Handbook for Graduate Students
M.A. Program in Public Humanities
Brown University

2016-2017

This handbook provides information about policies and practices for students in the Public Humanities M.A. program. 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.

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REQUIREMENTS FOR THE M.A.

The John Nicholas Brown Center for Public Humanities and Cultural Heritage administers the M.A. program in Public Humanities and the Department of American Studies grants the degree. The degree can be completed either as a terminal master’s program or as part of the American Studies Ph.D. The curriculum provides students with a thorough understanding of the theory, methods, and history of public humanities. Courses explore subjects related to arts and humanities and enable students to develop the knowledge and skills to facilitate public engagement and partnerships, prepare and manage cultural programs, work with museum artifacts, create exhibits and web sites, and preserve cultural heritage.

Course Work
Completion of the M.A. program requires twelve courses and completion of a summer practicum.¹ Full-time MA students typically complete the degree in two years. With permission, students may accelerate degree completion to three semesters. (See page 4 for a chart outlining suggested enrollment patterns). Part-time students may take 1 – 2 courses per semester. Academic advising is conducted by Robyn Schroeder, Postdoctoral Fellow and Director of Graduate Studies (DGS), and Susan Smulyan, director of the John Nicholas Brown Center. Both are available to answer questions and assist students in selecting courses and understanding program requirements.

Required Courses
All students must take AMST 2650 Introduction to Public Humanities and AMST 2540 Methods in Public Humanities. Students are strongly encouraged to complete these classes in their first year. Students also must take at least one upper-level seminar in American Studies (generally at the 2000 level); eight elective courses approved by their advisor; and complete a summer practicum and a second practicum during a spring or fall semester (usually in their second year).

Practicum Courses
Students must complete two practicums that integrate research and theory with hands-on practice. One practicum must be completed during the summer following the first year of classes. The summer practicum is required but uncredited, and students will not be charged tuition for this requirement. The second practicum (AMST 2680) can be scheduled during any semester, but generally not during the first semester.

Ph.D. candidates who are also receiving an M.A. in public humanities are required to complete only the summer practicum. Part-time M.A. students must complete two practicums, although the duration may be spread over a longer period than described above.

¹ The requirement of twelve courses took effect in academic year 2015-16. Students matriculating prior to AY 2015-16 are required to complete fourteen courses.
Students will receive an incomplete grade and no credit until all obligations for the practicum are completed and an on-site supervisor submits an evaluation to the Center’s practicum coordinator. See the practicum guide section for more information about practicum requirements.

**Elective Courses**

Elective courses can be selected from 1000 to 2000 level courses offered at Brown and from graduate courses at RISD. Graduate level courses at Harvard's Graduate School of Arts and Sciences can also count for credit. The disciplinary field or departments for electives are not limited. Students should aim for a balance of practice, theory, and content among 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. Most courses sponsored by the Center for Public Humanities combine subject-matter expertise with the opportunity to apply ideas and skills to a project. Other courses at the university, particularly in the Department of American Studies, are also project-based or could be modified to focus on projects. Consult the list of relevant courses provided by the Director of Graduate Studies (DGS) at the start of each semester to find nonprofit management or project courses.

**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, tour, etc.—that will significantly enhance a student’s education. Any regular faculty member can serve as the faculty advisor and instructor of record. If students do not have a faculty advisor, Susan Smulyan or Robyn Schroeder can serve as the advisor and instructor of record for AMST 2660. Appropriate adjunct faculty and professionals can serve as project co-advisors. Students who enroll in AMST 2660 should commit a minimum of 125 hours over a semester (approximately 10 hours/week). Students can work on a project individually, as part of a team, or in a leadership role on a larger group project.

To enroll in AMST 2660, students should have successfully completed AMST 2650 Introduction to Public Humanities and must receive prior approval by submitting a proposal outlining the project and describing the intended outcomes/products and assignments. This proposal should list all participants, including any community or university partners, collaborators, and sponsors; it should also include a tentative weekly schedule and work plan. If the project involves 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 the proposed project. Projects requiring funding must include a budget specifying any funds requested from the Center and outlining how additional money will be raised. Project proposals should be submitted to the DGS by the end of the second full week of classes each semester.

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 or the requirements of another credit class. Project in Public Humanities is limited to public humanities students and can be taken no more than 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. Below are suggested registration patterns:

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<thead>
<tr>
<th></th>
<th>Four Semester Track</th>
<th>Three Semester Track</th>
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<tbody>
<tr>
<td>Semester 1</td>
<td>AMST 2650 Intro + 2 electives</td>
<td>AMST 2650 Intro + 3 electives</td>
</tr>
<tr>
<td>Semester 2</td>
<td>AMST 2540 Methods + 2 electives</td>
<td>AMST 2540 Methods + 3 electives</td>
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<tr>
<td>Summer</td>
<td>Summer practicum</td>
<td>Summer practicum</td>
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<tr>
<td>Semester 3</td>
<td>3 electives</td>
<td>AMST 2680 Second practicum + 3 electives</td>
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<tr>
<td>Semester 4</td>
<td>AMST 2680 Second practicum + 2 electives</td>
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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 adjusted to match the course enrollment and tuition bill. To ensure that bills are correct, students must communicate their actual course enrollment to Sabina Griffin following each registration and shopping period, or immediately following any subsequent changes mid-semester. Questions about tuition billing should be directed to Sabina.

According to the Graduate School, full-time status entails enrollment in three or more classes each semester. Students should consult the Master’s Funding page of the Graduate School website 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 graded Incomplete will have up to one year to submit all required course work, with the permission of the instructor. 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 toward the M.A. degree.

Credit for Classes at Other Institutions
Students should expect to take most of their classes at Brown University. However, the Graduate School allows students to transfer one graduate-level course taken at another school for credit towards an M.A. degree. The form to request transfer of graduate credits can be picked up at the Office of the Registrar. The form requires advisor approval. With the exception of Brown students in the Fifth Year Master’s program (See page 7), undergraduate courses are not accepted for graduate credit.

As the result of 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 of the Office of the Registrar regarding RISD cross-registration.

Brown also 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 at the Brown Graduate School, students should acquire signatures from their advisor, the Brown graduate school, and the Harvard faculty member before submitting the form to the Harvard registrar. For further information about credit for classes taken at other institutions, students should consult with their advisor 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 Studies in American Studies or Susan Smulyan.

**5th-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. Although the University terms this a “5th-year M.A.,” most students will need at least three semesters to complete all program requirements. For more information, see information about the 5th-year Master’s Degree on the Graduate School website.

**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 part-time status because of personal or professional demands, should consult with the DGS about this possibility and implications for completing the degree. M.A. degrees must be completed within no more than 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 information regarding leaves of absence on the Graduate School website.

**FELLOWSHIPS AND FINANCIAL SUPPORT**

Public humanities M.A. students are eligible for partial tuition scholarships provided by the Center for Public Humanities. In recent years, most admitted students who request program aid at the time of application have been awarded a tuition scholarship equal to up to 40% of tuition. 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. Students who require additional support are encouraged to visit the Office of Financial Aid, which can provide information on student loans and leads on sources of funding beyond Brown University.

In addition to tuition scholarships, the Brown Center for Public Humanities provides other forms of support for student activities.

**Public History of Slavery Fellowship**

One fully-supported two-year fellowship is available each year for a student pursuing an M.A. in public humanities who is dedicated to working in museums and other cultural institutions on issues related to the history and legacy of slavery. The fellowships are intended to help prepare future professionals to help museums and cultural institutions address controversial issues, teaching the public and initiating broad conversations about slavery, race and racism, and retrospective justice. The fellowships cover tuition, fees, and include a stipend. Students applying for this fellowship should indicate interest on their application, and explain in their personal statement how their academic and professional preparation and career goals make them appropriate candidates for this fellowship.

**Curatorial Fellowships**

A small number of Public Humanities M.A. students are awarded Curatorial Fellowships to bring their expertise in exhibit design, digital scholarship, and public programs to Brown departments, centers, galleries, and libraries. Fellows receive a yearly stipend (between $15,000 and $20,000) and work 15-20 hours a week during their two years in the M.A. program. Fellowship stipend is paid at the end of each month, September – May. All students who request financial aid are eligible for the fellowship and additional paperwork is not required. Students who receive Curatorial Fellowships are not eligible for public humanities jobs or other hourly-paid positions at Brown University.

**Student Employment**

The center provides funds for public humanities M.A. students to work part-time with partner programs and organizations on campus and in the community. Through this program, public humanities students can supplement their incomes, learn valuable skills, enhance their credentials, and expand their professional networks. The center cultivates job opportunities through its local community partners.

