



COLLEGE OF VISUAL ARTS AND DESIGN
Department of Art Education and Art History

Procedures Manual

Master of Arts, Art History Program

Revised 1/08

Updated 8/08 to correct numbers.

USING THIS MANUAL

What follows is a summary of the program. We intend that you use the procedures as outlined here to plan and fulfill all requirements for the MA degree in Art History. In addition to this manual, you must obtain and carefully read the current *UNT Graduate Catalog*, as you are additionally subject to all of the policies and procedures outline in the catalog. Note that the art history faculty always is willing to assist you with planning and realizing your coursework and degree requirements. However, the responsibility of meeting all CVAD and UNT Toulouse Graduate School requirements for the degree of MA in Art History rests with you, the student. For additional information concerning the Toulouse School of Graduate Studies, please see <http://www.tsgs.unt.edu/newindex.htm>.

ACADEMIC PREPARATION

The art history faculty welcomes applications from students with degrees in art history and in other disciplines. As academic preparation for the program at UNT, the faculty strongly recommends that you demonstrate success in a minimum of 21 undergraduate semester hours of art history coursework. The faculty advises new students to begin their graduate art history coursework in the fall semester.

In some cases, the faculty will admit a student conditionally, for example, if her or his academic performance, GPA and GRE scores are acceptable even though s/he lacks academic preparation as cited above. In order to ensure that the student has the academic skills and knowledge upon which graduate coursework in art history builds, the faculty may require the incoming student to complete undergraduate art history coursework at UNT. In this case, the faculty will work with the student to identify and outline a plan to redress gaps before s/he is permitted to enroll in graduate art history seminars. Conditional admittances are explained in the admittance letter received from the department.

STATEMENT OF AIMS AND SUMMARY OF REQUIREMENTS

The MA program in Art History prepares students to excel in academic, museum, and other careers in the arts and humanities. To achieve this aim, it utilizes the resources of the entire College of Visual Arts and Design (CVAD) and University of North Texas (UNT). Here are the requirements for the degree organized according to a typical time-credit sequence followed by the full-time student.

The MA in Art History requires a minimum of 30 credit hours.

Without a minor

You must complete 3 hours in AEAH 5800, Methodologies of Art History and Visual Culture, in the Fall semester; the faculty strongly recommends that you complete this course in your first semester in the program. You must additionally complete 21 credit hours in graduate-level art history courses. One of these courses must be AEAH 5848, Seminar in Art History, which is reserved for MA art history students only. Upon finishing your coursework, you will complete 6 hours of AEAH 5849, Research Project. We require that these 6 hours be taken simultaneously in the same semester.

With a minor

If you choose a minor, you will take 15 hours in graduate-level art history courses and 6 hours in a minor, which consists of graduate-level courses outside of art history. Minors may only be pursued with the approval of the major professor and may only be selected from programs offering a degree. In addition, you must complete 3 hours in AEAH 5800, Methodologies of Art History and Visual Culture, which must be taken the Fall semester; the faculty strongly recommends that you

complete this course in your first semester in the program. You must also complete one 3-hour course of AEAH 5848, Seminar in Art History, which is reserved for MA art history students only. Finally, you will complete 6 hours of AEAH 5849, Research Project. We require that these 6 hours be taken simultaneously in the same semester.

Tasks to be completed as you proceed through the degree:

First semester

- Receive assignment of unofficial graduate advisor.
- Enroll in AEAH 5800, Methodologies of Art History and Visual Culture.
- Begin completing 15-21 credit hours of graduate art history courses at UNT.

Second semester

- Continue completing requisite credit hours.
- Select your major professor.
- If you choose to pursue a minor, select a minor professor in consultation with your major professor.
- File a degree plan approved and signed by the major professor (after finishing 12 credit hours in graduate art history courses).
- Demonstrate proficiency in a foreign language selected in consultation with the major professor.

Third Semester

- Form a Research Project committee. This committee will consist of your major professor, your minor professor (if applicable), and one other member of the UNT art history faculty.
- Prepare a Research Project proposal.
- Present the Research Project proposal in a Colloquium attended by the Research Project committee and interested members of the Department of Art Education and Art History.
- Finish coursework. Receive recommendation and admittance to candidacy.

Fourth Semester

- Enroll in six hours of AEAH 5849, Research Project.*
- Complete Research Project.
- File the appropriate application for graduation (for deadlines, consult the current Graduate Catalog or Academic Calendar).
- Distribute copies of Research Project to all members of the Research Project committee. Obtain Research Project committee approval of Research Project, including signatures.
- File an electronic copy of the Research Project with the department office.

**NOTE: Students may petition the art history faculty to repeat AEAH 5849 during ONE semester only.*

ADVISORY INFORMATION

Once accepted into the MA in Art History program, it is wise to meet with a faculty advisor in your area of study. One is suggested for you in your letter of acceptance or, you may contact the Department office to receive an appropriate contact who will act as your graduate advisor. Specifically, this person will work *unofficially* with you in an advisory capacity until you select a major professor. He or she also may assume the role of your major professor (see below).

MAJOR PROFESSOR

Your major professor will direct your Research Project and thus serve as the chairperson of your Research Project committee (see “Project Committee” below). S/he should be a tenured or tenure-track member of the art history faculty and specialize in a field relevant to your proposed research topic. While the choice of major professor belongs to you, the decision is one you should make in careful regard to your potential Project topic. You must receive the professor’s consent to work with you in the capacity of your major professor.

Since the major professor can impact the direction and scope of your program significantly, it is wise to identify and select this individual as early in your program as possible. You may change your major professor if you find that in pursuing your studies, you alter the focus or approach to your topic significantly. Once you have selected a major professor, s/he will take over for the graduate advisor, help you to prepare and file a degree plan, and oversee the remainder of your studies.

Some of the most important responsibilities to be discharged by your major professor will occur in the last portion of your studies. It is imperative that you work closely with your major professor during the development and presentation of your Research Project proposal. Later, when you are working on the Project, approval from your major professor is required to proceed with each stage of the process.

MINOR PROFESSOR

If you elect to pursue a minor, you will have both a minor professor and a major professor,. The minor professor directs research and studies in your minor area, which consists of 6 credit hours taken at the 5000- level in an academic discipline other than art history. It is your responsibility to select the minor professor. However, the art history faculty advises you to make your selection in close consultation with the major professor.

APPLYING UNDERGRADUATE OR TRANSFER CREDIT TO THE MA PROGRAM IN ART HISTORY

Only courses numbered 5000 or higher may count towards the MA degree in Art History. They may take the form of seminar or lecture courses. You may not apply any coursework used for a

previous degree, undergraduate or graduate, transfer or from UNT, towards the master's degree on which you are working currently.

Up to 12 graduate credit hours can count toward the degree if you took them in a non-degree or certification status prior to admission to the program, and if they are in area designated for your program.

Subject to the approval of the graduate dean and the dean of CVAD, graduate classes that fit your degree program taken at another accredited institution (transfer courses) or classes taken as extension courses at UNT (extension courses taken at other institutions do not count) can count toward the MA degree in Art History (up to 6 hours on a 30-hour degree, 9 on a 36-hour degree, 12 on a 42-hour degree).

CERTIFICATION PROGRAM IN ART MUSEUM EDUCATION

Certification in art museum education at the University of North Texas provides professional training for post-baccalaureate students desiring careers in areas of art museum education or expertise in the use of art museums as educational resources. Individuals who successfully complete the program will possess the skills to develop and implement educational programs for art museum audiences of varied ages and backgrounds.

Art history and art education program offerings combine to provide outstanding content for practitioners in art museum education. The program consists of eighteen credit hours, including seminars in the history and theory of art museum education, current practices in museum education, roles and functions of art museums, political action and advocacy in the visual arts, and a six credit hour internship in an art museum. You may complete the coursework on its own, or in conjunction with your master's degree, with a portion of the course credits counting towards both the degree and the certification.

TIME LIMITATION

No coursework applied to your MA degree in Art History may be any greater than six years old at the time of your graduation. As individual courses exceed that limit, they cannot count toward your MA. Courses fulfilling the foreign language requirement may be no greater than 10 years old.

TEACHING AND AREA ASSISTANTSHIPS

Each semester, the Program in Art History staffs the following positions with graduate students enrolled in its program:

Area Assistantship
Teaching Assistantships

Visual Resources Collection Assistantship

Information about positions in addition to an application form accompanies the letter of acceptance to the program that you receive as an incoming student. Note that graduate art history students are permitted to work as Teaching Assistants for a maximum of 4 long (fall or spring) semesters. If available, in addition to appointments during 4 semesters, a graduate student may hold a Teaching Assistantship during a summer semester.

FOREIGN LANGUAGE REQUIREMENT

The Master of Arts degree requires foreign language proficiency. Students must pass the foreign language proficiency requirement in a language selected in consultation with the major professor. Students can meet the foreign language requirement in any one of the following ways:

- Obtain an acceptable score on the Graduate Student Foreign Language Test administered by the Educational Testing Service,
- Pass the Foreign Language Proficiency Examination administered by the UNT Foreign Language Department,
- Complete four semesters of college-level coursework in the language with a grade-point average in the courses of at least C within the last ten years.

FILING THE DEGREE PLAN

In consultation with your major professor, complete a degree plan before you finish 12 hours of graduate work. The degree plan is an outline of your course of study listing courses you completed already in addition to those you intend to take towards the completion of degree requirements. File the plan with the Art Education and Art History Department office, which will transfer it to the Graduate School.

The department types your degree plan and then your major professor and Department Chair sign it. Five copies are filed with the Graduate School. The Graduate Dean signs all copies and retains one. One copy is filed in the College of Visual Arts and Design, one copy with your major professor, and one copy is sent to you as your official record. Should you have a minor, the final copy is given to your minor professor.

RECOMMENDATION FOR ADMISSION TO CANDIDACY

Completion of the requirements for candidacy signifies your intent to complete the degree program. Candidacy is a Toulouse Graduate School requirement and an attainment that you must actively seek and earn. The graduate faculty assists in this endeavor via course work and individual consultations. Although the accumulation of graduate hours with satisfactory grades is an integral

part of your program requirements, regardless of the numbers of hours accrued, candidacy is not an automatic occurrence.

Before seeking recommendation to candidacy and before beginning work on your Research Project, you are required to have successfully completed all deficiencies, 12 hours of graduate work in art at University of North Texas, and to have achieved acceptable scores on the verbal portion of the Graduate Record Examination and the GRE Writing Assessment. In addition, you must satisfy specific requirements for the degree programs as follows:

- Demonstrate proficiency in a foreign language selected in consultation with the major professor
- Obtain degree plan approval from the major professor;
- Complete 3 hours in AEAH 5800, Methodologies of Art History and Visual Culture, plus 15 credit hours in 5000-level art history courses, to include 3 hours in AEAH 5848, Seminar in Art History; and minor coursework consisting of 6 credit hours in 5000-level non art history courses.

OR

- Complete 3 hours AEAH 5800, Methodologies of Art History and Visual Culture, plus 21 credit hours in 5000-level art history courses, to include 3 hours in AEAH 5848, Seminar in Art History.

If you are unsuccessful in attaining candidacy, you will be notified that at least one further semester's work (or two summer sessions) must be undertaken before you may reapply. After a third unsuccessful attempt at candidacy, you will automatically be dropped from the graduate program in art.

RESEARCH PROJECT

The Research Project is an extended research or analytic project you undertake with the guidance of your major professor and your Research Project Committee. The Research Project requirement is met by completing several tasks:

- Choose a Project topic,
- Propose the topic to your Project Committee in the Colloquium,
- Enroll in 6 hours of AEAH 5849,
- Research, write, organize, and edit the Research Project paper, and
- Secure the approval of your major professor and all members of your committee.

Begin the process by consulting with your major professor to identify a topic engaging the history, theory, or criticism of art and/or visual culture for which you will complete original research

and/or generate original analyses. In choosing a topic, be certain you have the expertise warranted, including appropriate foreign language/s, access to relevant materials, and knowledge of and ability to deploy relevant methodologies. The topic cannot be one that others have already studied in depth. Consequently, you will need to identify what, if anything, members of your field have published on the topic to date. Properly done, this Project contributes original research to a particular body of knowledge. This research should reflect favorably upon the university, your major professor, and you. It must be conducted and written to meet the standards established by UNT's Toulouse Graduate School and the tenured and tenure-track art history faculty. Some of the most important responsibilities of the major professor will occur in this portion of your graduate studies. It is imperative to work closely with the major professor in developing the Research Project proposal, as well as during the writing and organizing of the Research Project itself.

RESEARCH PROJECT COMMITTEE

Once you have chosen a major professor, completed and submitted a degree plan, and begun to identify and clarify a Research Project topic with the guidance of your major professor, you must formulate a Research Project Committee to assist you with your Project.

The Research Project Committee should consist of the major professor, another faculty member from the art history faculty, and the minor professor, if relevant. Choose committee members in consultation with your major professor. Faculty whom you wish to serve on your Research Project Committee must agree to do so. *After your major professor approves your Project proposal* (see below), you must work with her or him to call your Research Project Committee together for the Colloquium, during which time they will evaluate and approve the Project proposal.

PROPOSAL AND COLLOQUIUM

Once you have identified a Research Project topic in consultation with your major professor and selected a Research Project Committee, you must write a Research Project Proposal that you will present for your Committee's approval at the Colloquium.

A Research Project proposal must include the following:

- Title Page – The title announces the project and should be based upon the Statement of Thesis, as defined below.
- Introduction to the Topic – Provide a brief explanation (three to six pages) of what the topic is, the significance the topic has for art history, and what previous, existing and relevant scholarship has said about the topic.
- Statement of the Problem - Based on your analysis of scholarship relevant to your topic, indicate the problem or question you identified that requires analysis and suggests the need for further work.

- Statement of Thesis—This is the most important aspect of your proposal. In one or two sentences, state precisely your proposed solution to the problem you identified in the analysis of scholarship on the topic. The statement of thesis should clearly indicate your individual contribution to the scholarship. Although your proposed solution may suggest avenues of scholarship beyond the scope of your finished project--and thus may not be in and of itself the definitive statement on the topic--it is expected that your research will be original and thus advance the state of the scholarship.
- Methodological Statement - Discuss how you plan to proceed in doing the project. Cite primary data you plan to study, major reference tools you plan to use, and any special collections, libraries, or individuals you plan to visit or interview. Also, identify and define operative concepts and theories in addition to relevant schools of methodology.
- Preliminary bibliography - Append a preliminary bibliography of books and articles that you either know or hope will assist you. It is not necessary to have read all this material by the time you present your proposal in colloquium.

Write and revise all parts of the proposal to the satisfaction of the major professor. Once the proposal is exactly as you and your major professor want it to read, you will submit the Research Project proposal to all members of your Project Committee at least two weeks before the Colloquium, and then present it in colloquium. You must bring to the Colloquium one copy of the proposal for each tenured or tenure-track member of the art history faculty.

RESEARCH PROJECT COLLOQUIUM

During the Colloquium, you present the Project proposal to members of your Research Project Committee in addition to interested faculty, student, and staff members of the Department of Art Education and Art History.

In a formal presentation lasting no more than 15 minutes, state the title of the project and provide a brief review of relevant literature, including an explanation of the significance of the project for art history. Succinctly illustrate the problem or question you identified in the analysis of existing scholarship, and in a clear Statement of Thesis, indicate how you propose to address these problems or questions. What solutions do you propose? What original contributions will your project make to our understanding of the topic? If appropriate, use images to illustrate your presentation. For the next 15 minutes, you may call for and respond to questions from the audience. During this time, faculty not participating in the Research Project Committee may wish to present you with recommendations.

Next, the Project Committee and others in attendance will pose questions concerning the topic and why you are interested in it. Not only must you be knowledgeable enough about the subject to be able to answer elementary questions but, you must understand the problem and methodology that you are proposing. Typically, the Research Project Committee will suggest

additions, deletions, or corrections. Realize that they deliver this advice to help you and to improve the Research Project. At the end of the Colloquium, the Committee Designation and Proposal Approval Form must be signed and submitted to the Department office for inclusion in your file as a record of approval.

Once you completed the Committee Designation and Proposal Approval Form, you will be cleared to enroll in 6 hours of AEAH 5849. These hours must be taken at once and cannot be divided across two semesters.

REGISTERING FOR THE RESEARCH PROJECT

You may only register for Research Project hours after you have successfully completed the Colloquium and filed the Proposal Approval Form. Research Project hours should be undertaken during a long semester (fall or spring); enrolling in Research Project during the summer requires the approval of all members of the Research Project Committee. You must register for all 6 hours of Research Project at once, with the expectation that you will complete the Research Project within that semester.

WRITING THE RESEARCH PROJECT

With your major professor, develop an agreement about the order and rate at which you will work on the Project. For example, will you present the major professor with one or perhaps several drafts of sections at a time? Remember, your major professor is your editor, with all that implies. Write clearly, concisely, and completely. The finished Project should be so well written that persons outside the art history discipline would understand your work. The Research Project should have as its standard a work of art history scholarship intended for a refereed journal publication. If necessary, the major professor will require you to consult the on campus Writing Center for assistance. The completed Project must be submitted in its final form to the major professor **two weeks** prior to the end of the semester in order to allow time for a final editing of the completed work and for review by other member(s) of the Research Project committee.

The Research Project should include an **Introduction** consisting of a brief overview of the existing, relevant scholarship, which should lead to a statement indicating the identification of a problem or question to be addressed. Importantly, the document must include a clear and concise **statement of thesis** indicating your proposed solution to the problem or question that you identify in the analysis of the existing scholarship. You will want to indicate the **methodology** to be employed in your proposed research that will facilitate the proposed solution.

Also included are:

- The title page,
- A list of illustrations, if they are used,
- Visual reproductions or illustrations, which you must mark clearly, and
- A complete bibliography of all works cited.

The completed Research Project is a publication available to other scholars. As such, it must comply with the legal standards applicable to scholarly publications. For art history Projects, this may include securing permission to publish copyrighted images. This is a time-consuming and sometimes costly aspect of the process. Be sure to keep careful records of the copyright owners of any works you intend to employ in the Project. Copyrights may belong to the owner of the object, the photographer, or the publisher of the photograph. Consult your major professor for how to request permission to publish your illustrations.

For the correct bibliographic format, please consult the appropriate publication style manual that has been suggested for your major.

FINISHING THE RESEARCH PROJECT

Your Research Project is finished when your major professor deems it so and the second member of the committee has read the work and agrees that the Research Project meets its objectives. If you have a minor professor, he/she must also approve the final form of the Research Project. Additionally, all members of the committee must agree that the Research Project meets discipline standards before your degree can be considered complete. Once the committee has agreed that the Research Project is finished, you must file an electronic copy of the project with the Department office (Word document on CD). Your major professor will file your grade for the Research Project once she/he confirms that the electronic copy has been submitted to the Department office.

Should you not complete the Research Project in one semester, your major professor may allow you to petition the art history faculty for one additional semester. You must compose a letter to the faculty explaining your need for an additional 6-hour extension. The faculty will communicate their decision to the major professor. If you fail to successfully complete the Research Project during this extension semester, you will not be allowed to continue in the art history degree program.

SATISFACTORY PROGRESS / DISMISSAL FROM THE PROGRAM

Each student is expected to make satisfactory progress towards the completion of the master's degree program. Satisfactory progress towards the MA in Art History is defined by the following:

- Degree plan designed and approved prior to the completion of 21 credit hours.
- A 3.0 semester GPA in student's major area (art history) and a 3.0 cumulative GPA.
- All art history courses passed with a grade of "B" or better.
- Successfully completing the graduate Colloquium within one semester of finishing coursework.
- Research Project completed in one semester, with the possibility of one additional semester with the approval of the art history faculty.

Should a student not be in compliance with the Department's policies for Satisfactory Progress, s/he may be counseled, evaluated as unsatisfactory, placed on probation and/or dismissed from the MA program.

Students are also expected to maintain rigorous academic integrity. Acts of cheating, plagiarism or any other example of academic dishonesty may result in penalties within the relevant course AND probation or dismissal from the MA program. For more information on academic integrity, consult the Center for Student Rights and Responsibilities at www.unt.edu/csrr.

Probation: At the discretion of the Department of Art Education and Art History, any student not meeting satisfactory progress or who commits an act of academic dishonesty will be notified in writing by the Department Chair. After receipt of notice of probationary status, the student is required to seek formal counseling with his/her MA major professor to discuss his/her progress or academic integrity. The student will then be given the following long semester to correct the situation; a plan for correcting the situation must be filed with the department office. The following are reasons for being placed on probation:

- Student plagiarizes, cheats, or commits any act of academic dishonesty as defined by the UNT Center for Student Rights and Responsibilities.
- Degree plan has not been completed after 21 credit hours.
- Student's GPA falls below a 3.0
- Student receives a grade of "C" or lower in any one* art history course.
- Student receives two grades of "W" in any two courses in the same semester.
- Student does not successfully complete the graduate Colloquium within one semester of finishing coursework.
- Student fails to make adequate progress on research project.

Dismissal: Students may be dismissed from the MA Art History program for the following reasons.

- The student does not correct the infraction that caused him/her to be placed on probation within the probationary semester.
- The student commits an egregious act of academic dishonesty or has multiple instances of academic dishonesty.

Dismissal cases will be decided by the Art History Graduate Faculty. The Department Chair will notify the student of his/her dismissal in writing with duplicates for the student's file and the Toulouse School of Graduate Studies. Such notification will cite the reason(s) for removal.

Any student wishing to appeal his/her dismissal from the graduate program may petition the Graduate Faculty within 30 days of the notification or attempted notification of the student's removal.

** Note: Receipt of two or more grades of "C" or lower in any two art history courses, whether in the same semester or in separate semesters, is an automatic cause for dismissal from the program.*

MASTER'S DEGREE
COMMITTEE DESIGNATION AND PROPOSAL APPROVAL

Bring this form to your Colloquium, gather the required signatures, and file it with the department office immediately.

Student: _____ Date: _____

Degree Sought: Master of Arts

Major: Art History Minor: _____

Project Title: _____

COMMITTEE NAMES PRINTED

APPROVAL SIGNATURES

Major Professor

Minor Professor

Committee Member

Committee Member

Committee Member

Committee Member

Comments: