

## **History Advising Checklist (Updated 2/2021)**

### **Before the meeting**

- Email advisees to let them know when and how they can schedule a meeting with you. You can find the list on DegreeWorks or on MyCharleston (Banner>Faculty and Advisors>Student Information Menu>Advisee Listing)

### **During the meeting**

- Confirm anticipated graduation year
- Check general education requirements. In particular:
  - Is the student making progress with Foreign Language?
  - Is the advisee avoiding Math or Science?
- If the student is a secondary ed major, make sure to take that into consideration (you will need to switch “Credential” to BS on Degree Works to see their education classes). Although it is not our responsibility to advise them on their secondary ed classes, we should be aware of those when mapping out a path to graduation. They will need to take their history capstone the semester before their final semester because they will have their teaching clinical that final semester. Also, remember that they will need to take BOTH HIST 201 and 202 for state licensing requirements, even though Degree Works says “or.”
- Check the following: Have they met prerequisites? Have they enrolled in 299?
- Are they on track to meet the Institutional Credit Hour requirement?
- Make sure that students have enrolled in a 300-level course before taking the capstone seminar.
- Check GPA: Are they meeting the minimum required for the major? Are they eligible for independent study options, senior paper, PAT?
- If they are interested in a Bachelor’s Essay or Senior Paper, map out the requirements several semesters in advance.
- Check their post-graduation plans. Consider internship options, study abroad, language courses, and possible minors that might help them achieve those goals.

- Make sure to complete the registration hold form before they leave, and keep a copy on file for your records:

<https://history.cofc.edu/acad-info/advising-form-2020.pdf>

### **After the meeting**

- Keep a record of the meeting for future reference: what are their goals, what issues or problems are they trying to overcome, what possibilities were they going to explore that you should revisit in the next meeting?

## History Advising FAQs

### ***Can a course double count toward another major or minor?***

It depends. If students have questions about how a specific class counts or how the registrar placed certain credits they should discuss it with the Associate Chair.

### ***Can a course from another department count toward the history major?***

Only HIST courses or cross-listed courses can count toward the major.

### ***Will a course a student plans to complete at another institution (over summer, as part of a study abroad program, etc.) transfer for credit in the major?***

Generally we accept history courses from accredited universities. If a student requests to transfer credit earned in the student's last 32 hours before graduation, the chair needs to sign a form (available in the "forms" section of the Registrar's website). Direct other questions about transferring credit and study abroad to the Associate Chair.

### ***How do students enroll in HIST 299 or a capstone seminar?***

Students will need to enroll themselves in HIST 299 but Carie will enroll them in the capstone seminar once they have submitted the Advising Hold form designating their preferred section.

### ***When can a student enroll in a 300-level course or a 400-level course?***

Students should pass at least one 200-level course before enrolling in a 300-level course and one 300-level course before taking a 400-level course.

### ***What internships are available next semester?***

Direct questions to the internship coordinator or see <http://history.cofc.edu/student-ops/internships.php>

Prerequisites: EITHER HIST 115-116 or any other combination of courses that satisfies the general education history requirement, juniors or seniors in good academic standing, and permission of the instructor and the department chair. Students should have taken a HIST 300-level course before enrolling in an Internship.

### ***When can students register for classes?***

Registration dates are based on the number of credit hours already completed (not in progress). Check the calendar at:

<http://registrar.cofc.edu/calendars/entrytimes.php>

### ***What are the requirements for the Senior Paper?***

HIST 498: SENIOR PAPER (3 credits)

The senior paper is intended for the exceptional student (3.0 GPA in the major) who has a well thought out research topic. Please see the timeline and instructions for the department approval process below. Upon approval by the department, the chair signs the “Application for Individual Enrollment” and the department administrator registers the student for the course. Students will not be allowed to enroll in HIST 498 if they have not taken at least one 300-level course beforehand.

### ***Bachelor’s Essay?***

HIST 499A and 499B: BACHELOR'S ESSAY (6 credits over two semesters)

The student should have at least a 3.0 GPA in the major. All Honors students must complete a Bachelor’s Essay as part of the Honors College requirements. The paper will be 40- 50 pages in length and distinguished in its organization, analysis, and expression. One copy will be catalogued and retained in the College library. Please see the timeline and instructions for the department approval process below. Upon approval by the department, the chair then signs the “Application for Individual Enrollment” and the department administrator registers the student for the course. Students must have taken at least one HIST 300-level course before they can enroll in HIST 499.

### ***What is the process and timeline for submitting a proposal for a Senior Paper or Bachelor's Essay?***

By November 1 (for papers to begin during spring semester) or April 1 (for papers to begin during fall semester), the student must have selected a topic, obtained approval of that topic from a Project Supervisor willing to direct the paper, secured another member of the department to serve as second reader, and submitted to the supervisor a 4-5 page proposal of the project with an extensive bibliography attached. Proposals should discuss the topic, the central research questions and/or a working thesis, the primary sources that will be used, and how the project will fit in the historiography of the topic/field. The bibliography should include a list of primary sources and of the key secondary readings. The student's transcript or DegreeWorks printout should also be included with the proposal. The supervisor must sign off that they believe that the project is doable, the student is capable of doing the project, and that the student will benefit from an independent approach instead of a directed 400-level capstone. The faculty supervisor will then forward the proposal to the History Department's Curriculum Committee for approval by November 15 (for papers to be written during spring semester) or April 20 (for papers to be written during fall semester). Students and advisers are encouraged to submit their proposals earlier than these dates in case revisions are needed. In extraordinary circumstances the deadlines may be extended if approved in advance by both the adviser and the Curriculum Committee. Once the project is approved by the History Department's Curriculum Committee, the student and supervising faculty member will fill out an "Application for Individual Enrollment" and design a course syllabus, including assessment/grading criteria, that they will submit to the Registrar's office via the department's administrative assistant.

### ***Independent study?***

PROCEDURES FOR TUTORIAL (HIST 402), INDEPENDENT STUDY (HIST 403), AND FIELD INTERNSHIP (HIST 496)

Before you can be registered for a Tutorial, Independent Study, or Field Internship, you must fill out an “Application for Individual Enrollment” and write a project description along with a schedule of meetings with the Project Supervisor (a History Department faculty member). The Project Supervisor and the department chair must approve the course and the department secretary will then enroll you in that course. Students can only sign up in these courses if they have taken at least one history course at the 300 level.

### ***Phi Alpha Theta?***

To qualify for Phi Alpha Theta, students must have a cumulative GPA of 3.0, a history GPA of 3.1, and 12 hours of completed history courses. They can apply by submitting the following form and the application fee to the department administrator:

<http://history.cofc.edu/student-ops/PATapplicform19.pdf>

### ***How does a student earn the Honors designation in the major?***

*\*New College criteria as of 2019\** To be eligible, students must have earned a grade point average in the major of at least 3.50 and completed a bachelor’s essay, or two independent studies with disciplinary expectations comparable to those of a bachelor’s essay. If a department permits two independent studies in place of a bachelor’s essay, those independent studies, like a successful bachelor’s essay, should develop the student’s proficiency in research as understood by the discipline, and the finished composition(s) should be distinguished by their organization, reasoning, and expression.

### ***What should I do if a student discloses that they are having other problems during an advising appointment?***

There are several resources across campus designed to help students facing different challenges and it is our obligation to refer them to the proper programs. Here are some links to important campus resources:

Emergency and/or Suicide Concerns:

<http://counseling.cofc.edu/crisis/index.php>

Counseling and Substance Abuse: <http://counseling.cofc.edu>

Resources for Veterans: <http://counseling.cofc.edu/veteran/index.php>

Sexual Misconduct Resources:

<http://studentaffairs.cofc.edu/sexual-misconduct-resources/index.php>

Center for Student Learning: <http://csl.cofc.edu>

Faculty can also use the FAST referral service to notify the Dean of Students about any academic, health, or other concerns you might have about a student: <http://undergrad.cofc.edu/fast/index.php>