty with whom the student is working, must write a letter to each of their graduate students reviewing that student's performance and progress in the course of the preceding year. A copy of this letter becomes part of the student's request for fellowship renewal.

FACULTY ADVISORY COMMITTEE

The faculty sponsor is responsible for oversight and coordination of a student's program of study. In this responsibility the sponsor is assisted by an advisory committee, comprised of those faculty with whom the student is taking fields. This committee should be fully constituted by the end of a student's first semester of graduate study, by which time it is fairly apparent which fields the student will be taking and the general direction of his or her interests. Faculty sponsors will formally and informally discuss a student's program of study with colleagues, and students are encouraged to do likewise with those faculty members they deem most appropriate.

The faculty advisory committee has two primary functions:

1. To advise and guide the student throughout the course of his or her graduate studies.
2. To evaluate the student's progress.

DIRECTOR OF GRADUATE STUDIES

The Director of Graduate Studies helps orient students to the department and assists them in professional development. The director runs an orientation session for incoming students and a first-year workshop designed to introduce the first-year students to each other and to broad themes in current historiography. The first-year workshop also operates as an informal arena for the discussion of work-in-progress. In addition to this

workshop, the director also supervises a series of workshops for more advanced students that focus on professional development: the writing of grants, the process of applying for the job market, etc.

STUDENT-FACULTY COMMUNICATIONS

The comparatively small size of the program makes informal relationships possible between faculty and students. This is one of the strengths of the Hopkins system, enabling a student to approach a faculty member whose research interests are different from those of the student, but with whom the student may wish to consult on a point of information or methodology.

The History Graduate Students' Association was founded in the early 1970s and all graduate students in the Department have automatic membership. It runs its own workshops and it represents the interests of graduate students in the department and in the university. In consultation with the Director of Graduate Studies and the Chair, it invites speakers to the Seminar. A steering committee of three is elected each year in February. The HGSA has two main purposes: first, to represent the concerns of graduate students on academic matters in the Department (and at the University level, in cooperation with the Graduate Representative Organization); second, to enhance collegiality among graduate students.

MASTER OF ARTS DEGREE

Normally only those students whose intent is to proceed to the PhD degree are admitted for graduate study, but the Department does offer the MA degree. This may be obtained in the following manner:

TERMINAL MA

In special cases students may be admitted for study leading to the MA and not to the PhD. Such students will be eligible for the conferral of this degree after one full year of graduate study, and after these requirements have been met:

1. Successful completion of an examination showing ability to read at least one foreign language.
2. Completion, and presentation to a General Seminar, of a satisfactory research essay. This is referred to in University Regulations as a Master's thesis and must demonstrate the student's ability to use historical sources, exercise critical judgment, and present conclusions in a well-reasoned and literary manner. The form and subject of such an essay will be decided on by the student in consultation with the faculty sponsor, but

students should also be aware of requirements as to form and deadlines imposed by the Graduate Board of the University. Students for the MA degree are expected to participate in the activities of the Department and to attend seminars in no less a degree than is expected of doctoral candidates. The essay, on University-approved paper, must be submitted to the Graduate Board of the University by the prescribed deadline. See the Graduate Coordinator for details of thesis preparation and submission.

3. A faculty member must certify that the student has completed a general field in history. Candidates for the MA degree must register with the Graduate Coordinator.

CONTINUING MA

This degree is automatically awarded to those doctoral candidates who successfully complete all field examinations and have met all language and other requirements of the Department and are eligible for post-certified classification.

MA AS A TERMINAL DEGREE FOR THOSE ENTERING AS PHD CANDIDATES

In all but rare instances the MA degree is offered as a rite of passage for students who commenced graduate study with the intention of pursuing their studies to the successful completion of the dissertation. Because changes of intention, of external circumstances, or because of failure to meet departmental requirements for approval as a post-certified graduate student, a student may be awarded an MA degree at the end of his or her second year of graduate study. Should a student at the end of the first year of graduate study have failed to meet departmental requirements, and should the faculty sponsor(s) be unable to recommend that the student continue to the second year of graduate study, the student may be awarded an MA degree if he or she has met the basic requirements for the terminal degree.

