



Ruth J. Simmons Center for
the Study of Slavery & Justice
BROWN UNIVERSITY

2026–2027

GRADUATE STUDENT

Handbook

PUBLIC
HUMANITIES

Master's in Integrative Studies



rev. 08.17.26

Handbook for Graduate Students

MA in Integrative Studies (Public Humanities)

Brown University

2026-2027

This handbook provides information about policies and practices for students in the Master's in Integrative Studies (Public Humanities) program. The handbook can also be viewed on the Simmons Center's website.

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REQUIREMENTS FOR THE A.M. DEGREE

Ruth J. Simmons Center for the Study of Slavery and Justice administers the A.M. program in Integrative Studies (Public Humanities) and the School of Professional Studies grants the degree. The Master's in Integrative Studies (Public Humanities) explores the humanities and contemporary human experience through the lens of anti-black racism, social justice, democracy, as well as decolonial curatorial and knowledge practices. The program is designed to collapse the dichotomy between the languages and protocols of practice and scholarship through the creation of an integrated interdisciplinary curriculum integrating both theory and practice, linking current academic debates to conversations taking place in museums and other cultural institutions.

Course Work

Completion of the Integrative Studies (Public Humanities) A.M. program requires ten courses and completion of a summer practicum. Full-time A.M. students typically complete the degree in two years.

Required Courses

All students must complete the following six required courses:

PHUM 2010: Introduction to Public Humanities (Fall semester, 1st year)

PHUM 2011: Curatorial Practice and Change (Fall semester, 1st year)

PHUM 2020: Methods in Public Humanities / AMST 2221J Advanced Projects in Public Humanities (Spring semester, 1st year)

PHUM 2023: Nations, Decolonization, and Museums (Spring semester, 1st year)

PHUM 2018: The Visual, Art, History and Social Change (Fall semester, 2nd year)

For second year students, one of the courses below must be taken in the Fall 2026:

PHUM 2065: Independent Study (to complete the Master's Thesis requirement)

PHUM 2060: Projects in Public Humanities (to complete the Capstone project requirement)

*For each of these courses you will need to register for a section with your Capstone or Thesis advisor. Please contact Sabina Griffin once you know who your advisor is so their name can be added by the registrar's office before the second week of the fall semester.

In addition, students must take four elective courses approved by the DGS; and complete an uncredited summer practicum.

Elective Courses

Elective courses can be selected from 1000 to 2000 level courses offered at Brown. Independent studies are not eligible to serve as elective courses. We recommend that elective courses are taken in the departments where Public Humanities Consortium faculty teach, including Africana Studies, American Studies, Ethnic Studies, History of Art and Architecture, Anthropology, Modern Culture and Media, and History departments. Graduate level courses at RISD and Harvard's Graduate School of Arts and Sciences can also count for credit. Students should aim for a balance of practice, theory, and content among seminars and lecture classes.

Summer Practicum

Students are required to complete an uncredited summer practicum during the summer between the first and second years (a total of 300 hours). Students do not have to register for any summer courses, so no tuition is

charged for the practicum. For details about summer practicum requirements see Practicum Guide on page 9-12.

Master's Thesis and Capstone Projects

Students may choose either a thesis or capstone project to complete by the end of their second year. A thesis project is a written work that builds on coursework and independent studies to develop new scholarly contributions. **Master's theses** are directed and approved by Brown faculty and uploaded to the Brown library digital repository and thus follow [university deadlines](#)—usually around the first week of May. A **capstone project** should result in a graduate level initiative—an exhibition, program evaluation, website, public program, tour, etc.—that will significantly enhance a student's education. The capstone project should be submitted to the faculty advisor and DGS by May 1 of each year.

CAPSTONE Independent Study: Projects in Public Humanities (PHUM 2060)

This course, which is taken in the Fall semester of the 2nd year to satisfy a capstone project requirement, allows students to earn credit for projects that they initiate, design, and execute independently. Any faculty member can serve as the faculty advisor and instructor of record. If students do not have a faculty advisor, the DGS can serve as the advisor and instructor of record for PHUM 2060. Appropriate adjunct faculty and professionals can serve as project co-advisors. Students who enroll in PHUM 2060 should commit a minimum of 125 hours over a semester (approximately 10 hours/week).

