

School of Art  
Master of Arts in  
Art History  
Graduate Handbook  
2015-2016

## SCHOOL OF ART GRADUATE HANDBOOK

### I. GENERAL INFORMATION

#### FINANCIAL AID

Many graduate students receive teaching assistantships and fee waivers to help defray the cost of graduate study. However, financial aid is available to graduate students who show evidence of financial need. While such assistance may take various forms, most graduate students receive aid through loans or the work/study program. For further information, consult the Financial Aid online at <http://www.montana.edu/financialaid/> or at the Financial Aid Office (located on the lower floor of the Strand Union Building, MSU) at (406)994-2845.

#### OFFICE SPACE

Graduate students in the MA program in Art History have been given office space in Haynes 216 (inside the senior graphic design classroom). There is desk space and computers available for use, with priority given to those students who have been awarded teaching assistantships.

#### LIBRARY AND VISUAL AIDS INFORMATION

Several of the classrooms in Cheever Hall are equipped with digital projectors and screens. These rooms may be used by appointment, made through the Registrar's Office, when no regularly scheduled classes are meeting in them (each room's schedule of daily classes is posted outside its door).

#### COMPUTER AVAILABILITY

The School of Art will make a computer and a printer available for use by graduate students. Graduate teaching assistants have priority for use of these resources in preparing class materials.

Graduate students are also able to use the Mac computer lab during open hours.

#### COMMITTEE MEMBERSHIP

Certain School of Art standing committees require both faculty and graduate student membership. Graduate students interested in serving on a committee should contact the chairperson of that committee. The committees established in the School of Art on which graduate students ordinarily serve are:

1. Graduate Curriculum Committee - This committee suggests curriculum and policy changes to the general faculty, organizes the graduate review process, and deals with any other matters concerning the graduate program in art history. It is composed of three faculty members and two graduate students. The graduate representative will be chosen by the graduate students at the beginning of fall semester.
2. Special Events Committee - Under chairmanship of the Gallery Director, this committee organizes each year's visiting artist and art historian program, which entails selecting the artists and scholars to be invited, contacting them, formulating a schedule for each visit, making any special arrangements, handling publicity, overseeing finances (travel, meals, honorarium), etc.
3. Student Material Fee Committee - This committee reviews fees assessed to students for the purchase of course materials. The committee is composed of three faculty, one undergraduate student, and one graduate student.
4. Faculty Search Committees - The purpose of these committees is to fill any vacancies among the faculty. The committees work within the specific legal framework established by the Affirmative Action Office.

In all cases, graduate student membership on departmental committees is voluntary; there is no remuneration for committee membership, nor does the time spent on committee business count towards the hours of School service required for graduate teaching assistants.

## CAREER PLACEMENT OFFICE

Graduate students in art history, especially those planning to look for jobs in the teaching field, should consider setting up a placement dossier (which includes letters of recommendation and resume) with the Career Placement Office at least six months prior to graduation. The cost to set up a file and have ten credential packets sent out is \$25.00 a year. The student must directly request a faculty member to write a letter of recommendation for him/her. Once the student graduates, s/he is responsible for contacting faculty members for letters.

The School of Art Office regularly receives advertisements of job openings in art history from universities, colleges, and associations across the country; these will be posted on the bulletin board in the hall.

## GRADES

Students must maintain a "B" average. No grade lower than "C" can be counted toward the degree. All thesis credits are taken on a pass/fail basis. Up to six credits of course work other than thesis may be taken pass/fail.

Instructors may assign the grade of "I" (Incomplete) under two sets of circumstances. The first is unusual academic situations such as equipment failure, delays in the shipment of necessary research materials, and other situations clearly beyond the control of the student. The second case in which an "I" grade can be assigned is that of personal hardship, as defined in 2015 University Catalog available online at <http://catalog.montana.edu/curriculum-enrollment-graduation/> In either case the "I" grade request must be initiated by the instructor with the approval of the Director of the School of Art.

## ACADEMIC PROBATION POLICY

Continuous enrollment in Montana State University's Graduate School requires a student to maintain a minimum cumulative GPA of 3.0 (for all course work) and evidence of academic progress toward the student's degree objectives. Evidence of academic progress is considered to be the timely and qualitative completion of program courses. Failure by the student to achieve either timely progress or the minimum GPA will result in academic probation and may compromise financial aid eligibility.

## SUSPENSION POLICY

A student whose cumulative grade-point average is less than 3.0 ("B") in their program courses at the end of the semester of probation may be suspended by the Graduate School. A student who is suspended from graduate school may continue to enroll in graduate courses as a non-degree graduate. Non-degree credits during this time may not be applied towards a graduate program.

A student may request reconsideration for admission after one or more semesters of full-time graduate work have been successfully completed (a minimum of 9 credits with a 3.0 GPA). A request for reconsideration for admission must be made in writing to the Graduate School.

## II. THE MASTER OF ARTS PROGRAM

At the time of application, all graduate MA candidates are expected to have completed at least 30 units of undergraduate instruction in art history or a related field in the humanities, together with two years of foreign language.

The Art History MA degree requires a total of 32 credits, of which 23 (or 2/3 or the entire

load) are from courses specifically designed for graduate students. These minimum credits and courses may be summarized as follows:

1 Graduate Teaching course (ARTH 501)	2 credits
1 Methods & Theory course (ARTH 506)	3 credits
1 Foreign Language course	3 credits
5 required core courses	15 credits
2 elective courses	6 credits
1 Thesis course (ARTH 590)	3 credits

A more detailed explanation of course requirements is as follows:

a. ARTH 501 – Art History Pedagogy	2 credits	Fall
b. ARTH 506 – Art History Methods & Theory	3 credits	Fall
c. Foreign Language course	3-4 credits	Fall, Spring
d. Core course (3 graduate art history seminars & 2 undergraduate art history lectures at graduate level)	15 credits	Fall, Spring
e. Elective courses (2 graduate seminars, 500 level offered outside the department)	6 credits	Fall, Spring
f. ARTH 590 – Master’s Thesis	3 credits	Fall

- a. All graduate students will enroll in ARTH 501 – Art History Pedagogy which is designed to provide students with the skills necessary to enter an academic museum, or business environment, their first semester at MSU.
- b. All graduate students will also enroll in Art 506 – Art History Methods and Critical Theory, which is designed to provide students with the theoretical tools necessary for engaging in contemporary art historical discourse, their first semester at MSU
- c. After passing a foreign language translation exam during the first semester, the graduate student must complete one additional semester of language translation appropriate to their area of concentration, or if the exam is not passed the grad must take two semesters of language translation. In this area only, grads may take a 100, 200 or 300 level foreign language course available on or off campus to satisfy their requirements; any off campus course must be approved with an art history graduate advisor prior to registration.
- d. All grad students will enroll in all available 500 level art history graduate seminars, which are offered at a rate of one per semester, until they have completed a total of three. All grads will enroll in 400 level art history undergraduate lectures of their choice and will complete additional work suitable to their standing as graduate students, until they have completed a total of two.

Neither ARTH 492 credits nor 300 level art history classes may be applied toward the graduate program.

- e. All graduate students will enroll in two 500 level graduate seminars outside the School of Art. There are several interesting offerings in the humanities, including seminars in History, Political Science, English and Film.
- f. All graduate students will enroll in ARTH 590 – Master’s Thesis during their last semester at MSU. This independent course of study is meant to provide the student with the time and the mentoring sufficient to bring a mature argument to fruition. After successfully passing a pre-thesis review the student will then be eligible to enroll in thesis credits.

## FOREIGN LANGUAGE REQUIREMENT

All students accepted into the Art History Master of Arts Program must demonstrate the ability to read at least one foreign language related to the intended area of art historical research within their first year. It is strongly recommended that the graduate student complete the foreign language requirement during the first year of study so that s/he has confidence to progress in research during the second year of study. All foreign language instruction must be completed prior to Master’s Thesis.

Within two weeks of the first semester of enrollment, students will have the option of taking a language reading/translation exam. The language will be an academic language (e.g. French, German, Italian) selected in consultation with the graduate advisor and the exam will consist of two pages of art historical text that must be translated (with the aid of a dictionary within two hours). Exams will be graded pass/fail by a member of the art history faculty or an approved translator.

Students who pass the translation exam must complete one additional semester (3 credits) of language instruction appropriate to their area of concentration. Alternatively, students who do not take or who do not pass the preliminary exam must take two semesters (6-8 credits) of language instruction. In either event, students must fulfill their language requirement within the first year of their studies (note exceptions below).

The language requirement may be satisfied in one of the following ways:

1. Failed translation exam or elected not to take it: elementary language courses, one year (two semesters) of an appropriate language with a grade of “B” or better will satisfy the requirement.
2. Passed translation exam: elementary language course, one semester of French, German, or Italian (usually a second year intermediate course) with a grade of “B” or better will satisfy the requirement. Graduate language course, one semester of French, German, or Italian designed especially for graduate students with a grade of “B” or better will also satisfy the requirement. At this time, no graduate language courses are

offered at MSU; however, the student may enroll in an appropriate summer intensive at another university with approval.

3. Undergraduate degree: a BA degree in an academic foreign language related to the student's area of research will satisfy the requirement.

4. Bilingual proficiency: a student's native tongue, other than English, relevant to the student's research is acceptable.

EXAMPLE  
MA Curriculum Model

<u>SEMESTER</u>	<u>COURSE</u>	<u>CREDITS</u>
first	ARTH 501 – Art History Pedagogy	2
	ARTH 506 – Art History Methods & Theory	3
	ARTH 442 – Medieval Art History	<u>3</u>
		8
second	ARTH 512 – Etruscan Art	3
	HSTR 502 – Public History	3
	Foreign Language Requirement	<u>3</u>
		9
third	ARTH 532 – Michelangelo Buonarotti	3
	HIST 506 – History of Science/Tech/Society	3
	ARTH 418 – Beginning of Modern Art	<u>3</u>
	ARTH 590 - Thesis	10
fourth	ARTH 538 – Portraiture & Identity Formation	3
	ARTH 590 – Thesis	<u>3</u>
		6
	TOTAL	32

A maximum of 15 credits per semester may be taken with a TA.

The student's specific program of courses is worked out in conjunction with his/her graduate thesis committee. Until the thesis committee is formed, the Director of the School serves as the student's official advisor. It is recommended that the students

consult with an art history faculty upon arrival.

For the fulltime student, all work taken towards a master's degree must be completed within two and a half consecutive years and for the part-time student all coursework must be completed in five consecutive years. The time limit begins with the first course included on the student's program of study. Failure to complete unfinished course or program requirements in a timely way will result in a grade of "F" or, in extreme circumstances, the negotiation of an "I" (or Incomplete) grade. Failure to communicate with the art history faculty in a timely manner about an incomplete/failed assignment/course or difficulties related to progress through the graduate program and to propose an appropriate solution may result in the student's dismissal from the program.

The School of Art's academic requirements for graduate students exist within the framework of requirements established by the Graduate School. Final approval by the Graduate School is required, for example, for all applications for admission, for the acceptance of transfer credits, for formation of and changes to all graduate committees and graduate programs. The Director of the School of Art serves as liaison between the School of Art and the Graduate School.

### **III. SELECTION OF THE GRADUATE THESIS COMMITTEE**

Each graduate student will choose a graduate thesis committee for the purpose of regular consultation concerning his/her research area and to serve as the examining body for the thesis.

During the second semester in residence, full-time graduate students select their graduate thesis committee; part-time students select their committee after the completion of 9 credits in the curriculum of the School of Art. If a committee is not established by the end of the 2<sup>nd</sup> term, the student becomes **ineligible for financial aid (assistantships, work-study and student loans)** and will be placed on probation by the Graduate School. A committee of three is required comprised of all three art history faculty with one serving as chair. A candidate may add up to two other faculty members from art history or an allied field in the humanities. Forms for declaring the selected committee are available in the School of Art Office. The Dean of the Graduate School is responsible for final approval of the committee.

The Director of the School of Art is an ex officio member of all thesis committees.

The thesis committee and its chairperson direct the student's academic progress and help design his/her program; the thesis committee will be made up of all 3 art history tenure track faculty members. More members may be added including School of Art studio and graphic design faculty members or faculty members from other departments within Montana State University. During the thesis year, the student should meet with his/her committee at a minimum of once every month.

Changes in the membership of this committee may occur with the approval of both the new and supplanted faculty members and with the approval of the Director of the School of Art and the Dean of the Graduate School. Such requests may be initiated by either the student or a faculty member at any time prior to the first semester of thesis registration. Except for extraordinary reasons, committee membership should not change after the student is allowed to begin thesis work. Forms on which to report these changes are available in the School of Art Office. If a committee member should be on leave for one or two semesters, that member does not need to be replaced. However, three faculty members must be present during the final thesis semester for the thesis presentation.

In some cases instructors from other academic departments are members of the graduate thesis committee. These instructors represent a minor or a supporting area of study. A grouping of 14 or more credits in a single discipline other than art constitutes a minor and requires that a faculty member from that department be on the thesis committee. A grouping of 9 credits other than art is considered a supporting area and also requires a committee member from that area.

#### **IV. SUBMISSION OF THE GRADUATE PROGRAM**

During the second semester in which the thesis committee is selected, the graduate student must also submit his/her graduate program. The program is a listing of the student's proposed coursework leading to his/her degree. While each program is individually designed by the student and his/her committee chairperson to serve the particular needs of the student, there is a basic format to be followed. Students who do not have programs approved by the end of the second semester of attendance will be considered inactive and will be **ineligible for financial aid** (including but not limited to assistantships, campus employment, and student loans.) If the student has transferred into the program, 2/3 of all degree credits must be completed at the School of Art.

The program is submitted on forms available from the School of Art Office. The program must be approved by all thesis committee members, by the Director of the School of Art, and by the Dean of the Graduate School. Changes in the program will be permitted with the approval of the committee chairperson, the Director of the School and the Graduate Dean. The program should be kept up to date with changes filed on forms available in the Art Office. It is the student's responsibility to keep the Art Office abreast of any changes in their program. These changes should be taken care of at the beginning of the semester they are to effect and **must be completed before the student begins thesis.**

**Nine credits and above are considered a full course load and full time status for a graduate student. A teaching assistant must enroll in a minimum of six credits a semester in order to keep his/her fee waivers. During the semesters he/she is**

**teaching, a TA can enroll in no more than 15 credits.**

To obtain credit for coursework accomplished in another graduate program, the student must submit a letter with the necessary information to the chairperson of the Graduate Committee. This request must be made by the end of the student's first semester at MSU. This timing enables the student to know exactly what previous coursework can be included as a part of his/her graduate program. Working transcript(s) of all transfer credit must also be included as an attachment to the program of study to assist in documentation of transfer credits. Official transcripts showing transfer credits must be sent to the Graduate School prior to the term of graduation. Official transcripts showing transfer credits submitted at the time of application are acceptable.

## **V. GRADUATE TEACHING ASSISTANTSHIPS**

Assistantships are awarded annually on a competitive basis; all interested students, including current TAs, must apply for the new academic year. Teaching assistantships are awarded in the spring for the following academic year. The TA will teach two classes per semester for at least one semester with continued performance contingent on a mid-semester evaluation.

Teaching assistantships carry with them tuition waivers. However, tuition waivers applied for after the original deadline, are awarded in sequence depending on available funding. The Graduate School has determined that students may receive the tuition waiver for no more than four years. To be eligible for a tuition waiver, students must be enrolled in 6-12 credits. Tuition waivers cover tuition only. Fees such as registration, building, computer equipment, insurance, etc. are not covered by the waiver.

### **APPLICATION**

The applications of both new and continuing students will be evaluated as one group. Since these financial awards are highly competitive, students should make every effort to present the strongest possible letter of application.

Applications for teaching assistantships must be received by March 15. New applicants will be evaluated on the basis of transcripts, letters of recommendation, sample essay, personal statement, GPA and GRE scores. Continuing students will be evaluated on the basis of letters of application and student evaluations. The letter of application must provide evidence of the candidate's merit in the program of study as revealed by his/her timely progress through the program, the quality of previous coursework, research, or presentation and his/her dedication to a future study or research opportunity.

Shortly after March 15, the art history faculty will meet and review all applications for admission and applications for assistantships and/or financial requests.

## VII. MASTER OF FINE ARTS THESIS AND DEFENSE OF THESIS

### THESIS PROGRAM

All MA degree candidates who have completed at least 2/3 of their coursework and are in their last year are eligible to register for ARTH 590: Thesis Writing, which is offered on a pass/fail basis. The graduate student must initiate and schedule **a minimum of three meetings each semester** with his/her graduate thesis committee for the purpose of demonstrating and discussing the student's progress. The responsibility for recording a "pass" or "fail" grade for ARTH 590 rests with the chairperson of the student's graduate thesis committee. If a student is unable to complete his/her thesis in the semester of enrollment, s/he may petition the committee for an extension and enroll in Art 589: Graduate Consultation for 3 credits.

Requirements for the student's final semester:

1. The student must submit to the Graduate School a completed copy of the Application for Advanced Degree form. The deadlines for filing the application are on or before **September 20** for Fall Semester, **February 5** for Spring Semester, or **June 10** for Summer Semester. The forms are available in the School of Art Office.
2. Final program changes must be filed with the Graduate School by the beginning of the semester of thesis.
3. **Five weeks before graduation (deadline varies from semester to semester), the student must pass his/her Thesis Defense.**
4. Three to four weeks before graduation (deadline varies from semester to semester), the student must submit two copies of his/her thesis documentation in its final form to the Graduate School, which includes images and necessary documentation.
5. A notice announcing the time and place of the defense must be posted in the School at least one month before the date of the defense.
6. Any outstanding financial obligations to the University must be paid in full.

**\*\*CONSULT THE CURRENT GRADUATE BULLETIN FOR EACH SEMESTER'S SPECIFIC DEADLINES\*\***

## THESIS FORMATING

It is necessary for MA candidates provide a copy of their thesis project to the Graduate School and this will be done electronically. A copy of the format (e.g. margin, line and page numbering requirements, paper, typeset, and image quality, etc.) which must be used for this document is available online at <http://www.montana.edu/etd/index.html>. Graduate students are responsible for following this exact format and will consult Mandi McCarthy-Rogers in the School of Art Office on all formatting issues and deadlines.

## **NO DEVIATIONS ARE ALLOWED.**

The basic structure of the electronic MFA thesis documentation is:

1. Title page
2. Copyright page
3. Vita (optional)
4. Acknowledgment (optional)
5. Table of Contents, a list of titles and numbers of slides, photographs or other graphic materials
6. Abstract
7. Body of paper (clear statement of purpose, description, and outcomes of the thesis experience) - this is the body of the thesis documentation.
8. Documentation materials (digital images must be numbered consecutively)
9. References

Information and directions on how to submit electronically can be found at <http://www.montana.edu/etd/index.html>.

## DEFENSE OF THESIS

The defense of the Thesis is the final opportunity for the graduate student to provide an articulate synthesis of the elements of his/her work and so convince the Thesis Committee of his/her suitability for the Master of Arts degree. Art History MA students enrolled in Thesis Writing are required to present the substance of their research at the School of Art's Art History Symposium. This presentation and the faculty, student, and public questions and commentary that follow will be regarded as an oral defense of the project.

## VIII. BUILDING POLICY

Each graduate student will have a key to Haynes Hall and the Art History Graduate Offices, which allows them access to these facilities 24 hours a day. However, certain areas of Haynes Hall have restrictions placed on their access, as governed by policies established by the area heads and the Director. Two examples of such restrictions are 1) the requirement that two or more persons be present in an area when potentially dangerous materials or equipment are in use, and 2) the necessity of gaining access to some areas, such as the printmaking darkroom, by making an appointment to use the space in advance with the particular area head.

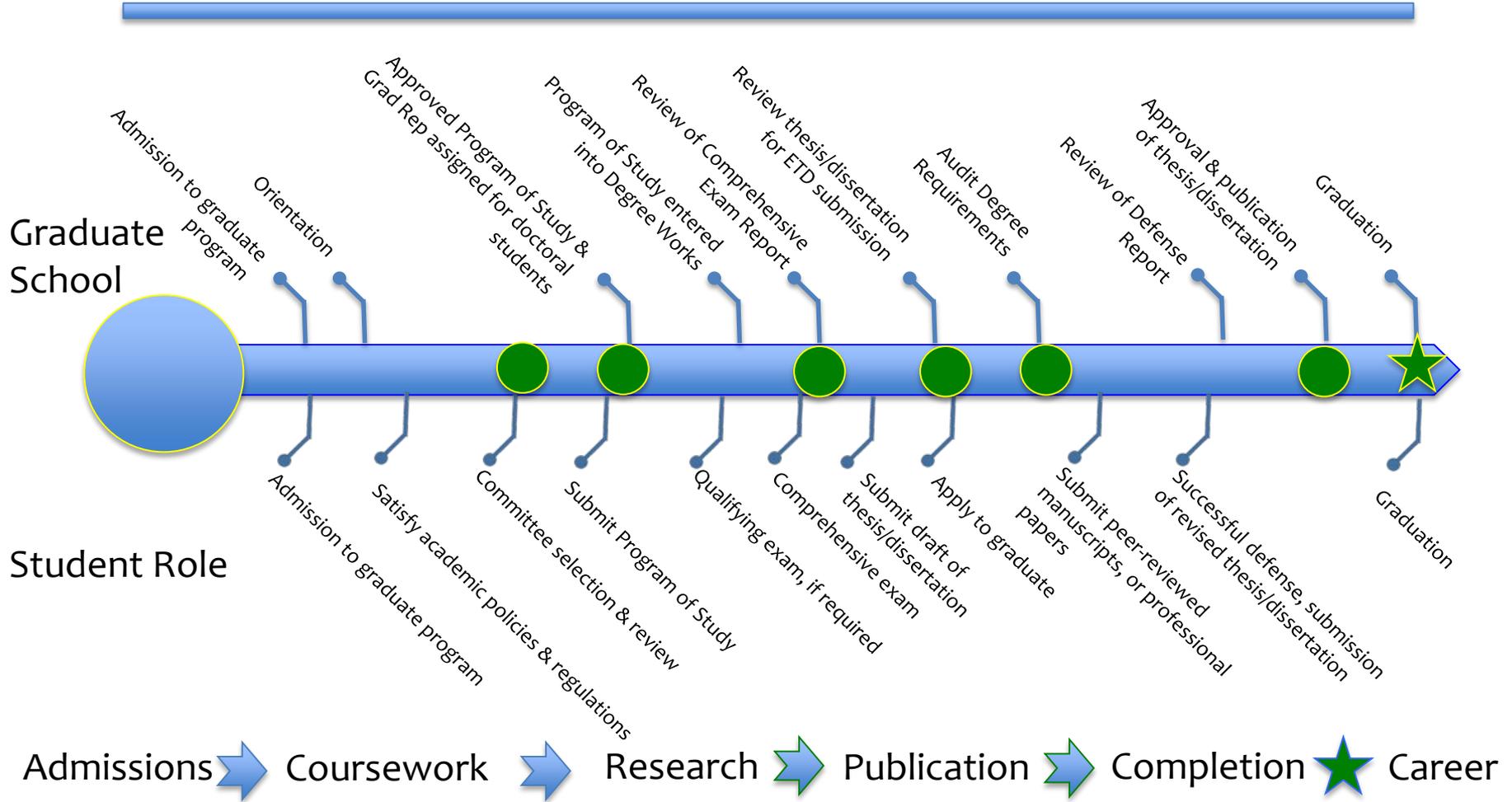
After hours access to Haynes Hall can also be gained through the main front entrance via the student's CatCard (student id card).

### SPECIFIC POLICIES

1. Students are at all hours responsible for a thorough clean-up of their projects; instructors at the end of each semester are responsible for the condition of the areas in which they have been teaching.
2. For safety and health reasons, Haynes and Cheever Halls have been designated as smoke-free buildings. **Smoking is not allowed.**
3. Abuses of the access system to the building, such as taped or blocked-open doors or windows, classrooms or offices in disarray, violation of University policies regarding drugs or alcohol, or misuse of equipment, will result in the clearing of the building and the elimination of after hours access.
4. Any person opening a door or otherwise providing after hours access to the building for a person not holding a proper pass does so at the risk of the loss of his or her own building privileges and bears full responsibility for any consequences - theft, damage, or injury - of that action.
5. Non-self-closing fire doors should never be blocked open.
6. The present building access system allows the greatest possible after-hours use of Haynes/Cheever Hall while at the same time insuring personal safety and the maintenance of excellent facilities. Since both students and faculty have an obvious interest in the success of the access system, they have a responsibility for adhering to and enforcing its policies, which includes the reporting of violations.

# Student Roadmap

## GRADUATE STUDENT ROADMAP TO SUCCESSFUL DEGREE COMPLETION



## Steps to Completing a Master's Degree

Step	Procedure	Timeline
Admission	Discuss admissions with department of interest and apply online through The Graduate School ( <a href="http://www.montana.edu/gradschool">www.montana.edu/gradschool</a> ).	Per department deadlines.
Graduate Committee	Consult with department advisor or research chair to form committee.	To occur by the end of the 2nd term of registration.
Graduate Program of Study and Committee	Consult with Graduate Chair and Committee; submit form to The Graduate School ( <a href="http://www.montana.edu/gradschool/forms">www.montana.edu/gradschool/forms</a> ). An approved form results in a Grad Prog of Study Filing fee of \$50.	Must be submitted to The Graduate School before the end of the 2nd term of registration.
Qualifying Examination	If required by the department, consult with Graduate Chair and Committee to schedule.	The examination generally occurs during the 1st year of attendance.
Comprehensive Examination	Consult with Graduate Chair and Committee.	The examination usually occurs when at least 2/3rds of the required coursework has been completed.
Maintain Continuous Enrollment	Must be enrolled in 3 or more credits each term, excluding summer.	After passing any portion of the comprehensive examination (Plan A) or after completion of required coursework (Plan B).
Application to Graduate	Consult with Graduate Chair; submit form to The Graduate School ( <a href="http://www.montana.edu/gradschool/forms">www.montana.edu/gradschool/forms</a> ). Form processing results in a Graduate Student Audit fee of \$20 and a Graduation fee of \$30.	Must be submitted on or before the 3rd Friday of the intended term of graduation.
Defense of Thesis (Plan A)	Consult with Graduate Chair and Committee.	Must be passed at least 14 business days before the end of the intended term of graduation.
Approval of Thesis (Plan A)	Approval by the Graduate Dean and Graduate School Formatting Advisor. See submission procedures ( <a href="http://www.montana.edu/etd">www.montana.edu/etd</a> ).	Must be approved at least 14 business days before the end of the intended term of graduation.
Graduation Commencement	See Registrar's Office ( <a href="http://www.montana.edu/commencement">www.montana.edu/commencement</a> ).	December ceremony — summer and fall candidates May ceremony — spring candidates

This guide is general information for master's students. Reference your department's graduate handbook and The Graduate School policy for specific requirements and deadlines.



**The Graduate School**  
**9 /108 Montana Hall**  
**Office: (406) 994-4145**  
**Fax: (406) 994-4733**

**Website: [www.montana.edu/gradschool](http://www.montana.edu/gradschool)**  
**Email: [degreesandcertificates@montana.edu](mailto:degreesandcertificates@montana.edu)**

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