BA-MA DEGREE (more information in the Undergraduate Student Handbook)

Students admitted to Hopkins as undergraduates, and who demonstrate exceptional ability and promise, may be admitted by the Department for a course of study which will culminate in the award of a combined BA and MA degree. Such admissions are exceptional. To apply for the BA/MA degree, students must submit an application to the graduate program by December 1. Their application must include two letters of recommendation from faculty, a letter of support from a faculty sponsor who has agreed to supervise a masters thesis and admit the student into a seminar, a personal statement

and proposal for a research project, and a writing sample, preferably a research paper. For further details, students interested in this degree should consult the Graduate Coordinator for details.

JOINT DOCTORAL DEGREE IN HISTORY AND ANTHROPOLOGY

See the Graduate Coordinator for details.

THE DEPARTMENTAL SEMINARS

DEPARTMENTAL Seminars constitute the core of the graduate program in history. Students are not only required to attend these seminars, but are expected to participate. No grades are given nor is there any record of attendance, but students should recognize that the extent to which he or she participates in such open discussions may form part of the knowledge which faculty members have of a student, and thus may come to be another factor in the evaluation of a student's progress and performance. Letters of recommendation for financial aid or for placement often carry a reference concerning a student's participation in debate or discussion.

There are three categories of seminars:

“THE SEMINAR”

This is primarily intended for discussion of research in progress or completed, or for the presentation of a working paper or a finished paper prior to submission for publication. Such papers are presented by members of the faculty, advanced graduate students, or guests of the Department. The Seminar plays a major role for all members of the historical community of Hopkins, and serves as a forum for intellectual exchange. Faculty and graduates are expected to attend, and participate in The Seminar.

REGIONAL DEPARTMENTAL SEMINARS

These are offered in the major areas of concentration of the Department. The critical importance of Regional Seminars (American, European, and Comparative) cannot be over-emphasized and they have been, and continue to be, effective instruments for the lively exchange of ideas between faculty and students, and for the rigorous examination of research papers and proposals. Faculty members as well as students are expected to attend meetings of those General Seminars relevant to their fields of study. In addition,

each student is required to present at least one paper to a General Seminar during the first year of graduate study.

PROFESSORS' SEMINARS

Such seminars are conducted by individual professors in their immediate areas of research and specialization, but have the broader purpose of providing training in historical concepts, methodology, and the writing of research papers. These seminars are organized in different ways. Some amount to graduate courses, with weekly reading and writing assignments. Others are more loosely organized. Graduate students are expected to attend the seminars of the professors with whom they are preparing general exam fields.

WORKSHOPS

The first-year workshop is designed to enable students in the first year to meet each other and to discuss a substantial essay each week for five or six weeks. This workshop is entirely voluntary and is meant to foster intellectual sociability. Other workshops for advanced students are intended to assist them in professional development.

LANGUAGES

The University requirement for the MA and PhD degrees is one foreign language. No substitution, such as mathematics, statistics, or computer languages, is permissible. In the Department of History, students are required to have a reading knowledge of those foreign languages necessary for satisfactory completion of their program of graduate study. Ordinarily no student is admitted unless his or her record indicates an ability to read at least one foreign language. Students should be prepared to demonstrate such competence upon arrival at Hopkins. In the case of foreign students from non-English speaking countries, they may be permitted to use their native languages in compliance with the language requirement. As a rule the Department will approve such substitutions provided there is sufficient assurance that there exists a reasonable body of literature, pertinent to the student's area of specialization, in the native tongue.

Departmental requirements are as follows for students in the following areas:

Continental European and Early Modern British history: students must have a reading knowledge of at least two languages in addition to English. Students in medieval history are also required to have a reading knowledge of Latin. For Modern British history, students must have a reading knowledge of one language in addition to English.