To enroll in PHUM 2060, students should have successfully completed PHUM 2010 Introduction to Public Humanities, PHUM 2020 Methods in Public Humanities, and must receive prior approval by submitting a proposal to the DGS by the first Friday of the Fall semester (September 11, 2026). This one-page proposal should outline the project describing the intended outcomes/products and assignments, and list all participants, including any community or university partners, collaborators, and sponsors. The proposal should also include a tentative weekly schedule and work plan.

Once approved, students must register for PHUM 2060 with an S/NC grading option. Projects undertaken in this class cannot simultaneously count toward the requirements of another credit class. PHUM 2060 course is limited to students in Public Humanities A.M. program.

Students can request to use a portion of the Professional Development Funds for the independent capstone projects course and project (see further guidance on Professional Development Funds on p.7)

THESIS Independent Study: Independent Studies in Public Humanities (PHUM 2065)

Students who chose to complete a master's thesis must register for Independent Studies in Public Humanities (PHUM 2065) in the Fall semester of the 2nd year. Any regular faculty member can serve as the faculty advisor and instructor of record. If students do not have a faculty advisor, the DGS can serve as the advisor and instructor of record for PHUM 2065. Appropriate adjunct faculty, postdocs, and other professionals can serve as thesis co-advisors.

To enroll in PHUM 2065, students should have successfully completed PHUM 2010 Introduction to Public Humanities, PHUM 2020 Methods in Public Humanities, and must receive prior approval by submitting a one-page proposal to the DGS by the first Friday of the Fall semester (September 11, 2026) Once approved, students must register in PHUM 2065 with an S/NC grading option.

Evaluations

Students receive an evaluation of their academic standing (Good, Satisfactory, or Warning) at the end of each semester, and written evaluation at the end of their first year. These written evaluations will be drawn from faculty feedback on the student's performance, research assistantship supervisors, practicum supervisor evaluations, and/or perspectives from program staff or fellows with whom the student has worked. Students will be notified if at any point they are in risk of falling out of good standing. Good standing will typically be indicated by passing grades in all courses at the time of evaluation, as well as satisfactory completions of summer practicum and academic year research assistantship. Students with warning or satisfactory standing are further evaluated at the end of each semester.

ENROLLMENT

Course Load and Sequencing

Students are expected to enroll in two courses in their 1st and 4th semesters and three courses in their 2nd and 3rd semesters. This is the expected course enrollment and registration structure:

Semester 1	PHUM 2010 Intro + PHUM 2011 Curatorial Practice
Semester 2	PHUM 2020 Methods / AMST 2221J + PHUM 2023 Decolonial Museums + 1 elective
Summer	Summer practicum (uncredited/no registration)
Semester 3	PHUM 2060 Thesis or PHUM 2026 Project + PHUM 2018 The Visual, Art, History and Social Change + 1 elective
Semester 4	2 electives

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 Simmons Center and tuition bill will be based on the two/three-courses per semester enrollment as outlined above. To ensure that bills are correct, students must communicate their actual course enrollment to Sabina Griffin following each pre-registration, registration and shopping period, or immediately following any subsequent changes mid-semester. Questions about tuition scholarships should be directed to Sabina Griffin; questions about tuition billing should be directed to Brown's [Students Financial Services](#).

According to the Graduate School, full-time status entails enrollment in two 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. Students receiving tuition scholarships and fellowship stipends are expected to enroll in two-three courses per semester for 2 academic years (or 4 semesters).

Part Time Coursework

Students who are interested in a part-time or reduced course load may work with the DGS to discuss potential opportunities for part-time course work.

Grades

Grades lower than a B are considered unsatisfactory and do not count for credit toward the A.M. degree. Students graded Incomplete will have up to one year to submit all required coursework, 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. In general, students should take courses for a grade. Students may register “Satisfactory/No Credit” for courses which do not have a graded option, or in extremely compelling circumstances, with the permission of the Director of Graduate Studies, but classes for which they receive an NC do not count toward the A.M. 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 A.M. degree. The form to request transfer of graduate credits can be found on the [Registrar's office website](#). The form requires the DGS approval. 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. Brown also allows students to cross-register for classes at the Harvard University Graduate School of Arts and Sciences. Students who wish to enroll in RISD or Harvard courses must consult and get permission from the DGS, seek permission of the course instructor and follow the cross-registration instructions outlined on the Graduate School's [website](#). Students should take no more than two courses for credit toward their degree at universities other than Brown (RISD, Harvard, etc.).

