

## **Handbook: Honours Program in History (Updated January 2020)**

### **1. The Program**

- 1.1 The Honours program in History is designed to provide a limited number of qualified students with the opportunity to engage in advanced undergraduate work which will prepare them for graduated studies in History, or professional studies such as law, policy and administration. Some students opt to undertake the Honours program because it will give them an advantage when on the job market after they have finished their History degree. The program leads to the BA (Hon) degree. Students contemplating graduate studies should seriously consider the Honours program, as this is the preparation normally required for admission to many graduate programs.
- 1.2 Because the Honours program has a number of course and entry requirements beyond those of the major, students thinking about entering the program should consult with the Chair of the History Department or the Honours Coordinator as early as possible in their university studies.

### **1.3 Application Process:**

**Students normally apply for admission to the Honours program in their third year. The deadline for applications to the program is January 31 for students who wish to be enrolled in September of the following academic year.** (If January 31 falls on a Saturday or Sunday, the application will be due the following Monday). However, should a student wish to apply after the normal review process has taken place for applications, their application *may* still be considered by the Department *if* it has the support of a potential supervisor.

Applications consist of a short letter to the Honours Coordinator with the following information:

- a short statement that you wish to apply to the program
- the name of the professor who has agreed in principle to supervise your Honours thesis and the historical subject you will be studying
- a copy of your degree progress report or unofficial transcript
- a completed **Honours Checklist** (see the back of this handbook)
- *written* approval of their proposed research topic from a potential supervisor.

*(Note: approval of a proposed research topic does not imply acceptance into the Honours program).*

### **2. Admission Requirements**

- 2.1 The program is open to qualified History majors. Normally, students will be enrolled in their fourth or fifth semester when accepted into the program. Qualified students may also choose to apply to the program after completing the requirements of the

- major.
- 2.2 The applicant must have an overall grade average of at least 75% in their previous University courses. Normally, the Department expects a minimum overall average of 80% in previous History courses.
  - 2.3 Spaces are limited and meeting the minimum entry requirements does not guarantee admission. Decisions on admission are made by the Department as a committee of the whole. Admission decisions will be made on the basis of demonstrated and potential ability to carry out independent research and sustained historical analysis.
  - 2.4 Graduates of the University of PEI with History majors may apply for admission to the program up to five years after graduation. They have five years to complete their Honours studies. UPEI graduates completing the program will be granted an Honours Conversion Certificate. Qualified graduates of other universities may apply to enrol in Honours courses and will receive normal credit and UPEI transcripts.
  - 2.5 Application for admission to the Honours program should be made in a letter to the Departmental Honours coordinator. Applications are normally submitted during the fourth or fifth semester.

### 3. **Program Requirements**

- 3.1 In addition to the courses required for the major, students are required to complete HIST 4970 and 4980. (Note: HIST 4970 & 4980 are in addition to the 9 semester hours of History courses at the 4000 level required for the Major)
- 3.2 Students must maintain an overall average of 75% in their university courses, and a minimum average of 80% in their History courses to remain in the program.
- 3.3 Students will prepare and defend in an oral examination a major research essay under the supervision of an Honours advisor from the History Department. This essay will be evaluated by a three-person committee, two members from within the Department and one member of which will be from outside the Department.
- 3.4 Students leaving the program because of grade averages falling below the required standard may apply for re-admission after one year and take courses to make up the deficiency.
- 3.5 Students intending to enter graduate programs should be aware that many MA and PhD programs require a reading knowledge of a second language. As a result, undergraduate courses in a second language are a useful preparation for graduate

work in History.

#### 4. **Required Courses**

##### **History 4970 - Honours Tutorial in Historiography**

History 4970 is an intensive reading and tutorial course in selected fields offered by the Department. Students should consult with their Honours supervisor in planning this course. The course normally centres on the historiography of the area in which the student's graduating essay is prepared.

Tutorial: Three hours per week

##### **History 4980 – Honours Graduating Essay**

Students will propose, research and write a major research essay under the supervision of an Honours advisor from the History Department. The essay will be the subject of a final oral examination. The oral examination committee consists of the Honours supervisor, one additional member from the Department of History, and a faculty member from another department of the University of Prince Edward Island.

Tutorial: Three semester hours of credit

#### 5. **Department Honours Regulations**

- 5.1 Students must take 4970/4980 in sequence, preferably in consecutive semesters. The two summer sessions are regarded as one semester for this purpose.
- 5.2 The Honours advisor responsible for the supervision of the graduating essay will be chosen by the student, with the concurrence of the Department. The additional History Department member of the student's committee and the external reader will be chosen by the mutual agreement of the student and the Honours supervisor. Should the need arise to replace a member of the student's committee, the above procedure will be followed.
- 5.3 The graduating essay will be approximately 12,000 to 15,000 words in length. It must be printed on good quality paper, using letter-quality print, and free of grammatical, spelling or punctuation errors. The text must be double spaced, not exceed 25 lines of print per page, and have margins of at least 1". Please refer to the *Chicago Manual of Style* for further guidance. Revisions or corrections may be required after the final oral examination. It is the student's responsibility to produce a corrected copy for submission to the Robertson Library (speak with the Honours Coordinator for further information about this process).

5.4 No later than two weeks before the final oral examination, the student will ensure that four copies of the essay are given to the Honours supervisor. The supervisor will distribute these to the other two members of the committee and place one copy in the departmental office for members of the Department.

