



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

Procedures Manual

Master of Arts, Art History Program

Revised 5/15

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 MA 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 of 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 Toulouse Graduate School requirements for the degree of MA in Art History rests with 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 related disciplines. As academic preparation for the program at UNT, 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.

In some cases, the faculty will admit students conditionally, for example, if their academic performance, GPA and GRE scores are acceptable even though they lack academic preparation as cited above. In order to ensure that students have the academic skills and knowledge upon which graduate coursework in art history builds, the faculty may require incoming students to complete undergraduate art history coursework at UNT. In this case, the faculty will work with students to identify and outline a plan to redress gaps before they are 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 a full-time student.

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

Without a minor

Students must complete 3 hours in AEAH 5800, Methodologies of Art History and Visual Culture, which is offered in the Fall semester; the faculty strongly recommends 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. The faculty strongly recommends that students select a diverse array of topics and areas of study. One of these courses must be AEAH 5848, Seminar in Art History, which is reserved for MA art history students only. Students are required to have taken classes from at least three different professors in the Art History program by the end of their course of study. Upon finishing their coursework, students will complete 6 hours of AEAH 5849 Art History Research Project. We require that these 6 hours be taken simultaneously in the same semester.

With a minor

If a student chooses a minor, they 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, students must complete 3 hours in AEAH 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. Students must also complete one 3-hour course of AEAH 5848, Seminar in Art History, which is reserved for MA art history students only. Finally, students 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. (This class is only offered in the Fall semester, thus if a student first enrolls in the Spring semester, AEAH 5800 should be taken in the second semester).
- Begin completing 15-21 credit hours of graduate art history courses at UNT.
- Identify and contact a major professor.

Second semester

- Continue completing requisite credit hours.
- 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.
 - Form a Research Project Committee. This committee should include three persons, at a minimum. It will consist of:
 - the major professor
 - the minor professor (if applicable)
 - one other member of the UNT art history faculty
 - 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)

Third semester

- Register the proposed topic of the student's Research Project with the Art History Program Coordinator. This should take place within the first month of the semester in which students expect to present at Colloquium.
- Prepare a Research Project Prospectus in consultation with the major professor and Research Project Committee members.
- Present the Research Project Prospectus in a Colloquium attended by the Research Project Committee and interested members of the Department of Art Education and Art History and general public.
- 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.
- File an electronic copy of the Research Project with the department office.

**NOTE: Students may petition the art history faculty to repeat AEAH 5849 for a second and final semester.*

ADVISORY INFORMATION

Once accepted into the MA in Art History program, it is wise to meet with a faculty advisor in the student's area of study. One will be suggested for students in their letter of acceptance or, students may contact the department office to receive an appropriate contact who will act as the initial graduate advisor. Specifically, this person will work *unofficially* with students in an advisory capacity until a major professor, who will guide students through the milestones of the program, has been selected.

MAJOR PROFESSOR

The major professor will direct the student's Research Project and thus serve as the chairperson of their Research Project committee (see "Research 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 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 professors if they find that in pursuing their studies, they alter the focus or approach to their topic significantly. Once a major professor has been selected, they will take over for the initial advisor, helping the student to prepare and file a degree plan, and overseeing 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

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

RESEARCH PROJECT COMMITTEE

This committee should include three persons, at a minimum. It will consist of:

- the major professor
- the minor professor (if applicable)
- one other member of the UNT art history faculty
- 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)

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

Only courses numbered 5000 or equivalent or higher may count towards the MA degree in Art History. They may take the form of seminar or lecture courses. 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. Subject to the approval of the Graduate Dean and the Dean of CVAD, graduate classes that fit the student's 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).

Up to 12 graduate credit hours can 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.

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. Students may complete the coursework on their own, or in conjunction with their master's degree, with a portion of the course credits counting towards both the degree and the certification.

TIME LIMITATION

No coursework applied to the student's MA 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 MA. Courses fulfilling the foreign language requirement may be no greater than ten years old.

TEACHING AND AREA ASSISTANTSHIPS

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

Teaching Assistantships

Information about positions (in addition to an application form) accompanies the letter of acceptance to the program. 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 a 'C' within the last ten years

FILING THE DEGREE PLAN

In consultation with the major professor, students should complete a degree plan before finishing 12 hours of graduate work. The degree plan is an outline of the course of study listing courses students have completed in addition to those they 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 the degree plan and then the major professor and Department Chair sign it. The original copy is filed with the Graduate School. The Graduate Dean signs and returns the original copy to the department while retaining a copy for themselves. The department office makes copies for the major professor and the student and files the original in the student's file.

