



Master of Arts in Humanities
Program Handbook

(Last Updated – November 2023)

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Program Overview

Candidates for the Master of Arts in Humanities must complete a 30-credit interdisciplinary course of study. In four *required* proseminars students become familiar with the theoretical and methodological concerns of the program's core fields: English, history, philosophy and religion, art and archaeology, foreign languages and literatures, and music. In elective courses students apply their study of theory and methodology in pursuit of their specific academic interests and their final research projects.

At least one proseminar and one elective course are offered each fall and spring. Additional elective courses are offered in the summer. Courses are generally offered in the evening to accommodate the schedules of working professionals.

Students may take both a proseminar *and* elective courses in any given semester. While students must take all four proseminars, they do not need take them in any particular order and they do not need to complete any proseminars before taking any elective courses.

Four Required Proseminars:

- | | |
|--|-----------|
| - HIST 501 – History Proseminar | 3 credits |
| - PLRL 501 – Philosophy and Religious Studies Proseminar | 3 credits |
| - FA 501 – Fine Arts and Music Proseminar | 3 credits |
| - LIT 501 – Literary Studies Proseminar | 3 credits |

Elective Coursework (4 or 5, 3-credit courses)	12 or 15 credits
- Number of electives taken determined by choice of final research project (see below)	

Final Research Project	3 or 6 credits
- Either HUM 594 (Portfolio – 3 credits) or HUM 580 (Thesis – 6 credits)	

30 credits

Program Curriculum

The curriculum for the M.A. Humanities program comprises three components: required proseminars, elective courses, and a final research project (portfolio or thesis).

I. Required Proseminars:

The foundation of the program's curriculum comprises four proseminars. These courses introduce students to the theoretical and methodological concerns of the program's core fields: English, history, philosophy and religion, art and archaeology, foreign languages and literatures, and music. The proseminars, which are offered on a consistent two-year cycle, are:

History 501 – History Proseminar (3 credits)

This course introduces students to the study of history at the graduate level. Examining a single theme across several societies and time periods, it addresses questions of methodology, theory, historiography, and the research and writing techniques used by historians.

PLRL 501 – Philosophy and Religious Studies Proseminar (3 credits)

This course introduces students to the study of philosophy and religion at the graduate level. In addition to surveying the key concepts and methodology that inform philosophical inquiry, students will engage in a comparative study of the meaning and function of myth, symbol, and ritual in the world's various religious traditions. Readings will be drawn from ancient and modern sources.

FA 501 – Fine Arts and Music Proseminar (3 credits)

This course will be devoted to ways of understanding the histories of music and the visual arts. These histories, sometimes intertwined, sometimes distinct, will be approached chronologically, and addressed through a variety of scholarly methods, including formal analysis, social history, Marxism, gender study, semiotics, deconstruction and others. Classes will be devoted to lectures by the designated faculty and selected guests, as well as selected readings, discussion, viewing and listening.

LIT 501 – Literary Studies Proseminar (3 credits)

Offered by faculty from both the English and Foreign Languages and Literatures departments, this course introduces graduate students to the discipline of literary studies. A central seminar "problem" will be the basis for questions related to literary history, theory, and methodology. Possible topics are "The Question of Genre: Theories of Tragedy"; "Narratology: Cervantes and Nabokov"; "Intertextuality: Shakespeare's *Tempest* and its Cultural Ramifications."

II. Elective Coursework:

In addition to the required proseminars students must take elective courses. The number of elective courses required to complete the degree is determined by each student's choice of

final project options (portfolio or thesis). Students who elect to complete the *portfolio* option must complete 5 elective courses. Students who complete the *thesis* must complete 4 elective courses. The difference in course requirements reflects the different amounts of work required by the two final project options. In general, the thesis option requires more work than the portfolio option. Therefore, students who pursue the thesis will complete less coursework in order to ensure a common workload for all students who earn the M.A. Humanities.

At least one elective course is offered each semester. Student interests, faculty schedules, and the multi- and interdisciplinary character of the program determine the specific elective offerings in a given term.

The following *types* of courses may be offered as electives for the M.A. Humanities degree. Specific course offerings for each semester are made available to students by the program director via email prior to registration. **Note:** Students need to complete 4 or 5 elective courses (depending on their choice of final project). They may take any combination of the below types of courses to fulfill this requirement. HUM 597, 599A, and 550 are not required to complete the degree. They are options available to earn the required number of elective credits.

- HUM 560 (A special topics course offered by a member of the humanities faculty and open to all students in the M.A. Humanities program) (3 credits) - Discipline-Specific 500-level course (A 500-level course offered by any of the program's departments, e.g. HIST 5XX, ENG 5XX, and listed as open to M.A. Humanities students in a given semester; some discipline-specific courses may be double-numbered 4XX/5XX and enroll both undergraduate and graduate students. In such cases, students in the M.A. Humanities program should enroll in the 500-level version of the double-numbered course. The 400-level version is for undergraduates only.) (3 credits)
- HUM 597 – Humanities Internship (1-3 credits) (see following page for details)
- HUM 599 A – Writing for the Humanities (3 credits)
- HUM 550 – Directed Reading (**by petition only**) (credits TBD)
- 1 graduate-level course in a non-Humanities field (**by petition only**) (credits TBD)

NOTE: Per Graduate School policy, no course double-numbered 3XX/5XX may be taken for credit in the program.

