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Introduction
Welcome to the Master of Arts in Humanities program at Hood College. This handbook will help you understand the requirements specific to the Humanities program. Please refer to the Hood College Catalog for general Graduate School policies.

Overview
The Master of Arts in the Humanities is a 30-credit interdisciplinary degree program. It is designed primarily for individuals with a baccalaureate in art, history, literature, music, philosophy, and religion, although it also attracts students from areas outside of the humanities. It is intended for students who would like to integrate their particular expertise with corollary fields in the humanities.

The curriculum rests on a three-stage structure. First, two foundational seminars—required of all students in the program—introduce students to the idea of interdisciplinary inquiry. These four credit-hour courses—HUM 501, “Humanities and the Western Tradition, Part I,” and HUM 502, “Humanities and the Western Tradition, Part II”—offer both a survey structure of Western civilization and a core theme.

The core of the program is the Concentration, which comprises eighteen credit hours. Each student, in consultation with an advisor, develops a plan of study for a cohesive Concentration of no fewer than twelve credit hours, or four courses. The Concentration can be historical, topical, or thematic.

The final stage of the program is the Capstone Project (HUM 595), a four-credit experience involving extended independent work, usually in the form of research and writing. The student works with a faculty advisor to develop a topic and complete the project. Two other faculty members serve on the Project Committee.

Planning the Course of Study
The M.A. in Humanities offers students great flexibility in designing a course of study to meet their interests and goals. To take full advantage of that flexibility, however, it is important to begin planning early.

Foundation Courses
The program rests on the foundation of two courses: HUM 501, “Humanities and the Western Tradition, Part I,” and HUM 502, “Humanities and the Western Tradition, Part II.” These courses are taught by faculty from across the humanities; thus the core theme varies from semester to semester. There are no substitutes for these courses, and transfer credit will not be accepted as exemptions for HUM 501 or HUM 502. Students are strongly encouraged to take either HUM 501 or HUM 502 before enrolling in other graduate courses, and to take both HUM 501 and HUM 502 early in the program. HUM 501 and HUM 502 introduce students to the rigor of graduate study and the idea of interdisciplinary inquiry, and to the nature of research in the humanities. Taking these courses as you begin your program also introduces you to your peers and builds relationships that will be of great value as you move through the program. Additionally, most instructors invite faculty from disciplines other than their own to meet with students in the course, which affords opportunities to forge additional faculty relationships.
The Concentration

The Concentration is the heart of the M.A. in Humanities program. Students, in consultation with their advisor, design their own Concentration, an 18-credit-hour plan of study. The plan may take the form of historical concentration (Reformation Studies, Renaissance Studies, American Studies) or may take a thematic or topical focus (Art and Ideology, The Representation of Women, Literature and Ethics). A comprehensive list of concentration titles follows this section of the handbook, below. At least twelve of the eighteen elective credit hours must define a clear, coherent, and cohesive Concentration.

After completing twelve-credit hours in the program, students must complete two forms: the “Degree Candidacy Form,” or DCF (page 30), and the “Concentration Agreement Form,” or CAF (page 31). The DCF cannot be completed without first submitting the CAF for the approval of the Program Director.

On the CAF, the student lists the elective courses and gives the Concentration title. In reviewing the CAF, the Director looks for evidence that the Concentration is clearly-defined, coherent, and cohesive. Due dates for the CAF are listed on the form in the back of this handbook and on the program’s webpage. Students who miss the due date will wait until the next month to submit their completed forms.

A brief paragraph describing the concentration is required ONLY if the student is creating a new concentration, one not included in the comprehensive list of titles below (please see sample at end of this handbook). Concentrations may include courses in only one discipline. However, beyond HUM 501 and 502, students must take at least one course outside their discipline. Additionally, students may take no more than two non-humanities courses (i.e., graduate courses in education, the social sciences, the natural sciences, or business) as electives in the program. Before registering for any non-humanities course, a student must petition the MAHAC, which will grant permission to register if the proposed course is clearly related to the student’s Concentration.

It is critical that students begin thinking about the Concentration as soon as they begin the program. In developing a Concentration, students should consult the Hood College Catalog to explore the range of humanities courses offered. It is important to remember that courses listed in the catalog are not offered each semester or academic year.

Academic Concentration Titles

- African American Studies
- American Studies
- Archaeology
- Art History
- Art and Literature
- Communication Arts
- Women's Studies
- English Literature
- European Studies
- French [German, Spanish, Arabic] Studies
- Gender Studies
- History
- Latin American Studies
- Medieval and Renaissance Studies
- Medieval Studies
- Middle Eastern Studies
- Music
- Philosophy
- Philosophy and Art
- Philosophy and Literature
- Race and Ethnicity
- Religion
- Religion and Art
- Religion and History
- Renaissance Studies
Forms

Degree Candidacy Form (DCF)

After you have completed nine credit hours in the program, the Graduate School will notify you that you must complete the Degree Candidacy Form. This must be done with your advisor. The form can be found on the website (www.hood.edu/graduate). In addition to noting the date on which you began the program and any transfer credits, you must also attach a copy of your Concentration Agreement Form (see below). The DCF requires the signatures of your academic advisor, the program director, and the Dean of the Graduate School.

Concentration Agreement Form (CAF)

The Concentration Agreement must be approved by the Program Director before you can submit the DCF to the Graduate School. On the CAF, please list the courses in the Concentration, both by course PREFIX-NUMBER and course title, and remember to give the Concentration a title. You should submit the CAF to the Graduate Records Manager, Melinda Metz, (metz@hood.edu), who will send it to the Program Director.

Petition to Graduate Form

Students must complete and submit to the Graduate School Office the Petition to Graduate form by the established deadlines posted to the College’s academic calendar, which is available online at www.hood.edu/graduate. To receive the Petition students must have their signed Master’s Degree Candidacy Form on file in the Graduate School Office and have completed a minimum of 18 graduate credits toward their program requirements. The Petition form includes information for those planning to complete their degree requirements within a year’s time.

Independent Study (XXX 575) and the Permission to Enroll Form

Up to six credit hours of Independent Study may count toward the degree. You are responsible for arranging an Independent Study course with an appropriate and willing faculty member. Before you can enroll in HIST 575, ART 575, HUM 575, or another Independent Study course you must file the Permission to Enroll Form with the Graduate School. This form requires the signatures of the course instructor, the program director, and the Dean of the Graduate School, as well as a written proposal that includes the course title, a description of the course, and identifies the work (amount of reading; number of meetings with instructor; number of written assignments and research) to be done in the course.

Miscellaneous

This is not an exhaustive list; if you have questions, please call or email the program director.

M.A. in Humanities Advisory Committee (MAHAC)

The M.A. in Humanities Advisory Committee reviews and approves student proposals for Capstone Projects. It also advises the director, who chairs the committee, in setting program policies and goals. Students who need to submit proposals for MAHAC’s approval should send them to the Graduate Records Manager, Melinda Metz, metz@hood.edu, who will then distribute them to MAHAC.

Credit for double-numbered courses previously taken at Hood College

Students who have taken a double-numbered course at Hood College as an undergraduate may not take that course for graduate credit in the M.A. in Humanities program.
Transfer Credit

Hood College accepts up to six hours of credit for prior graduate course work taken at another accredited institution. Please see the Hood College Catalog for the full policy. The M.A. in Humanities program may accept transfer credit toward the degree if the work is clearly related to a humanities discipline or has a clear and substantial humanities focus or content.

Academic Advisor and Capstone Project Advisor

Once accepted into the program, the director assigns each student to a faculty member who serves as the student’s academic advisor. The academic advisor’s role is to help the student plan a course of study, and the advisor must approve student schedules before registration. Students and academic advisors work closely to design student Concentrations. The director makes every effort to match student academic interests with faculty expertise, but this is not always possible.

The Capstone project advisor may be—but does not have to be—the student’s academic advisor. At the time that the Capstone Proposal form is submitted to the Graduate School Office the student’s Capstone advisor will become her academic advisor.

The Capstone project advisor will assist the student in designing the project. The advisor must approve the project proposal before it is submitted to the MAHAC, so it is in the student’s best interest to begin discussing the project with their advisor well before planning to enroll formally in HUM 595.
Concentration Proposal
Example

Aaron Chumbris
Concentration Proposal

Title: Media and the 20th Century

1. HIST 520 America in the ‘60s
2. HIST 521 Hollywood’s America
3. HUM 575 Asia Through Cinema
4. ENGL 550 Digital Narratives

The central focus of my studies is the relation between history and media, particularly how media represents history and how history has shaped the development of media. “America in the ‘60s” includes a study of how media such as television changed the course of the Vietnam War as well as the civil rights movement. “Hollywood’s America” explores how American history is represented through the lens of the movie industry. “Asia Through Cinema” shows how imperialism, World Wars, and cross-cultural mixing between the East and West have shaped Asian film. “Digital Narratives” details the strong ties between the evolution of media and the development of the Western world. All of these courses demonstrate that history and media are inextricably linked and that their relationship should be closely examined.
Masters in the Humanities Checklist for Requirements (to be filled out with your advisor)

1. HUM 501 and HUM 502 [Dates taken] __________________________

2. Concentration [Title and Date submitted to Program Director] _________________________________
   __________________________________________________________________________________

3. Six (or more) elective courses __________________________________________________________
   __________________________________________________________________________________

4. Capstone Proposal [Title, Advisor, Committee Members, and Date submitted to Program Director]
   __________________________________________________________________________________
   __________________________________________________________________________________
   __________________________________________________________________________________

5. Capstone Project and Discussion [Date Project submitted; Date of Discussion]
   __________________________________________________________________________________
Hood College
Master of Arts in the Humanities

DEGREE CANDIDACY FORM

Print Name_________________________________________ Student ID No. ______________________________
Day Phone________________________________________ Eve. Phone________________________________
E-mail Address____________________________________________________________________________________
Street ______________________________________________ Apt.__________________________
City, State, ZIP_____________________________________________________________________________________

1. Date of first course in the program_________. Date of expiration of seven-year time limit (see catalog) __________.

2. Please indicate courses (6 credit maximum) approved for transfer by the Dean of the Graduate School. Official transcript(s) and course description(s) or syllabus(i) must be on file in the Graduate School before this form can be submitted. Indicate the department number, course number, course title, credits earned, date completed, institution and grade(s) earned. Please read the section of the Hood College Catalog regarding transfer of credit for full details of the transfer policy.

____________________________________________________________________________________
_____________________________________________________________________________________
_______________________________________________________________________________________

3. Put a CHECKMARK by the courses listed that you have satisfactorily completed at Hood. CIRCLE the courses in which you are currently enrolled or plan to take. Fill in the details where indicated. Place a “T” by courses you listed for transfer in section number two (2) above.

<table>
<thead>
<tr>
<th>Seminars (No transfers allowed):</th>
<th>HUM 501</th>
<th>HUM 502</th>
</tr>
</thead>
<tbody>
<tr>
<td>Elective Courses: Place a “C” after the four courses that define the concentration</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1. ___________________________</td>
<td>4. ______________</td>
<td></td>
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<tr>
<td>2. ___________________________</td>
<td>5. ______________</td>
<td></td>
</tr>
<tr>
<td>3. ___________________________</td>
<td>6. ______________</td>
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</tbody>
</table>

Capstone: ___HUM 595 *
* Requires Permission to Enroll Form

4. CONCENTRATION AGREEMENT FORM: Please attach the Concentration Agreement Form for review and approval. The Graduate School Office will keep an approved copy for the official student file.

5. SIGNATURES: The student is responsible for obtaining signatures from the adviser and department chair before the form is submitted to the Dean. Do not mail this form to your advisor. You MUST schedule an appointment with your adviser to complete this form together.

Student_________________________________________ Date____________________
Adviser_________________________________________ Date____________________
Program Director________________________________ Date____________________
Dean___________________________________________ Date____________________

Copies: Graduate Office, Adviser and Candidate
Hood College
Master of Arts in the Humanities
CONCENTRATION AGREEMENT FORM

Candidate Name: ___________________________________________________________________________________
Day Phone: ______________________________________ Evening Phone: _______________________________________
E-mail Address: _____________________________________________________________________________________
Adviser’s Name:______________________________________ Extension: _____________________________________

Title of Concentration: ____________________________________________________________________________

________________________________________________________________________________________________

Courses in Concentration (must be a minimum of four courses/12 credit hours; for directed readings, independent
studies, and HUM Colloquium courses, give full course title):

1. _______________________________________________________________________________________________
2. _______________________________________________________________________________________________
3. _______________________________________________________________________________________________
4. _______________________________________________________________________________________________
5. _______________________________________________________________________________________________ (optional)
6. _______________________________________________________________________________________________ (optional)

Action of the Program Director:

_____ ACCEPT Program Director’s Signature: _____________________________________________________________

_____ RETURN for reassessment; comments below:

__________________________________________________________________________________________________

__________________________________________________________________________________________________

∗ Please submit this CAF to the Program Director (Amy Gottfried; gottfried@hood.edu).

∗ Concentration proposals will be due the first of every month for the following months (note the
break over the summer): Aug, Sep, Oct, Nov, Dec, Feb, Mar, Apr, May.

∗ You will normally hear back from MAHAC by the end of the month in which you submit this
proposal.

Copies: Graduate School, Advisor and Candidate
HOOD COLLEGE GRADUATE SCHOOL
PERMISSION TO ENROLL FORM

Name: ____________________________ Semester/Year: __________

Phone: __________________________ E-mail: ______________________

THE ABOVE NAMED STUDENT HAS PERMISSION TO ENROLL IN THE FOLLOWING (A written course proposal must accompany this form):

___ ART 571 Archaeological Field Work; Indicate Number of Credits (1-3): ________ Credits
___ BMS 585* Master’s Field Work Project – Regulatory Compliance Concentration (3 credits)
___ CS 595*+ Software Engineering Project (6 Credits)
___ ENV 579* Independent Research Project (3 Credits)
___ HUM 535 Teaching Assistantship (1 Credit)
___ HUM 550 – Directed Readings (3 Credits)
___ HUM 595* – Humanities Research Project – Capstone (4 Credits)
___ THAN 530+ – Practicum in Thanatology; Indicate Number of Credits (1-6): ________ Credits
___ 575+ Independent Study; Indicate Program and Number of Credits (1-6):

    ______ Program    ______ Credits
___ 580* + # Master Thesis Preparation (6 credits) Circle Program:

    ARTS    BMS    CS    ENV    IT    THAN    PSY

___ 585* + Master’s Field Work Project (6 credits) Circle Program:

    CS    IT

___ 590 Teaching Assistantship (3 Credits) Circle Program:

    PSY    THAN

___ 595* Independent Research Project (3 Credits) Circle Program:

    GERO    MGMT    PSCI    PSY    THAN

Turn page over for additional information and required signatures
*Beginning Fall 2008, the Graduate School will continue to re-register students each semester for field work/research projects as “IP” (In Progress) until a final grade is submitted. Students are responsible to pay the Graduate School comprehensive fee each fall and spring semester until the project is completed.

#Students who enroll in a thesis must also submit a signed cover sheet with this form and the written proposal.

+Students who enroll in a 6-credit project or course will be registered and billed for all six credits in one semester. Credits will not be split over the course of multiple semesters.

THE TITLE FOR THE ABOVE ENROLLMENT IS: ______________________________________

__________________________________________________________________________

__________________________________________________________________________

THE ATTACHED WRITTEN PROPOSAL FOR THIS PROJECT/INDEPENDENT STUDY WAS APPROVED BY:

Student’s Signature: ___________________________________________ Date: ___________

Instructor’s Name (printed): ____________________________________________

Instructor’s Signature: ___________________________________________ Date: ___________

Program Director: ___________________________________________ Date: ___________

Dean of the Graduate School: _______________________________ Date: ___________

Copies: Registrar, Student, Instructor, Student File, Graduate School Office Manager
PETITION TO GRADUATE

If you plan to graduate in January, May or September 2012 or January 2013, please complete the bottom portion of this form and return it to the Graduate School Office by the dates listed below.

Please note that you must complete this form in order for a diploma to be ordered for you, and to allow your name to be presented to the faculty and Board of Trustees for approval. **The dates for Board of Trustees and faculty meetings have already been set and there will be no exceptions to the deadlines below.** It is imperative that you clearly print your name as you wish it to appear on your diploma. Candidates who graduate in the previous September and January are invited to participate in the following May Commencement Ceremony. Information regarding the May ceremony will be mailed in early April.

To be considered for graduation you must have an approved Degree Candidacy Form (DCF) on file in the Graduate School office. If you have not completed a DCF, please contact your advisor to complete it as soon as possible.

<table>
<thead>
<tr>
<th>ANTICIPATED GRADUATION DATE</th>
<th>PETITION DUE DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>January 15, 2012</td>
<td>September 7, 2011</td>
</tr>
<tr>
<td>May 22, 2012</td>
<td>December 14, 2011</td>
</tr>
<tr>
<td>September 15, 2012</td>
<td>February 5, 2012</td>
</tr>
<tr>
<td>January 15, 2013</td>
<td>September 5, 2012</td>
</tr>
</tbody>
</table>

**PROPOSED DATE OF GRADUATION (choose one):**


Will you participate in Commencement Exercises? **(This form in no way commits you to participate.)**

☐ Yes     ☐ No

Please print your name as you wish it to appear on your diploma: **SAMPLE ONLY**

Please use link at the bottom of this page for a current form from our website.

Social Security Number: __________________________________________

Home Address: __________________________________________________

Daytime Telephone Number: _______________________________________

Evening Telephone Number: _______________________________________

E-mail Address: ________________________________________________

Degree Program and Concentration: ________________________________

Hood College Graduate School  ‘ 401 Rosemont Avenue  ‘  Frederick, MD 21701-8575

Tel. 301-696-3600  ‘  800-922-1599  ‘  Fax 301-696-3597  ‘  E-mail hoodgrad@hood.edu  ‘  www.hood.edu/graduate

**Please use this link for current form**  http://www.hood.edu/documents/pdf/grad_petition_to_graduate.pdf