American history: students must have a reading knowledge of at least one language in addition to English.

Latin American and Caribbean history: in addition to English, students must have a reading knowledge of at least two of the following languages, depending on their areas of specialization: French, Spanish, Portuguese, Dutch.

African history: all students must have a reading knowledge of one language in addition to English. Students may fulfill this with one additional European language or an African language. French is highly recommended but not required.

East Asian history: all students must have a reading knowledge of three languages: English, Chinese, and Japanese.

Decisions as to which languages are required, and how the requirements will be best met in the case of non-standard languages, are made by the faculty advisor(s) in consultation with the student.

LANGUAGE EXAMINATIONS

Students are expected to pass a written examination in one language within a month after entering the Department, and must do so before the end of their first year. Language examinations are given in the Department in the second full week of each semester and during the last full week of the spring semester. Customarily, examinations comprise the translation into English of part of a scholarly article or review, of some 500 words. The use of a dictionary is permitted, unless otherwise stipulated. The Department does not permit substitution of this examination requirement by achievement at a certain percentile on the Graduate School Foreign Language Test (GSFLT) offered by the Educational Testing Service, nor by obtaining a grade of pass in a language course.

Students of whom competence in two or more languages is required must fulfill departmental requirements as to competence in at least two languages before taking the field exams. Students of whom competence in a third language is required must establish with their major professor a schedule as to when this particular regulation must be met.

Students intending to take language examinations administered by the Department must register with the Graduate Coordinator. The student will be notified of results in such examinations. The Department Chair certifies the successful completion of the language requirement to the Registrar, who makes a notation on the student's transcript.

FIELDS

The Department requires students to be versed in areas of history other than that most directly related to their proposed topic of research and dissertation. All graduates must

have a detailed command of four fields (areas of specialization) approved by the faculty sponsor. They are as follows: the major field, which is customarily pursued under the direction of the faculty sponsor, and bears directly on the topic of the dissertation; and three other fields. The standard of performance expected of students in the three other fields is on a par with that expected in the major field. In the choice of these other fields there is considerable flexibility. Customarily at least two of these are in history, but it is possible for students to pursue one or two of their other fields in disciplines outside history (anthropology, political economy, etc.). Encouragement is given to those students wishing to pursue a course of studies which will provide, or enhance, an interdisciplinary perspective. The Department will cooperate with other departments of the University to work with students in fields that cross, or lie between, conventional disciplines. Usually, participation in a year-long professor's seminar, culminating in an examination or a research paper, is necessary for a field. However, students are also expected to do more independent reading beyond the set readings for the seminar.

The choice of fields is made by the student after discussion with the faculty sponsor and appropriate professors. Consequently, requirements for fieldwork vary and are on a case by case basis. Customarily the student will be required to attend the professor's seminar in the area of the major field, and will also attend the most appropriate Regional Seminar. Auditing seminars on the part of advanced students is a strong tradition in the department. Graduates are expected to go through the usual formalities of registration for such courses, although they may or may not wish to receive credit for attendance and may or may not be required to complete written requirements. The amount of classwork varies considerably from professor to professor. Course credit and grades are not given for this work.

The order and manner in which a student meets the field requirements is to be agreed upon by the student and faculty sponsor. Ordinarily students will prepare an extensive reading list in advance of the examination. All written work produced in connection with fulfillment of the four fields must be placed in the student's file maintained by the Graduate Coordinator. While there is flexibility, ordinarily at least two fields should be pursued in the first year in sufficient intensity to allow a reliable assessment of the student's performance by the end of that year.

FIELD EXAMINATIONS

One field, designated the first field, will be passed by written work, either examination or otherwise, as determined by the professor, by the end of the second semester, or exceptionally by the beginning of the third semester of graduate study. A full report on the student's performance in this field will be submitted by the professor in charge to the Graduate Coordinator when the field is completed. Students doing a first field outside the Department should make certain that the professor (or professors) in charge understands

that such a written report on their performance in the field is to be submitted to the Graduate Coordinator in the History Department.

The remaining three fields, designated as qualifying fields, will be tested by written work, examination or otherwise, as determined by the professors, to be followed by an oral examination. These examinations must be completed by the end of the fourth semester of graduate study. If exceptional circumstances warrant, these examinations may be postponed to the beginning of the fifth semester, but only upon acceptance of a written request from the student's major professor by the Graduate Committee. It is not possible to take examinations in more than one field with the same professor. At the qualifying oral examination these three fields shall be represented; if any field advisor is unable to attend, his or her department Chair shall appoint a substitute.

To be eligible as a candidate for these qualifying examinations a student must have completed all language requirements. There will be no exception to this rule.

SCHEDULE OF QUALIFYING FIELD EXAMINATIONS

Written examinations are given three times during the academic year. The written parts of the examination will always be given (and only given) on alternate week-days during the first full week of classes at the beginning of both the first and second semesters, and during the second to the last full week of classes of the second semester. No special notice will be sent to the students concerning the examinations. The student must register with the Graduate Coordinator a statement of intent to be a candidate for these examinations. The oral part of the examination will usually be scheduled within one week after the written examinations, and is customarily of between one and two hours duration. Written examinations will be no more than eight hours duration, and students are assured of a 24-hour rest period between each such written examination. The written examinations will be picked up at 8:00 a.m. on the morning of the examination and returned no later than 4:30 p.m. the same day. Exams will normally be picked up from and returned to the Graduate Coordinator.

FORM OF THE EXAMINATION

The nature and content of the written examination will be established by the professor supervising the field. In the past formats have included a stipulated number of essays selected by the student from a wider choice, a lengthier essay or survey of one specific topic, or even a suggested outline-with readings for a proposed graduate or undergraduate course. If a professor offering a field wishes to require a research paper in lieu of a written examination, this is his or her prerogative. Such a research paper may have been presented to a seminar, but it is not in lieu of the seminar paper required of all graduate

students and which must be presented to a General Seminar during the first year of graduate study. A copy of all written work for the completion of a field must be deposited in the student's file. The oral examination will be conducted by those three professors who have supervised the student's qualifying fields. Generally each professor will question the student for 15 or 20 minutes not merely on those questions answered or unanswered by the student during the written examination, but in the more general area of the field.

The results of oral examinations are: distinction, pass, low pass, fail. The results of such examinations, when successful, will be communicated to the Dean in writing by the departmental Chair.

There are no exceptions to the above schedule nor can exemptions from these requirements be made. Professors who are on leave at the time of the written examination will be expected to provide the Graduate Coordinator with a written copy of the examination which will be given to the student. This examination paper will then be forwarded to the professor for evaluation, and the professor will make comments and a written evaluation to a substitute who will conduct the oral examination. Three fields shall be represented at the oral examination; if any field advisor is unable to attend, his or her department Chair shall appoint a substitute examiner.

A student may, with the approval of the faculty sponsor and on the recommendation of the faculty advisory committee, postpone examinations for one year. In such cases financial support will not be provided for this third (postponement) year. Students may enroll at their own expense or they may take a year away from formal instruction at The Johns Hopkins University. In all other respects a postponement takes place without prejudice to a student's future academic standing, and may be recognition of the varied levels of preparation which students bring to graduate work and of the different requirements for qualifications in different fields.

DISSERTATION

Normally students are working on their dissertations during the third, fourth, and fifth years of graduate study. Before commencing dissertation research, students are strongly advised to present a prospectus or plan of research to one of the General Seminars.

General regulations with respect to the format of dissertations are established by the Graduate Board of the University. That information can be obtained by contacting the Graduate Coordinator. Other matters of style and form are determined by the faculty sponsor. For more details consult the Dissertation Requirements as appended.

For Commencement, a doctoral robe is available on loan from the Graduate Coordinator on a first-come, first-served basis. In order to insure the availability of the gown, please reserve early.