RISD spring semester courses end after Brown's grading deadline for graduating students. **Students who are scheduled to graduate in May should not register for a RISD course during their final spring semester.**

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 A.M. 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.

Grievance Procedures

Grievances should be brought to the Director of Graduate Study and/or the Center Director, and they may be brought individually or by groups which share a grievance. Depending on the circumstances, a student may opt to take grievances to the [University ombudsperson](#), to the [Title IX Office](#), or to [Janaé Victoria](#), Associate Dean of Student Affairs at the School of Professional Studies.

FINANCIAL SUPPORT

Tuition Scholarship

All admitted Public Humanities A.M. students receive partial 40% tuition scholarships provided by the Simmons Center. These scholarships cover the cost of two (2) - three (3) courses per semester, based on the enrollment structure outlined in the Course Load and Sequencing section on page 4. 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 [Master's Students Financial Support page](#), which can provide information on student loans and leads on sources of funding beyond Brown University.

Research Assistantships

Students who demonstrate financial need and are dedicated to working in museums and other cultural institutions on public history, including issues related to the history and legacy of slavery, are awarded two-year research assistantships. These awards 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 research assistantships cover an academic year stipend for two years. The awarded amount is based on a student's demonstrated level of financial need, as determined by Brown's Office of Financial Aid. As a component of receiving this stipend, the research assistantship recipients are expected to work between 10- 20 hours a week during the academic year at the Simmons Center or with one of our partner departments/organizations. This work includes administrative, curatorial, programming, and research activities. The Simmons Center will assign research assistantship placements to students who were awarded funding. This research assistantship award is conditional upon satisfactory academic progress.

Summer Practicum Funding

The Simmons Center awards up to \$3,000 in summer funding to partially defray A.M. students' summer 2027 living expenses. To request funding, complete the [Summer Practicum Funding Request Form](#) no later than April 15. Summer funding awards are paid in full via stipend at the end of June. Please note that if the request is not received by the April 15 deadline, June disbursement of stipend cannot be guaranteed and may be delayed to the end of July. Students will be asked to provide a description of how the practicum funds were used at the end of their summer practicum, both in writing by September 1 and at the Fall Summer Practicum presentation.

Professional Development Funds

Each year Public Humanities A.M. students are awarded up to \$2,000 for professional development. Students are encouraged to use these funds for online webinars, to attend conferences, and to participate in other professional networking and development activities not available at Brown. Students can request to use professional development funds towards their capstone or thesis projects. Students who present at a conference are encouraged to maximize the funding by applying for Graduate School Travel funds first (see *External Support for Travel* section below) and use the Center's funds to supplement Graduate School's funding.

Professional development funds cannot be used to pay for museum visits, fund course-related expenses,

purchase books or electronic/computer equipment, or to supplement practicum funding.

The awarded funds must be used by the end of each academic year, and all reimbursement requests must be submitted before June 15 in year 1, and before May 10 in year 2. Students must be enrolled at Brown to qualify for funding and reimbursements. Any unspent professional development funding will not carry forward to the following academic year.

Pre-approval by the DGS and Center Manager is required for use of professional development funds, which can be requested by completing the [Professional Development and Conference Funding Request Form](#). Examples of eligible conference/travel expenses: air, train, and ground transportation, per mile reimbursement for personal car use, lodging, conference registration fee, and meals. Questions about approved use of professional development funds should be directed to the DGS (cc: Sabina Griffin). Approved funds will be dispersed by reimbursement - you pay for the approved expenses, and Brown reimburses the payment to you. (Please note that meals receipts below \$20 will not be reimbursed. Students who seek reimbursements for travel meals and incidentals can request per diem)

Brown University has strict regulations about reimbursements. All student travel must comply with [Brown University's Travel Policy](#). Brown requires detailed information and receipts showing payment for processing all reimbursements. IMPORTANT: All students traveling for Brown-related purposes (such as research, conferences or University programs) are **required** to register their itinerary with the Office of Global Travel Operations, Risk and Resilience prior to departure. Registering through **TravelSafe** ensures you have access to university resources and emergency support while abroad. PDF of completed registration must be attached to the receipts for reimbursement. Brown will not process reimbursements to students who do not complete **TravelSafe** prior to the start of travel (no exceptions).

As per institutional policy the program complies with all the rules and regulations when we process payments. Summary of rules and requirements are listed on the [Reimbursement Information](#) document, attached at the end of the handbook, and outlined on the reimbursements form. Please read carefully to ensure that your purchases and supporting documentation are aligned with the university's rules. This will help avoid delays in reimbursement processing. Any questions about reimbursements policies can be directed to Sabina Griffin.

To request reimbursement of pre-approved professional development funds students must complete the [Reimbursement Request Form](#) **within 30 days** after the payment date or end of travel to allow time for processing and addressing any issues with receipts/documentation. The forms collect all the information required by Brown to process payments. Per IRS regulations, receipts older than 60 days will be processed through payroll as income, and will be subject to all federal, state and local taxes. The Center also incurs additional expenses for payroll processing which will be taken out of your professional development funding. Please submit your reimbursement requests promptly as soon as the expenses are incurred or travel completion to avoid reduction of reimbursements.

External Support for Travel

Students who are presenting at conferences and students who travel abroad for public humanities projects or practicums may be eligible for the [Master's Student Professional Development Fund](#). In addition, students

can apply for the [Graduate Student Council Conference and External Travel Funding](#). To maximize your funding, apply for the external travel funds first (if you are eligible), and use the Simmons Center professional development funding to cover expenses not covered by the external funding.

RUTH J. SIMMONS CENTER FOR THE STUDENT OF SLAVERY AND JUSTICE

Simmons Center Programs

In addition to program requirements, students are strongly encouraged to participate in extracurricular learning opportunities provided by the Center. Each year the Center will host Public Humanities Speaker Series, held monthly during the Fall and Spring semesters. Students are required to attend three Public Humanities Speaker Series talks per semester. Students are encouraged to propose speakers and take part in hosting speakers on campus, including introducing and moderating talks, and hosting meals with the speakers.

Separately, each year, the Simmons Center organizes dozens of events like workshops, lectures, conferences, field trips, seminars, and presentations by scholars and professionals working in the field of public humanities. A full list of current projects and events can be viewed on the Simmons Center's [website](#) and [events page](#). 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 DGS and the Simmons Center's Director.

Gallery Spaces

The Simmons Center houses a gallery space and sponsors an active program of exhibitions and programs developed by artists and organizations from Brown, the greater Providence community and beyond. Students are encouraged to engage with the exhibitions organized by the Center and propose ideas for the new exhibitions and programs, noting that gallery and exhibitions are typically planned at least one year in advance. Each Fall, a committee will review proposals for a graduating capstone exhibition to be exhibited in the Simmons gallery in May of each year.

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. The DGS and Shana Weinberg will advise students on practicums.

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 summer practicum during the summer between their first and second years in the program. Students should expect to work full-time over the span of 8 weeks, totaling 300 hours of work. Time off during the holidays observed by the host organizations are not included in the 300 hours requirement and must be made up by the student. Professional development opportunities that are outside the scope of work for the practicum, must also take place outside the 300 hours. At least one experienced professional should supervise and mentor the practicum student, providing consistent instruction and attention. Supervisors will be asked to provide an evaluation at the end of the practicum. Since the summer practicum is uncredited, registration is not required. A satisfactory rating depends upon the quality of work performed at the sponsoring institution and other aspects of the practicum such as written reports and presentations.

Practicum Placement

As part of the planning process, there are two important meetings that all A.M. students are required to attend: in early fall semester, second year students present on their practicum projects/experiences to the program; a second meeting is held later in the fall to brainstorm and discuss practicum interests for first year students. All A.M. students are expected to attend both meetings.

Practicum placements are not set up by the Simmons Center; students are responsible for finding practicum placements. However, the Simmons Center has a network of local, regional, national and international partner organizations and may help to facilitate initial introductions between the student and partner organization. Please note the process of identifying a practicum should begin several months before its anticipated start. 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 designed practicums that provided a chance to become familiar with a new organization.

In most cases, 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 number of hours. All students should consult with Center staff, faculty, and advisors about their goals,

particularly the DGS and Shana Weinberg who oversee the practicum program.

Students are encouraged to contact 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, and should be signed by both student and supervisor before the practicum begins.

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. The practicum experience is not just about the project; it is also about meeting and learning from colleagues at the organization. Students are encouraged to find time to talk and meet with colleagues to learn about their roles and career paths. 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.

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 a few ways:

1. At the beginning of the practicum, students must submit a brief one-page summary of your goals and hopes for the summer work. Email the summary to Elena Shih, Shana Weinberg and Sabina Griffin by June 1.
2. At mid-point (July 14), students must submit a brief one-page summary of things you have learned, progress you have made, new directions you wish to explore, and/or challenges you have overcome. Email the summary to Elena Shih, Shana Weinberg and Sabina Griffin by July 14.
3. At the completion of the practicum, students must write a 1000-word reflection essay. In addition, students must submit a brief budget summarizing how the Simmons Center's summer practicum funding was used. Please submit the essay and the accounting summary of the use of the summer funds to Elena Shih, Shana Weinberg and Sabina Griffin by September 1).
4. All practicums will conclude with presentations in the Fall that will be shared with Center staff, faculty, and students.

Throughout the practicum the Center will maintain communication with students' on-site supervisors, asking for midpoint and final evaluations. Supervisors are encouraged to share their assessments with students.

Expectations of Workplace Respect during Practicums

Most practicums provide exciting and stimulating work as well as the chance to meet interesting practitioners. But sometimes things don't go as planned. If you ever experience disrespect on the job, we want to know and we will help change your situation, with no consequences for you or your course of study. On the job disrespect might be sexual harassment, including physical, verbal, visual harassment, or sabotage of your work. Work discrimination might also include race, color, religion, gender, gender expression, sexual orientation, age, disability, or national origin. If you are feeling uncomfortable in your workplace, for any reason, reach out right away to the DGS who will provide feedback and advice, work with you to improve conditions, or help you find a new placement.

Practicum Stipends

The Center offers up to \$3,000 to defray living expenses during summer practicums. To apply, complete the [Summer Practicum Funding Request Form](#) no later than April 15. Students will be notified about funding decisions by April 30. Any costs or expenses in excess of the funding provided by the Simmons Center are the responsibility of the student.

KEY CONTACTS, FORMS, AND WEBSITES

Anthony Bogues, Director of the Simmons Center, Professor of Humanities and Africana Studies barrymore_bogues@brown.edu 401.863.1782	Lectures and programs
Elena Shih, Associate Director of Academics, Director of Graduate Studies for Public Humanities MA program, Associate Professor of American Studies elena_shih@brown.edu	Academic advising
Shana Weinberg, Associate Director for Public Humanities Programs shana_weinberg@brown.edu 401.863.5085	Practicum advising, projects in public humanities, public humanities programs and public engagement
Sabina Griffin, Center Manager sabina_griffin@brown.edu 401.863.5939	Tuition billing, professional development funds, practicum funding, student stipends and payroll
Africa Smith, Events Coordinator africa_smith@brown.edu 401.863.5099	Events, scheduling
Kiku Langford-McDonald, Communications Manager kiku_langford_mcdonald@brown.edu 401.863.7658	Communications and publicity, exhibitions
Eli Scavuzzo-Duggan, Financial Coordinator eli_scavuzzo-duggan@brown.edu 401.863.5477	Reimbursements, supplies ordering, direct payment for approved expenses
Reina Thomas, Manager of Education Programs reina_thomas@brown.edu 401.863.5863	K-12 programming and public engagement for students and educators; High School Summer Institute

Simmons Center's Forms

Funding Requests (approval is required prior to incurring expenses)

- [Professional Development Funding Request Form](#) | bit.ly/PD_request
- [Summer Practicum Funding Request Form](#) (1st year students/ due April 15) | bit.ly/SummerPracticum_request

Reimbursement Requests (for pre-approved expenses)

Submit all reimbursement requests for pre-approved expenses within 30 days of purchase or end of travel to allow timely processing before the 60-day Brown deadline. Please complete [2026-2027 Reimbursement Request Form](#) | bit.ly/Reimbursement_request to request reimbursement.

Please review [Funding Requests and Reimbursement Information](#) to ensure that your expenses and receipts comply with Brown University's policy. Reimbursement of expenses not in compliance with Brown's policy will be delayed or, in some cases, not approved. Email Sabina with any questions.

Helpful Websites

Brown Graduate Student Council

<https://sites.brown.edu/gsc/>

Brown University's Expense Reimbursement Policy (and related policies)

<http://www.brown.edu/about/administration/financial-aid/>

Center for Master's Student Excellence (resources and support for Master's Students)

<https://masters.brown.edu/student-life/student-support>

Master's Student Professional Development Fund

<https://professional.brown.edu/current-students/professional-development/travelfunding>

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

<https://gradfunding.brown.edu/masters-students>

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>

IMPORTANT DATES AND DEADLINES

Sep 3, 2026	Public Humanities new students orientation
Sep 8, 2026	Opening Convocation (Main Green)
Sep 9, 2026	Fall 2026 Classes Begin
Sep 11, 2026	Capstone Project and Master's Thesis Proposals Due (2nd year cohort)
Sep 11, 2026	Summer practicum final reflections and budget due (2nd year cohort)
Sep 16, 2026	8:30am: Summer Practicum Presentation at NCPH/ASSHL Workshop (2nd years presenting, 1st years required to attend)
Sep 17, 2026	9am: Alumni/Students networking breakfast and presentation by two public humanities alums Micah Salkind'10 (RI Foundation) and Emma Boast'19 (Mellon Foundation)
Sep 22, 2026	End of class shopping period. Last day to add a course without a fee (5pm) After this deadline, all course add require instructor override and will be charged a late fee of \$15 per course
Sep 24, 2026	11:30-1:00 Welcome Back Lunch
Sep 27, 2026	Exhibitions proposals due (2nd year cohort)
Oct 12, 2026	Indigenous Peoples Day. No University exercises
Oct 26 - Nov 9, 2026	Advising period for spring pre-registration.
Nov 3, 2026	Election Day, No University exercises.
Nov 10 - 17, 2026	Pre-registration for spring 2027 semester. 1st year students must register for 3 classes, 2nd year students must register for 2 classes by the end of pre-registration period (5pm on Nov 17) to ensure accurate billing.
Nov 10, 2026	Practicum Planning breakfast (Required for 1st years, 2nd years are invited to share advice and expertise)
Nov 25-29, 2026	Thanksgiving Recess
Dec 11, 2026	Classes End
Dec 12-21, 2026	Final Exams
Dec 23 - Jan 4, 2027	Winter break. Brown/Simmons Center Administrative Offices Closed
Jan 11, 2027	Application to Graduate opens for 2nd year cohort completing in May
Jan 18, 2027	Martin Luther King, Jr. holiday. No University exercises
Jan 26, 2027	Registration for spring semester opens

Jan 27, 2027	Spring 2027 classes begin
Feb 9, 2027	End of class shopping period. Last day to add a course without a fee (5pm) After this deadline, all course add require instructor override and will be charged a late fee of \$15 per course
Feb 13-16, 2027	Long weekend. No University Exercises.
Mar 27 - Apr 4, 2027	Spring Recess
Apr 6 - 18, 2027	Advising period for fall pre-registration (1st year cohort)
Apr 15, 2027	Practicum Agreement letters fully executed between student and institution Deadline to submit summer practicum funding request
Apr 16, 2027	Application to Graduate deadline (2nd year cohort)
Apr 19 - 27, 2027	Pre-registration for fall 2027 semester. 1st year students must pre-register for 3 classes by the end of pre-registration period (5pm on Apr 1) to ensure accurate billing. (1st year cohort)
May 1, 2027	Deadline for capstone projects to be submitted to the faculty advisor and DGS (2nd year cohort) Deadline for Master's thesis to be submitted to the Graduate School (2nd year cohort)
May 2027 (Date TBD)	Master's Thesis / Capstone Presentations by the 2nd year cohort (1st year cohort is required to attend)
May 11, 2027	Last day of classes
May 10, 2027	Deadline for graduating students to submit any pending receipts for professional development funds or other reimbursements.
May 12-21, 2027	Final Exams
May 29 - 30, 2027	Commencement Weekend
Jun 1, 2027	2027 Summer practicum goals summary due
Jun 15, 2027	Deadline for continuing students to submit any pending receipts for professional development funds or other 2026-2027 year reimbursements before the PD funds for the academic year expire.
Jul 14, 2027	2027 Summer practicum mid-point summary due
Sep 1, 2027	2027 Summer practicum reflection essay and budget due