



Handbook for Graduate Students

M.A. Program in Public Humanities

Brown University

2014-2015

This handbook provides up-to-date information about policies and practices for students enrolled in the public humanities M.A. program. It also may be useful to individuals contemplating application to the program. For further information, students should consult with the program's director of graduate study (DGS), or the academic program manager, Jenna Legault, for clarification. Ph.D. candidates seeking an M.A. in Public Humanities should refer to the American Studies Graduate Student Handbook, or seek guidance from the American Studies Director of Graduate Study.

M.A. PROGRAM OVERVIEW	2
REQUIREMENTS FOR THE M.A.	2
COURSE WORK.....	2
REQUIRED COURSES	2
PRACTICUM COURSES, AMST 2670 AND AMST 2680.....	3
ELECTIVE COURSES	4
PROJECTS IN PUBLIC HUMANITIES, AMST 2660	4
ENROLLMENT	5
COURSE LOAD AND SEQUENCING.....	5
GRADES	6
CREDIT FOR CLASSES AT OTHER INSTITUTIONS	6
STUDENT STATUS AND TYPES	6
PH.D. STUDENTS	6
FIFTH-YEAR MASTER'S STUDENTS	7
PART-TIME STUDENTS	7
LEAVES OF ABSENCE	7
FELLOWSHIPS AND FINANCIAL SUPPORT	7
PUBLIC HISTORY OF SLAVERY FELLOWSHIP	7
PRACTICUM FUNDING	8
CONFERENCE AND WORKSHOP STIPENDS	8
EXTERNAL SUPPORT FOR TRAVEL	8
FUNDING FOR PUBLIC HUMANITIES CLASS AND INDEPENDENT PROJECTS	8
STUDENT EMPLOYMENT	9

THE JOHN NICHOLAS BROWN CENTER FOR PUBLIC HUMANITIES AND CULTURAL HERITAGE...	10
EXTRA-CURRICULAR LEARNING OPPORTUNITIES	10
THE NIGHTINGALE-BROWN HOUSE	10
GALLERY SPACES	11
PUBLIC HUMANITIES LIBRARY	11
PRACTICUM GUIDE	12
ACADEMIC CREDIT FOR PRACTICUMS	12
LOOKING FOR A PLACEMENT	13
INFORMATION FOR SPONSORING INSTITUTIONS/ORGANIZATIONS	14
STRUCTURE OF THE PROGRAM	14
EXPECTATIONS	14
EVALUATIONS	15
PUBLIC HUMANITIES PRACTICUM AGREEMENT	16

M.A. PROGRAM OVERVIEW

The M.A. program is administered by the John Nicholas Brown Center for Public Humanities and Cultural Heritage and the degree is granted through the Department of American Studies. The degree can be completed either as a terminal master's program or as part of the American Studies Ph.D. program. The curriculum allows students to gain a thorough understanding of the history, theory, and methods of public humanities; to explore a variety of subjects related to arts and humanities; and to develop practical skills needed to work with museum artifacts, create exhibits and web sites, conduct oral history interviews, undertake historic preservation projects, facilitate public engagement and partnerships, and develop and manage cultural programs.

REQUIREMENTS FOR THE M.A.

Course Work

The M.A. program combines a core curriculum with the flexibility of elective classes offered at Brown and the Rhode Island School of Design (RISD). Completion of the **M.A. program requires fourteen courses, total, typically completed over two full years (four semesters) of coursework**. This section provides an overview of academic requirements with additional information about several classes that involve advance planning or approval. Academic advising is conducted by Robyn Schroeder and Susan Smulyan, who are available to answer questions and assist students in selecting courses and understanding program requirements.

Required Courses

All students must take AMST 2540 *Methods in Public Humanities* and AMST 2650 *Introduction to Public Humanities*. Students are strongly encouraged to complete these

Handbook for M.A. students in the public humanities program

classes in their first year, starting with AMST 2650 in the fall semester and AMST 2450 in the spring. Students also must take at least one upper-level seminar in AMST, generally at the 2000-level; AMST 2670 and/or AMST 2680, the practicum requirement; and nine elective courses approved by their advisor.

Practicum Courses, AMST 2670 and AMST 2680

Students must complete two practicum assignments in which they gain experience integrating research and theory with hands-on practice. One practicum must be completed during the summer following their first year of classes (AMST 2670). The second practicum can be scheduled during any semester, but generally not during their first semester. Most fulfill this requirement during their second year. In semesters when taking a practicum, students should consider signing up for only two additional courses. Two practicums must be completed, but if students are interested in balancing more coursework with internships, MA candidates in the Public Humanities program may satisfy the two practicum requirements outside of a paid tuition unit by registering only for AMST 2670 and completing a second practicum without accepting academic credit, satisfying the total tuition unit requirement by taking another elective course. The Graduate School would be in support of this if students request this option, as long as the DGS approves of the elective course.

During the academic year, students must commit approximately 120-150 hours to their practicum, which may be completed over the span of one or two semesters, as appropriate. For summer practicums, students should expect to work full-time over the span of 8-10 weeks, totaling 350-400 hours. Students should consult with the Center staff and see the Practicum Placement section of this handbook for assistance in identifying a practicum site. Students may receive academic credit for one or both practicums when they enroll in AMST 2670 and AMST 2680 *Practicum in Public Humanities*. AMST 2670 is the course prefix to register for summer practicums; sign up either in the spring semester prior to or the fall semester following the practicum. If electing to receive academic credit for a second practicum en lieu of coursework, registration for AMST 2680 should occur simultaneous with the semester in which the academic year practicum will be completed. Students will receive an **Incomplete** grade and no course credit until all obligations for the practicum are completed, a final report is submitted, and an on-site supervisor submits an evaluation to the Center's practicum coordinator, Ron Potvin. See the practicum guide section for more information about practicum requirements.

When registering for AMST 2670 or AMST 2680, students should select the S/NC (Satisfactory/No Credit) option.

Ph.D. candidates who are also receiving an M.A. in public humanities are required to complete only the summer practicum, AMST 2670.

Part-time M.A. students must complete two practicums, although the duration may be spread over a longer period than described above.

Elective Courses

Elective courses allow students either to explore a core area in depth (e.g., art history) or to broaden their familiarity with multiple public humanities skills and topics (e.g., informal education or public administration). Electives will be satisfied through approved 1000 and 2000 level courses offered at Brown or RISD and subject to the prerequisites and enrollment limits in place for any given course. Graduate level courses at Harvard's School of Arts and Sciences can also count for credit. Students should take no more than four electives at the 1000 level. The disciplinary field or departments are not limited.

When selecting courses, students should aim for a balance between practice, theory, and content, and between seminars and lecture classes. All students are strongly encouraged to take at least one class related to nonprofit management and one project-based course. Many departments offer classes focused on nonprofit management or organizational strategies, including:

- PPAI 1700V *Nonprofit Organizations*
- PPAI 2000 *Institutions and Policy Making*
- PPAI 2050 *Program Evaluation*
- PPAI 2130 *Organizations and Policymaking*
- PPAI 2750 *Mediation, Negotiation, and Arbitration Strategies*
- SOC 1870A *Investing in Social Change*

Most classes sponsored by the Center for Public Humanities combine subject-matter expertise with the opportunity to apply ideas and skills to a project. These project-based courses include: AMST 2690 *Management of Cultural Institutions*; AMST 2656 *Cultural Policy Planning*; AMST 2653 *Public Art: Theory and Practice*; AMST 1903Z *Shrine, House or Home: Rethinking the House Museum Paradigm*; and AMST 2660 *Projects in Public Humanities* (see below). Other courses in the University, particularly in the Department of American Studies, are project based or could be modified to focus on projects. Students should take at least one project-based course and get involved in extracurricular opportunities to contribute to hands-on public projects.

Projects in Public Humanities, AMST 2660

This elective course allows students to earn credit for projects that they initiate, design, and execute independently or as part of a group. Projects should result in a graduate level initiative—an exhibition, program evaluation, website, public program, walking tour, etc.—that will significantly enhance students' education. Any regular faculty member can serve as the faculty advisor and instructor of record. If students don't have a faculty advisor, Susan Smulyan can serve as the advisor and instructor of record for AMST 2660; as appropriate, adjunct faculty and professionals from outside the program can serve as additional project advisors. Students who enroll in AMST 2660 should commit a minimum of 150 hours over a semester (approximately 10 hours/week). They can work on a project individually, as part of a team, or in a leadership role on a larger group project.

