

**GRADUATE HANDBOOK
ART HISTORY
PhD PROGRAM
LANEY GRADUATE SCHOOL**

Revised May 10, 2023

This document conforms to the rules and guidelines established in the LGS Handbook and provides further details about the Art History Graduate Program. Online access to the LGS Handbook can be found at <http://gs.emory.edu/handbook/index.html>.

EMORY Ph.D. PROGRAM IN ART HISTORY:OVERVIEW

The Art History Department offers a graduate program that explores cultural, formal, and theoretical concerns central to the visual arts. Incoming classes are kept small to ensure a close working relationship between students and professors. A particular strength of the program is the faculty's range of research interests. Academic concentrations include the art and architecture of: ancient Egypt, Greece, Rome, and the Americas; Medieval, Renaissance, and Baroque Europe; modern and contemporary art and architecture in Europe, the United States, and Africa. Through the department's close relationship with programs in Classics, History, Philosophy, Comparative Literature, African-American Studies, African Studies, Ancient Mediterranean Studies, Women's Studies, Film Studies, and the Graduate Division of Religion students can readily incorporate an interdisciplinary focus into their coursework and research. The program emphasizes both broad education in the history of art and highly developed specialization. The Art History Department also maintains a strong association with the Michael C. Carlos Museum and students can work closely with the museum's collections, and its curatorial, conservation, and education staff throughout their graduate career. Students also have the opportunity to develop teaching skills through the Teaching Assistant Training and Teaching Opportunity (TATTO) program. Every incoming student is awarded financial support which covers tuition and provides a stipend for five years (subject to annual review).

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 two and a half academic years of coursework (five semesters), and those entering with an M.A. are required to complete two academic years of coursework (four semesters). As long as students remain in good standing, students are assured of tuition and stipend funding for five years; however, repeated unsatisfactory performance will put the student at risk of termination and loss of funding.

Continuous Enrollment, Residency Teaching and Research Responsibilities

Students must enroll for a minimum of 9 credit hours each semester, including the summer semester. 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. Students will work for five hours a week as a faculty member's Research Assistant during fall and spring semester, except when they have teaching commitments in the Art History Department. This requirement is waived if the student has permission to be away from campus while actively conducting research. The student must receive the permission of his/her advisor and the department to conduct research in the field, which may take them away from campus for a considerable length of time. Students may not permanently leave campus while in funding and must be in residence the semester prior to submitting the dissertation. **Students may not accept full time employment while in funding. Students are permitted to work up to 10 hours per week with the advisor's written permission while in funding.**

COURSEWORK

All students take Art History 590 ("Methods in Art Historical Research") during their first semester. Students are accepted into the program with a major field of study already determined and usually declare a minor field by the beginning of their second year of coursework. **We strongly encourage students to take three courses in their major area and two in their minor area. Students are required to take two courses in their major area (with at least one course taught by their major advisor) and one in their minor area (with at least one course taught by their minor advisor).**

In cases where students have not been able to take graduate seminars with their major or minor advisor, they may petition the graduate committee to take up to two directed readings.

Students entering with a B.A.:

Students entering with a B.A will take two and a half years (five semesters) of coursework made up of three courses at the 500- or 700-level each semester and 9 credit hours of 599R every summer term. The majority of courses (ideally at least twelve total) should be 700-level seminars in Art History. During the two and a half years (63 credit hours) of coursework, the student will be required to take seminars with at least six different faculty members in the department in order to ensure broad exposure to different fields and approaches. Relevant graduate courses in other departments are also encouraged. During the five semesters of coursework, the student will register to audit two additional courses in consultation with the advisor.

Students entering with an approved M.A.:

The student submits his/her M.A. to the departmental office. Coursework consists of two years (four semesters) made up of three courses at the 500- or 700-level each semester and 9 credit hours of 599R every summer. The majority of courses (ideally at least twelve total) should be 700-level seminars in Art History. During the two years (54 credit hours) of coursework, the student 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. Relevant graduate courses in other departments are also encouraged.

