



COLLEGE OF VISUAL ARTS AND DESIGN

Department of Art History

Procedures Manual Master of Arts, Art History

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Department Administration Office, Art Building, Room 230

[Art History, M.A. webpage](#) | Email: cvad.ArtHistory@unt.edu



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Using This Manual

What follows is a summary of the program. We intend that students use the procedures as outlined here to plan and fulfill all requirements for the M.A. degree in Art History. In addition to this manual, students must obtain and carefully read the current [UNT Graduate Catalog](#), as they are additionally subject to all the policies and procedures outlined in the catalog. Note that the art history faculty is always willing to assist the student with planning and realizing their coursework and degree requirements. However, the responsibility of meeting all CVAD and UNT Graduate School requirements for the degree of M.A. in Art History rests with the student. For additional information on graduate studies, please visit the [Graduate Studies at UNT website](#).

The Department of Art History and the M.A. Program

The Department of Art History has over 10 full-time faculty who specialize in a range of geographies, chronologies, and methodological approaches in the study of art. Unlike other M.A. programs in the north Texas region, our curriculum is distinctive in its global scope and commitment to student mentorship.

Faculty provide supervision and mentorship in the following areas for graduate study.

- Visual and material culture of the ancient Mediterranean and Near East
- Visual and material culture of South Asia
- Art of the Americas from the 16th century to today
- European art from the 18th century to today
- Modern and contemporary Arab art and art of the Middle East
- Architecture and design history in the U.S. and Europe from 1800 to today
- Historiography, methodology, and theory of art, design, and visual culture since 1900

Within these areas, students work with an array of faculty whose interests and expertise intersect on frameworks of colonialism, postcolonialism, geography, ritual and spatial analysis, race, gender, and sexuality. Faculty members explore relationships between text and image, art and design, ideation and making, and art and advocacy. Faculty in the Department of Art History continue to contextualize and challenge hegemonic structures that have shaped — and continue to shape — the study of art.

Departmental Mission Statement and Goals

The mission of the Department of Art History in the College of Visual Arts and Design is to enhance students' understanding of contemporary and past visual art and design forms. The department is committed to excellence in teaching and research. It has a climate and curriculum that values, demonstrates, and affirms student growth and support through its programs and practices.

With its degree-granting programs, the department provides students and faculty with the opportunity to examine global artistic production, relevant technologies, critical methods, learning theories, and innovative approaches to pedagogy and knowledge acquisition.

Academic Preparation to Pursue the Master of Arts, Art History

The Art History faculty welcomes applications from students with degrees in art history and in other related disciplines. Faculty perform a holistic review of the application and take into consideration coursework successfully completed in the humanities. However, to ensure that students have the academic skills and knowledge upon which graduate coursework in art history builds, the faculty strongly recommends that students demonstrate success with a “B” or better in a minimum of 21 undergraduate semester hours of art history coursework.

Exceptional UNT Art History B.A. students may apply for the grad track option leading to the Art History M.A. In this degree pathway, these undergraduate students complete six hours of

graduate coursework prior to the completion of the B.A. degree. Details on the application process are available on our website. Also see page 7 of this document.

Statement of Aims and Summary of Degree Requirements

The M.A. in Art History prepares students to excel in academic, museum, and other careers in the arts and humanities. Students develop an enhanced understanding of past and contemporary visual art forms, in-depth knowledge of art history methodologies, and advanced skills in art history research. Graduates critically analyze and apply different theories and methods to investigate artworks, images from visual culture, or other related materials. They further design, implement, and defend original research relevant to the specialization area.

Coursework for the M.A. in Art History consists of 30 semester credit hours and is completed in two years. The program includes 15 to 21 hours in graduate art history seminars, an optional six-credit-hour minor, a seminar in research methods, and a six-credit-hour original research project. Students additionally complete a Research Project Prospectus and Colloquium presentation of the proposed original research and demonstrate proficiency in a foreign language sufficient to engage in primary source investigation.

Without a Minor

Students must complete three hours in ARTH 5800: Methodologies of Art History and Visual Culture, which is offered in the fall semester; the Art History faculty strongly recommend that students complete this course within their first year in the program.

Students must additionally complete 21 credit hours in graduate-level Art History courses. For students in the grad track program, up to six hours toward the degree will have already been completed prior to the earning of the B.A. degree.¹ The faculty strongly recommends that students select a diverse array of topics and areas of study. Upon finishing their coursework, students will complete the six-credit-hour course ARTH 5849: Art History Research Project.

With a Minor

Students will take 15 hours in graduate-level art history courses and six 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. For students in the grad track program, up to six hours toward the degree will have already been completed prior to the earning of the B.A. degree. In addition, students must complete ARTH 5800: Methodologies of Art History and Visual Culture, which must be taken in the fall semester; the faculty strongly recommends that students complete this course within their first year in the program. Finally, students will complete the six credit-hour course ARTH 5849: Art History Research Project.

¹Students may be accepted into the grad track pathway and may choose to only complete 3 hours prior to gaining admission to the M.A. program in art history.

Tasks To Be Completed as the Student Proceeds Through the Degree

These requirements are organized according to a typical time-credit sequence followed by a full-time student.

First Semester

- Attend departmental graduate student orientation.
- Enroll in ARTH 5800: Methodologies of Art History and Visual Culture. Note: This class is only offered in the fall semester, thus if a student first enrolls in the spring semester, ARTH 5800 should be taken in the second semester.²
- Begin completing 15-21 credit hours of graduate art history courses at UNT.
- Identify and contact a Major Professor, who must agree to work with the M.A. student. See Page 8 for a description of the Major Professor.

Second Semester

- Continue completing requisite credit hours.
- If a student is approved to pursue a minor, they must select a minor professor in consultation with their Major Professor. See Page 8 for a description of the Minor Professor.
- File a degree plan approved and signed by the Art History Department Chair.
- Demonstrate proficiency in a foreign language — see Page 10. This must be done before a student presents their proposed Research Project at Colloquium.
- Form a Research Project Committee and convene a meeting to discuss the proposed research. For more on the recommended composition of this committee, see Page 10 of this document.

Third Semester

- Enroll in a three-credit hour Special Problems (Colloquium prep tutorial) with your Major Professor.
- Secure the approval of your proposed topic by your Major Professor and the Research Project Committee. For specific timeline see Page 11.
- Once approved, the proposed topic must be circulated via email to all full-time art history faculty by the end of the 21st calendar day of the semester. These two steps — approval and circulation of proposed topic — must be successfully completed within the first three weeks (21 days) of the semester in which students anticipate presenting at Colloquium.
- Prepare a Research Project Prospectus in consultation with the Major Professor and Research Project Committee members. The prospectus must receive the approval of the student's committee before it is circulated to the Art History faculty. If this does not occur, then a student will not be allowed to present at Colloquium. See pages 11-13 of this document.
- Circulate the Research Project Prospectus to the Art History faculty no later than two weeks (14 days) prior to the Colloquium date.
- Present the Research Project Prospectus in a Colloquium attended by the Research Project Committee, Art History Department faculty, graduate students in art history and other interested parties.

²A student must be enrolled in the M.A. program to take Methods ARTH 5800 (e.g., this class cannot be taken during a student's expedited semester).

- After successfully passing Colloquium, submit the signed Committee Designation and Record of Colloquium Completion form to the department.
- Apply for a Course Load Exception (CLE) for final semester, if applicable. For more information consult the [Reduced Course Load Request webpage](#).

Fourth Semester

- Enroll in ARTH 5849: Art History Research Project.
- Complete the Research Project.
- File the appropriate application for graduation, for deadlines, consult the current UNT 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.
- File an electronic copy of the Research Project with the department office.

Art History B.A. with the Grad Track Option leading to Art History M.A.

The Art History program offers a graduate track pathway that allows selected undergraduate art history majors to begin the M.A. program in the last year of undergraduate study. Grad track students complete up to six graduate hours before completing the B.A. degree. This program is a great way to jumpstart a career in the gallery or museum world or move you on to a Ph.D. program.

For more information and requirements please see the current UNT undergraduate catalog and in the Search field, enter **Art History, BA with grad track option leading to Art History, MA.** or email the Art History Department at cvad.ArtHistory@unt.edu.

Because a student who is accepted into this pathway is still an undergraduate, they must fill out a Grad Track Pathway Conditional Admission and Advisor Course Approval form at the beginning of the student's expedited year. For this form, contact the CVAD Academic Departments Administration Office, Art Building, Room 230. It requires the signature of the student and the Art History Department Chair.

At the end of the student's first semester of expedited coursework, they must officially apply to the M.A. program. Applying to the graduate track pathway and applying to the M.A. program are separate processes.

Entry Requirements for the Grad Track Option

Undergraduate Art History majors must have successfully completed at least 75 credit hours of undergraduate coursework or the equivalent with a minimum cumulative GPA of 3.5 before applying for admission to the graduate track. Admission requires completing ARTH 4800 with a grade of A, 15 hours of advanced art history at UNT with a GPA in these courses of 3.5 or better and completing the undergraduate foreign language requirement. The application deadline is **Feb. 1 for a fall start date**. Begin your application well before the deadline as **all** materials must be received by this date for consideration.

Other admission requirements — emailed directly to cvad.ArtHistory@unt.edu — include the following.

- An official transcript

- Statement of Intent: In this 500- to 750-word essay, describe your goals in pursuing an M.A. in Art History at UNT. How do your goals build on your prior coursework in art history? Applicants must identify specific [Art History Faculty members](#) who can potentially serve as Major Professor for the M.A. research project. Applicants must have research interests that align with faculty specializations. The Statement of Intent must be original (without the use of Generative AI), compelling, and well written.
- Two letters of recommendation from Art History faculty

Advisory Information

Once accepted into the M.A. program, a student must meet with the Department Chair. Specifically, this person will work with students in an advisory capacity and assist the student in filing the required degree plan.

Major Professor

The Major Professor will direct the student's Research Project and thus serve as the chairperson of their Research Project Committee, see Page 10. The Major Professor should be a tenured or tenure-track member of the Art History faculty and specialize in a field relevant to the proposed research topic. While the choice of the Major Professor belongs to the student, the decision is one that should be made in careful regard to the potential Research Project topic. Students must receive the professor's consent to work with the student in the capacity of the Major Professor.

Since the Major Professor can impact the direction and scope of the student's program significantly, it is imperative to identify and select this individual as early in the program as possible — the first semester is highly recommended. Students may change their Major Professor if they find that in pursuing their studies, they significantly alter the focus or approach to their topic. Once a Major Professor has been selected, the Major Professor will oversee the remainder of the student's studies.

Some of the most important responsibilities to be discharged by the Major Professor will occur in the last portion of the student's studies. It is imperative that students work closely with their Major Professor during the development and presentation of their Research Project Prospectus. Later, when students are working on the Research Project, approval from the Major Professor is required to proceed with each stage of the process.

Minor Professor

Students who are approved to pursue a minor will have both a Minor Professor and a Major Professor. The Minor Professor directs research and studies in the minor area, which consists of six credit hours taken at the 5000 level in an academic discipline other than Art History. The minor field must be explicitly represented in the Research Project. For example, students pursuing a minor in Art Education — in conjunction with the Graduate Academic Certification in Art Museum Education — must engage with Art Education — very likely Art Museum Education — in their Research Project.

Applying Undergraduate or Transfer Credit to the M.A. Program

Only courses numbered 5000 or equivalent or higher may count towards the M.A. degree in Art History. Students may not apply any coursework used for a previous degree, undergraduate or graduate, transfer or from UNT, towards the master's degree on which they are working currently, except for Grad Track students and the six hours of graduate study they complete as part of their Art History B.A. degree. Subject to the approval of the CVAD Associate Dean of Academic and Student Affairs and the Dean of the Graduate School, up to six hours of graduate courses that fit the student's degree program taken at another accredited institution (transfer courses) can count toward the M.A. degree in Art History.

Up to six graduate credit hours could count toward the degree if the student took them in a non-degree or certification status prior to admission to the program, and if they are in an area designated for the student's program.

Graduate Academic Certification in Art Museum Education

Academic certification in Art Museum Education at UNT 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 15 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. Students may complete the coursework in conjunction with their master's degree, with six of the course credits counting toward the degree as minor hours and the certification. Please note that a separate application is required for acceptance into the Graduate Academic Certificate in Art Museum Education program. For more information about the program, visit the [Art Education webpage for the GAC-ARME](#).

A student may complete the Graduate Academic Certificate in Art Museum Education without pursuing a minor in Art Education. If a student decides to do this, then the GAC-ARME hours do not count towards the completion of the M.A. in Art History. Furthermore, their Research Project need not engage with Art Education and no committee member from the Art Education Department is needed for the student's Research Project Committee.³

³A student may complete a stand-alone Graduate Academic Certificate in Art Museum Education without doing the M.A. degree in Art History. To do this, a student must 1) be currently enrolled in a graduate program, 2) have finished a graduate program, or 3) have at least 12 hours of graduate credit hours already completed.

Time Limitation

No coursework applied to the student's M.A. degree in Art History may be greater than six years old at the time of the student's graduation. As individual courses exceed that limit, they cannot count toward the M.A. In addition, courses fulfilling the foreign language requirement may be no greater than 10 years old.

Employment Opportunities — TA, TF, GSA

If a student is eligible to be a Teaching Assistant, Teaching Fellow, or Graduate Services Assistant, they must apply for an assistantship or fellowship **each semester** after registering for classes. These employment opportunities are also sometimes available during the summer terms. Use the [Portal to Assistantships and Fellowships webpage](#) on the CVAD News and Views website.

Foreign Language Requirement

The Master of Arts degree in Art History requires foreign language proficiency. Students can meet the foreign language requirement in any number of ways, including undergraduate coursework (four semesters of college-level courses with a grade of "C" or better) or through proficiency examinations. For more information and an examination schedule, see the [How to Fulfill Foreign Language Requirement webpage](#). Students will have to register in advance to take the proficiency examination. The foreign language requirement must be met before a student enrolls in the three-credit hour Special Problems (Colloquium prep tutorial) with their Major Professor.

Filing the Degree Plan

Students must complete a degree plan with the Art History Department Chair during the student's second semester in the M.A. program. The degree plan is an outline of the courses that students have completed in addition to those they intend to take toward the completion of degree requirements.

Research Project Committee

Once students 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 the Major Professor, the student must formulate a Research Project Committee. This committee should include three persons, at a minimum. It will consist of the following.

- The Major Professor
- The Minor Professor, if applicable
- One other member of the full-time UNT Art History faculty — no adjuncts
- A second UNT faculty member or scholar of a relevant field to the student's topic of research to be approved by the Major Professor

Choose committee members in consultation with the Major Professor. Faculty whom the student wishes to serve on their Research Project Committee must agree to do so.

Timeline for Topic Approval, Prospectus, and Colloquium

Each fall and spring semester is 15 weeks. Below is a breakdown of the important deadlines for submitting work during the semester students anticipate participating in Colloquium. Exact dates are determined by the department each semester and students are responsible for adhering to them.

Week 3: The student seeks the approval of the Research Project topic from the Major Professor and Research Project Committee. Once approval is given, the student emails a working title and brief description of the topic (150 words maximum) to the Art History Department Chair and faculty. This constitutes a registration of the topic with the department.

Week 8: Five weeks after the registration of the topic, the student submits a written draft of the prospectus in consultation with the Major Professor to the Research Project Committee.

Week 9: Committee determines student participation in the Colloquium and student is notified of the committee decision.

Week 10: Approved students email the final draft of their prospectus to departmental faculty.

Week 12: Presentation at Colloquium

Research Project Prospectus

Once students have registered their approved Research Project topic, they must write a Research Project Prospectus that will, with the approval of the entire Research Project Committee, be presented at Colloquium.

A Research Project Prospectus must include the following.

- **Title Page:** The title announces the topic and should be based upon the Statement of Thesis, as defined below.
- **Introduction to the Topic/Historiography:** 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 been published about the topic.
- **Statement of the Problem:** This is the most important part of the Research Project Prospectus. Based on the analysis of scholarship relevant to the topic, indicate the problem or question identified as requiring analysis and suggesting the need for further work. This problem should be narrowly defined to successfully complete the Research Project during a long semester.
- **Statement of Thesis:** In one or two sentences, state precisely the proposed solution to the problem identified in the analysis of scholarship on the topic. The statement of thesis should clearly indicate the student's individual contribution to the scholarship. Although the proposed solution may suggest avenues of scholarship beyond the scope of the student's finished Research Project and thus may not be in and of itself the definitive statement on the topic, it is expected that the student's research will be original and thus advance the state of the scholarship.
- **Methodological Statement:** Students should discuss how they plan to proceed with the Research Project. They should cite primary data that they plan to study, major reference tools they plan to use, and any special collections, libraries, or individuals they plan to visit or interview. Also, students should identify and define operative concepts and theories in addition to relevant methodologies.
- **Preliminary Bibliography:** Append a preliminary bibliography of books, articles, and other resources that the student either knows or hopes will assist them. It is not

necessary to have read all this material by the time of the presentation of the prospectus in Colloquium.

Write and revise all parts of the prospectus to the satisfaction of the Major Professor. Once the prospectus is approved by the Major Professor and the Research Project Committee, students will submit the prospectus to all members of the Art History faculty at least two weeks (14 days) before Colloquium.

Committee Approval of Written Prospectus and Notification of Colloquium Participation

A draft of the written prospectus is due to the Research Project Committee five weeks (35 days) **after** the project topic registration. The committee will then come to a decision regarding the draft within the next seven days. During Week 9 of the semester, the committee will notify the student via an emailed document (with the Department Chair copied on the email) with the following information:

1. The draft is approved with or without minor edits. The student is then required to circulate a final version of the prospectus to the Art History Department Chair and departmental faculty on the designated day of week 10 of the semester, i.e., two weeks before Colloquium.

Or

2. The draft is not approved, and the student will be notified via an emailed document from the committee and with the Department Chair copied on the email that they will not be going forward to Colloquium. This committee decision may be determined from a variety of factors, including but not limited to incomplete draft submission (or missed deadline), poor quality of the written draft, and/or a lack of general preparedness (demonstrated through written and/or other scholarly activities during the semester). The decision of the Research Project Committee is final.

Students who are unsuccessful in participating in Colloquium will have the opportunity to write and submit a prospectus draft for a second and final chance to participate in Colloquium held the next long semester. Even if a student selects a new topic to try and advance to Colloquium again, this action will be considered the second and final attempt. If a second attempt is unsuccessful, the student will receive that notification via an emailed document from the committee with the Department Chair copied on the email. The second unsuccessful attempt to participate in Colloquium will result in dismissal from the M.A. in Art History program. The Department Chair will notify the student in writing of the dismissal.

Colloquium

During the Art History Colloquium, students present their Research Project to members of the committee, the Art History faculty, as well as other interested parties invited to attend.

In a formal, visual presentation lasting no more than 20 minutes, the student must complete the following.

- **Title of the Research Project.** Clearly state the title at the beginning.
- **Literature Review.** Briefly summarize key sources related to the topic and explain why the project matters in the field of Art History.

- **Research Problem or Question.** Clearly describe the main problem or question identified in the existing scholarship.
- **Thesis Statement.** Explain how the student plans to address the problem or question. What solutions are proposed? What original insights or contributions will the project make to the understanding of the topic?

For the next 10 minutes, students may call for and respond to questions from the audience. During this time, faculty not participating in the Research Project Committee and others in attendance may present the student with recommendations. Not only must students be knowledgeable enough about the subject to be able to answer questions, but they must understand the problem and methodology that they are proposing. Typically, the Art History faculty will suggest additions, deletions, or corrections. Realize that the faculty deliver this advice to help the student and to improve the research Project.

At the end of the Colloquium, the faculty will deliberate and come to a determination as to whether the student has demonstrated adequate preparation to move forward to the Research Project. If approved, the Committee Designation and Record of Colloquium Completion form must be signed and submitted to the Art History Department for inclusion in the student's file as a record of approval.

Once the Committee Designation and Record of Colloquium Completion form is filed in the department, the student will be enrolled in six hours of ARTH 5849: Art History Research Project for the next long semester. These hours must be taken simultaneously and cannot be divided across two semesters.

Colloquium Decision Appeal Process

Students wishing to appeal a negative decision of the Art History faculty at Colloquium must submit the following documentation to the Art History Department Chair and the Research Project Committee. Appeals must be submitted within three business days of the conclusion of Colloquium. The Request for Appeal should contain the following.

- A short statement from the student addressing the concerns signaled by the faculty during Colloquium
- Justification as to why the student feels their Research Project should receive further consideration
- An action plan and timeline that indicates what points or issues the student wishes to have reconsidered

The Request for Appeal should be signed by the student. All appeals will be reviewed by the Department Chair and the Research Project Committee within one week of the receipt of the Request for Appeal. Students will be notified of the appeal decision by email no later than two weeks after the receipt of the Request for Appeal. The decision of the Appeal Committee is final.

Students who are unsuccessful at Colloquium may have the opportunity to re-present a new or significantly modified project during the Colloquium held the next long semester. Students have a maximum of two opportunities to present at Colloquium. Students not successful during the second Colloquium attempt will be dismissed from the Art History M.A. Program.

Satisfactory Progress, Probation, Dismissal from the Program

Each student is expected to make satisfactory progress towards the completion of the M.A. degree program. Satisfactory progress towards the M.A. in Art History is defined by the following.

- Degree plan designed and approved prior to the completion of 12 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
- All written work for the program written without the use of generative artificial intelligence unless authorized by faculty
- Successful completion of 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 students not follow the department's policies for Satisfactory Progress, they may be counseled, evaluated as unsatisfactory, placed on probation and/or dismissed from the M.A. 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 Art History M.A. program. Unless authorized by faculty, submitting work as your own that was generated by AI constitutes plagiarism.

Resources: For more information on academic integrity, consult the [Academic Integrity webpage](#) on the Student Success website of the UNT Office of the Provost. For more information on approved and supported technologies, visit the webpage titled [Approved and Supported Technologies](#) of the Division of Strategic Educational Alliances.

Probation: At the discretion of the Department of Art History, any student not meeting satisfactory progress or who commits an act of academic dishonesty will be notified in writing by the Art History Department Chair. After receipt of notice of probationary status, students are required to seek formal counseling with their M.A. Major Professor to discuss their progress or academic integrity. Students 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.

- The 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 18 credit hours
- The student's GPA falls below a 3.0
- The student receives a grade of "C" or lower in any* art history course
- The student receives two grades of "W" in any two courses in the same semester
- The student does not successfully complete the graduate Colloquium within one semester of finishing coursework
- The student fails to make adequate progress on the Research Project

***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.

Dismissal: As noted in the section on the Notification of Colloquium Participation, Page 12, students who are unsuccessful in advancing to Colloquium after two attempts will be dismissed from the program.

Students may also be dismissed from the M.A. Art History program for the following reasons.

- The student does not correct the infraction that caused them 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 as defined by the UNT Center for Student Rights and Responsibilities

These dismissal cases will be decided by the Art History Graduate Faculty. The Department Chair will notify students of their dismissal in writing with duplicates for the student's file and the Graduate School. Such notification will cite the reason(s) for removal. Students wishing to appeal their dismissal from the graduate program may petition the Graduate Faculty **within 30 days** of the notification or attempted notification of the student's removal.

Pre-Research Project Checklist

Before beginning work on the Research Project, students are required to have successfully completed all deficiencies. In addition, the student must satisfy specific requirements for the degree program as follows.

- Complete ARTH 5800: Methodologies of Art History and Visual Culture, plus 21 credit hours in 5000-level art history courses

Or

- If students were approved for a minor field of study, they will be required to complete minor coursework consisting of six credit hours in 5000- or 6000-level non-art history courses, in addition to completing ARTH 5800: Methodologies of Art History and Visual Culture; plus 15 credit hours in 5000-level Art History courses.

Research Project

The Art History Research Project is extended research, or analytic project students undertake with the guidance of their Major Professor and Research Project Committee.

The Research Project requirement is met by completing the following tasks.

- Enroll in a three-credit hour Special Problems (Colloquium prep tutorial) course with the Major Professor for the semester that Colloquium is anticipated.
- Choose a Research Project topic in consultation with the Major Professor.
- Seek approval of this topic by the Research Project Committee and circulate the approved topic to the Art History faculty via email. See Page 11 for instructions and timeline.
- Work on the written project prospectus with the Major Professor.
- Submit a completed draft of the prospectus to members of the Research Project Committee. Submission of this draft must occur within five weeks (35 days) AFTER the project topic registration. See instructions and the timeline in this document.
- Receive Research Project Committee's approval of the draft before it is circulated to the rest of the Art History faculty. The committee must approve of the proposal as a collective unit instead of on an individual basis. By the end of week nine of the semester, the Research Project Committee will determine and notify the student about whether

they will advance to Colloquium.

- Prepare and electronically deliver the approved final version of the written prospectus to each of the Art History faculty two weeks before the date of the Colloquium.
- Present the Research Project at Colloquium
- Pass Colloquium
- Enroll in six hours of ARTH 5849: Art History Research Project for the following semester
- Research, write, organize, and edit the Research Project, and
- Secure final approval of the Research Project from the Major Professor and members of the Research Project Committee

The Art History faculty recommends that students begin the process by consulting with the Major Professor to identify a topic engaging the history, design, theory, and/or criticism of art and visual culture for which they will complete original research and/or generate original analyses. It is recommended that these consultations begin as early in the program as possible, and that students consider their course of study considering the chosen topic. In choosing a topic, students should be certain that they have the expertise warranted, including appropriate foreign language(s), access to relevant materials (e.g., have contacted and attained permissions to visit relevant archives, museums, libraries, and/or collections), and knowledge of and ability to deploy relevant methodologies. Consequently, students will need to identify what, if anything, has been published on the topic to date. Properly done, this Research Project contributes original research to a particular body of knowledge. This research should reflect favorably upon the university, the Major Professor, and the student. It must be conducted and written to meet the standards established by UNT's Graduate School and the full-time faculty. Some of the most important responsibilities of the Major Professor will occur in this portion of the program of graduate studies. It is imperative to work closely with the Major Professor in developing the Research Project prospectus, as well as during the writing and organizing of the Research Project itself.

Registering for Research Project Hours

Only after students have successfully completed Colloquium and filed the Committee Designation and Record of Colloquium Completion form will a student be registered for Research Project hours. Research Project hours must be undertaken during a long semester — fall or spring. Students must undertake all six hours of Research Project during one long semester, with the expectation that they will complete the Research Project within that semester.

Writing the Research Project

With the Major Professor, the student will develop an agreement about the order of and rate at which the student will work on the Research Project. For example, will the student present the Major Professor with one or perhaps several drafts of sections at a time? While the Major Professor may assist in editing drafts, it is up to the student to submit written work that meets scholarly expectations. Write clearly, concisely, and completely. The finished Research Project should be so well written that readers who are outside the Art History discipline would understand the 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 the student to consult the on-campus [UNT Writing Center](#) for assistance. The completed Research Project

must be submitted in its final form to the Major Professor and members of the Research Project Committee **at least two weeks** prior to the end of the semester to allow time for review and final editing of the completed work. The Major Professor will establish the exact dates of deadlines in consultation with the student.

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 the proposed solution to the problem or question that the student has identified in the analysis of the existing scholarship. Students will want to indicate the **methodology** to be employed in their 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 must be labeled clearly
- A complete bibliography of all works cited

The completed Research Project might well result in a publishable document. To be published, it must comply with the legal standards applicable to scholarly publications. For Art History papers, this may include securing permission to publish copyrighted images. This is a time-consuming and sometimes costly aspect of the process so it is best practice to begin such endeavors at the outset of the project. Be sure to keep careful records of the copyright owners of any works the student intends to employ in the Research Project. Copyrights may belong to the owner of the object, the photographer, or the publisher of the photograph. When you decide to move forward to seek publication, you are advised to consult with your Major Professor about venues and how to request permission to publish illustrations.

For the correct bibliographic format, please consult the appropriate publication style manual that has been suggested by the Major Professor. There must be adequate citation throughout the Research Project.

Finishing the Research Project

The Research Project is finished when the Major Professor deems it so and other members of the committee have read the work and agree that the Research Project meets its objectives.

Additionally, all members of the committee must agree that the Research Project meets discipline standards before the degree can be considered complete. Once the committee has agreed that the Research Project is finished, the student will be notified by the Major Professor via email. Students must file an electronic copy of the Research Project with the Art History Department office. The Major Professor will file the student's grade for the Research Project once the student confirms that the electronic copy has been submitted to the department office. The lowest possible passing grade for the Research Project is a B.

Should students not complete the Research Project in one semester, the Major Professor may allow students to petition the Art History faculty for a second and final semester. Students must compose an email to the faculty explaining their need for an additional six-hour extension. The faculty will communicate their decision to the Major Professor. If student fails to successfully



complete the Research Project during this extension semester, they will be dismissed from the Art History M.A. Degree program. In exceptional circumstances, students may request an Incomplete for project hours and then fulfill the requirements of that Incomplete without registering for a second and final semester of the Research Project. This request must be made to and approved by the Major Professor. The Art History Department Chair must also be notified.