HUM 550 – Directed Reading: Directed readings require the approval of the program director and are reserved for special circumstances. In general, students should plan to earn all credits through the program's regular proseminar and elective course offerings. **Students interested in pursuing a directed reading should speak with the program director before attempting enrollment.** If a student receives permission from the program director to complete a directed reading, they are responsible for arranging the course with an appropriate and willing faculty member. Prior to enrolling in HUM 550 students must file a Permission to Enroll Form with the Registrar (<https://www.hood.edu/graduate/academics/graduate-forms-guidelines>). This form requires the signatures of the course instructor and the program director as well as a written proposal that includes the course title, a description of the course, and the workload (amount of reading; number of meetings with the instructor; number of written assignments and nature and amount of research) to be done in the course. It is the responsibility of the student to acquire all required information and faculty approval prior to registration.

HUM 597 – Humanities Internship: A student in the M.A. Humanities program may elect to complete a humanities-related internship for 1-3 credits if they meet the following requirements:

- 1) they have completed at least 21 credits, including the 4 required proseminars, toward the M.A. Humanities degree
- 2) they have a GPA of at least 3.0 in the M.A. Humanities program

Students must work with their academic advisors to identify a humanities-related internship opportunity and an appropriate faculty advisor for the internship. In addition, it is the student's responsibility to identify an on-site internship supervisor.

When arranging an internship, students should keep the following requirements in mind:

- All internships must include at least 60 hours of on-site participation per credit hour (1-3 credits x 4 hours per week per credit x 15 weeks = 60-180 hours)
- Students must maintain a weekly log/journal of their activities
- Students must communicate and share their log at least monthly with their Hood faculty internship supervisor
- The on-site internship advisor and the Hood faculty internship supervisor must communicate at least twice (once at the mid-point of the internship and once at the end of the internship) to evaluate the student's progress. This communication is initiated by the faculty internship supervisor.

To enroll in HUM 597, students must submit a 3-5 page prospectus to their Hood faculty internship supervisor. The prospectus must carry the signature, indicating approval, of the on-site internship coordinator and a member of the Hood College Career Center staff when it is submitted to the faculty advisor for final review. The prospectus should include:

- The start and end date of the proposed internship
- The name and address of the business or organization that will host the internship
- The name and contact information of the on-site internship coordinator
- A detailed description of the proposed humanities-related internship to be completed with a discussion of how the project will connect to the students' past coursework and their future professional goals. Note: The work of interns must extend beyond helping with the daily operations of the host organization and must include completion of a specific humanities-related project with clear, demonstrable (via final assessments described below) connections to the M.A. Humanities curriculum.

Once a student's prospectus has been approved by the on-site internship supervisor, the Hood College Career Center, and the faculty internship supervisor, the student petitions the program director for permission to complete the internship. Once the program director approves, the student may enroll in HUM 597.

Student participation in an internship will be evaluated on the basis of, at least, the following three assessments. Faculty supervisors working with on-site internship supervisors and the student may add additional assignments to these requirements as they deem appropriate.

- Weekly Internship Log

- Students should reflect in a weekly log or journal on the progress of their internship and its connections to their past coursework, future portfolio or thesis plans, and post-graduate professional plans

- Final Internship Report

- By the end of the internship, students should write a formal report in which they connect their work as an intern to a broader humanities-related theme or question explored in their coursework. The report should include citations from appropriate primary and secondary literature when relevant and should be at least 10 pages in length. (Note: Faculty advisors may adjust the length of the report, provided that the above required content is still covered, to accommodate additional assessments designed to accompany a given internship experience.)

- Overall Participation Evaluation

- In consultation with the on-site internship supervisor and through review of the student's weekly log and final internship project, the faculty supervisor will assess the quality of the student's overall participation in the internship. Factors to be considered will include adhering to the schedule outlined in the internship prospectus and the student's level of professionalism.

III. Final Research Project:

After completing the required proseminars and elective coursework, candidates for the M.A. Humanities must complete either a final portfolio (HUM 594) or thesis research project (HUM 580). Students who elect to complete the portfolio option (HUM 594) will need to complete at least 5 elective courses. Students who complete the thesis option (HUM 580) will complete 4 elective courses.

The following indicates the credits needed to earn the degree with either option.

Portfolio Option:

- Required Proseminars (4 three-credit courses)	12 credits
- Electives (5 three-credit courses)	15 credits
- Portfolio Project	<u>3 credits</u>
	30 credits

Thesis Option:

- Required Proseminars (4 three-credit courses)	12 credits
- Electives (4 three-credit courses)	12 credits
- Thesis	<u>6 credits</u>
	30 credits

Instructions for the two final project options begin on page 12 of this handbook.

HUM 594 – Humanities Portfolio (3 credits)

After completing the four required humanities proseminars (HIST 501, PLRL 501, LIT 501, FA 501) and all elective coursework for a total of at least 27 credits, every student who will not be completing a thesis (HUM 580), will complete HUM 594 – Humanities Portfolio for 3 credits. The student will select one substantial paper from three different completed courses and work closely with the Portfolio advisor to develop and revise these papers while adding a scholarly introduction (10-12 pages) that connects the papers to each other and a student's broader area of academic interest. When the portfolio is completed, students will undergo a Portfolio Review by a committee of three faculty members, one of whom is the Portfolio Advisor. **The final portfolio should be at least 40 pages in length, exclusive of the bibliography.**

**** If students know early that they will complete the Portfolio option, they may consider writing course papers with their broader Portfolio theme in mind.*

HUM 580 – Humanities Thesis (6 credits)*

After completing the four required humanities proseminars (HIST 501, PLRL 501, LIT 501, FA 501) and all elective coursework for a total of at least 24 credits, every student pursuing the thesis option will enroll in HUM 580. This is an independent research project or a creative writing project with an academic introduction. The student will work closely with a faculty

advisor and two other faculty members. Students will present their final projects to their advisor and committee members for a final discussion of their research and its potential future development. **The final project should be between 40-80 pages in length, exclusive of footnotes or other documentation.**

*Students earn the 6 credits for the thesis option by enrolling in HUM 580 A (3 credits) during their first semester of thesis work and HUM 580 B (3 credits) during their second semester of thesis work. In situations where it takes more than one semester to complete HUM 580B, students will be enrolled in the course as “In Progress” (IP) each fall and spring term until they complete. This IP enrollment incurs charges for the comprehensive fee.

Program Deadlines, Graduation, and Extensions

Early Initiative:

Whether registering for classes, requesting a directed reading, or submitting a portfolio or thesis proposal or completed project, students are strongly encouraged to take early initiative. Most of these processes require approval from faculty members, the program director, and/or the Dean of the Graduate School. Gathering this approval can take time, and students should plan accordingly. Students who wait to make such requests until the end of a given semester should expect delays. Examinations and commencement activities place added demands on faculty, staff, and administrators in December, May, and August. While every effort is made to meet student needs in a timely fashion, students can avoid delays by registering for classes and gathering required signatures and approval before these busier months.

Final Portfolio and Thesis Submission:

As a general guideline, all final portfolios and theses must be submitted electronically to the MD-SOAR repository and/or ProQuest by the deadlines established in the Academic Calendar. Students should check the [Academic Calendar](#) and/or contact the Registrar's Office to inquire about specific deadlines for a given semester.

NOTE: Students who wish to complete a Portfolio or Thesis in a given semester, must *submit a complete draft of their work to all committee members for final review two weeks prior to the deadline for graduate students to upload their final projects for graduation.* See the Academic Calendar for specific dates each term. This ensures that faculty advisors have sufficient time to review a project, that students have time to make final revisions requested by their advisors, and that the College staff has sufficient time to process completed projects. **Failure to meet these deadlines will result in a delayed graduation date. Exceptions should not be expected.**

Petition to Graduate:

All candidates for the M.A. Humanities must submit a petition to graduate prior to completing their studies. The necessary form and details are available at: <https://www.hood.edu/node/8921>

Requests for Extended Time to Complete Degree:

Graduate students must complete all degree requirements within seven years of enrolling in their first course at Hood College that applies to their individual degree and/or certificate program. If a student needs additional time to complete the degree, they should contact their advisor and the program director. To request a time extension, a student must complete the following form: <https://www.hood.edu/node/14821>

The program director may approve an extension of up to one year. If a student needs to request an extension beyond one year or if they need to request a second extension, after receiving an initial extension, the Graduate Council Committee on Student Petitions will review and decide upon the matter. **If a student needs to request an extension, they should provide a**

realistic timeline for completion in that request. Second extensions are difficult to obtain and usually require unique, extenuating circumstances.

Advising and Student Support

Academic Advising

The program director serves as the academic advisor for all students until they begin their portfolio or thesis projects. At that time, the portfolio or thesis advisor becomes a student's academic advisor.

Questions about the technical registration process, required forms, Self-Service, and/or graduation can be directed to the Associate Registrar of Graduate Studies, Traci Holland (holland@hood.edu).

Important Contacts:

Program Director: Dr. Karen Hoffman / hoffman@hood.edu / 301-696-3433

Graduate School:

Office Contact: 301-696-3600 / gofurther@hood.edu

***For program inquiries and application questions, contact Assistant Director of Graduate Admissions Nick Masucci / masucci@hood.edu / 301-696-3601

Office of the Registrar:

Associate Registrar for Graduate Studies:
Traci Holland / holland@hood.edu / 301-696-3628

Veteran Education Benefits:

<https://www.hood.edu/admission-aid/veterans/veteran-education-benefits>

Financial Aid:

<https://www.hood.edu/admission-aid/financial-aid> / finaid@hood.edu / 301-696-3411

Beneficial Hodson Library and Learning Commons:

<https://www.hood.edu/library> / ask@hood.libanswers.com / 301-696-3909

M.A. Humanities – Final Project Options Overview

After completing all required and elective coursework, candidates for the M.A. Humanities must complete either a portfolio project (HUM 594) or a thesis (HUM 580). Students will determine the nature of their final project (portfolio or thesis) in consultation with their advisor. Detailed guidelines for each project follow the overview provided here. Careful review of the guidelines and advanced planning is required for success in this final stage of the program. **Formal proposals are required for both final project options before enrollment can be approved!!!**

Portfolio – Overview

- 1) Identify a Portfolio Advisor.
- 2) Complete a Portfolio Proposal.
- 3) Register for HUM 594 – Portfolio using the Permission to Enroll form found online at:
https://www.hood.edu/sites/default/files/Graduate%20Permission%20to%20Enroll_6.pdf
- 4) Write the Portfolio – Develop and maintain a steady research, writing and editing schedule in regular consultation with the Portfolio Advisor.
- 5) Identify Two Additional Readers for the Portfolio Review.
- 6) Complete the Portfolio Review and Obtain Final Approval from all Members of the Advisory Committee.
- 7) Submit the Approved Completed Portfolio to [MD-SOAR](#) electronically. For more detailed instructions, visit: <https://www.hood.edu/graduate/student-experience/graduate-forms-guidelines>. For assistance, with the electronic submission process, contact Toby Peterson, library director, at peterston@hood.edu or 301-696-3934.

Thesis – Overview

- 1) Identify a Thesis Advisor.
- 2) Assemble a Thesis Advisory Committee.
- 3) Draft a Thesis Proposal.
- 4) Register for HUM 580 – Thesis using the Permission to Enroll form found online at:
https://www.hood.edu/sites/default/files/Graduate%20Permission%20to%20Enroll_6.pdf
- 5) Write the Thesis – Develop and maintain a steady research, writing and editing schedule in regular consultation with the Thesis Advisor.
- 6) Complete the Thesis Review and Obtain Final Approval from entire Advisory Committee.
- 7) Submit the Approved Completed Thesis to [MD-SOAR](#) and [ProQuest](#) electronically. For more detailed instructions, visit: <https://www.hood.edu/graduate/student-experience/graduate-forms-guidelines>. For assistance, with the electronic submission process, contact Toby Peterson, library director, at peterston@hood.edu or 301-696-3934.

Portfolio Option

NOTE: Students who wish to complete a Portfolio or Thesis in a given semester, must *submit a complete draft of their work to all committee members for final review* **two weeks prior to the deadline for graduate students to upload their final projects for graduation.** See the Academic Calendar for specific dates each term. This ensures that faculty advisors have sufficient time to review a project, that students have time to make final revisions requested by their advisors, and that the College staff has sufficient time to process completed projects. **Failure to meet these deadlines will result in a delayed graduation date. Extensions should not be expected.**

Portfolio Option

HUM 594 – Humanities Portfolio

After completing the four required humanities proseminars (HIST 501, PLRL 501, LIT 501, FA 501) and all elective coursework for a total of at least 27 credits, every student who will not be completing a Thesis (HUM 580), will complete HUM 594 – Humanities Portfolio. The student will select one substantial paper from three different completed courses and work closely with the Portfolio advisor to develop and revise these papers while adding a scholarly introduction (5-10 pages) that connects the papers to each other and a theme from the student's broader area of academic interest. The final project will be **at least 40 pages** in length. When the portfolio is completed, students will undergo a Portfolio Review by a committee of three faculty members, one of whom is the Portfolio Advisor.

NOTE: In some cases, substantial revisions to one or more of the selected papers may be required. Students must be prepared to make such revisions and should not expect to submit unedited or minimally revised papers with the final project.

To enroll in HUM 594, students must:

- 1) *Identify a Portfolio Advisor.* It is expected that the Portfolio advisor will hold a Ph.D. in a field relevant to the focus of the Portfolio. Ideally, a student will have worked with the advisor in one or more courses. The Portfolio advisor does not have to be a student's academic advisor. At the time that the petition to enroll in HUM 594 is submitted to the Registrar a student's Portfolio advisor will become their academic advisor.

The Graduate Council of Hood College must approve a Portfolio advisor who does not hold a terminal degree in his or her field. In such a case, the program director is asked to submit a *curriculum vitae* and three letters of recommendation in support of the advisor to the Dean of the Graduate School prior to the student's registration for HUM 594. The Graduate Council reviews credentials and recommends acceptance or rejection of the proposed advisor. Final approval of the advisor is made by the Dean of the Graduate School, based upon the credentials of the proposed advisor and the recommendation of the Graduate Council.

The Portfolio advisor will assist the student in designing the project. The process of identifying a Portfolio theme and three relevant course papers requires careful reflection, and students should begin discussing ideas with their advisor as soon as possible. If students know early that they will complete the Portfolio option, they may consider writing course papers with their broader Portfolio theme in mind.

- 2) *Complete a Portfolio Proposal.* In consultation with their Portfolio advisor, students must prepare a formal Portfolio proposal. The proposal should be 1-3 pages in length (double spaced) including the bibliography. To complete the proposal, each student must:

- a) Identify the central theme or topic of the Portfolio.

- Note: The central theme will be the subject of the Portfolio's introductory chapter.
 - b) Identify three papers from three separate classes that connect to each other and the central theme of the Portfolio. While the original drafts of the selected papers may vary in length, all final revised papers should be at least 10-12 pages in length.
 - c) Prepare a supporting bibliography of approximately 15 sources. The sources may be drawn from the student's chosen papers and will be used to support the arguments offered in the introductory chapter.
 - d) Establish a Timeline for Completion of the Portfolio.
 - Note: Students should plan to spend at least one semester on the Portfolio. The time needed to complete the project will vary according to the nature of each Portfolio and the specific revisions required for each chosen paper. Students may be enrolled as "In Progress" (IP) for subsequent Fall and Spring terms if the paper is not completed within the original semester of enrollment.
 - e) Write a proposal for the project that introduces the Portfolio theme, the chosen coursework, and the connections between the papers and the project's broader focus. The proposal should include the project timeline.
 - f) Complete the Portfolio Proposal Cover Sheet.
 - **NOTE: This is not the same as the Title Page for a Portfolio (See below.)**
 - Both the Portfolio Advisor and the Program Director must approve the proposal prior to registration.
- 3) *Register for HUM 594 – Portfolio.* To register, students must submit to the Registrar's Office a permission to enroll form along with an approved proposal. The permission to enroll form is available online at www.hood.edu/gradforms. Approval can be demonstrated either via physical signatures on the portfolio proposal cover sheet or the forwarding to the Registrar of emails indicating approval from the portfolio advisor and program director. Students may not enroll in HUM 594 until the Registrar's Office receives all required documentation and signatures. Students who do not complete the portfolio in the semester of original enrollment will receive a grade of "IP" (In Progress) and will be registered as IP for each Fall and Spring semester for a minimum of 1-credit until it is completed. In this circumstance, the student will be billed for the 1-credit of tuition and the comprehensive fee.

To complete HUM 594, students must:

- 1) *Write the Portfolio* – Students must develop and maintain a steady research, writing, and editing schedule in regular consultation with the advisor. While writing, students should review often the checklist used to review and grade Portfolios (see page 19).

A successful portfolio must include:

- a) Introductory Essay (at least 10-12 pages) – The essay should introduce a specific idea, theme, or analytical question that connects the selected papers and explains their broader relevance.
- b) Three Revised Papers (at least 10-12 pages each) – The papers should be revised to emphasize connections between their particular subjects and the broader focus of the Portfolio. Substantial revisions, or even rewrites, may be required to ensure that the three papers address the portfolio’s broader theme.
- c) Bibliography – List at least 15 titles that address the project’s broader theme and support the arguments made in the introductory essay and the revised papers. The bibliography may comprise titles cited in the original papers. **Be sure to secure any necessary permission for use of copyrighted material.** (See sample copyright request letter at end of portfolio section of the handbook.)

- 2) *Identify Two Additional Readers for the Portfolio Review.* While working on the Portfolio, students should begin identifying two additional readers to serve on the final Portfolio review committee. A student should select reviewers with expertise relevant to the theme of the Portfolio. At least one member of the committee must be a full-time equivalency (AC) faculty member at Hood College. Additional members of the committee may be an AC faculty member in the degree program, another faculty member from the program, or another professional working on the research topic.

Reviewers from other academic institutions or organizations with relevant interests may be chosen with approval of the Portfolio advisor and program director. For non-members of the faculty, a *curriculum vitae* and one letter of recommendation must be submitted to the program director, who will review the credentials and decide if the proposed candidate may sit on the advisory committee.

All members of a student’s advisory committee must approve the final portfolio project. Once they begin writing, students should provide regular progress reports to all members of their committee and should consult with all members, as necessary, to discuss changes to the project.

Remember, students who wish to complete a Portfolio in a given semester, must *submit a complete draft of their work to all committee members for final review* **two weeks prior to the deadline for graduate students to upload their final projects for graduation.** See the Academic Calendar for specific dates each term. This ensures that faculty advisors have sufficient time to review a project, that students have time to make final revisions requested by their advisors, and that the College staff has sufficient time to process completed projects. **Failure to meet these deadlines will result in a delayed graduation date. Extensions should not be expected.**

- 3) *Complete the Portfolio Review and Obtain Final Approval from all Members of the Advisory Committee.* After a student completes the Portfolio, they must present the project to a committee of three reviewers. The presentation and review may be completed either “in-person” or via email. If conducted via email, the advisors will ask questions about the project’s theme,

conclusions, and/or future development. The student will respond to questions via email within 72 hours. The review is considered complete once the advisors have indicated (via email) their satisfaction with the student's responses. While the Portfolio advisor issues the final project grade, they will consider the comments and concerns raised by the additional readers during the review process. All reviewers should refer to the attached "Portfolio Checklist" when reviewing Portfolios. Portfolio advisors should provide a copy of the completed checklist, or a summary of their assessment, to each student when issuing a final grade.

The Portfolio advisor assigns a letter grade, which will reflect not only the quality of the final product, but also the student's performance throughout the project, including the culminating review. A final grade of "F" on the Portfolio usually results in the student's dismissal from the master's degree program.

- 4) *Submit the Approved Completed Portfolio to [MD-SOAR](#) electronically.*

For more detailed instructions, visit: <https://www.hood.edu/graduate/student-experience/graduate-forms-guidelines>. For assistance, with the electronic submission process, contact Toby Peterson, library director, at peterson@hood.edu or 301-696-3934.

NOTE: Students are responsible to ensure that final submissions include all required elements and are formatted correctly according to the conventions of the chosen field(s).

The Portfolio should only be submitted once all corrections recommended by the advisor and the advisory committee have been made. **In lieu of physical signatures on the Portfolio title page, the portfolio advisor should email the program director to indicate that all committee members have approved the student's work.** The program director will then forward this email with their note of support to the Registrar's Office for final processing of the degree.

Humanities Portfolio – Proposal Cover Sheet

Student: _____

Portfolio Title: _____

Portfolio Advisor: _____

Date: _____

Selected Coursework:

I. Paper Title: _____

Course: _____

Semester/Year Completed: _____

II. Paper Title: _____

Course: _____

Semester/Year Completed: _____

III. Paper Title: _____

Course: _____

Semester/Year Completed: _____

Please attach a Portfolio Proposal with all required elements listed in the program handbook. Proposals should be 1-3 pages in length, including the bibliography. Include emails of approval from both the portfolio advisor and the program director when submitting this form to the Registrar for registration.

For Portfolio Advisors

Portfolio Evaluation Checklist

Student name: _____

Date: _____

Criteria	Satisfactory	Unsatisfactory
There is a complete cover sheet.		
The portfolio is between 40-50 pages in length.		
The project incorporates well the selected course papers.		
The project was completed in a timely manner.		
The introduction clearly articulates how the three papers work together to illuminate a larger idea.		
The introduction reviews the sources consulted in researching the project.		
There is a working bibliography of approximately fifteen sources (or more).		
The project is written with clarity and precision.		
The project can be assessed by scholars outside of the main field of inquiry.		

Comments and suggestions for the student:

SAMPLE PORTFOLIO TITLE PAGE

THE USE OF THE VIRGIN MARY IN MEDIEVAL GERMAN ALTAR PIECES

by

Marjorie Smith

B.A. (University of Maryland) 1983

Portfolio

Submitted in partial satisfaction of the requirements

for the degree of

MASTER OF ARTS

in

HUMANITIES

in the

GRADUATE SCHOOL

of

HOOD COLLEGE

May 2010

Accepted:

(Type Name)
Committee Member

(Type Name)
Program Director

(Type Name)
Committee Member

April M. Boulton, Ph.D.
Dean of the Graduate School

(Type Name)
Portfolio Advisor

COPYRIGHT LETTER EXAMPLE

Date

Holder of Copyright
Street Address
City, State Zip

Dear Holder of Copyright:

I am a graduate student in the Arts Master's degree program at Hood College in Frederick Maryland. My Portfolio title is _____. I am requesting permission to include in my Portfolio the following material:

(Include all relevant information about your request: title, page numbers, year of publication, etc.)

If permission is granted, proper acknowledgement and credit will be incorporated in the Portfolio document.

Sincerely,

Your Name
Contact Information

Thesis Option

NOTE: Students who wish to complete a Portfolio or Thesis in a given semester, must *submit a complete draft of their work to all committee members for final review* **two weeks prior to the deadline for graduate students to upload their final projects for graduation.** See the Academic Calendar for specific dates each term. This ensures that faculty advisors have sufficient time to review a project, that students have time to make final revisions requested by their advisors, and that the College staff has sufficient time to process completed projects. **Failure to meet these deadlines will result in a delayed graduation date. Extensions should not be expected.**

Thesis Option

HUM 580 – Humanities Thesis

After completing the four required humanities proseminars (HIST 501, PLRL 501, LIT 501, FA 501) and all elective coursework for a total of at least 24 credits, every student pursuing the thesis option will enroll in HUM 580. This is an independent research project or a creative writing project with an academic introduction. The student will work closely with a faculty advisor and two other faculty members. The project is expected to be between **40-80 pages** in length, exclusive of footnotes or other documentation. Students will present their final projects to their advisor and committee members for a final discussion of their research and its potential future development.

To enroll in HUM 580, students must:

- 1) *Identify a Thesis Advisor.* It is expected that the thesis advisor will hold a Ph.D. in one of the student's main fields of inquiry.

The Graduate Council of Hood College must approve a Thesis advisor who does not hold a terminal degree in his or her field. In such a case, the program director is asked to submit a *curriculum vitae* and three letters of recommendation in support of the thesis advisor to the Dean of the Graduate School prior to the student's registration for HUM 580. The Graduate Council reviews credentials and recommends acceptance or rejection of the proposed advisor. Final approval of the advisor is made by the Dean of the Graduate School, based upon the credentials of the proposed advisor and the recommendation of the Graduate Council.

- 2) *Assemble a Thesis Advisory Committee.* Once a student has secured the support of a thesis advisor, they can begin working with their chosen advisor to develop the project. The advisor can also help identify two additional readers who will serve on a student's Thesis advisory committee and will provide feedback as needed. While all three readers will conduct the final Thesis review, the advisor will be responsible for assigning the final grade.

The Thesis advisor serves as the chair of the advisory committee. At least one member of the committee must be a full-time equivalency (AC) faculty member in the sponsoring program. Additional members of the committee may be an AC faculty member in the degree program, another faculty member from the program, or another professional working on the research topic. For non-members of the faculty, a *curriculum vitae* and one letter of recommendation must be submitted to the program director, who will review the credentials and decide if the proposed candidate may sit on the advisory committee.

All members of a student's advisory committee must approve the project proposal, should be kept informed of progress on the project, and should meet as required to help guide the research.

- 3) *Draft a Thesis Proposal.* A thorough proposal is required for success on any Thesis project and provides an essential plan for the work that lies ahead. To ensure the timely completion of their degree, students may not begin work on their final project until they have a clear, detailed

proposal. Drafting a proposal involves frequent collaboration with the advisor and requires research, writing, and editing. **Students should plan to spend at least 1 semester writing, revising, and gaining approval of their proposal.**

Proposals should be 3-6 pages in length (double spaced) including the bibliography and must be in narrative, not outline, form. All proposals should include:

- a) the Thesis Proposal Cover Sheet (see below)
 - b) a concise statement of the analytical research question
 - c) a statement of the project's hypotheses and arguments
 - d) a brief discussion of the project's connection to the relevant literature and fields of research
 - e) an overview of the project's organization by chapter or section
 - f) a brief discussion of the primary and/or secondary sources to be consulted
 - g) a timetable for completion of the project
 - Note: Students should plan to spend at least one semester on the Thesis. The time needed to complete the project will vary according to the nature and scope of the project and the specific revisions required by the advisory committee.
 - h) a preliminary bibliography of at least 20 sources (**Be sure to secure any necessary permission for use of copyrighted material.** See sample copyright request letter at end of thesis section of the handbook.)
 - **Note:** The thesis advisor and all members of the thesis committee, as well as the Program Director must approve the thesis proposal prior to registration.
- 4) *Register for HUM 580A Thesis A.* Once the program director and all three members of a student's advisory committee have approved the project proposal and signed the proposal cover sheet, the student may register for HUM 580A Thesis. To register, students must submit to the Registrar's Office a permission to enroll form along with an approved proposal. Approval can be demonstrated either via physical signatures on the thesis proposal cover sheet (see below) or the forwarding to the Registrar of emails indicating approval from the thesis advisor, committee members, and program director. The permission to enroll form is available online at www.hood.edu/gradforms. Students may not enroll in HUM 580A until the Registrar's Office has all required documentation and proof of approval by the full committee and the program director.

Note: The 6-credit thesis option is divided into two courses, HUM 580A (3 credits) and HUM 580B (3 credits). Students should enroll in HUM 580A during their first semester of work on the project. They should then enroll in HUM 580B, during their second semester of work on the

project. In situation where it takes more than one semester to complete HUM 580B, students will be enrolled in the course as “In Progress” (IP) each fall and spring term for a minimum of 1-credit until they complete. This IP enrollment incurs charges for the 1-credit of tuition and the comprehensive fee. If students have questions about when to register for HUM 580B, they should speak with the program director or Traci Holland in the Registrar’s Office (holland@hood.edu / 301-696-3628).

To complete HUM 580A and B (6 credits total), students must:

- 5) *Write the Thesis*. Throughout the project, students must maintain a regular research, writing and editing schedule. Students should consult their advisors often as they develop, draft, and revise the project and should **plan to spend 2 semesters writing and revising**. While writing, students should review often the checklist used to review and grade Theses (see page 28).

- Please see the additional formatting guidelines below!

- 6) *Complete the Thesis Review and Obtain Final Approval from all Members of the Advisory Committee*. The final project should be at least 40 pages in length, exclusive of footnotes or other documentation. Advisors may request multiple revised drafts before granting final approval.

Remember that students who wish to complete a Thesis in a given semester, must *submit a complete draft of their work to all committee members for final review* **two weeks prior to the deadline for graduate students to upload their final projects for graduation**. See the Academic Calendar for specific dates each term. This ensures that faculty advisors have sufficient time to review a project, that students have time to make final revisions requested by their advisors, and that the College staff has sufficient time to process completed projects. **Failure to meet these deadlines will result in a delayed graduation date. Extensions should not be expected.**

After all members of the advisory committee have approved the final written project, the student and the committee will meet *in-person* (on campus or via Zoom; not via email) for an hour-long thesis review discussion of the student’s work. Faculty members may ask questions about the research and findings and offer advice for the project’s future development. Traditionally, the Dean of the Graduate School and the Program Director are invited by the thesis advisor to attend the review.

All reviewers should refer to the “Thesis Checklist” below when reviewing projects. Students should also review the list prior to submitting their projects. Thesis advisors should provide a copy of the completed checklist, or a summary of their assessment, to each student when issuing a final grade.

While the Thesis advisor issues the final project grade, they will consider the comments and concerns raised by the additional readers during the review process. The Thesis advisor assigns a grade of S (satisfactory) or U (unsatisfactory) for the project. Grades reflect not only the quality of the final product but also the student's performance throughout the project, including the culminating discussion. A final grade of “U” on the Thesis usually results in the student's dismissal from the master's degree program.

- 7) *Submit the Approved Completed Thesis to [MD-SOAR](#) and [ProQuest](#) electronically.*

For more detailed instructions, visit: <https://www.hood.edu/graduate/student-experience/graduate-forms-guidelines>. For assistance, with the electronic submission process, contact Toby Peterson, library director, at peterston@hood.edu or 301-696-3934.

NOTE: Students are responsible to ensure that final submissions include all required elements and are formatted correctly according to the conventions of the chosen field(s).

The Thesis should only be submitted once all corrections recommended by the advisor and the advisory committee have been made. **In lieu of actual signatures on the Thesis title page, the head of the thesis committee should email the program director to indicate that all committee members have approved the student's work.** The program director will then forward this email with their note of support to the Registrar's Office for final processing of the degree.

Hood College

Master of Arts in the Humanities

THESIS PROPOSAL COVER SHEET

This form must be attached to the front of the proposal.

Candidate Name: _____

Email Address: _____

Proposed Title of Project: _____

Advisor of Project: _____

Advisor's Approval Signature or Attached Email of Approval: _____

Second Reader's Signature or Attached Email of Approval: _____

Third Reader's Signature or Attached Email of Approval: _____

Anticipated Graduation Date: _____

Please attach a Thesis Proposal with all required elements listed in the program handbook. Proposals should be between 3-6 double-spaced pages in length, and must be in narrative, not outline, form. Working bibliographies should have at least twenty sources.

M.A. in Humanities Advisory Committee
Thesis Evaluation Checklist

Student name: _____

Date: _____

Evaluator: _____

Criteria	Satisfactory	Unsatisfactory
There is a complete cover sheet.		
The final draft is between 40-80 pages exclusive of documentation and graphics.		
The project is appropriate in scope.		
The project has been completed in a timely manner.		
The introduction clearly states the main research question.		
The introduction states of the project's hypotheses and arguments, and whenever possible delineates chapters or sections.		
The introduction briefly discusses the sources consulted in researching the project.		
There is a bibliography of at least twenty sources.		
The project is written with clarity and precision.		
The project can be assessed by scholars outside of the main field of inquiry.		

Comments and suggestions:

SAMPLE THESIS TITLE PAGE

THE USE OF THE VIRGIN MARY IN MEDIEVAL GERMAN ALTAR PIECES

by

Marjorie Smith

B.A. (University of Maryland) 1983

THESIS

Submitted in partial satisfaction of the requirements

for the degree of

MASTER OF ARTS

in

HUMANITIES

in the

GRADUATE SCHOOL

of

HOOD COLLEGE

May 2010

Accepted:

(Type Name)
Committee Member

(Type Name)
Program Director

(Type Name)
Committee Member

April M. Boulton, Ph.D.
Dean of the Graduate School

(Type Name)
Thesis Adviser

COPYRIGHT LETTER EXAMPLE

Date

Holder of Copyright
Street Address
City, State Zip

Dear Holder of Copyright:

I am a graduate student in the Arts Master's degree program at Hood College in Frederick Maryland. My Thesis title is _____. I am requesting permission to include in my thesis the following material:

(Include all relevant information about your request: title, page numbers, year of publication, etc.)

If permission is granted, proper acknowledgement and credit will be incorporated in the Thesis document.

Sincerely,

Your Name
Contact Information