ALL STUDENTS: TATTO AND JPE

TATTO (Teaching Assistant Training and Teaching Opportunity)

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 two-day intensive late summer training program (TATT 600) in advance of serving as Teaching Assistants (TATT 605) one semester in 101 (Art/Culture/Context) and one semester in 102 (Art/Culture/Context II) in the second year for students entering with a BA, and in the first year for students entering with an MA. T.A.'s also simultaneously enroll in the "Teaching Art History" course, ARTHIST 790 in the first semester and ARTHIST 791 in the second semester. ARTHIST 790 and 791 do not count towards the 63 (students entering with a BA) or 54 hours (students entering with an MA) of regular coursework. Students also serve as a Teaching Associate (TATT 610) for one semester for one 200- or 300-level course, typically taught by their advisor, in the third year for students entering with a BA and in the second year for students entering with an MA .

JPE (Jones Program in Ethics)

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-two 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 (6 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.

GRADES AND ONGOING ASSESSMENT

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, if a student fails to do so they will be recommended to the LGS for official probation. The Art History faculty hold meetings to review each student at the end of each year 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. Two or more grades of I (Incomplete) in a single term, or an incomplete in one 9 credit hour course, or a single grade of F (Failing), IF (Incomplete Failing), or a U (Unsatisfactory), or UI (Unsatisfactory Incomplete), or a GPA of 2.7 or lower are considered "unsatisfactory academic performance" by the Laney Graduate School and will result in a student being placed on official probation. Three consecutive terms of probation will result in termination from the program. See the LGS handbook (<http://gs.emory.edu/handbook/academic-affairs/standards/grades-performance.html>) for the consequences of receiving I, U IFs, and UIs.

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 within 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. will expand a superior seminar paper into a Qualifying Paper (30 pages in length) that should meet scholarly standards for publication. The Qualifying Paper (QP) is written in consultation with the advisor and 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, and by the DGS. All readers must approve the QP, which must follow LGS rules regarding format. The QP must be approved no later than the end of the fourth semester (usually the spring semester of the second year). The required 'Approval Sheet' submitted to the LGS along with the QP must have three signatures, the two readers and the DGS.

The Master's Degree will be awarded when students submit an application for the degree and the properly formatted and approved Qualifying Paper to the LGS as the "Master's Thesis."

For requirements pertaining to the paper in the terminal Master's Degree program, see the document, "Handbook for the Terminal M.A. in Art History."

DOCTORAL EXAMINATIONS

Students entering with a B.A. will take their doctoral examinations in the spring of their third year (or 6th semester in residence). Students entering with an MA will take their doctoral examinations in the fall of their third year (or fifth semester in residence). Spring exams must be scheduled no later than the end of April, fall exams no later than the end of November. The examinations are usually scheduled over a five-day period, with a day off between the major and minor written exams and a day off before the oral examination. The chair of the examination committee (usually the major advisor) will notify the Department Chair, Director of Graduate Studies, and Graduate Program Coordinator as soon as the dates are set, at least 30 days before the examinations take place.

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. The scope of the fields and the topical emphases will be determined in discussion with the major and minor field advisors.

In consultation with the advisors, the student will develop bibliographies that establish the scope and emphases of the major and minor fields. These bibliographies 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. 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, competency distinct from that of the major field. 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. ca. 600 word sketch of the proposed dissertation topic
- d. an oral examination in the major and minor fields, discussion of the dissertation sketch

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, books, or internet access.

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) Evaluation of the Doctoral Examinations

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 "Handbook for the Terminal M. A. in Art History.")

6) Passage of the Doctoral Examinations and Candidacy

Upon passing the Doctoral Examinations the student is eligible to proceed to Ph.D. candidacy and must file this intention with the Laney Graduate School. Admission to candidacy must be completed by September 15 of their fourth year in the program.

CANDIDACY

To be eligible for candidacy, a student must meet the following requirements:

1. Complete all Art History Graduate Program requirements for candidacy: coursework and other training required by the degree program, including program required JPE training
2. Complete Doctoral examinations
3. Complete TATTO 600, TATTO 605, and JPE 600 (also see item 1)
4. Resolve any Incomplete (I) or In Progress (IP) grades
5. Be in good standing with a minimum cumulative 2.70 GPA
6. Have earned at least 63 credit hours (students coming in with a B.A.) or at least 54 credit hours (students coming in with an MA) at the 500 level or above

Students who do not meet this deadline will be placed on academic probation, will not be eligible for PDS funds, and may forfeit financial support. These sanctions will be lifted when the student enters candidacy.

Under extenuating circumstances, extensions beyond the September 15th deadline can be granted. Any request for an extension must be made as formal appeal to the LGS. (See Graduate Program Coordinator for necessary Admission to Candidacy document.)

Effective Date

This policy is effective starting fall semester 2020.

DISSERTATION

The Dissertation Committee

The research and writing of the dissertation are 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 committee members. 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. At the discretion of the advisor, a fourth committee member may be added. If a committee member is from outside Emory, the Dean of the Laney Graduate School must approve.

The Dissertation Prospectus

The dissertation prospectus in art history is to be defended in the seventh semester for students entering with a B.A. and in the sixth semester for students entering with an M.A. Spring prospectus defenses must be scheduled no later than March 15 and fall prospectus defenses no later than October/November 15. The prospectus must be circulated for Art History faculty review a minimum of one week 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.

1. The Document: 7 pages (2000 words) plus 1 page research plan

- a. A title page.
- b. A seven page document (double-spaced, in 12-point font with 1" margins), including minimal, non-discursive footnotes or endnotes, in proper citation style. The prospectus presents 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.
- c. An additional 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.
- d. Illustrations. The text should be supported by selected illustrations, keyed to the text with figure numbers and accompanied by captions.

e. Appendices. When appropriate (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 seven pages. Students must be selective in their choice of 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 Graduate Program Coordinator will distribute the full document to the faculty.

The Prospectus Defense

The student will defend the prospectus before 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 Graduate Program Coordinator for details.

Students who have met all program requirements for an approved dissertation prospectus must file a dissertation committee form to obtain LGS approval for their committees no later than March 15 of their fourth year.

Students who do not meet this deadline will be placed on academic probation, will not be eligible for PDS funds, and may forfeit financial support. These sanctions will be lifted when the student files a dissertation committee form.

Effective Date

This policy is effective starting fall semester 2020.

Dissertation Completion Time

Students entering with a BA should defend their dissertations no later than the end of their sixth year. Those entering with an MA should defend no later than the end of their fifth year. The Department expects that students will move expeditiously through the program and will seek prestigious external grants to enhance their research trajectory.

The LGS permits a maximum of eight years in the program. If a student has not completed the degree at the end of the seventh year, the program may grant a one-year extension, and submit notice of this extension to the Dean. In exceptional circumstances, a student who has not completed the degree at the end of the eighth year may, with the approval of the advisor, petition the DGS for permission to enroll for one additional academic year. The petition must be approved by the Dean. See LGS Handbook (2.4) for more information:

<http://gs.emory.edu/handbook/index.html>

Submission of the Dissertation

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 dissertation is deemed ready for defense, the advisor will authorize the scheduling of the defense in conjunction with the DGS and the Graduate Program Coordinator.

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/handbook/academic-affairs/standards/degree-completion.html#submitting>) for the rules concerning the submission of the Dissertation and consult the LGS for submission deadlines. It is the student's responsibility to meet all relevant LGS deadlines.

STUDENT SUPPORT SERVICES

Here are some useful links for student support, community and professional development services in the LGS:

<https://www.gs.emory.edu/guides/students/support.html>

<https://www.gs.emory.edu/diversity/community.html>

<https://www.gs.emory.edu/professional-development/index.html>

PARENTAL ACCOMODATION

For the LGS policy on parental accommodation that guarantees PhD students a minimum level of accommodation during the transition to parenthood, please see:

<https://www.gs.emory.edu/guides/students/parental.html>

GRIEVANCE POLICY

Students who have a grievance related to some aspect of the graduate program in the Art History 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 graduate 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 go directly to the Senior Associate Dean of the Laney Graduate School.

Revised March 2020