

MA in Art History Check-sheet (revised 2013)

Name: _____

1. Coursework and Advising: within first 2-3 semesters of program

- _____ commence required coursework, tailored to fields of major/minor and interest
- _____ complete foreign language requirement
- _____ select Faculty Advisor (Chair of Graduate Study Committee - GSC)
- _____ select Graduate Study Committee in consultation with Faculty Advisor and Program Director
- _____ submit GSC form to the Graduate School
- _____ schedule MA exam in consultation with Program Director and Faculty Advisor

2. Advancing to Candidacy

- _____ pass MA exam
- _____ write Thesis Proposal under direction of Faculty Advisor and receive approval of it from your Grad Study Committee
- _____ submit Application For Admission To Candidacy For The Master's Degree to the Graduate School with copy of approved Thesis Proposal

3. Writing the Thesis

- _____ register for required thesis research hours (must be advanced to candidacy)
- _____ download and read Graduate School Handbook and note all important deadline dates listed on Graduate School website
- _____ meet regularly with your Faculty Advisor/GSC Chair

4. Defending the Thesis and Graduating

- _____ submit Application for Degree Form to the Graduate School
- _____ schedule the Thesis Defense by the posted Thesis Defense deadline
- _____ request Thesis Approval Forms from the Graduate School website
- _____ submit final draft of Thesis to committee members no later than 2 weeks prior to defense
- _____ complete revisions to the thesis given by the student's GSC at defense
- _____ submit final, signed approval form and revised thesis to the Graduate School no later than 2 weeks (10 business days) following the thesis defense

1. Coursework and Advising

<u>Coursework:</u>	Semester	Campus (UAB or UAT)
ARH 680 Literature of Art (3) (should be taken first semester of program)	_____	_____
ARH _____ (3)	_____	_____
ARH _____ (3)	_____	_____
ARH _____ (3)	_____	_____
ARH _____ (3)	_____	_____
ARH _____ (3)	_____	_____
ARH _____ (3)	_____	_____

Students must complete **24 semester hours** of coursework in art history, not including thesis credit. Students must take courses in at least **two** of the following general areas, designated as **Major** and **Minor** fields: Renaissance Art, Baroque Art, 19th-Century Art, 20th-Century/Contemporary Art & Criticism, South Asian Art (India, Nepal, Himalayas), East Asian Art (China, Japan).

It is recommended that students also take courses outside of the major and minor fields, particularly those that may complement or enhance major and minor fields.

Two courses (6 semester hours) must be taken at the University of Alabama, at Tuscaloosa. Students should focus on courses in their fields of study, yet students are welcome (and encouraged) to take complementary classes outside of their major and minor fields.

Sample 2-year program:

Fall

ARH 680
ARH 500-level
ARH 500-level
[FR 201 or 202 or FL exam]

Spring

ARH 500-level
ARH 600-level seminar (UA-T)
ARH 500-level (UA-T)
[FR 201 or 202 or FL exam]

Fall

ARH 600-level seminar
ARH 500-level or ARH 698 to initiate work on thesis
Draft of thesis proposal due beginning of semester
MA Exam
Submit paperwork (proposal and forms) for admittance to candidacy

Spring

ARH 699 (6 hours) Thesis
Defend thesis mid semester
Graduation

Foreign Language Requirement:

_____ **should complete foreign language requirement by the end of the second semester of the program.**

Each student must demonstrate a reading knowledge of French, German, or other appropriate language as approved by your Faculty Advisor (including Chinese, Japanese, Sanskrit, and Hindi). This is tested by examination by the Department of Foreign Languages OR by passing 201 or 202 in the relevant language (e.g., French 201 or 202) with a grade of B or better.

Select a Faculty Advisor:

_____ **select Faculty Advisor within first two semesters of program.**

The Graduate Program Director serves as the students' initial advisor in the MA program. Soon after entering the Art History Master's program (ideally within the first year of study) a member of the faculty should be selected to serve as the student's primary Faculty Advisor and Chair of the Graduate Study Committee. The student and the Faculty Advisor should confer about courses and any special work to be taken on the basis of the student's previous experience and the requirements of the graduate program. The Graduate Program Director will also remain involved until the student has advanced to candidacy, and should, in consultation with the Faculty Advisor, oversee the student's progress to the point of candidacy. *The Graduate Program Director also signs off on all forms required by the Graduate School.*

Graduate Study Committee:

_____ **select Graduate Study Committee and submit Graduate Study Committee form to the Graduate School within first two-three semesters of program.**

As soon as possible, a specific plan of study should be developed. Traditionally, graduate study is highly flexible and individualized, and a Graduate Study Committee is appointed, chaired by the student's Faculty Advisor, who guides the student toward the degree (in consultation with Program Director). The committee will consist of three Graduate School faculty members. The committee includes the student's Faculty Advisor who chairs the committee, one faculty member who is outside of the student's main thesis area, and one member of the faculty of UA at Tuscaloosa. Each of the members of the committee should be able to bring some relevant insight and expertise to guide the student. *Recommendations for Graduate Study Committee membership are submitted by the Faculty Advisor and the student to the Graduate Program Director, who subsequently submits these recommendations to the Graduate School Dean.*

The student is responsible for obtaining the relevant signatures for the Grad Study Committee form, and making sure it gets submitted to the Grad School **by the end of the semester prior** to the semester in which the student sits for his/her MA exam. *Students cannot schedule the exam without choosing a GSC and submitting the form.*

Change of Committee: If necessary, a student may change the composition of their Graduate Study Committee by completing, obtaining requisite signatures, and submitting to the Graduate School the appropriate Change of Committee form.

2. Advancing to Candidacy

Before a student can be considered advanced to candidacy, he or she must successfully pass the MA exam; in addition, the student must write a proposal for a thesis and have that proposal approved by their Graduate Study Committee.

MA Exam:

_____ **complete foreign language requirement. Comps will not be scheduled until students have completed their foreign language requirement.**

_____ **schedule MA exam in consultation with Faculty Advisor and Program Director. Comp exams are given at the end of fall and at the end of spring semesters ONLY. No exams are given in the summer.**

_____ **following the completion of the MA exam, the student must set up a time to meet with his/her Faculty Advisor to discuss the exam results.**

The MA exam is scheduled in consultation with the Graduate Program Director and the student's Faculty Faculty Advisor. The date traditionally falls on the Friday preceding the final exam period.

The MA exam consists of two parts:

Part I: 20 Slide Identifications. Depending on major field, students will take a Western or Asian slide ID exam.
3 hours

Part 2: Essay Questions
Major field: 2 hours; Minor field: 1 hour.
3 hours

Slide Identifications:

Artist/Architect, Title, Date, Movement or Period. Explanatory paragraphs addressing the artwork or monument's art historical significance, including aspects of style, iconography, and context.

Western IDs: Students should study most recent edition of *Gardner's Art Through the Ages* (Western chapters only). IDs are drawn from the full history of Western art (Paleolithic to present).

Asian IDs: key monument and artwork list provided by Dr. Cummings (from Sherman Lee textbook)

* It is important to devote ample time to study the IDs. Students are responsible for knowing the material and must identify *specific* names and dates. Circa dates or a date range is not acceptable unless it is the date given by the text and the specific date is unknown. This portion of the exam is meant to test a student's comprehensive understanding of chronology and the periods of art history.

Essay Questions:

During the exam, students will receive a bank of three questions for each of the fields (Major and Minor). Students will answer one question in the Major field (2 hours) and one question in the Minor field (1 hour).

Students should be familiar with current trends in field, its historiography, methodologies, key artworks/monuments/artists, and arguments of major scholars. Consider why and how you understand a

particular artist, genre, work of art or architecture, or the chronology/development of the field or periods within it. Which key readings and scholars have shaped your understanding and why? Students should meet with the Program Director and Faculty Advisor for suggestions for studying and should review course readings and notes.

A student must pass both Part 1 and Part 2 of the exam in order to pass the MA Exam. If a student fails either part, s/he must retake the entire exam the following semester. MA exams are scheduled only once/semester.

The Thesis Proposal:

_____ **approval of the Thesis Proposal by your Graduate Study Committee**

Admission to candidacy occurs upon passing the MA exam and providing the committee with an acceptable proposal for thesis research. However, a student should begin to draft the thesis proposal as early on in the program as possible, and should not wait until after the exam to begin work on the proposal. Registration for thesis hours is dependent on admission to candidacy and a student should plan to register for thesis credit the semester following the exam.

Ideally, students should have readied a draft of the thesis proposal by the *beginning* of the semester the MA exam is scheduled for.

At the proposal stage, you should have pinned down, to a reasonably precise degree, the research you propose to undertake. The research proposal shall consist of a working title, ca. 1000-1250 word (2-3 single-spaced or 4-5 double-spaced pages) statement describing the significance of the topic, historiography, student's methodology, and the proposed contents of the individual chapters, along with a working bibliography.

In general, a proposal should include the following components:

- an introduction to the topic;
- a statement about the specific issue, problem or argument you intend to address;
- a statement about the significance of your project;
- an explanation of your methodology for addressing the issue or argument;
- a brief review of the existing literature on the subject and how your work fits into it;
- brief chapter breakdowns or summaries/descriptions;
- a conclusion summarizing the above and reiterating the original scholarly contribution of the research proposed.

Grad School Forms for Admission to Candidacy:

_____ **submit Application For Admission To Candidacy For The Master's Degree by the Graduate School deadline** (typically 1-2 days prior to semester start)

_____ **attach the final, approved draft of your thesis proposal to the Application For Admission To Candidacy form**

Once the student has successfully completed the exam and the thesis proposal, he/she must submit an Application for Admission to Candidacy to the Graduate School. It is the responsibility of the student to obtain the signatures of his/her Graduate Study Committee and Graduate Program Director. *The student is not eligible to enroll for thesis research hours until this form is submitted.*

3. Writing the Thesis

The student must defend a thesis under the direction of a member of the joint art history faculty.

Please be aware that the deadline for defending the thesis typically falls at mid-point of the semester. Thus, in order to meet the requirements explained below, a student should be well advanced in drafting the thesis prior to the semester in which s/he plans to defend and graduate.

Requirements:

_____ **ARH 699 Thesis Research (3)**

_____ **ARH 699 Thesis Research (3)**

Each student must register for ARH 699 for 6 semester hours of credit (these may be taken concurrently). A student **MUST** be registered for thesis credit in the semester in which s/he plans to defend and graduate.

_____ **download and read Graduate School Catalog Policies and Procedures from the Graduate School website:** <http://www.uab.edu/graduate/graduate-catalog/23-students/catalog/72-policies-and-procedures>

Drafting the Thesis:

_____ **meet with Faculty Advisor/GSC Chair a minimum of three times a semester.**

The thesis should be prepared as a work of individual research and should demonstrate the student's mastery of art historical method and expertise in a specific area. While quality and not quantity will be the criterion, 40-60 pages are recommended. The format of the thesis must adhere to that specified by the Graduate School and the art history faculty.

Several drafts of the thesis are normally expected before the document is ready to be defended.

NOTE: the Faculty Advisor/GSC Chair is not normally available to meet with students or consult on thesis drafts during the summer term. **ONLY** those students who have obtained prior special permission from their Faculty Advisor/GSC Chair should expect to receive feedback during the summer term.

4. Defending the Thesis and Graduating

Thesis Defense:

_____ **Schedule the Thesis Defense by the posted Thesis Defense deadline (see the UAB Graduate School website: <http://www.uab.edu/graduate/graduate-school-quicklinks/deadline-dates>)**

The Thesis Defense is a final examination of the student and his/her work. It should take the form of a presentation and public defense of the thesis, followed by an examination of the candidate's knowledge of the field. The time, date, and location of this examination is reported to the Graduate School. Students must have the defense scheduled in order to complete the online Request for Thesis Approval forms (from the Graduate School website).

The **complete and fully formatted draft of the thesis**, APPROVED BY YOUR FACULTY ADVISOR, should be supplied to your graduate committee THREE WEEKS PRIOR to the thesis defense, but absolutely no later than two weeks. IF THE STUDENT IS NOT ABLE TO PROVIDE A FINISHED DRAFT OF THE THESIS BY THIS DEADLINE, THE DEFENSE WILL BE **CANCELLED** AND MUST BE RESCHEDULED FOR THE FOLLOWING SEMESTER. Extra expense may be incurred by the student and this is entirely the responsibility of the student to bear.

Once the Faculty Advisor and the student agree to the semester of the defense, the student must be aware of all deadlines set by the Graduate School, including deadlines for setting the defense, for completing the thesis, and for requesting and submitting all forms. *These are entirely the responsibility of the student.*

NOTE: Summer defenses are scheduled ONLY in unusual circumstances under the direction of the Faculty Advisor/GSC Chair in consultation with the Graduate Program Director. Faculty members are not on campus during the summer and are often away conducting research; thus, they are generally not available in the summer term. Typically, a student should expect to defend during only Fall or Spring semesters.

Grad School Forms:

_____ **submit Application for Degree Form to the Graduate School**

At the beginning of the semester during which the candidate intends to graduate, he or she must submit a completed Application for Degree Form to the Graduate School. The form must be received in the Graduate School Records Office no later than 3 weeks into the semester of expected graduation – see Graduate School deadlines for specific dates. It is the responsibility of the STUDENT to download the form from the Grad School website, arrange for the requisite signatures, and submit the form to the Grad School.

_____ **submit Request for Thesis Approval Forms to the Graduate School**

No later than 2 weeks before your thesis defense, the candidate must submit this form requesting your approval forms. Approval forms cannot be completed before the Graduate School has received your application for degree for the semester in which you plan to graduate or before you schedule your defense. The committee members on your approval forms must exactly match those on your official records.

_____ **bring Thesis Approval Forms to your defense**

At the conclusion of a successful defense, your committee members will sign your approval forms. Final

signatures from your Faculty Advisor and Graduate Program Director are obtained once post-defense revisions are complete.

Post-Defense Revisions:

_____ **complete all revisions to the thesis required by the student's Graduate Study Committee and discussed at the thesis defense.**

_____ **submit final, approved form of the thesis to the Graduate School no later than 2 weeks (10 business days) following the thesis defense.**

_____ **obtain final signatures (Faculty Advisor/GSC Chair and Graduate Program Director) and submit approval forms to Graduate School no later than 2 weeks (10 business days) following the thesis defense.**

The final approved version of the thesis must be submitted online as a single PDF file to the Graduate School for final review no later than 2 weeks (10 business days) following the thesis defense.

The signed approval forms (hard copy) should be submitted in person by the same deadline to the Graduate School.

It is the responsibility of the student to make sure that all necessary corrections and revisions to the thesis are complete, and that the student's Faculty Advisor/GSC Chair has had a chance to review and approve these changes, no later than 2 weeks(10 business days) following the thesis defense.