DISSERTATION REGULATIONS

It is to your advantage to register your dissertation topic with the American Historical Association as soon as the topic has been clearly defined. Forms for use will be distributed yearly by the Graduate Coordinator.

DISSERTATION DEFENSE

The Graduate Board of The Johns Hopkins University sets certain general regulations governing the dissertation defense. After a candidate's dissertation has been approved by the supervisor and a second faculty reader (who is usually, but not necessarily, a member of the Department), the student must make available copies of the dissertation two weeks in advance for the doctoral examining committee. The student shall deliver a brief account of the findings of the dissertation. The defense will be publicly announced and open to all. It will be attended by the doctoral examining committee of five members approved by the Graduate Board (three members from within the Department, and two members from without). At the conclusion of the lecture the members of the doctoral committee will be free to pose questions to the candidate. Usually each examiner is allotted ten or fifteen minutes. Others attending the defense may be invited to question the candidate. The examining committee will then withdraw from the lecture room to deliberate over the candidate's thesis and performance during the oral examination. Members of the committee will vote according to the rules of the Graduate Board.

PROFESSIONAL DEVELOPMENT

The members of the Department recognize a responsibility to assist students in finding a job, and to this end maintain formal and informal ties with colleagues in the United States and overseas. Information concerning jobs takes many forms: first, through advertisements in the Chronicle of Higher Education and in the Employment Information Bulletin issued at regular intervals by the website of the American Historical Association, THE H-NET WEBSITE; as well as through personal contacts by faculty members or graduates with colleagues elsewhere, through the "grapevine," or through letters sent to individual faculty members announcing openings in their fields and soliciting names of potential suitable applicants. All advertisements and announcements are outside the departmental office and announced via email to students and faculty.

While there are no set procedures to be followed by graduates seeking employment, the following should be borne in mind: in November or December of a student's fourth year, he or she should establish a dossier in the Placement Office. This dossier will contain a curriculum vitae (listing thesis topic, completion or proposed completion date, publications, papers delivered at professional meetings, teaching experience, relevant administrative or other experience, areas of research and teaching capabilities) and letters of recommendation from those most familiar with the student's work. The Placement Office levies a fee for this service. Students should consult the Placement Office for further details for establishing a dossier.

DEPARTMENTAL POLICY ON FINANCIAL AID

Financial support, be it in the form of teaching or research assistantships, tuition payments, or cash stipends, is awarded on the basis of scholarly promise and performance. Merit and not need is the sole criterion for the decision to give such support. Such factors as sex, race, or national origin are not taken into account. No distinction is made between incoming and continuing students in the distribution of cash stipends. Funds are intended to attract outstanding applicants to The Johns Hopkins University and to provide financial support during their years of graduate study, provided that they continue to meet demanding academic standards.

TYPES OF FINANCIAL SUPPORT

The resources available come from more than one budget and include the following:

1. Teaching Assistantships

Graduates who receive financial support under this rubric are required to perform designated duties such as acting as section leaders and grading papers in introductory courses or in other courses with heavy enrollments. Student accepting teaching assistantships enter into a contractually binding relationship with the Department. The workload is 15 hours per week for a 30-week academic year. Part of the salary received for this work is subject to U.S. and State income tax. Such students also receive full tuition.

In accordance with present University policy, teaching assistants are required to fill out a Financial Aid Form available in the Financial Aid Office to determine eligibility for work-study. Ineligibility for work-study will in no way affect the award of a teaching assistantship.

No student may hold more than one teaching assistantship at the same time.

2. Resident Tuition Fellowships

There are 100% tuitions and 80% partial tuitions available for resident students. All pre-certified students must be resident. Partial tuition funds may not be combined to make full tuitions.

3. Non-resident Tuition Fellowships

These are only for students who have been certified as qualified to proceed with dissertation research and writing leading to the PhD. The graduate student who has completed all the requirements for post-certification is eligible for non resident status and reduction of required tuition to 10% of full tuition. Department funds are occasionally available to cover this 10%. Tuition funds cannot be combined to make a full 100% tuition. Tuitions cannot be converted into stipends.

