This document conforms with the rules and guidelines established in the GSAS Handbook and provides further details about the Art History Program.

I. Schedule of Ph.D. Program: Overview

The Art History faculty has laid out a plan of coursework and expectations so that doctoral students may successfully complete the degree in a timely fashion. The Ph.D. program in art history is designed as a course of study requiring ideally six (if entering with a B.A., hereafter Plan A) or five (if entering with an M.A. approved by the department, hereafter Plan B) years of full-time work to complete. Three academic years (summers not included) is designated as the minimum period in residence at Emory for Plan A., two years for Plan B. The Graduate School of Arts and Sciences (GSAS) imposes a time limit of eight years to finish all requirements after achieving Advanced Standing status, defined as satisfactory progress made in the first 24 credit hours of graduate coursework. If satisfactory progress continues to be made, students entering in fall 2004 or later will be assured of tuition and stipend funding for five years; however, repeated unsatisfactory performance will put the student at risk of funding termination (see pp. 21 and 35 of the GSAS Handbook).

Both Plans A and B require coursework, two language examinations, directed study/coursework toward the examinations and prospectus, written and oral examinations in a major and minor field, the dissertation prospectus and its oral defense, and the dissertation (based on substantial and original research) and its oral defense. In addition, all students go through the Teaching Assistant Training and Teaching Opportunity program (TATTO) and the Jones Program in Ethics (JPE).

Overall a student’s coursework includes the required ArtHist 590 “Seminar in Methods of Art Historical Research” taken in the first semester, as many 700-level seminars as possible, and up to one directed reading and one museum internship for credit. Students are strongly advised to take a minimum of three courses in their major area and two in their minor area, which may mean some continued coursework during the Preparatory year (Plan A’s third year/Plan B’s second year). They are also strongly encouraged to do some coursework outside their major and minor areas as well as take appropriate courses in other departments.

The Art History faculty seeks to offer students explicit guidance and feedback on their strengths and challenges at regular intervals throughout their coursework. According to GSAS rules, the student must earn a final grade of B- or above for the course to count toward the doctoral program. In Art History it is expected that a student earn at least two-thirds A’s and A-’s in a given year to maintain satisfactory progress. The Art History faculty hold meetings to review
each student after each semester and the Director of Graduate Study (DGS) sends the student an annual letter in late May explaining the faculty’s comments and recommendations (Plan A students also get a letter after their first semester). To keep up a satisfactory pace through the coursework, the taking of incompletes is strongly discouraged (see GSAS Handbook, p. 35, for the consequences of accumulating incompletes).

**Residency**

Students are expected to be in residence for all semesters during which they receive funding, unless they are conducting research that takes them afield. Residency includes not only the years during coursework, but also those when the student is engaged in writing the dissertation. The student must receive the permission of his/her advisor and the department to take a semester or year abroad. The department encourages students to conduct research in the field, which may take them away from campus for a considerable length of time. However, the student may not permanently leave campus while in funding. The student must be in residence the semester prior to submitting the dissertation. Please see below, “Continued Teaching and Research Responsibilities.”

**II. Coursework**

Students pursue a program of study that includes the determination of major and minor fields, completion of two language examinations and a Qualifying Paper, as well as carefully circumscribed teaching and service responsibilities. During coursework, students must enroll in seminars with at least 8 of the Art History Department’s 13 faculty members.

**Plan A (Entering with a B.A. or a non-approved M.A.):**

Plan A consists of two years of coursework (48 credit hours), made up of three courses at the 500- or 700-level each semester for four semesters. The majority of courses (ideally at least eight total) should be 700-level seminars in Art History, although relevant graduate courses in other departments are also encouraged.

In addition to coursework, during the first year one language exam should be passed (see section below), preferably upon entering the program. In their first year, Plan A students act as Graduate Assistants, which means working for five hours a week for thirteen weeks for one semester in the Visual Resources library and for the other semester as a faculty member's Research Assistant. After 24 credit hours of satisfactory work have been completed, the Plan A student should have chosen an advisor and a major and minor area of study. At this same time, the student is promoted to Advanced Standing (at which point the GSAS eight-year limit goes into effect).

Plan A includes a second year of coursework (for a cumulative total of 48 credit hours), under the same guidelines as the first year of coursework. In addition to coursework, in mid-August before the fall semester of the Plan A second year the student takes TATT 600, the three and a half day TATTO preparatory seminar. During the first semester of the second year, the student teaches one section of ArtHist 101 "Introduction to Art and Architecture: Prehistory to Renaissance." T.A.'s simultaneously enroll in TATTO 605, to get TATTO credit for teaching,
and Art Hist790 "Teaching Art History." During the second semester of the Plan A second year, the student teaches one section of ArtHist 102 "Introduction to Art and Architecture: Renaissance to Present," and enrolls in TATT 605 and Art Hist790 [791] as before.

Halfway through the second year, after finishing a total of 36 credit hours, the Plan A student is reevaluated by the department to insure that the student has the potential to contribute to the field and should pursue the Ph.D. degree. If not, the student may be asked in writing to pursue a terminal M.A. degree, as outlined below. For the Qualifying Paper, a superior seminar research paper from the first or second year of work should be selected in consultation with the adviser. This paper should be reworked as a Qualifying Paper, 30 pages in length, to be handed in no later than the spring semester of the second year. Students may not enroll for coursework for the following fall semester if the Qualifying Paper is not completed by the spring deadline. The second language examination must be passed before the student can be advanced to candidacy, and preferably well before the end of the fall/first semester of the Preparatory Year.

Plan B (entering with an approved M.A.):

The Plan B student entering with an approved M.A. in hand usually receives credit for one year's residence and up to 24 credit hours (the equivalent of six courses). This means the Plan B student enters in Advanced Standing status and the eight-year completion rule begins immediately. The student declares a major field upon entrance, submits their M.A. thesis written elsewhere to the departmental office (which, if accepted, allows the Qualifying Paper to be waived). One language test passed at another graduate program within the three years preceding the entrance year can be counted toward one of the two languages required (the student must furnish the DGS with an official letter and formally request the waiver, which the department's graduate committee will review). Ideally, one language examination is taken and passed in the Plan B student's first semester.

The Plan B first year is equivalent to the Plan A second year, except that the Plan B student takes Methods. The Plan B student is considered to have completed the first 24 credit hours and from then on proceeds with the same order of requirements as Plan A.

TATTO and JPE

These programs have been developed by the graduate school and the department to prepare students for a career in the field, by developing teaching skills and building an awareness of central issues that confront scholars generally and art historians, curators and archaeologists particularly. In fulfillment of TATTO, art history students will attend the graduate school’s intensive late summer training program in advance of serving as Teaching Assistants in both 101 and 102. Students will also serve as a Teaching Associate for one 200- or 300-level course.

Students who are still in funding and have been advanced to candidacy may be invited to submit a proposal for a 300 level undergraduate course, usually related to their major field of study.
In fulfillment of JPE, students will attend the ethics-related programs offered by the graduate school JPE 600/610 (specifics to be determined). For art history, students are required to complete 6 hours of training. Sections of ARTHIST590 and ARTHIST 790/791 totaling four hours or more will be devoted to issues concerning scholarly integrity. For the four hours of JPE training conducted in ARTHIST 590, 790 and 791, completion of the course will constitute completion of these hours. In addition, students will attend at least two one-hour brown bag lunches/afternoon programs on issues of scholarly integrity that particularly concern art historians. At least one session will be held each semester. For the two hours to be completed in the sessions, students will sign in to the session. The list of attendees will be given to the Graduate Program Administrator, who will enter the attendance on each student’s departmental record (where evidence of other internal requirements are kept) noting the program and the date. Students are strongly encouraged to complete JPE training during their coursework years, but it must be completed prior to submitting the dissertation. For further information, see the document, “Art History Program in Scholarly Integrity.”

ALL STUDENTS:

The Preparatory Year is a key time in the graduate program. In order to have funding for completing a dissertation, this year must proceed on course. The preparatory year is spent teaching one course as a Teaching Associate (TATT 610), developing a dissertation topic through directed readings and limited further coursework, as well as studying for the doctoral examinations after deciding on the required bibliographies for both the major and minor areas. This preparatory work toward doctoral candidate status takes up 12 credits per semester, so that by the end of the Plan A third year the student should have completed a total of 72 hours of credit, the Plan B student 48. The examinations should be taken by the early fall of the Plan A fourth year/Plan B third year. A dissertation committee should be formed soon after the examinations have been passed. The prospectus should be written in concert with that committee and handed in within 6 months after the examinations, and by or before Sept. 1 of the year following the Preparatory Year, which is known as Dissertation Year I.