5.5 The oral examination will be held during the normal examination period at a time and place agreeable to the student and the faculty members of the Honours committee. Normally it should last about one hour, and provide the student an opportunity to outline the conclusions of the graduating essay to those present and to answer questions. The two departmental members and the external reader will grade the essay in camera following the oral examination, taking into consideration both the essay and the student's performance in the examination. The essay and the oral examination will be assigned a single numerical grade. This will be the grade for HIST 4980.

6. **Honours Coordinator**

6.1 The Honours Coordinator administers the day to day operations of the program in consultation with the Chair. The Coordinator is named by the Department for a three year term, renewable once.

6.2 The Coordinator advises students on all matters relating to the Honours program and keeps student records as necessary.

**[Sample Title Page for Honours Essay]**

**TITLE IN BLOCK LETTERS**

**by  
Full Name of Student**

**Submitted in partial fulfilment of the requirements of the Honours Program in  
History, University of Prince Edward Island**

**Date**

### **History Faculty**

Susan Brown	<a href="mailto:sebrown@upei.ca">sebrown@upei.ca</a>	Modern Britain (18 <sup>th</sup> -20 <sup>th</sup> centuries); Gender; Social and Cultural History; Theatre
Lisa Chilton	<a href="mailto:lichilton@upei.ca">lichilton@upei.ca</a>	British Imperialism and Colonization; Canadian Immigration; Gender History (Canada and Britain)
Ian Dowbiggin	<a href="mailto:idowbiggin@upei.ca">idowbiggin@upei.ca</a>	Modern European Intellectual; History of Science and Medicine
Richard Kurial	<a href="mailto:rkurial@upei.ca">rkurial@upei.ca</a>	United States: American Foreign Policy
Edward MacDonald	<a href="mailto:gemacdonald@upei.ca">gemacdonald@upei.ca</a>	PEI Political and Social History; Canadian Political; Atlantic Canada Environmental History; History of Tourism
James Moran	<a href="mailto:jmoran@upei.ca">jmoran@upei.ca</a>	History of Health and Medicine; History of the State; Canadian Social History; Mental Health History
Sharon Myers	<a href="mailto:shmyers@upei.ca">shmyers@upei.ca</a>	Social and Cultural History in Canada and the Maritimes in the 19 <sup>th</sup> and 20 <sup>th</sup> centuries, including the History of women, children and the family; labour and the working class; social reform, political culture and the state
Richard Raiswell	<a href="mailto:rraiswell@upei.ca">rraiswell@upei.ca</a>	Early Modern Europe; Medieval Europe; Europe and the Wider World; European Intellectual History to 1700; Witchcraft and Demonology; Historiography

## History Honours Checklist (3 pages)

The following checklist is intended to assist students in determining which courses they need in order to meet the requirements for the Honours degree in History. It is intended as a supplement to the Registrar's Degree audit. When completed, please pass this checklist in with your letter of application. You may find it helpful to review this checklist with a potential supervisor or the Honours Co-ordinator.

### Required Grade Average (please calculate)

Need overall average of 75% in all previous University courses: \_\_\_\_

Need minimum average of 80% in previous History courses: \_\_\_\_

### 48 semester hours of History credits (this includes HIST 497 & 498)

(indicate # of credit hours for each)

completed: \_\_\_\_

currently enrolled in: \_\_\_\_

remaining required: \_\_\_\_

### 120 semester hours total of University credits (including History credits)

# of remaining credit hours required: \_\_\_\_

### Required courses:

	Completed	Enrolled
HIST 1010	<input type="checkbox"/>	<input type="checkbox"/>
HIST 1020	<input type="checkbox"/>	<input type="checkbox"/>
HIST 2010	<input type="checkbox"/>	<input type="checkbox"/>
HIST 2020	<input type="checkbox"/>	<input type="checkbox"/>
HIST 2110	<input type="checkbox"/>	<input type="checkbox"/>
HIST 3120	<input type="checkbox"/>	<input type="checkbox"/>

**3000 level courses (minimum of 9 semester hours/ 3 courses).** Includes HIST 3120  
Please list courses; include course numbers & titles.

Completed:

Enrolled in:

**4000 level courses (minimum of 9 semester hours/ 3 courses; *does not* include 4970 & 4980)**

Completed:

Enrolled in:

**Breadth requirement**

Students must complete courses totalling 6 semester hours of credit at the 2000-4000 levels in 3 of 5 areas of study: European, British, American, Canadian & Global. Lists of courses under each "area" may be found under the History Department entry in the UPEI Academic Calendar: <https://www.upei.ca/registrar/academic-calendar>

Please list the courses (Numbers & titles) which you have completed or are enrolled in which would meet these requirements. (Remember, only 3 out of 5 areas are required; you may choose which 3 you want.)

European (HIST 2010 & 2020 count):

British:

American:

Canadian:

Global:



## **Remaining credits**

Based on the preceding checklist, what courses will you need to take in order to fulfill the requirements in the following areas:

3000 level courses:

4000 level courses:

Breadth requirement:

**Will you need to take summer session courses in order to avoid a course overload in your final Honours year?** (List courses if known)

**Including HIST 4970 & 4980, will you have completed *by the end of your Honours program*:**

48 semester hrs of History credits?

120 semester hrs of overall course credits?

**Have you met with a potential supervisor?**

**Have you received written approval for the feasibility of your proposed research topic?** (*Such approval does not imply acceptance into the Honours program*)

**Are there any courses which s/he recommends as background for your topic of research?**