

**GRADUATE HANDBOOK
ART HISTORY DEPARTMENT
EMORY UNIVERSITY
PH.D. PROGRAM**

Revised February 2016

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

Schedule of Ph.D. Program: Overview

The Ph.D. program in art history is designed to be completed in six years by those entering with a B.A., and in five years by those entering with an M.A. (approved by the department). Those entering with a B.A. are required to complete three academic years of coursework, and those entering with an M.A. are required to complete two academic years of coursework. The Laney Graduate School (LGS) imposes a time limit of eight years to finish all requirements after students achieve Advanced Standing status, defined as satisfactory progress made in the first year (or 24 credit hours) of graduate coursework. Students with an approved M.A. enter the program in Advanced Standing. If satisfactory progress continues to be made, students are assured of tuition and stipend funding for five years; however, repeated unsatisfactory performance will put the student at risk of termination (see pp. 11 and 28-29 of the LGS Handbook).

All students must complete required 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 year in which a student takes his/her exams. The student is also strongly encouraged to do some coursework outside his/her 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 LGS 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 Studies (DGS) sends the student

an annual letter in late May explaining the faculty's comments and recommendations. All students in their first and second years receive a mid-year letter as well. To keep up a satisfactory pace through coursework, the taking of incompletes is strongly discouraged (see LGS Handbook, p. 11, 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. 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 if the student has permission to be away from campus actively conducting research. 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. **Students may not accept full time employment while in funding.**

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. In order to ensure broad exposure to different fields and approaches, students entering with a B.A. must enroll in seminars with at least 8 of the Art History Department's 13 faculty members, and students entering with an M.A. must enroll with at least 5.

Students entering with a B.A. (or non-approved M.A.):

The plan for students entering with a B.A. (or non-approved M.A.) consists of three years of coursework (54 credit hours), made up of three courses at the 500- or 700-level each semester for six semesters. The majority of courses (ideally at least twelve total) should be 700-level seminars in Art History, although relevant graduate courses in other departments are also encouraged.

In addition to coursework, students should pass one language exam during the first year (see **Language Requirements** below), preferably in the first semester. Students will work for five hours a week as a faculty member's Research Assistant during the first semester, and for five hours a week as Graduate Assistants in the Visual Resources Library for the second semester. After 18 credit hours of satisfactory work have been completed, students should have chosen major and minor areas of study in consultation with their advisors. At this same time, the student is promoted to Advanced Standing (at which point the LGS eight-year limit goes into effect).

In mid-August, before the fall semester of the second year, the student takes TATT 600, the TATTO preparatory seminar. During the fall 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 ARTHIST 790 "Teaching Art History." During the second semester of the second year, the student teaches one section of ARTHIST 102 "Introduction to Art and Architecture: Renaissance to Present," and enrolls in TATT 605 and ARTHIST 791 as before.

Halfway through the second year, after finishing a total of 27 credit hours, the student is reevaluated by the department to ensure that he/she 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 advisor. This paper should be reworked as a Qualifying Paper, 30 pages in length, to be handed in no later than the end of 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 third academic 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 third 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.

The second language examination must be passed before the student can be advanced to candidacy.

Students entering with an approved M.A.:

The student entering with an approved M.A. usually receives credit for one year's residence and up to 18 credit hours (the equivalent of six courses). This means the student enters in Advanced Standing status and the eight-year completion rule begins immediately. The student declares a major field upon entrance, submits his/her 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 student's first semester. All students entering with an M.A. will take the Methods course in their first semester. Students take TATT 600 in mid-August before the fall semester of the first year. During the two years or 36 credit hours of coursework required, the student proceeds as outlined above and will be required to take seminars with at least five different faculty members in the department in order to ensure broad exposure to different fields and approaches.

ALL STUDENTS:**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 and JPE 610. JPE 600 is customarily completed in late August, just prior to the beginning of the first year, and must be taken before the student can be advanced to candidacy. Four one-hour JPE 610 sessions offered by the LGS must also be completed before the student can graduate.

To satisfy the LGS requirement for JPE training in the field of Art History, sections of ARTHIST 590 and ARTHIST 790/791 (a total of four credit hours) 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."

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 advisor's request. By petition to the DGS, students entering with an M.A. 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 assess the student's ability to read two passages. In the first hour the student translates the passage with the use of a dictionary, and in the second hour the student summarizes the passage in the form of a précis, without using a dictionary. The language exams are given twice a year (in early fall and in early spring), and are graded pass/fail by Art History faculty members. A student may take each examination twice, and may petition the DGS for a third and final attempt. The first language examination should be taken in the student's first semester, if possible, and both must be passed before the student can be promoted to candidacy.

For specific subfields additional language facility may be required. In this case, the student's proficiency will be assessed by the advisor and must be demonstrated by the time the student begins dissertation research.

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

During the second year of 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 (QP) 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 advisor. Both readers must approve the QP, which must follow LGS rules regarding format and must be submitted prior to the end of the second year. Upon its acceptance, one copy 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 submit an application for the degree and the properly formatted and approved QP to the LGS as the "Master's Thesis."

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."

Doctoral Examinations

Students entering with a B.A. should take their doctoral examinations in the early fall of the fourth year and students entering with an M.A. in the early fall of the third year.

1). Examination Committee

The examination committee will consist of the student's major and minor concentration advisors and a third faculty member, normally from within the Art History Department but, if appropriate, from another department. These advisors, 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 advisor and will be constituted 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. In consultation with the committee, the student will determine the major and minor fields 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 in discussion with the major and minor field advisors.

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. The lists will be set in consultation with the major and minor field advisors 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 must be 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 coursework. 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 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, 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 Graduate Program Coordinator for necessary Admission to Candidacy document.)

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 advisor normally chairs both). The student forms a dissertation committee as soon as the Doctoral

Examinations have been passed, though it is expected that she/he will already have approached prospective faculty. Usually, the committee consists of two Art History faculty members in addition to the advisor. With the approval of the advisor, one of the committee members may be from outside the department provided he/she is Emory graduate faculty. In exceptional cases, a fourth committee member may be added. If a committee member is from outside the university graduate faculty, the Dean of the Laney Graduate School must also approve.

The Dissertation Prospectus

The dissertation prospectus in art history is to be presented no later than the semester following the successful completion of the doctoral examinations. The prospectus must be circulated for Art History faculty review one month prior to the defense. This document has two parts, both of which are to be read and approved by the advisor and the dissertation committee before the project is considered by the faculty of the Art History department.

The Document:

1.

a. A title page.

b. A ten-page narrative (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 with which the student seeks to achieve original answers to those questions. The document should be a pithy explanation of the topic and its relevance, both to the discipline of art history and to the particular area of study. As it is often impossible to know in advance what findings will come to light, the prospectus should be framed in hypothetical terms and should outline the what, why, and how. A 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 the order of work. This plan should convey to readers, both inside and outside the field, that the student is sufficiently prepared to conduct the necessary research.

c. Illustrations. The prospectus narrative should be supported by selected 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 the sub-field, will vary in length and content, and may include a combination of general sources, primary and secondary documents, articles, guides, etc. 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 advisor will submit the full document to the department. The narrative will be copied and distributed to the faculty to read, the annotated bibliography will be held in the department office for faculty to consult. Faculty may also request a copy of the bibliography from the GPC.

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. The goal of the defense is for faculty and committee members to consider the proposal and to offer suggestions regarding 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. During the defense, the student gives an informal visual presentation focused on key points in the prospectus, which is followed by faculty comments and questions. At the close of the defense, the faculty will again confer privately, after which the student will be given comments and recommendations.

Those students who have passed their doctoral exams and have completed and defended their prospectus must register their dissertation topics with the College Art Association. See the GPC for details.

Dissertation Year I is ideally spent applying for outside grants to undertake dissertation travel and research. A list of grants, some of which require departmental nomination, is available in the Art History office. All students are strongly encouraged to consult this list and to locate, share, and update funding sources with the Graduate Program Coordinator (GPC) and the DGS. Dissertation Year I should be spent reading on the dissertation topic and pursuing such research as is feasible with departmental and LGS funding. In order to be eligible for departmental research funding, students must have previously applied to the LGS for PDS funding for the project and must have attended at least one of the LGS grant-writing workshops.

In Dissertation Year II the dissertation should be well along, ideally all the research completed and the writing phase begun by the end. Students are eligible to apply for a Dean's Teaching Fellowship (DTF) to be undertaken during the completion year. Students should also apply for outside grants to support the completion of the dissertation.

Dissertation Year III should see the completion of the project according to the deadlines appearing in the LGS handbook.

Rare exceptions to this timetable may be granted by petition to the DGS, after discussion with the advisor. Extensions beyond the LGS eight-year limit require departmental petition and LGS approval (see p. 5 of the LGS Handbook).

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 complete and final form, with all of the critical apparatus included, 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 before the dissertation committee at a meeting arranged by the dissertation advisor. The committee may recommend necessary rewriting or revisions at the defense. After the committee's approval, the dissertation may be submitted to the LGS. See the webpage <http://gs.emory.edu/academics/policies/completion.html> for the rules concerning the submission of the Dissertation.

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 DGS 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 concerns the DGS, the student should report it to the Chair of the Art History Department.

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