In addition, the center hires public humanities students on a limited basis to provide research, programming, and administrative support for its projects and programs, and for some center-related work elsewhere at Brown University including project assistance for center Fellows. These jobs might include transcription of oral histories; research, planning, or logistical support for center initiatives; and collections management tasks.

Students must complete a Humanities Job Agreement and submit a background check to Center staff if required. At the conclusion of each semester, students must submit a written self-evaluation. 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 jobs sponsored by the Brown Center for Public Humanities are paid at the rate of $15 per hour. 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.

Salary support from the Center is available exclusively during the academic year. Ph.D. candidates are restricted from working in paid hourly positions at the Center for Public Humanities. All student employees and employers of students must comply with federal labor laws and University policies regarding student employment, payroll, and weekly time submission. Students are responsible for paying any costs incurred for commuting to their 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 any of these employment opportunities should contact Ron Potvin for more information. Questions about payroll should be directed to Sabina Griffin.

City Year’s University Partnership
The public humanities M.A. program participates in City Year's University Partnership. City Year Corps members and alumni and current/former staff who are accepted to the public humanities M.A. program are eligible for financial assistance, including an application fee waiver. For more information regarding the City Year partnership, and benefits to accepted Public Humanities M.A. students, visit the City Year Alumni portal.

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 defray 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. To apply, complete the Summer Practicum Funding Request and Budget Form no later than April 1. Summer funding awards are paid via stipend at the end of June.

**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 Sabina Griffin within two weeks of beginning your practicum. If your request is approved, you must save receipts and submit them monthly for reimbursement. No reimbursement is possible without valid documentation of your travel expenses.

Conference Funds
Each year public humanities M.A. students are awarded up to $500 for professional development. Students are strongly encouraged to use these funds for online webinars, travel to conferences, and other professional development activities not available at Brown. To receive reimbursement for completed travel or activity, students must submit to Sabina Griffin a memo that outlines the dates of travel, location, and activity and includes all receipts. Questions about approved use of conference funds should be directed to Robyn.

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 the Conference Travel page at the Graduate School website.

**Funding for Public Humanities Class and Independent Projects**

When possible, the Center for Public Humanities will provide partial funding for extracurricular or course projects. 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. Only M.A. students may seek these funds.

To request funds, students should submit a written request to Susan (with a copy to Sabina) for approval. The request must include a detailed budget listing reasonable costs associated with the activity specifying any funds requested from the Center and outlining how additional money will be raised. Expenses 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 include food for meetings, class parties, salaries, or expenses incurred on class field trips that appear on the course syllabus. Approved budgets for Graphics Service orders, publicity, and catering will be paid by the Center directly. Please consult with Sabina Griffin to make arrangements for direct payment.

**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, field trips, 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. Students should take full advantage of these opportunities and are invited to recommend speakers and suggest topics for programs or special projects to the Center 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 historical collections including furniture and fine and decorative arts are available for research, study, and interpretive programs. The house also contains a seminar room, a public humanities library, and 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 remains open for evening work hours, proctored by 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 Sabina Griffin.
Gallery Spaces
The Nightingale-Brown House contains formal and informal gallery spaces for exhibits and programs. The Center sponsors 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. For more information about the Center galleries, students should contact Ron Potvin.

Public Humanities Library
The Public Humanities 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. The library also contains course reserves for students enrolled in classes sponsored by the Center for Public Humanities. A searchable catalogue of the Public Humanities Library is available at Library Thing. Students in the MA program may sign out texts for short term loans.

PRACTICUM GUIDE
This guide describes the curriculum requirements for practicums undertaken by public humanities students, discusses the process for setting up and evaluating a placement, and outlines the obligations of students and of onsite practicum supervisors.

Overview
Practicums are significant professional training experiences, chosen to complement coursework, prior work experiences, and career interests. Practicums allow students to apply theory and practice in a real world setting and encourage fresh insights into their interests and aptitudes. Practicums fill gaps in students’ understanding of public humanities professions, providing practical experience and helping them build a resume and portfolio that demonstrates their skills and experiences. Practicums expand Students’ professional networks as they work alongside and under the supervision of experienced professionals. Practicums constitute a partnership between students, the center, and a public humanities organization and result in outcomes that are useful to the sponsoring organization and beneficial to students. The general parameters should be determined in advance, with students’ learning objectives and institutions’ goals clearly agreed upon before the practicum begins.