4. Cash Stipends

Funds available for cash stipends are used primarily to support entering graduate students and assist non-teaching continuing students. The extent of funds available for stipendiary support is negotiated each year between the Department Chair and the Dean of the Faculty of Arts and Sciences. Taxes are not withheld from such stipend funds, but the income is taxable. See the Tax Office in the Garland Hall Controller's Office for further tax information.

5. Lovejoy Honorary Fellowships

These fellowships carry no financial support but are intended to provide public recognition of academic excellence. Students who do not have need of financial support, but whose academic performance has been such as to merit an award are encouraged to apply for this type of fellowship.

6. Owen Fellowships

These fellowships are awarded by the Krieger School of Arts and Sciences, at the time of admission, and carry a higher stipend. Otherwise, their terms are identical to ordinary History Department stipends.

7. Dean's Teaching Fellowships

These fellowships, which carry a stipend, allow graduate students to teach a one-semester course of their own devising. Students are eligible for them after completing their fields. A competition is held annually in the fall semester, for Graduate students throughout the

Krieger School of Arts and Sciences, for courses to be taught in the following academic year.

8. Women, Gender, and Sexuality Teaching Fellowships, Jewish Studies Fellowships, and Africana Fellowships

In addition to departmental and Owen Fellowships, a certain number of fellowships are also available annually from the Program on Women, Gender, and Sexuality, from the Jewish Studies Program, and from the Africana Studies Program. Some of these are awarded at time of admission, and others after a competitive application process after completion of fields. More information is available on these fellowship programs.

DISTRIBUTION OF FINANCIAL AID

All decisions as to the distribution of all forms of financial aid are made by the Committee on Graduate Studies. Members of the History Department are appointed to this Committee for terms of three years by the Chair of the Department. The Committee comprises three faculty members, one of whom is designated the Director of Graduate Studies.

COMMITTEE PROCEDURES FOR CONTINUING STUDENTS

1. The Committee informs students of departmental policy regarding the distribution of financial aid. The Director of Graduate Studies may choose to convoke a meeting of all students for this purpose during the fall semester.
2. The Committee establishes each year a calendar for the distribution of financial aid. This calendar is made available to students.
3. The Committee makes its awards on the basis of numerical evaluations submitted by two professors chosen by the student and the faculty sponsor's written evaluation of the student's performance. Students may choose professors who are from outside the Department with whom they have done extensive work. The Committee is also willing to consider non-numerical evaluations from additional professors for purposes of information and clarification.

4. The Committee encourages students beyond the second year of graduate study to seek outside sources of financial aid. Students beyond the second year are required to inform the Director of Graduate Studies in writing of their efforts to obtain such aid for the following academic year by November 1 of each year.
5. The Committee on Graduate Studies is prepared to provide funding to students for a maximum of five years.
6. In all cases students will be informed of their awards in writing, and acceptance of certain awards is tantamount to a contractual agreement if service to the Department is a condition of the award.
7. The Committee normally does not consider financial aid applications from students who are beyond their sixth year of graduate study.
8. Students receiving departmental aid should be aware that they have the responsibility to inform the Committee immediately if they are fortunate enough to obtain an outside fellowship.
9. Normally first-year students receive stipends and second-year students teaching assistantships. In their third, fourth, or fifth years of eligibility all students are initially assigned teaching assistantships. If the assignment of an assistantship is not congruent with their plans for completing the dissertation, they may inform the Graduate Committee in writing of their particular needs. The Graduate Committee will make every effort to grant a non-teaching stipend provided that the department is able to maintain its instructional program.

DISTRIBUTION OF FINANCIAL SUPPORT

TENURE OF AWARDS

In the case of incoming students, the Committee normally grants financial support for five years, provided the student demonstrates the appropriate standard of academic success. Students must reapply annually for support; such a renewal is conditional on the continuation of satisfactory performance evaluations. For the terms of their own particular fellowships, students should refer back to the letters they received upon admission to the department.

APPLYING FOR FINANCIAL SUPPORT

It must be emphasized that continuing students wishing to be considered for any of the fellowships defined above must submit a request for such support. Request forms are distributed in mid-February.

OTHER FELLOWSHIPS

Foundations, the federal government, international agencies, foreign governments, and corporations provide financial support for graduate fellowships, tenable at The Johns Hopkins University. Such support may be unconditional, may require a period of residence in a specific country, may be short or long term, and may be used for travel, purchase of essential equipment or supplies, use of computer time, etc. In many cases such grants bring not merely financial support to the recipient, but also recognition of academic excellence. Students are encouraged to apply for such grants and in the past students from this Department have been very successful in securing such funds. Students should discuss the availability of such grants with their faculty sponsors and should consult advertisements for such grants posted outside the History Department office. The Department Administrator has a book listing such grants, and further sources of more wide ranging information are available in the reference section of the M.S.E. Library.

DEPARTMENTAL PRIZES AND FELLOWSHIPS

There is at present one such prize or fellowship for which graduate students in the Department is eligible:

BUTLER PRIZE

The Butler Prize is awarded annually to the best paper written by a first-year student and presented to one of the General Seminars. Each year the Chair of the Department appoints a faculty committee to select the winner. Papers are normally placed in nomination by faculty sponsors. They must involve original research and meet standards necessary for publication. The Prize was established in 1957 by Dr. Alexander Butler, a graduate of the Department.

GRADUATE STUDENTS AND THE IRS

Detailed tax information is available from the University's tax consultant whose office is in Garland Hall (a department of the Controller's Office).

PAYCHECKS

Students who are awarded a stipend or a teaching assistantship will receive semi-monthly paychecks. These checks are issued on the 15th and the last day of the month (September through May). If the 15th or the last day falls on a weekend or holiday, checks are distributed on the last working day prior to the 15th or the last day of the month. Checks will be delivered to your departmental mail box. Direct deposit is available for your paycheck. Consult the Graduate Coordinator for details.

WORK/STUDY AND STUDENT LOANS

The administration of these funds does not lie within the purview of the Department but the following may be of interest to students.

During January or February of each year Financial Aid Forms for the coming academic year will be available in the Office of Financial Aid in Garland Hall. These applications must be filled out and returned if a student wishes to be eligible for work/study and federal loan programs. Work/study is a major source of financial support for students.

The Work/Study program is of particular importance to the University because it enables the University to use work/study funds for teaching assistantships. Since 1976 all academic support and teaching activities provided by graduate students and which receive monetary compensation fall within the scope of the federal work/study program. Thus the University, by availing itself of these federal funds, can increase its pool of financial aid. Only U.S. citizens and permanent residents are eligible for such funds.

Students should note that there are no departmental funds available to cover the processing fee for the above-mentioned Financial Aid Forms.

NATIONAL DIRECT STUDENT LOANS (NDSL)

National Direct Student Loans (NDSL) are made to students on the basis of financial need, which is defined as the difference between what a student can contribute to the cost of advanced study and the actual cost. Loans are usually offered at low interest rates, and can be repaid over an extended period after the student leaves the institution. Eligibility for these loans is determined by the uniform methodology performed on the Financial Aid Form (FAF).

GUARANTEED STUDENT LOANS (GSL)/FEDERALLY INSURED STUDENT LOANS

A fact sheet containing current regulations is available in the Financial Aid Office in Garland Hall.

JOHNS HOPKINS EMERGENCY LOANS

A graduate student may borrow up to \$300 on an emergency basis for up to 90 days (interest free) to help with college-related emergencies. This type of loan usually takes 14 days to process.

FURTHER INFORMATION/APPLICATION FORMS

Students seeking further information concerning these loan programs and application forms should contact the Director of Financial Aid in Garland Hall.

EMPLOYMENT OUTSIDE THE UNIVERSITY

The Baltimore-Washington area provides frequent opportunities for part time posts. These may range from a teaching post in a local private school or private tutoring, to a consultancy with a neighborhood history project, or a part time lectureship in a nearby college or university. Most such jobs are more suitable for students in their second or subsequent years, and indeed the view of the Department is that first-year students are under sufficient pressure to meet the departmental requirements and should be discouraged from seeking outside employment. Regardless of the year of graduate study, all students should balance the financial gain against the time that could otherwise be devoted to study or to the writing of a dissertation. Such jobs are usually passed on by word of mouth or by memos circulated to Department members.

STUDENT FILES

With the passage of the Family Educational Rights and Privacy Act (1974), there are rules under which the University discharges its obligation in accordance with the Act. Copies appended. The Department has guidelines concerning student files and access to information contained therein.

CONTENTS OF FILES

The following items of information are in the files of graduate students maintained by the Graduate Coordinator: admissions materials, payroll information, copies of registration forms, financial aid data, correspondence with, or concerning, the student, seminar and other papers, language competence certification, copy of transcript, evaluations for financial aid, advisory committee report. Students are reminded that there may be information in their files to which they have waived their right of access.

DEPARTMENTAL POLICY

1. No educational record maintained in this Department will be made available to outside agencies or individuals, except duly authorized University officers. None will be transmitted to the Placement Office.
2. Students have access to educational records in their files, without prejudice, through written application to the Chair identifying the document or documents sought. Should the student be uncertain what document might contain the information he or she seeks, or should the status of any document in question be uncertain, the student should consult with the Chair about how to proceed.
3. Fellowship renewal forms prepared for the Committee on Graduate Studies include conventional formulae whereby each student may waive or reserve right of access to information provided the Committee by his or her advisors.
4. The files will not be weeded in anticipation of student access.

SERVICES

LOUNGE AND COMPUTER SERVICES

The Department has a graduate student lounge on the fourth floor of Gilman Hall, equipped with several computer and printers reserved for graduate students. Students may obtain university email accounts and web storage space from the university computing services. For more information, go to http://webapps.jhu.edu/jhuniverse/information_technology/getting_started/

DUPLICATION SERVICES

The Department has a Xerox machine. Students who wish to avail themselves of this service must request an access number from the Department Administrator, and will be required to pay the per-page rate for all copies. However, papers duplicated for the departmental seminars will be duplicated by the department itself at no cost to the students.

TELEPHONES/FAX

Students are not permitted use of outside telephone lines. Fax facilities are available to students on a cost-per-page basis.

MAIL HANDLING

Mail is delivered to students' departmental boxes daily. Students absent from campus for any length of time should leave a forwarding address with the administrative assistant in the main departmental office so first-class mail can be forwarded.

LIBRARY FACILITIES AND SERVICES

The Milton S. Eisenhower Library maintains extensive holdings adequate for graduate research in most areas. It also maintains subscriptions to the most important electronic databases for scholarly research, including JSTOR, Project Muse, EEBO, ECCO, and ARTFL. The Library has lounges, reading areas, and special collections, but graduates will wish to obtain for their own use one of the carrels allocated to the Department and situated on B level. Each carrel comprises a working space and a locker and may be obtained by applying to the departmental Graduate Coordinator. The stackmaster of the Library requires a small deposit (\$5) to be paid for keys for lockers. Occasionally, when a faculty member is on leave or during vacation, he or she may permit the use of his or her library study by a graduate student. It should be emphasized that this is a purely personal arrangement between faculty member and student and carries no official sanction.

Students who are on leave of absence, non-resident status, or who are studying abroad should not leave books or personal belongings in their carrels. Usually such carrels will be reassigned to resident students since the Department has a severely limited number of carrels at its disposal.

Graduate students are also able to take advantage of the Eisenhower Library's "Eisenhower Express" system. Books and articles may be requested by e-mail or over the

internet and delivered directly to the student's departmental mailbox (in the case of articles, a photocopy will be provided). For more information, please email express@jhu.edu

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