Dissertation Year I is ideally spent applying for outside grants to undertake the dissertation travel and research. A list of those grants that require departmental nomination will be available in the Art History office, as will a list of web addresses for other recommended grants. All students are strongly encouraged to locate, share, and update funding sources with the departmental Administrative Assistant for the Graduate Program (AAGP) and the DGS. Dissertation Year I should be spent reading on the dissertation topic and pursuing such research as is feasible with departmental and GSAS funding. With an approved prospectus, students are eligible to apply to be a Dean's Teaching Fellow (DTF) to be undertaken one semester of Dissertation Year II, if the student does not need to be away from campus.

In Dissertation Year II the dissertation should be well along, ideally all the research completed and the writing phase begun by the end. Students should also apply for outside grants to support
completion of the dissertation. Dissertation Year III should see the completion of the project according to the deadlines appearing in the GSAS handbook.

*Rare exceptions to this timetable may be granted by petition to the DGS only, after discussion with the adviser. Extensions beyond the GSAS eight-year limit only by departmental petition and GSAS approval (see p. 33 of the GSAS Handbook).*

**Continued Teaching and Research Responsibilities, Years 3-5**

Each semester while in funding, students will maintain a presence in the department either through teaching or research responsibilities. The expected commitment is 5-6 hours a week. These requirements are waived for the time when the student has permission to be away from campus actively conducting research.

**III. Language Requirements**

Reading knowledge of two modern languages (usually French, German, Spanish, or Italian) is required of all Ph.D. candidates. Another modern research language can be substituted upon the adviser's request. By petition to the DGS, Plan B students may waive one language examination if they have written proof that an equivalent test was passed during graduate work elsewhere during the previous three years.

Departmental language exams allow two hours to assess the student's ability to read two passages, one to be translated with the use of a dictionary, one to be summarized in the form of a précis without the use of a dictionary. The language exams are given twice a year, in September and January, and graded pass/fail by Art History faculty members. A student may take each examination twice, and a third and final time by petition to the DGS. The first language examination should be taken in the entering semester if possible and both passed before the student can be promoted to candidacy.

For specific subfields additional language facility may be required. For such additional languages, the student must satisfy the adviser that they have attained the necessary level of proficiency by the time they begin dissertation research.

**IV. Qualifying Paper and M.A. Degree as Part of the Ph.D. Program**

During the second year of formal coursework, students entering with a B.A. expand a seminar paper into a qualifying paper (30 pages in length) that should meet scholarly standards for publication. Unlike the dissertation, the Qualifying Paper is written under the supervision of a
single faculty member. Before the final draft is accepted, however, the paper will be read by a
second reader, chosen by the student in conjunction with his or her adviser. Both readers must
sign the essay. The essay must follow Graduate School rules regarding format and must be
submitted prior to the beginning of the third year. Upon its acceptance, one copy (Kinko quality
acceptable) should be submitted to the Art History Department. Students entering the program
with an M.A. degree and thesis in art history may waive this requirement. The Master's Degree
will be awarded when students have been advanced to candidacy on completing the General
Doctoral Examinations. At this point, the Qualifying Paper will be sent to the Graduate School
Office along with candidacy papers.

For requirements pertaining to the paper in the terminal Master’s Degree program, see the
document, “Requirements for the Terminal M.A. in Art History.”

V. Doctoral Examinations

1). Examination Committee

The examination committee will consist of the student's major and minor concentration advisers
and a third faculty member, normally from within the Art History Department but, if appropriate,
from another department, who will participate in the oral examination. It will be the
responsibility of the major and minor advisers to prepare and evaluate the student's written
examination. These advisers, along with the third faculty member, evaluate the written
examination and conduct the oral examination. The committee will be chaired by the student’s
major field adviser and formed during the student’s third year in the program, at least one
semester prior to the examination. In the event of the third committee member’s unavailability
due to leave or other reasons, the committee chair may appoint an alternative faculty member to
participate in the oral examination.

2). Examination Fields

The student's Doctoral Examinations will encompass a major and a minor field in a period or
area of art history. The determination of the fields will be made by the student with the approval
of the committee at least three months prior to the examination. The precise scope of the fields
(geographical area, time period) and the topical emphases will be determined through discussion
involving the student and the major and minor advisers.

The student will develop a bibliography equal in length to 30 books or the equivalent in the
major field and 20 or the equivalent in the minor field. This will be done in consultation with the
major and minor advisers and will serve as the basis for the written examinations.