In order to enroll in AMST 2660, students should have successfully completed AMST 2650 and must receive prior approval by submitting a proposal that outlines their project and describes the intended outcomes/products and any other assignments. This proposal should list all participants, including any community or university partners/collaborators/sponsors; and include a tentative weekly schedule and work plan. If the project entails multiple students, the proposal should describe how work will be shared or divided within the group. Permission to register for this class does not guarantee financial support from the Center for Public Humanities for the proposed project. Projects requiring funding must include a budget, specifying any requested funds, and outlining how additional money will be raised. Project proposals should be submitted to Susan Smulyan by the end of the second full week of classes each semester (submission via email or hard copy). A group of students working together should submit a single proposal for consideration.

Once approved, students must register in AMST 2660 with an S/NC grading option. Projects undertaken in this class cannot simultaneously count toward a practicum, humanities job (See page 9), or requirements of another credit class. The class is limited to public humanities students and can be taken a total of two times (but not during a single semester).

Enrollment

Course Load and Sequencing

The course schedule and sequence of classes taken by public humanities students can vary, but most follow this pattern:

Semester 1: three courses

Semester 2: four courses

Semester 3: four courses

Semester 4: three courses

Regardless of the registration pattern assumed, the University issues **final tuition bills based on actual course enrollment**.

Course enrollment must be reconciled by the registrar's office to ensure that students are billed correctly. Scholarship support from the Center for Public Humanities will be augmented or lowered to match the course enrollment and tuition bill. To ensure that bills are correct, students must communicate their actual course enrollment to Jenna Legault following each registration and shopping period, or immediately following any subsequent changes mid-semester. Questions about tuition billing should be directed to Jenna Legault.

According to the Graduate School, full-time status entails enrollment in three or more classes each semester. During semesters when students are enrolled in their practicum, a three-class load may be advisable. However, all students should consult the Graduate School website (<http://www.brown.edu/academics/gradschool/financing-support/masters-funding>) for information about the impact of a reduced course load on

scholarships and outstanding educational loans.

Grades

Grades lower than a B are considered unsatisfactory and do not count for credit toward the M.A. degree. Students who must take an Incomplete must obtain the instructor's permission and then will have up to one year to submit all required course work. After one year, the grade automatically converts to an F unless a dean approves the issuance of a late grade. Students may enroll in classes for an S/NC grade but classes for which they receive an NC do not count for credit toward the M.A. degree.

Credit for Classes at Other Institutions

Students should expect to take most of their classes at Brown University. In exceptional cases, students may opt to take courses at another institution. The Graduate School will allow students to transfer one graduate-level course taken at another school for credit towards a M.A. degree. The transfer of graduate credit request form can be found here: <http://www.brown.edu/Administration/Registrar/GradTransferCreditApp.pdf> and requires Advisor approval. (With the exception of Brown students in the Fifth Year Master's program (See page 7), no classes taken as an undergraduate are accepted for graduate credit).

Via a cross-registration agreement, Brown University students may enroll in courses offered at Rhode Island School of Design. Students who wish to enroll in a RISD class must seek permission from the instructor and follow the directions for registration posted by the Brown University Registrar:

www.brown.edu/Administration/Registrar/guidelines/registration/index.html#risd

Brown allows students to cross-register for classes at the Harvard University Graduate School of Arts and Sciences. To enroll in a Harvard class, students must secure permission from the instructor. Using a cross-registration form available from the Brown Graduate School, students should acquire signatures from the Center for Public Humanities, the Brown graduate school, and the Harvard faculty member before submitting the form to the Harvard registrar. For further information about getting credit for classes taken at other institutions, students should consult with the DGS and the Graduate School.

Student Status and Types

Ph.D. Students

Students enrolled in the Ph.D. program in the American Studies department may elect to receive an M.A. in public humanities en route to the doctorate. This entails completion of AMST 2540 *Methods in Public Humanities*, AMST 2650 *Introduction to Public Humanities*, a summer practicum, and an examination field in some aspect of public humanities. For further information, students should refer to the American Studies department graduate handbook or contact the Director of Graduate Study in American Studies or Susan Smulyan.

Fifth-year Master's Students

Current Brown University undergraduates may be considered for admission to the public humanities M.A. program under a slightly expedited program. Students who apply and are admitted to the M.A. program during their senior year can count two classes completed as an undergraduate toward their graduate degree. All other program requirements for the M.A. degree, including class requirements and practicums, must be fulfilled as specified above. [Note: although the University terms this a “fifth-year M.A.,” most students will need at least three semesters to complete all program requirements, including the summer practicum.] For more information, see:

<http://www.brown.edu/academics/gradschool/undergraduate/5th-year-masters-degree>

Part-Time Students

In exceptional cases, a student may opt for part-time status in the M.A. program, taking two or fewer courses a semester. Students who seek acceptance as a part-time student, or who need to shift to a part-time status because of personal or professional demands, should consult with the DGS about these possibilities and their implications for completing the degree. M.A. degrees need to be completed within five years.

Leaves of Absence

In accordance with the policy of Brown University's graduate school, students may request a leave of absence (typically for one semester) through application to the Graduate School. Because the Graduate School requires that M.A. degrees be completed within five years, a leave may affect students' progress toward completion. The DGS must approve all requests for leaves submitted by public humanities students. For further information about leave requests and deadlines, see:

<http://www.brown.edu/academics/gradschool/academics/student-status-issues/leaves-absence>

FELLOWSHIPS AND FINANCIAL SUPPORT

Partial tuition scholarships are available to M.A. students. In recent years, most students who have asked for aid have received Center-funded scholarships that cover approximately 40% of tuition costs. Students in good standing can expect to receive similar support for their second year. Students will be notified of their scholarship upon acceptance to the program.

Public History of Slavery Fellowship

The Center for Public Humanities, in partnership with Brown University's Center for the Study of Slavery and Justice, offers a two-year fellowship for a student pursuing an M.A. in public humanities who is interested in the ways that public humanities institutions commemorate the history of slavery and address the subject of retrospective justice. The fellowships cover tuition, fees, and a paid research assistantship at the Center for the Study of Slavery and Justice. The fellowship is awarded annually and is renewed for a second year for students in good standing.

Practicum Funding

Summer Practicums: The Center for Public Humanities, through the generosity of a donor, has been able to award \$3,000 in summer funding to partially defer M.A. students' summer living expenses. Eligibility for summer stipends is based upon the amount of support provided by the sponsoring organization (or other sources) in the form of housing, stipend, travel expenses, or other compensation. Summer funding awards are paid via stipend at month's end in June, July, and August.

Academic Year Practicums: If free public transportation is not available to a practicum site, students can request up to \$350 in commuting cost reimbursement. To seek funding, submit a memo describing your practicum and an anticipated travel budget to Jenna Legault within two weeks of beginning your practicum. If your request is approved, you will be asked to save receipts and submit them monthly for reimbursement. No reimbursement is possible without valid documentation of your travel expenses.

Conference and Workshop Stipends

M.A. students are granted up to \$1000 over the course of their graduate study to cover travel and registration to attend conferences, webinars, workshops and other educational experiences. These funds cannot be used to offset expenses incurred for class field trips, travel to credit-bearing courses at institutions outside of Providence, or the cost of student projects.

To receive reimbursement for completed travel or activity, students must submit a memo that outlines the dates of travel, days away, location, and activity and includes all receipts. Reimbursements will be released after students write a brief report/blog post that describes and reflects on their experience. Reports should be posted to the conference feedback blog: <http://publichumanitiesconferencefeedback.wordpress.com/> Receipts and links to blog posts should be submitted to Jenna Legault. Questions about the use of travel funds and the reimbursement process should be directed to Jenna Legault.

External support for travel

Students who are making presentations at conferences and students who are travelling abroad for public humanities projects or practicums may be eligible for support from the Graduate School. For eligibility and application information, see:

<http://www.brown.edu/academics/gradschool/conference-travel>.

Funding for Public Humanities Class and Independent Projects

When possible, the Center will provide partial funding for extracurricular projects or projects that are formed within a course.

- Funding is only available for projects in Center for Public Humanities-sponsored courses.
- Independent group projects require additional information (proposal, meeting with Center, staff and approved budget) and funding is only available for approved projects.

Funding to support project-based activities that occur within a course must relate to class requirements and involve extraordinary expenses (e.g., to compensate individual students for driving groups to project-related meetings outside of Providence or for the purchase of materials needed for exhibits or public programs). Only M.A. students may seek these funds.

To request funds, students should prepare a written request, including a detailed budget listing reasonable costs associated with the activity. Prepare a budget before spending any money, and consult with Jenna Legault for budget assistance. Budgets may include materials, equipment, design, graphic services production, publicity, commuting travel to project sites outside of Providence, and other expenses directly related to the project.

Non-reimbursable expenses that will not be approved include food for meetings, class parties or exhibit openings or programs that do not engage the public, salaries, or food or personal expenses incurred on class field trips that appear on the course syllabus and are not project related. Approved budgets for Graphics Service orders, publicity, and catering will be paid by the Center directly. Please consult with Jenna Legault to make any arrangements for direct payment.

Student Employment

Through its Humanities Jobs Program, the John Nicholas Brown Center supports Public Humanities MA students in their efforts to locate part-time employment by identifying positions on campus and in the community and by paying student wages. Ph.D. candidates are restricted from working in paid hourly positions at the Center for Public Humanities. Job openings and related forms will be circulated to students enrolled in the master's degree program at the beginning of each semester. Students submit their top three choices, and the Center makes every effort to ensure that students get one of those positions.

Prior to being added to the payroll, students must complete a Humanities Job Agreement and a Background Checklist and submit a background check to Center staff if required. At the conclusion of each semester, students must submit a written self-evaluation. Job supervisors are also required to submit evaluations of a student's job performance. Employment status is reviewed at the completion of each semester and may be renewed the following semester at the discretion of the Center. Students may also elect to discontinue their employment at the conclusion of the semester.

All student employees and employers of students must comply with federal labor laws and University policies regarding student employment, payroll, and weekly time submission. All Center-supported jobs will be paid at the rate of \$15/hour. Students should expect to work 8 - 10 hours per week at their Humanities Jobs, on average. Supervisors are required to provide a minimum of 8 hours per week, but it may be fewer upon the mutual agreement of the student and the supervisor. Students may also work more than 10 hours per week, but may work no more than a total of 260 hours during the eligible period

from September 15 to May 31. Students should discuss the work schedule with their supervisor and include a description of this in the Humanities Job Agreement

Students are responsible for paying any costs incurred when commuting for community jobs. Though students are required to submit hours weekly via Workday TimeTracker, they are paid on a bi-weekly cycle.

Students who are interested in a humanities job should contact Ron Potvin for more information. Questions about payroll should be directed to Jenna Legault.

THE JOHN NICHOLAS BROWN CENTER FOR PUBLIC HUMANITIES AND CULTURAL HERITAGE

Extra-curricular Learning Opportunities

In addition to program requirements, students are strongly encouraged to participate in extracurricular and informal learning opportunities. Every year, the Center for Public Humanities organizes dozens of workshops, lectures, and presentations by scholars and professionals working in the field of public humanities. These events supplement the curriculum by providing intensive hands-on training or in-depth coverage of topics touched on in classes or essential to finding jobs and working in the field. Interaction with visiting speakers also helps students build professional networks and learn about innovative work in the field.

The public humanities program also supports non-credit **group** projects developed by public humanities students. In the past, these projects have included exhibitions, community collaborations, and public programs. Group projects enable students to expand team-building and leadership skills, develop practical skills and apply theoretical learning, and enhance professional credentials. The Center for Public Humanities can help provide space, materials, and staff expertise. The Center may also provide a limited amount of financial support.

Students should take full advantage of these opportunities and are invited to recommend speakers and suggest topics for programs or special projects, to Susan Smulyan, Director.

The Nightingale-Brown House

The Nightingale-Brown House, a National Historic Landmark, serves as the headquarters of the Center for Public Humanities. The house and its collections, including furniture and fine and decorative arts, are available for research, study, and interpretation. The house also contains a seminar room, a public humanities library, and ample spaces for formal and informal gatherings by students and members of the Brown and Providence communities. Areas on the third floor are designated for graduate student use including offices equipped with computers, meeting spaces, and a kitchen. During the academic year, the building stays open for evening work hours, proctored by public humanities students who serve as resident caretakers. Students should be conscientious in their use

of the house, respecting its multiple purposes as staff offices, classrooms, study and social spaces, and repository of historical collections.

For more information about the Nightingale-Brown House and its museum collections, students should contact Ron Potvin. To reserve space for meetings or programs, contact Jenna Legault.

Gallery Spaces

The Center for Public Humanities has an active program of exhibitions developed by public humanities students, faculty, and staff; by other Brown students; and occasionally by artists and organizations from the greater Providence community. The Nightingale-Brown House also contains spaces for exhibits and programs, as well as hallways and display cases that are suitable for small objects or two-dimensional displays. For more information about the Center galleries, students should contact Ron Potvin.

Public Humanities Library

The second floor of the Nightingale-Brown House contains a subject library including course reserves and research texts for students of the public humanities. The Library, which is independent of the holdings of the Brown library system, now contains over 2,500 volumes and is accessible to MA students, fellows and faculty. A searchable catalogue of the texts in the Public Humanities Library is available at <http://www.librarything.com/catalog/jnbc>. Students in the MA program may sign out texts for short term loans.

PRACTICUM GUIDE

The public humanities practicum program is coordinated by Ron Potvin, who can address questions and guide students in making decisions about practicum placements.

OVERVIEW:

A practicum entails a significant professional training experience, chosen to complement each student's academic coursework, prior work experiences, and career interests. A practicum should accomplish the following for students:

- Demonstrate the nature of work in a given area of public humanities, allowing students to apply theory and practice in a real world setting.
- Fill gaps in student's understanding of public humanities professions, providing practical experience that extends their knowledge of areas covered in coursework.
- Encourage fresh insights into their interests and aptitudes and help every student build a resume and portfolio that demonstrates their skills and experiences.
- Expand professional networks, as students work alongside and under the supervision of experienced professionals.

In addition, practicum projects should result in a product or products that are useful to a sponsoring organization.

Although the practicum is primarily intended as an educational experience for public humanities students, it also constitutes a partnership between an individual student, the Center, and a public humanities organization. For this reason, each practicum will differ in assignments and expectations. The general parameters of these projects should be determined in advance, with student's learning objectives and the institution's goals clearly stated in a written agreement before the practicum begins.

Beyond its usefulness in creating products for an organization and for advancing students' professional goals, the practicum should engage students intellectually. It provides an important opportunity to make connections between theoretical and practical issues covered in classes. For example, the practicum may be an opportunity to practice civic engagement and work in collaboration with a variety of community groups. Working with public institutions or community organizations, students may find opportunities to develop or participate in programs that use arts and humanities to foster democratic dialogue and encourage community involvement. Through such programs, students can learn first-hand about the challenges and benefits of public humanities and consider the institutional and personal resources, commitments, and skills required to develop viable programs.

Academic Credit for Practicums

Students receive academic credit for each practicum they complete when they enroll in AMST 2670 or AMST 2680, *Practicum in Public Humanities*. See page 2-3 for more info about course credits. To receive academic credit for their practicums, students are

expected to meet the expectations of their on-site supervisors and to engage in reflective writing and share descriptions of their experiences with each other. During academic year practicums, students meet regularly in a class convened by Susan Smulyan. During summer practicums, students must regularly post to a blog (<http://publichumanitiespracticums.wordpress.com/>) where they reflect on the practicum experience; they will present their summer practicum work at forum with their classmates after the fall semester resumes. In addition, students will be evaluated by their on-site supervisor(s). No grades will be issued until these materials are completed.

Looking for a placement

Students are responsible for contacting potential sponsors, negotiating the general parameters of a project, and seeking input from faculty advisors. To find the most advantageous situation, this process of identifying potential organizations should begin well in advance of the practicum's anticipated start, at least several months before the end of the preceding semester. Students should begin researching possible summer placements in January and February; some applications, particularly at large institutions, are due as early as February.

Some public humanities organizations coordinate structured and, sometimes competitive, internship programs. Such programs may offer monetary compensation in the form of a stipend or salary, or may cover expenses such as housing or travel. In these cases, the sponsoring organization often will determine the internship project(s) in advance. Organizations that sponsor paid internships typically have a formal application process with preset deadlines. Students who are seeking paid practicum opportunities or prefer a formally structured program should investigate such programs and understand the specific projects for which interns are sought in order to ensure an enriching experience.

Many students prefer to go outside such organized programs and tailor an opportunity that specifically fits their interests. Students who prefer this alternative should begin by talking to Center faculty and students about their goals and determine how best to make contact with the desired location. Because the process for pursuing these opportunities is less predictable than with more structured programs, investigations should begin several months in advance.

From the standpoint of fulfilling public humanities program requirements, students may choose either a paid or unpaid practicum. See the section on Student Stipends below for further information about possible funding sources to support unpaid practicums. Practicums during the academic year typically are fulfilled at organizations within Rhode Island or Massachusetts. During the summer, it is more common to elect a practicum that requires residence outside New England.

Part-time students should consult with Center faculty and think creatively and strategically about how to balance their goals for the practicum with their other obligations. If currently employed at a public humanities institution, part-time students can use this opportunity to take on a clearly-defined project that falls outside typical responsibilities and involves new skills, subjects, or collaborations. Other part-time students have

designed practicums that provided a chance to get to know a new organization.

Sources of information for practicum opportunities include:

- The Center's Practicum Opportunities Blog: <http://findapracticum.wordpress.com/>
- Classmates and public humanities alumni, Center staff, faculty advisors, and other humanities professionals at Brown University and elsewhere.
- The National Council on Public History: <http://ncph.org/cms/careers-training/internships/>
- The Society of American Archivists: <http://www.archivists.org/students/internships.asp>
- Smithsonian Office of Research Training and Services: <http://www.si.edu/ofg/>
- American Association of Museums: <http://www.aam-us.org/resources/careers>
- National Trust for Historic Preservation: <http://www.preservationnation.org/career-center/#find>
- The New England Museum Association: <http://www.nemanet.org/nemajobsonline.htm#Fellowships>
- National Park Service: <http://www.nps.gov/history/crdi/internships/intrnCRDIP.htm>
- Brown's CareerLAB supports student internships through serving as a clearinghouse for listings and maintaining databases and online networks that connect Brown students and alumni. See: <http://careerdevelopment.brown.edu/internships/index>

Once students have identified an appropriate practicum site, they should work with their on-site supervisor to clarify expectations and complete a work plan and a practicum agreement. Students may find it useful to share the Information for Sponsoring Institutions provided below. Completed practicum agreement forms (below) should be submitted to the Center's practicum coordinator before the practicum begins.

INFORMATION FOR SPONSORING INSTITUTIONS/ORGANIZATIONS

Structure of the program

The mission of the public humanities program is to connect individuals and communities to art, history, and culture. In keeping with this mission, successful practicum projects will allow students to work with the public either directly or indirectly, or result in a product that will enable the sponsoring organization to more effectively connect with its audience. Examples of some of these projects include:

- Creating or implementing evaluation, education or public programs
- Researching and developing exhibitions or tours
- Conducting marketing or policy research
- Coordinating and undertaking oral history or arts projects
- Conducting collections research, interpretation, cataloging and conservation

Expectations

The practicum should represent a substantial educational experience for public humanities

students. Public humanities students bring graduate level knowledge. They hope to apply their theoretical and practical studies in an organizational setting and develop important professional skills.

At least one experienced professional should closely supervise and mentor the practicum student, providing regular instruction, constructive feedback (including a mid-point and final written evaluation), and consistent attention throughout the practicum. Most students have worked in professional settings before, but they will benefit from clear expectations, thorough orientation to office policies and practices, and the chance to learn more broadly about the mission and structure of the organization.

A written work plan agreement, developed by and mutually agreeable to supervisors and students, should be finalized prior to the start of the practicum. Institutional supervisors are encouraged to consult with Center staff for information and assistance at any point during the process of set up or completion of a practicum.

Evaluations

In addition to providing regular feedback directly to the student, you will be asked for formal written evaluations during and at the end of the practicum. Your evaluation will provide important feedback for the student and the public humanities program; it also will be used as the basis for formally assessing the student's work so they receive academic credit.

Any concerns, questions, or comments about the practicum are welcome. Contact the Center's practicum coordinator, Ronald Potvin, at 401-863-5312 or Ronald_potvin@brown.edu.

Public Humanities Practicum Agreement

This form should be completed by public humanities students, in consultation with the supervisor at the sponsoring organization, and should be submitted to Ron Potvin **no later than MAY 1**.

This form is also available online at <http://tinyurl.com/practicum-agreement>

Student Information:

Name:	
Email:	
Phone:	

Site Information:

Organization:	
Supervisor (name and title):	
Supervisor contact: Phone:	
Email:	
Organization address:	
Website:	

Practicum Information:

Start/end date:	
Schedule:	
Student projects and responsibilities:	
Outcomes/products expected:	
Student Learning Objectives:	

If applicable, list any compensation or in kind resources provided to the student:	
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This form must be approved by the Center before the student begins the practicum. We realize that it may be necessary to make minor changes to the contract within the spirit of the document. Any questions about this form or the practicum should be directed to Ron Potvin, at Ronald_potvin@brown.edu or (401)863-5312.

Signatures:

Student Signature _____ Date _____

Supervisor Signature _____ Date _____