Requirements
Students must satisfactorily complete two practicums, typically undertaken at two different organizations, to fulfill M.A. requirements. For summer practicums, students should expect to work full-time over the span of 8 – 10 weeks, totaling 300 – 375 hours. Students must commit approximately 125 – 150 hours to their second practicum, which may be completed over the span of one or two semesters. Since the summer practicum is uncredited, registration is not required. For the second practicum, students will register for AMST 2680 and should select the S/NC (Satisfactory/No Credit) option. A satisfactory rating depends upon the quality of work performed at the sponsoring institution and other aspects of the practicum such as blogging, written reports, and (for academic-year practicums) participation in a practicum seminar. For more information, see “Requirements for the M.A.” on page 2.

Looking for a Placement
The process of identifying a practicum should begin several months before its anticipated start. 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. Applications for summer placements, particularly at large institutions, are often due as early as January.

Some public humanities organizations provide structured and competitive programs and offer a stipend or salary or cover some expenses. In these cases, the sponsoring organization often will determine the internship project(s) in advance and typically have a formal application process with preset deadlines. Other students prefer to tailor opportunities that specifically fit their interests.

Part-time students should 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 design practicums that provided a chance to become familiar with a new organization.

In most cases, students should complete their two practicum requirements at two different organizations. Students should complete their summer practicum at a single organization, although there may be exceptions based upon a student’s interests, practical considerations, and the need to work the necessary amount of hours. All students should consult with Center staff, faculty, and advisors about their goals, particularly Ron Potvin who oversees the practicum program.

Students are responsible for contacting potential sponsors, negotiating the general parameters of a project, and seeking input from faculty advisors. Before the practicum begins, the goals and expectations should be defined by the student and the practicum supervisor at the host organization in the Practicum Agreement. This agreement articulates mutually acceptable expectations and specifies any programs, materials, or reports you will be responsible for completing. The agreement should include a beginning and ending date, a weekly work schedule, and any compensation, and must be completed before the practicum begins.

Sources of information for practicum opportunities include classmates and public humanities alumni, center staff, faculty advisors, and other humanities professionals at Brown University and elsewhere; National Council on Public History; Society of American Archivists; Smithsonian Office of Research Training and Services; American Alliance of Museums; National Trust for Historic Preservation; New England Museum Association; and the National Park Service. Brown’s Career LAB supports student internships by serving as a clearinghouse for listings and maintaining databases and online networks that connect Brown students and alumni. The center also maintains a list of current practicum opportunities.

**Doing the Practicum**

Students should look upon practicums as professional work experiences and comply with expectations established by supervisors including appropriate dress, work hours, and prioritization of tasks. Assume a proactive, rather than a passive, approach to an internship experience, and work to establish a clear dialogue with the supervisor and mutually supportive relationships with other interns and members of the staff. Seek out a broad range of experiences during a practicum, expanding involvement into as many areas of the organization as possible. Through these efforts, students will find that practicums can play an important part in developing skills and building a network of professional contacts. Plan to keep in touch with people from the practicum organization after the assignment is complete.

As with any work experience, students may find that their experiences differ from expectations. Issues
such as funding and organizational and personnel changes can alter assigned projects and affect the ability to complete assignments. Practicum supervisors will value flexibility and willingness to handle changing circumstances or follow new directions. Good communication with the organization’s staff is important to ensure understanding of the nature of institutional priorities and enable students to perform to the best of their capabilities. The Center staff also can be consulted for advice in handling unexpected situations that occur during a practicum.

Students should take advantage of practicums to produce materials to show to prospective employers. These may include letters of recommendation, press coverage of events or programs, exhibit labels or photographs of exhibits, or other work that students produced. Take the time to document work and accumulate examples of products to add to a professional portfolio.

Successful completion of the summer practicum includes posting to a Practicum Blog. Completion of the second practicum (AMST2680) requires participation in a practicum seminar

Reflections

Engagement in thoughtful reflective practice is a critical component of a successful practicum experience. Through reflection, students connect their practicum work to theoretical and practical learning in the classroom. This reflection should entail honest assessments of competencies, weaknesses, and interests, and attempt to understand a practicum project as it relates to the obligations, challenges, and opportunities of public humanities institutions. Even negative experiences can provide opportunities to reflect upon the organizational, professional, financial, or personal factors that affected outcomes and can help to shape professional goals. Students should consider reflection an integral part of a practicum assignment, not an additional activity, and make it a part of their regular work schedule.

Reflection is built into the practicum experience in three ways:

1. During summer practicum placements, students will submit regular postings to a practicum blog. In these postings, students will reflect on critical problems and issues in the field and on their own and classmates’ work.

2. During academic year practicums, students will participate in a seminar (AMST2680) to discuss experiences and relevant theoretical, practical, and professional issues. By participating in these discussions and learning from each other’s experiences, students can expand their understanding of the challenges and opportunities that public humanities professionals face.

3. All practicums will conclude with a capstone project or presentation that will be shared with center staff, faculty, or students. Past projects have included presentations, digital portfolios, job search materials, or written case studies.

Throughout the practicum the Center will maintain communication with students’ on-site supervisors, asking for mid-point and final evaluations. Supervisors are encouraged to share their assessments with students. When possible, center staff will arrange site visits during the practicum.

Practicum Stipends

Because many public humanities institutions do not provide paid compensation to interns, the center
offers some financial support to help M.A. students defray living expenses during their summer practicums. For more information, see “Practicum Funding” on page 7.

To apply, complete the Summer Practicum Funding Request and Budget Form no later than April 1. Students will be notified about funding decisions by April 15. Any costs or expenses in excess of the funding provided by the Brown Center for Public Humanities are the responsibility of the student. Ph.D. students are not eligible for practicum stipends because they receive summer funding from the Graduate School. Funds will be distributed in three installments, at the end of June, July, and August.

For academic year practicums outside of Providence, students may be reimbursed for commuting costs up to $350 if free public transportation is not available. To apply for this funding, submit a memo describing the reason for your request and a travel budget to Sabina Griffin within two weeks of beginning your practicum. Your budget should reflect the most cost-effective form of transportation or justify why another option is necessary. Students will be notified of academic year travel funding within one week of request. If your request is approved, you must save receipts and submit them monthly for reimbursement.

**Information for Sponsoring Organizations**

Students may find it useful to share the Information for Sponsoring Institutions provided below. Completed practicum agreement forms should be submitted to the Center’s practicum coordinator before the practicum begins.

- The mission of the Center for Public Humanities is to conduct education, research, and public engagement initiatives to connect individuals and communities to art, history, and culture.

- A practicum should represent a substantial educational experience for public humanities students, who 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 supervise and mentor the practicum student, providing consistent instruction and attention. Most students have worked in professional settings before, but they will benefit from clear expectations, thorough orientation to policies and practices, and the chance to learn broadly about the mission and structure of the organization.

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

- In addition to providing regular feedback directly to the student, supervisors will be asked for formal written evaluations during and at the end of the practicum. These evaluations provide important feedback for students and the public humanities program. Evaluations are used as the basis for formally assessing the student’s work for academic credit or for completion of the summer practicum requirement.

- Any concerns, questions, or comments about the practicum are welcome. Contact the Center’s practicum coordinator, Ron Potvin.
Key Contacts and Websites

Contacts

**Sabina Griffin**, Center Manager  
Sabina_Griffin@Brown.edu  
401. 863.1177  
Conference Funds, Meeting reservations,  
Practicum Funding, Reimbursements,  
Student Payroll, Tuition billing

**Ronald Potvin**, Assistant Director & Curator  
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401.863.5312  
Collections, Galleries, Maintenance,  
Nightingale-Brown House, Practicums,  
Student employment

**Robyn Schroeder**, Postdoctoral Fellow/Director of  
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robyn_schroeder@brown.edu  
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Advising, Part-time enrollment

**Susan Smulyan**, Director, Professor of American Studies  
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401.863.6115  
Advising, Lectures and programs, Ph.D.  
student enrollment

Websites

**5th-year Master's Degree**  
http://www.brown.edu/academics/gradschool/academics-research/5th-year-masters-degree

**Conference Travel**  
http://www.brown.edu/academics/gradschool/conference-travel

**Financial Aid**  
http://www.brown.edu/about/administration/financial-aid/

**Graduate School**  
http://www.brown.edu/academics/gradschool/

**Leaves of Absence**  
http://www.brown.edu/academics/gradschool/academics/student-status-issues/leaves-absence

**Master's funding**  
http://www.brown.edu/academics/gradschool/financing-support/masters-funding

**Registrar**  
http://www.brown.edu/about/administration/registrar/

**RISD cross-registration**  
http://www.brown.edu/about/administration/registrar/course-enrollment/registration#risd

**Transfer credit approval forms**  
https://www.brown.edu/about/administration/registrar/degree-guidelines-0/transfer-credit-approval-forms