Major field:

The major field encompasses the area of the dissertation topic but is construed much more
broadly. Examples are: Ancient American, Egyptian, Greek, Roman, Medieval, Renaissance, etc.
All major fields are not equal in breadth or time-span, but all are delineated as accepted professional subfields in the discipline of art history.

Minor field:

The minor field represents a teaching, as opposed to a research, interest. It may relate closely to the major field, or be entirely distinct from it. Like the major field, the minor field must be an accepted subfield in the discipline of art history.

3) Structure of the Doctoral Examinations

The examinations will include the following parts:
   a. a written examination in the major field
   b. a written examination in the minor field
   c. an oral examination in the major and minor fields.

4) Content and Format of the Doctoral Examinations

The written examination in the major field will take six hours of writing time and will consist of five questions from which the student will select and answer three. Answers must be written (or preferably typed) in a designated examination room without recourse to notes or books.

The written examination in the minor field will take three hours of writing time and will be administered within 48 hours of the major field examination. It will consist of three questions, from which the student will select and answer two. The same conditions will apply as in the major field examination.

The oral examination in the major and minor fields will take approximately two hours and will include questions concerning (a) responses on the written examination which require further explication and (b) new material not included in the written examination but which is considered to be within the scope of the student's two examination fields. The third oral examiner, who represents neither of the examination fields, may ask additional questions of a more general nature.

5) Scheduling of the Doctoral Examinations

The two written examinations will be taken within a three-day period and the oral examination will follow within a week. Normally the examinations are scheduled by the examination committee chair in consultation with the student and should take place as early as is feasible within the semester following the student's completion of 72 hours of graduate credit. For full time students entering the program with a B.A. degree, this will be at the beginning of the fourth year. For full time students entering with an M.A. degree, this will be at the beginning of the third year. Other requirements such as the Qualifying Paper and the language competency tests
must have been successfully completed at least a semester before taking the Doctoral Examinations. The chair of the examination committee will notify the Department Chair and Director of Graduate Studies as soon as the dates are set. This should be at least 30 days before the examinations take place.

6) Evaluation of the Doctoral Examinations

Taking into account the student’s written examination and performance in the oral examination, the three examiners will determine whether the student has passed the major and minor fields. In case of failure in one or both fields, the student has the right to retake the examination in that field. In case of a second failure in a field, the student may complete the terminal Master’s, but cannot proceed further toward the Ph.D. (See “Requirements for the Terminal M. A. in Art History.”)

7) Passage of the Doctoral Examinations

Upon passing the Doctoral Examinations the student is eligible to proceed to Ph.D. candidacy and must file this intention with the Graduate School. (See Program Admin. Asst. for necessary Admission to Candidacy document. See above, Section V, for submission of the Qualifying Paper and reception of the Master’s Degree.

VI. The Dissertation Committee

The research and writing of the dissertation is supervised by a dissertation committee (which is not the same as the examination committee, except that the dissertation/major field adviser normally chairs both). The student forms a dissertation committee as soon as the Doctoral Examinations have been passed, though it is expected that she or he will have approached prospective faculty in advance of this date. Normally there will be two faculty members in addition to the dissertation adviser, who will be a member of the Art History Department, except in extraordinary circumstances. With the permission of the department, one of these may be from outside the departmental faculty. In exceptional instances, a fourth committee member may be added. If a committee member is from outside the university faculty, the Dean of the Graduate School also must be consulted.

VII. The Dissertation Prospectus

The dissertation prospectus in art history is to be presented no more than six months after the doctoral examinations have been passed, and preferably in the next semester. In either case, a prospectus ready for the full Art History faculty to review must be handed in by March 15 or September 15. This document is to be prepared in two parts, both of which are to be read and approved by the adviser and the dissertation committee before the project is considered by the faculty of the Art History department.
The Document:
The parts to be prepared and ultimately deposited with the Art History department by the dissertation adviser are as follows:

1. a. A title page, including your proposed title. This is an essential aspect of your prospectus. Bear in mind that the title will change as your work progresses. At this beginning point, a straightforward descriptive title is what is needed.

   b. A ten-page narrative text (typed, double-spaced, in 12 point font with 1” margins), including minimal, non-discursive footnotes or endnotes, in proper citation style. The narrative is to present the major questions and problems that the dissertation research will address and the methods by which the student seeks to achieve original answers to those questions. It should be a pithy, well-written explanation of the topic and its relevance, both to the discipline of art history and the particular area of study. As it is often impossible to know in advance what findings will come to light, the emphasis in the prospectus text is on what is being explored, why, and how. Approximately one page at the end of the text should present the research plan, naming and justifying specific travel destinations, collections, sites, archives, works of art, monuments, interviewees, and projecting the order of work. This plan should convey to readers both inside and outside of the field that the student is sufficiently prepared and knowledgeable enough to conduct the necessary research.

   c. Illustrations. The prospectus narrative should be supported by select illustrations, keyed to the text with figure numbers and accompanied by captions, as in art history research papers.

   d. Appendices. Wherever appropriate and/or necessary (e.g. in the case of IRB approvals for an interview-based project), supplementary materials should be included in the form of appendices.

N.B. The illustrations and the appendices are in addition to the ten pages. Students and their advisers are asked to be selective in their choice of these supplementary materials.

2. Annotated bibliography. The bibliography, properly formatted according to a citation style accepted in your area, will vary in length and content, and may include a combination of general sources, primary and secondary documents, articles, guides, and so on. The annotations should be brief and keyed to the dissertation topic, pointing out their relevance to the proposed research.

Once these two parts have been completed and approved by the dissertation committee, the adviser will submit the full document to the department. The first part will be copied and distributed to the faculty to read, the second will be held in the department office for faculty to consult. Faculty may also request a copy of the bibliography from the office staff.

The Prospectus Defense

The student will defend the prospectus in an informal one-hour discussion with the Art History faculty and any outside members of the dissertation committee who are available to attend. This defense will ideally take place around two weeks after the submission deadline (i.e., ca. March
and September 30). The goal of the defense is for faculty and committee members to consider the proposal and offer suggestions as to the project’s feasibility, originality, methodology, research plan, and possible funding sources. A brief private faculty discussion of the written prospectus will precede the approximately thirty minute defense. An informal visual presentation by the student focused on key points in the prospectus will be followed by faculty comments and questions. The faculty will again confer privately, after which the student will be given their recommendations for acceptance or revision.

Those students who have passed their qualifying exams and have completed or are about to complete a prospectus need to register their dissertation topics with the CAA. Each entry should contain the following elements: subject area (for a listing of the subject areas, please see on-line dissertation listings at the CAA website www.collegeart.org/caa/publications) last name of author, first name of author, “Title of Ph.D. Dissertation in Quotes” (Name of Institution, Adviser’s First Initial and Last Name). This information should be given to Program Admin. Asst. for submission to the CAA.

VIII. The Dissertation Submission

A complete draft of the dissertation must be submitted to and approved by the advisor in advance of its dissemination to the committee. Once the advisor has approved the full document, the advisor will authorize the student to set the oral defense.

The dissertation submitted to the committee must be in completed, final form with all the critical apparatus present, at least one month in advance of the defense. The committee will not consider any document that is not complete or has not been carefully proofread.

The completed Dissertation will be defended orally to the dissertation committee at a meeting arranged by the dissertation adviser. The committee may recommend necessary rewriting or revisions at the defense. After the committee's approval, the dissertation may be submitted to the Graduate School. See pp. 32-33 of the GSAS handbook for the rules concerning the submission of the Dissertation.

IX. Grievance Policy

Students who have a grievance related to some aspect of the program in the Art History Department should report it to the Director of Graduate Studies (DGS). The student should describe the grievance and relevant details in a letter addressed to the DGS, who will try to resolve the grievance in conversation with the student and relevant parties. If this is not successful, the Director will appoint a committee of three Art History faculty members (or faculty members outside the Art History program if the situation warrants) or use an existing standing committee, such as the Graduate Committee, who will review the grievance and propose an appropriate response. The DGS will keep the Chair apprised of the situation. If it is impossible to resolve the grievance within this committee or within the framework of the Art History administrative structure, the DGS will forward the grievance to the Office of the Senior
Associate Dean of the Laney Graduate School. From this point forward, the grievance will be handled according to the Grievance Procedure outlined in the Laney Graduate School Handbook. If the issue is with the DGS, the student should report it to the Chair of the Art History Department.

X. Departmental Research Funding:
In order to be eligible for departmental research funding, students must first have applied to the LGS for PDS funding and must have attended at least one of the LGS grant-writing workshops.

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