Before beginning work on the Research Project, students are required to have successfully completed all deficiencies and 12 hours of graduate work at the University of North Texas. In addition, the student must satisfy specific requirements for the degree program as follows:

- Demonstrate proficiency in a foreign language approved by the major professor
- Obtain degree plan approval from the major professor
- Complete 3 hours in AEAH 5848, Art History Only Seminar, 3 hours of AEAH 5800, Methodologies of Art History and Visual Culture, plus 21 credit hours in 5000-level art history courses

OR

- If students have selected a minor field of study, they will be required to complete minor coursework consisting of 6 credit hours in 5000-level non-art history courses, in addition to completing 3 hours of AEAH 5848, Art History Only Seminar; AEAH 5800, Methodologies of Art History and Visual Culture; plus 21 credit hours in 5000-level art history courses

RESEARCH PROJECT

The Research Project is an extended research or analytic project students undertake with the guidance of the major professor and Research Project Committee. The Research Project

requirement is met by completing several tasks:

- Choose a Research Project topic in consultation with the major professor
- Register the topic of the Research Project with the Art History Program Coordinator by the beginning of the fourth week of the semester in which the student will present at Colloquium
- Prepare and deliver electronically a written Prospectus of the Research Project to each of the Art History faculty two weeks before the date of the Colloquium
- Present the Prospectus of the Research Project at Colloquium
- Enroll in 6 hours of AEAH 5849
- Research, write, organize, and edit the Research Project, and
- Secure final approval of the major professor and all members of the Research Project Committee

The art history faculty recommend that students begin the process by consulting with the major professor to identify a topic engaging the history, theory, or criticism of art and/or 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 in light of 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, 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 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 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.

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 major professor
- the minor professor (if applicable)
- one other member of the UNT art history faculty
- 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. *After the major professor approves the Research Project Prospectus* (see below), students must work with the major professor to call the Research Project Committee together for the Colloquium, during which time they will evaluate and approve the Research Project Prospectus in conjunction with members of the art history faculty.

PROSPECTUS AND COLLOQUIUM

Once students have identified a Research Project topic in consultation with their major professor and selected a Research Project Committee, they must write a Research Project Prospectus that will then be presented to the student's Committee for approval at the 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 in order to successfully complete the Research Project in the course of 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 schools of methodology.
- **Preliminary Bibliography**—Append a preliminary bibliography of books and articles 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 proposal to the satisfaction of the major professor. Once the proposal is exactly as students and their major professor want it to read, they will submit the Research Project Prospectus to all members of the Art History faculty at least two weeks before the Colloquium and then present it in Colloquium.

RESEARCH PROJECT COLLOQUIUM

During the Colloquium, students present the Research Project Prospectus to members of the student's committee, the Art History faculty, as well as other interested faculty, students, and staff members of the College of Visual Arts and Design.

In a formal presentation lasting no more than 15 minutes,

- State the title of the Research Project
- 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 the student has identified in the analysis of existing scholarship
- In a clear Statement of Thesis, indicate how the student proposes to address these problems or questions. What solutions can be proposed? What original contributions will the project make to the understanding of the topic?
- If appropriate, use images to illustrate the presentation

For the next 15 minutes, students may call for and respond to questions from the audience. During this time, faculty not participating in the Research Project Committee 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 will then recommend approval or denial of the Research Project Prospectus. If approved, the Committee Designation and Prospectus Approval Form must be signed and submitted to the department office for inclusion in the student's file as a record of approval. This document is provided on the last page of this manual.

Once students have completed the Committee Designation and Prospectus Approval Form, they will be cleared to enroll in 6 hours of AEAH 5849. These hours must be taken simultaneously and cannot be divided across two semesters.

COLLOQUIUM DECISION APPEAL PROCESS

Students wishing to appeal the decision of the art history faculty at Colloquium must submit the following documentation to the Art History Program Coordinator and the Department Chair, which can be delivered electronically to the AEAH department administrator. Appeals must be submitted within 3 business days of the conclusion of Colloquium. The Request for Appeal should contain:

- A brief statement from the student addressing the concerns signaled by the faculty during Colloquium
- Justification as to why the student feels their Research Project Prospectus 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 within one (1) week of the receipt of the Request for Appeal. Students will be notified of the appeal decision by email no later than 2 weeks after the receipt of the Request for Appeal. The decision of the Research Project Committee is final.

Students who are unsuccessful in the Colloquium process may have the opportunity to re-present a new Prospectus 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 MA Program.

REGISTERING FOR RESEARCH PROJECT HOURS

Students may only register for Research Project hours after they have successfully completed the Colloquium and filed the Proposal Approval Form. Research Project hours should be undertaken during a long semester (Fall or Spring). Students must register for all 6 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, develop an agreement about the order on 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? Remember, the major professor is the student's editor, with all that implies. Write clearly, concisely, and completely. The finished Research Project should be so well written that persons 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 Writing Center for assistance. The completed Research 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 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 marked clearly
- A complete bibliography of all works cited

The completed Research Project might well result in a publishable document. As such, 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. 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. Consult the major professor for 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.

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. If students have a minor professor, that individual 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 the degree can be considered complete. Once the committee has agreed that the Research Project is finished, students must file an electronic copy of the Research Project with the 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.

Should students not complete the Research Project in one semester, the major professor may allow students to petition the art history faculty for one additional semester. Students must compose a letter to the faculty explaining their need for an additional 6-hour extension. The faculty will communicate their decision to the major professor. If students fail to successfully

complete the Research Project during this extension semester, they will be dismissed from the Art History MA 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 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
- 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 students not be in compliance with the Department's policies for Satisfactory Progress, they 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, students are required to seek formal counseling with their MA 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 **one*** 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
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- ** 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.*

Dismissal: Students may be dismissed from the MA 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

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 Toulouse School of Graduate Studies. 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.

MASTER'S DEGREE
COMMITTEE DESIGNATION AND PROSPECTUS
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: _____

Research Project Title: _____

COMMITTEE NAMES PRINTED

APPROVAL SIGNATURES

Major Professor

Minor Professor

Committee Member

Committee Member

Committee Member

Committee Member

Comments: