

The University of New Mexico
DEPARTMENT OF ART:
Studio, History, Education

GRADUATE PROGRAMS IN ART HISTORY
Student Handbook

(August 2018)

Table of Contents

	Page
Introduction	4
General Information	4
Telephone Numbers.....	4
Mailboxes.....	4
Computer Access/Accounts.....	4
Registration, Call Numbers and Graduate Credit Courses.....	5
Office Keys.....	5
Key Policy.....	5
Faculty and their Specialization	5
Financial Aid	6
Teaching/Graduate/Research Assistantships.....	6
Institutional/Federal Financial Aid.....	6
Graduate Art Association	6
Grievance Procedure	7
M.A. Program of Studies	7
MA Requirements.....	7
Course Work.....	8
Concentration in Arts of the Americas	9
Graduate Minor in Museum Studies	10
Graduate Minor in Arts Management	11
Transfer Credits.....	11
Residency Requirement.....	12
Graduate Symposium.....	12
Formation of Committee On Studies.....	12
Duties of Committee On Studies.....	13
Language Requirement.....	13
Filing the Program of Study.....	13
Final Examination or Defense of the Thesis.....	14
M.A. Thesis	14
Timeline for Theses & Dissertations.....	14
Thesis Hours.....	14
Time Limit to Complete Requirements.....	14
Graduation.....	15
Master’s Thesis/Graduation Checklist	15
Turning in Your Thesis.....	15
Thesis Guidelines.....	15
Change of Degree	16
Ph.D. Program of Studies	17
Ph.D. Degree Requirements.....	17
Coursework.....	17
Transfer Credits.....	17
Formation of Committee On Studies.....	18

Duties of Your Committee On Studies.....	18
If M.A. was not in Art History.....	19
Doctoral Comprehensive Exam.....	19
Advancement to Candidacy.....	20
Ph.D. Final Examination or Defense of Dissertation.....	20
Manuscript.....	21
Dissertation Hours.....	21
Time Limit to Complete Requirements.....	21
Graduation.....	21
PhD Concentration in the Built Environment	22
Doctoral Graduation/Dissertation Checklist.....	23
Turning in Your Dissertation.....	24
Appendix I	
Suggested MA Timeline.....	25
Appendix II	
Art History Review Form	26
Appendix III	
Writing an Abstract.....	27
Appendix IV	
Helpful Hints for Art History Presentations.....	28
Appendix V	
MA Program of Study worksheet.....	31

INTRODUCTION

Welcome to the graduate programs in Department of Art and Art History at the University of New Mexico. We hope that the years you will spend here will be adventurous, productive, creative, and filled with new ideas, experiences, and friendships. To help guide you through the graduate programs we have designed (and periodically revise) two handbooks: "Master of Fine Arts Program – Student Handbook," and "Graduate Programs in Art History – Student Handbook." These resources and the assistance provided by the Department Graduate Office should make the completion of your degree much easier. Please keep in mind that it is your responsibility to be aware of all rules, regulations and requirements. the info is available in the University Catalog. Always feel free to consult with the Graduate Advisor or Director of Graduate Studies. We are located in Room 255 of the Art Building.

It is essential for your successful progress that you become familiar with the University Catalog. It contains your degree information and University policy. If you have any questions, need assistance and/or clarification of degree requirements, please rely on the Department Graduate Office for information and the most currently available regulations, fellowship opportunities, etc.

Many of the procedures associated with the degree require that forms be filed and approved within a specified time frame. Please be aware of this and be sure that you understand the required paperwork, necessary signatures and specific deadlines. Failure to file the necessary paperwork by a specific date could delay your progress towards the degree.

As you read through these materials be aware of responsibilities to be addressed or requirements/forms to be completed, and become familiar with all aspects of your program. Anticipate your requirements; please do not wait until the last minute to complete your forms, and feel free to contact the Graduate Advisor for any help and assistance.

General Information

Important Phone Numbers and E-mail Addresses

Director and Advisor of Graduate Studies in Art & Art History	277-6672
...and their email address	art255@unm.edu
Main Office - Art Department	277-5861
Office of Graduate Studies MAIN number	277-2711
OGS Contracts Administrator, Marisa Castañeda-	277-7344

Mailboxes

You have a mailbox assigned to you. The mailboxes are located outside Room 255 of the Art Building opposite the Graduate Office. Mailboxes are in alphabetical order.

We ask that you check your boxes regularly as mail tends to accumulate rapidly. If you do not want a mailbox, notify the Graduate Office and we will discontinue this service. *For security reasons, do not use this mailbox for any important personal mail.* No mail will be forwarded.

Computer Access and Accounts

You are required to activate your UNM net ID and password in order to register for classes. Free UNM email accounts can be activated at the same time from the ITS page within <http://its.unm.edu/>. This service also allows access from off campus. You can then check your UNM account via <http://my.unm.edu>, or <http://webmail.unm.edu>.

Note: Every graduate student is required to submit his/her e-mail address to the Department Graduate Office.

You can check email via several of the computer pods around campus, including the Fine Arts Library. ITS (277-8140) will be able to give you more pod locations, or you can obtain the info from the following website: <http://its.unm.edu/pods/index.html>

Registration, Call Numbers and Graduate Credit Courses

Registration is handled through LoboWeb. Go to <http://my.unm.edu>, and click on LoboWeb under the Student Life tab. Log in using your UNM netID and password, select the semester you wish to register for, and then choose your courses. Departmental course listings are always available on the Department webpage, as well as in the main office.

Only courses offered for graduate credit and *taken* for graduate credit are accepted toward the MA or PhD degree requirements. Department courses offered for graduate credit will be numbered 500-600 or will have an *asterisk* in front of the course number.

Office Keys

If you have been awarded a graduate/teaching assistantship or research assistantship (GA/TA/ RA) contract, you will also be assigned an office. If this is the case, you will be given a Key Authorization and a key card. The key card must be taken to the Physical Plant Lock Shop (located just west of the dirt lot across Lomas, west of the Physics & Astronomy Dept). Present your UNM ID, and you will receive your key.

Students must return keys to the appropriate Lock Shop when:

- a) Keys are no longer needed;
- b) The student is reassigned;
- c) A supervisor requests the keys be returned; or
- d) The keys are unusable due to rekeying or remodeling.

Students must return all assigned keys to the Lock Shop upon withdrawal, transfer, graduation, or request of the department. *Students who do not return keys will not be allowed to register for classes or receive transcripts and/or diplomas* as financial hold will be placed on their account.

Please Note: Lost keys cost \$10.00 per key. You are required to report lost keys to the Department Graduate Office staff.

Faculty and their Specialization

<i>Professor</i>	<i>Area</i>	<i>Office</i>	<i>Email</i>
Art of the Modern World:			
Susanne Anderson-Riedel	History of Graphic Arts and Modern European Art	318	ariedel@unm.edu
Kency Cornejo	Modern & Contemporary Latin American Art	319	kcornejo@unm.edu
Libby Lumpkin	Contemporary Art	245C	rocket@unm.edu
Kevin Mulhearn	History of Photography	317	kmulhearn@unm.edu
Art of the Americas and Iberia:			
Justine Andrews	Art of the Medieval Mediterranean	CA2011	jandrews@unm.edu
Kirsten Buick	Colonial Art of America, Art from the United States	322	kbuick@unm.edu
Aaron Fry	Native American Art	CA2012	tsalagi1313@aol.com
Ray Hernandez-Durán	Art from the Spanish Colonial Period	321	rhernand@unm.edu
Margaret Jackson	PreColumbian Art	320	mars@unm.edu

Financial Aid

Teaching/Graduate/Research Assistantships

Graduate/Teaching and Research Assistantships (GA/TA/RA) are available every semester. Students can receive up to five semesters of assistantship awards. Check your email for forms and deadlines each semester. Applications are available in the Department Graduate Office and *are due by the deadline*.

A Graduate Assistant is a student who *assists* the instructor of record. A Teaching Assistant has full responsibility for the class, is the instructor of record and may or may not be assigned a Graduate Assistant. Research Assistants assist in a particular area or are assigned to a specific professor.

The appointment of Graduate/Teaching and Research Assistantships is based on the following criteria:

- Academic performance
- Adequate progress towards degree
- Faculty evaluations of past teaching
- Knowledge of subject area
- Area need

You will be evaluated at the end of your assistantship contract. This evaluation is part of the criteria for future selection of teaching and graduate assistants.

Assistantships are awarded on a semester basis. Receiving an assistantship does not guarantee future assistantships. Assistantship stipends are paid over five months on the last working day of each month. You may arrange to have payments directly deposited into your bank account, or you may have your check mailed to you. The forms for direct deposit are available in the Payroll Office, or the Department Graduate Office. Along with the monthly stipend, you will receive a tuition waiver for 6 hours if you are at .25FTE (this means you are working part-time for 10 hours a week.) *You must be enrolled for at least 6 graduate hours by the start of the semester during your assignment or your contract is terminated.*

Institutional/Federal Financial Aid

Contact the Financial Aid Officer at the Office of Graduate Studies (OGS) for more information about fellowships, scholarships and awards. Although most of these awards are very competitive, the OGS has many opportunities for support. The following websites also provide information about financial aid:

<http://www.unm.edu/~grad/funding/funding.html>, <http://www.unm.edu/~finearts/academic/scholarships/schlrshp.htm>

To apply for federal financial aid (loans and work study), you must complete the Free Application for Federal Student Aid (FAFSA). This form is available in the Student Financial Aid Office or you may complete it on-line. Information is available in the Graduate Office or on the following website: <http://www.unm.edu/~finaid/>

Graduate Art Association

As the representative organization of both the Art Studio and Art History graduate students, the Graduate Art Association (GAA) is a University organization chartered by the Graduate and Professional Student Association (GPSA). They support and encourage the study and research of both the Art History and Studio students. They receive modest funding from GPSA, which allows GAA to sponsor and support specific events that benefit the graduate students and the Department.

Officers are elected annually and meetings are held regularly during the academic year. GAA represents the needs and concerns of the graduate students. As such, one of their responsibilities is to recommend to the Department Chairperson student representatives to serve on various Departmental and University Committees.

The Department encourages your involvement with GAA and supports their activities.

Grievance Procedure

Any grievance or conflict between students, faculty, staff or administrators regarding graduate student matters shall be taken to the following, in this order, in an attempt to resolve the issue:

- 1) Faculty, student or staff member with whom you have a grievance
- 2) Chairperson of the student's Committee on Studies
- 3) Department Graduate Advisor and Director
- 4) Chairperson of the Department
- 5) Associate Dean of College, for Student Affairs
- 6) College Grievance Committee (if appropriate)
- 7) Dean of the Office of Graduate Studies
- 8) Office of the Provost

Additional information can be found in the "Pathfinder," the UNM Student Handbook, which can be found online at <http://pathfinder.unm.edu>.

M.A. Program of Studies

M.A. in Art History: Concentration in Art History

Degree Requirements

ARTH 500	Philosophy and Methods of Art History	3
ARTH	graduate courses in Pre Modern emphasis (pre 1400CE)	6
ARTH	graduate courses in Early Modern emphasis (c. 1400-1750CE)	6
ARTH	graduate courses in Modern and Contemporary emphasis (c. 1750-the present)	9
	Minimum coursework listed above	24
ARTH 599	Master's Thesis	6
	Total	30

All work offered toward degree requirements must fall within a five-year period. Transfer credits must fall within the OGS-mandated seven-year period.

There is, of course, some overlap between many of these areas of emphasis. In each case, the nature of these concerns will vary owing to the predominant body of monuments being analyzed and the specific media whereby these artworks are produced. For example, the African American Art course, while placed in the Modern and Contemporary category, can also encompass all three chronological areas of emphasis. Courses that cover more than one emphasis can potentially be used flexibly in the Program of Studies, however one class cannot be used to simultaneously fulfill two requirements. For example, if you apply your African American Art class to Early Modern Art, it cannot also be applied to Contemporary Art. You should discuss this with your committee chair and the graduate advisor if you have taken seminars that cover more than one area of focus.

Courses marked with an asterisk are available for Graduate Credit.

While Art History 550 and 551 (Graduate Problems Courses) are available, **M.A. students will be limited to one 3-hour Graduate Problems Course**, as approved by her or his Committee on Studies. A student may also petition his or her Committee on Studies to approve a substitute course from another Department, if it is closely related to the student's specific Concentration or Emphasis.

A. Pre-Modern Emphasis

- *343 Pre-Columbian Architecture
- 505 Pre-Historic Art

511 Pre-Columbian Art: Mesoamerica
512 Pre-Columbian Art: South America
531 Byzantine Art and Architecture
532 Islamic Art and Architecture
549 Art of Spain
560 Seminar in Pre-Columbian Art
567 World Architecture I: History of the Built Environment from Pre-History to 1400 C.E.
529 Topics

B. Early Modern Emphasis:

*330 Renaissance Art and Architecture
*352 Renaissance Art in Northern Europe
502 Native American Art I
506 Native American Art II
516 Southwestern Native Ceramics
520 History of the Graphic Arts I
550 Spanish Colonial Art
568 World Architecture II: History of the Built Environment from 1400 C.E to the Present
572 American Art: 1675-1875
580 Seminar in Spanish Colonial Art
581 Seminar in Early Modern Art 1750-1900
592 American Landscapes
529 Topics

C. Modern and Contemporary Emphasis

515 Modern Native American Art
517 Seminar in Native American Tourist Art
521 History of the Graphic Arts II
522 Contemporary Architecture
523 Frank Lloyd Wright and American Architecture
525 19th-Century Photography
526 20th-Century Photography
527 Contemporary Photography
553 African American Art
563 Modern Architecture
564 European Art 1750-1848
576 Chicano Art 1965-1995
579 American Art: 1876-1940
582 Seminar in 20th Century Art
583 Seminar in Modern/Contemporary Latin American Art
588 The Arts of Mexico, 1810-1945
590 Muralism in the Americas, 1920-1995
591 Late 20th-Century Art
592 American Landscapes
593 The Art of Latin America 1820-1945
594 The Art of Latin America 1945-1990
595 European Art 1848-1900
529 Topics

M.A. in Art History: Concentration in Arts of the Americas

Degree Requirements

ARTH 500	Philosophy and Methods of Art History	3
ARTH	graduate courses in primary emphasis	9
ARTH	graduate courses in secondary emphasis	9
ARTH	graduate course in another (third) emphasis	3
	Minimum coursework listed above	24
ARTH 599	Thesis	6
	Total	30

All work offered toward degree requirements must fall within a five-year period. Transfer credits must fall within the OGS-mandated seven-year period.

M.A. Art History: Concentration in Arts of the Americas Course Requirements

Each student must select a primary and secondary emphasis in either:

Native North American Art History
Art & Architecture of the Ancient Americas
Ibero-American Colonial Art History
Modern U.S. and Canadian Art History
Modern Latin American Art History

There is, of course, some overlap between many of these areas of emphasis. In each case, the nature of these concerns will vary owing to the predominant body of monuments being analyzed and the specific media whereby these artworks are produced. Part of Native American Art, while placed in category A, is then also considered Modern U.S. and Canadian or Latin American Art History. Courses that cover more than one emphasis can potentially be used flexibly in the Program of Studies, however one class cannot be used to simultaneously fulfill two requirements. For example, if you apply your Modern Native American Art class to Native American Art, it cannot also be applied to Modern U.S. and Canadian Art.

You should discuss this use with your committee chair and the graduate advisor if you have taken seminars that cover more than one area of focus.

Courses marked with an asterisk are available for Graduate Credit.

While Art History 550 and 551 (Graduate Problems Course) are available, **M.A. students will be limited to one 3-hour Graduate Problems Course**, as approved by her or his Committee on Studies. A student may also petition his or her Committee on Studies to approve a substitute course from another Department, if it is closely related to the student's specific Concentration or Emphasis.

A. Native American Art History

502: Native American Art I
506: Native American Art II
515: Modern Native American Art
516: Southwestern Native Ceramics
517: Seminar in Native American Tourist Arts
529: Topics in Native American Art
559: Seminar in Native American Art

B. Art & Architecture of the Ancient Americas

*343: Pre-Columbian Architecture
511: Pre-Columbian Art (Mesoamerica)
512: Pre-Columbian Art (South America)

- 529: Topics in Pre-Columbian Art
- 560: Seminar in Pre-Columbian Art

C. Ibero-American Colonial Art History

- *330 Renaissance Art & Architecture
- *352 Renaissance Art in Northern Europe
- 529 Topics in Spanish Colonial Art
- 549 Art of Medieval Spain
- 550 Spanish Colonial Art
- 580 Seminar in Spanish Colonial Art

D. Modern U.S. and Canadian Art History

- 525 19th-Century Photography
- 526 20th-Century Photography
- 527 Contemporary Photography
- 529 Topics in Modern Art of America and/or Europe
- 553 African-American Art
- 563 Modern Architecture
- 579 American Art 1876-1940
- 581 Seminar in Early Modern Art 1750-1900
- 582 Seminar in 20th-Century Art
- 590 Muralism in the Americas 1920-1995
- 591 Late 20th-Century Art
- 592 American Landscapes

E. Modern Latin-American Art

- 529 Topics in Modern Latin-American Art
- 576 Chicano Art 1965-1995
- 583 Seminar in Modern/Contemporary Latin American Art
- 588 The Arts of Mexico 1810-1945 (will become 19th-c. Arts of Mexico)
- 590 Muralism in the Americas 1920-1995
- 593 The Art of Latin America 1820-1945
- 594 The Art of Latin America 1945-1990

Course Work

If you are seeking a M.A. degree, you must master the general history of art in addition to your chosen area of concentration. If approved by the Director of Graduate Studies, you may elect to pursue a minor outside art history, usually in museum studies, anthropology, history, or literature (minors in studio are allowed only in special circumstances). In those rare cases, the minimum course requirements are 9 hours in the major field and 9 hours of credit in art history outside the major (including Art 500), and 6 hours in the minor. Required course work outside the Department of Art and Art History will be determined by your particular needs with the advice and approval of the student's Committee on Studies. No more than 4 courses (or 12 hours, exclusive of thesis) may be taken with a single professor. Unless noted in the University Catalog, such minors are not transcribed or official (i.e., the note that you have minored in a topic does not appear on your transcript, although the coursework itself does. Exceptions are any minor approved in the University Catalog, such as the Museum Studies minor).

The Director of Graduate Studies must approve *substitution* of required coursework before you register for the substituted course. A petition form is available in the Department Graduate Office.

Graduate Minor in Museum Studies

The Graduate Minor in Museum Studies is intended to be an interdisciplinary program that emphasizes mentoring and collaborative opportunities through a combination of structured work experiences, academic instruction, supervised internships and short-term professional workshops and training courses. Additional emphasis will be placed on collection care, management and preservation.

The Graduate Minor in Museum studies will require 9 hours of course work, 6 hours of internship for a total of 15 hours.

Internship opportunities will be created at a number of museums on the UNM campus and around the state. Each internship will have a specific relation to the needs of the institution and its collections. Students will be able to apply for internships at specific museums. The application process will be competitive and based on selection criteria established by the specific internship's requirements.

The minor is available to any student enrolled in a graduate degree program. Once completed the minor designation will appear on a student's transcript.

The Minor is distributed as follows:

6 hours of required Core Courses

Museum Studies 507, Museum Practices (3)

Museum Studies 585, Seminar in Museum Methods (3)

3 Hours of Museum Studies Topics courses

Museum Studies 529, Topics in Museum Methods (3)

6 Hours of internship

Museum Studies 586, Practicum: Museum Methods (3)

Graduate Minor in Arts Management
--

15 credits total.

Each of the following core required courses:

FA*450 Seminar in Professional Arts Mgmt 3 Cr.

FA*365 Social Media Arts Marketing (online) 3 Cr.

FA*370 T: Grant Writing for Arts Organizations 3 Cr.

FA*495 Arts Management Internship 3 Cr.
(prerequisites: FA450)

and ONE of the following electives:

FA*370 Arts Management Problems 3 Cr.
(changing problems rotate by semester)

OR

FA*470 Advanced Arts Management Topics 3 Cr.
(changing topics rotate by semester)

Transfer Credits

You may transfer a maximum of 12 hours of graduate work from another institution, from non-degree status or from a previous master's degree to the M.A. Program. Courses taken as extension credit at other universities are not accepted for graduate credit at the University of New Mexico.

Transfer credits are not automatic with admission. Your Committee on Studies will determine if any credits are allowable for transfer. The UNM Catalog is available on the following website: <http://www.unm.edu/~unmreg/catalog.htm>

If you wish to transfer credits, consult with your Committee Chair and if approved, this coursework can be added to your course listing on your *Program of Studies* form. **This process should be completed in your third semester** so as to allow adequate planning. When submitting the Advancement to Candidacy form, you should verify with the Graduate Office that the official transcript from the institution from which you are requesting transfer credit is on file. Transfer credit is considered in determining the time limit for completion of all requirements.

Residency Requirement

The M.A. degree requires at least 24 hours of coursework completed at UNM, of which at least 18 hours (exclusive of thesis credits) must be taken after admission to the M.A. program.

Graduate Symposium

In your **second and third** semesters, you are required to participate in the *Art History Graduate Symposium*, an oral presentation given to faculty and peers of a research work in progress. This should emulate a professional conference paper of 20 minute length, well-researched and executed. The presentations should reflect work / research done at UNM. Research papers written before entering the program are acceptable for the UNM Graduate Art History Symposium if the research is continued, developed, and refined while at UNM. This event is conducted by a committee composed of the Art History faculty and one studio faculty member. Written evaluations will be available from this committee regarding content and presentation. Your committee will be concerned with four major areas: visual and oral presentation, including the clarity of your ideas; thesis, including the substance of your argument; research and methodology; and overall quality of the paper. Please see Appendix III for a copy of the evaluation form.

You must submit your paper to a faculty member, preferably someone whose own expertise includes the topic of your presentation, a minimum of three weeks before the Symposium for feedback and revisions. You are strongly encouraged to take the advice of your faculty member.

Please read Appendix V, "Helpful Tips for Art History Presentations." This essay provides detailed information on what is expected of you and how you can best succeed at the Symposium.

You must provide a 1-2 page abstract and bibliography to each member of your appointed Symposium committee AND the Department Graduate Office **one week prior to the date of the symposium**. Bibliographies should use the form detailed in The Chicago Manual of Style. Please see Appendix IV, Writing an Abstract.

Incomplete grades in coursework must be brought to the attention of the Graduate Advisor and the Art History Area Representative before participation in the Art History Symposium is allowed. Permission to go forward with the presentation must be obtained from the professor in whose class the incomplete grade was given, and from the Graduate Advisor, at least one week before the date that the Symposium paper is due to the faculty reviewer.

Incomplete grades in coursework must be brought to the attention of the Graduate Advisor and the Art History Area Representative before participation in the Art History Symposium is allowed. Permission to go forward with the presentation must be obtained from the professor in whose class the incomplete grade was given, and from the Graduate Advisor, at least one week before the date that the Symposium paper is due to the faculty reviewer.

Students in the Ph.D. Art History program are required to present one paper in the Art History Symposium, in the third semester of study. This requirement applies to all Ph.D. students, including those who presented papers in the Art History Symposium as M.A. students.

If a student does not successfully pass their first symposium, they will be required to participate in the following symposium. A student must pass two symposia. A student may participate in a maximum number of 4 consecutive symposia to meet this requirement.

Formation of Committee on Studies

The Department of Art and Art History Graduate Office will assist you in planning your program of studies until you form your Committee on Studies. The formation of your Committee on Studies takes place in your second or third semester.

Forming your Committee on Studies is done in consultation with the Graduate Director and with the approval of the Department Chair. The process begins with the student choosing a qualified faculty member, normally in the student's

area of emphasis, who is willing to serve as Committee Chair. Your Committee Chair and you select two additional members.

The Committee consists of three members approved for graduate instruction, at least two of whom must be tenured or tenure-track faculty members at the UNM with regular graduate faculty approval. The chairperson of the examination committee must be a tenured or tenure-track faculty member with regular graduate faculty approval at UNM. Non-regular faculty may serve as co-chairpersons. Each member of the master's examination committee must receive prior approval from the major graduate unit and the Dean of Graduate Studies.

If you wish to change the membership of the Committee on Studies, at any time, you must re-file the Committee on Studies form along with a written explanation for the change. The form will be resubmitted for approval to the same people as before and forwarded to the Office of Graduate Studies.

Once the Committee on Studies has been established, it assumes the role of guiding you in academic and procedural matters. This in no way relieves *you* of *your* responsibility for complying with all regulations of the Department, College and the University as stated in the University Catalog.

Duties of Your Committee on Studies

- 1) It is the duty of your Committee on Studies to advise and assist you in planning your program through the completion of degree requirements while abiding by the catalog for your program.
- 2) Your Committee on Studies will approve your Application for Candidacy by the catalog you have specified on your candidacy paperwork.
- 3) Your Committee on Studies will determine the acceptability of any transfer credit (with final approval from the Director of Graduate Studies) and following University policy regarding transfer credit application.
- 4) Your Committee on Studies will evaluate your thesis, conduct your thesis defense, and submit the Certification of Final Form Agreement, Report of Examination, and Confidential Evaluation Sheets to the department graduate office.

Language Requirement

You must provide evidence of proficiency in one foreign language appropriate to your area of concentration. Ways to fulfill the language requirement include:

- Coursework through the 202 level at any college/university, with a grade of B or above
- Graduate credit in a course with a grade of B or above at any college/university
- Examination through the Spanish/Portuguese department
- Native fluency in the language
- An academic minor in the language at any college/university
- Examination through the Department of Art & Art History

If you are going to take the Departmental language exam, it should be taken in your third semester or earlier. The language requirement must be fulfilled before you file your Program of Study—which must be filed by October 1st, the semester *before* you plan to graduate.

The Departmental language exams will be offered twice a year: once in the fall and once in spring semester. Students wishing to schedule an exam must contact the Graduate Advisor and appropriate faculty no later than the 6th week of the semester. No language exams will be given during the summer. The exam tests the student's ability to translate a short document from the chosen language into English. The student is allowed to bring a dictionary to the exam but no computer or any other wireless device. (The only exception will be for ARC documented cases, to be determined on case by case basis.)

Each exam is two and a half hours long and consists of two passages.

The first passage is approximately 200 words, which must be translated into idiomatic, accurate English. The second passage is approximately 600 words and must be summarized into an English paragraph of approximately 200 words.

The student translation will be evaluated by two faculty members. Students who fail a language exam may retake the exam the following time it is offered. After two unsuccessful attempts, students will be expected to enroll in language reading comprehension courses or pass the exam through alternative means.

Filing the Program of Study

Before you submit your Program of Studies form, you must:

- 1) Pass Art History 500 (Philosophy and Methods of Art History).
- 2) Participate in the Spring and Fall Symposium. You will present your research work in progress to peers and faculty during the 2nd and 3rd semesters of your program.
- 3) You must provide evidence of proficiency in one foreign language appropriate to your area of concentration. The Language Requirement form is available in the Department Graduate Office.

The Program of Studies form must be filed with the Dept. Graduate Office any time after you complete *12 graduate credits* (normally in the 2nd or 3rd semester). You must file by September 25th for Spring graduation, or February 25th for Fall graduation. **This form, and complete directions on how to fill it out, can be obtained from the Department Graduate Office, and the Graduate Advisor is available to assist with filling out the form. Approval of the Program of Studies in no way implies successful completion of the M.A. degree.**

Course work

M.A. students are required to complete 24 hours of course work, plus 6 hours of Art History 599 (Thesis), for a total of 30 hours.

All M.A. students must take Art History 500 (Philosophy and Methods of Art History), normally during their first semester.

While Art History 550 and 551 (Graduate Tutorials) are available, **M.A. students will be limited to one 3-hour Graduate Tutorial**, as approved by her or his Committee on Studies. A student may also petition his or her Committee on Studies to approve a substitute course from another Department, if it is closely related to the student's specific Concentration or Emphasis.

Final Examination or Defense of the Thesis

The final examination for the MA in Art History is the Defense of the Thesis. It is also your responsibility to schedule the thesis defense in consultation with your chair and other committee members, and to leave yourself ample time for your defense, prior to the filing deadline to allow for revisions, generally a minimum of two weeks to a month is recommended.

M.A. Thesis

Your thesis must be approved by your Committee on Studies and should demonstrate evidence of your ability to do sound research. It is your responsibility to work closely with your Chair and other members of your committee to determine how much advance time each of them needs in order to give proper attention to its reading. Generally, one month's time is a good rule of thumb – never less than two weeks. Such a decision belongs to your committee, not to you. Consideration should be given for the extra time needed by any committee members who are outside the Albuquerque

area. **Three copies of your thesis need to be submitted.** Guidelines regarding the format for your thesis are available from the Manuscript Coordinator, Office of Graduate Studies and via the following web page: <http://www.unm.edu/~grad/manuscripts/manuscripts.html>. Please refer to the following *Master's Thesis/Graduation Checklist* to familiarize yourself with the necessary forms. All forms can be found either at the Office of Graduate Studies or the Department Graduate Office.

Timeline for Theses and Dissertations

Generally, students working on their theses and dissertations go through two drafts (or more) of their projects with the chair of their committee prior to submitting it to the other members. This is always determined on a case by case basis – depending on the specifics of the manuscript – and always in consultations between the student and his or her chair. Once the draft has passed that first stage, a copy is provided to all other committee members for their study and comments. The minimum reading and turn-around time for an MA thesis is two weeks, optimally three; the minimum reading and turn-around time for a dissertation is one month, optimally six weeks. As graduate students move forward towards completion of this final requirement, they must take these turn-around times, and their necessary time to incorporate all suggested changes into their final copy, into consideration as they determine their calendar for completion and filing of all paperwork and the final manuscript by the appropriate deadline.

Exceptions to these time frames are discouraged, but are possible in certain circumstances, subject to petition and agreement from all committee members, and require sufficient lead time to all relevant faculty members so that they can make appropriate changes in their schedules.

Thesis Hours

Once you have registered for thesis (599) credits, you must maintain continuous enrollment (exclusive of summer session, unless you graduate in the summer) until your thesis is accepted by the following: Committee on Studies Chair, the Director of Graduate Studies, and the Dean of OGS.

Time Limit to Complete Requirements

Students have five years to complete all degree requirements. From the semester in which you took your first class toward your M.A. program, including transfer hours, to the final semester of thesis, every student has five years to complete all requirements.

Under *extenuating circumstances*, you may request an extension of this time limit in writing. This must be done prior to the end of the time limit. Students should contact the Department of Graduate Office on the proper procedure for requesting an extension request. The request must be supported in writing by your Committee on Studies Chair.

Graduation

When you are ready to graduate, you must inform the Department Graduate Office in writing of your intention by emailing the Graduate Advisor. *Deadlines* for submitting this information are as follows:

July 15th for fall graduation

December 15th for spring graduation

May 15th for summer graduation

If these deadlines are not met, your name will not be added to the Office of Graduate Studies graduation list. In this event, you must notify the Graduate Office for the following semester. Your name will **not** be automatically added. Notification of intent to graduate does not ensure that you will graduate in that semester, as graduation is dependent upon your completion of all degree requirements.

A student approaching the end of her/his master's program must complete the following in order to graduate. Most forms referred to can be found on the OGS web site (www.unm.edu/~grad.)

- *Program of Studies for the Master's Degree* – submit by the last day of the semester prior to the one in which you intend to graduate.
- *Intent to Graduate* – let the Graduate Office know a semester before you intend to graduate.

One *Report on Thesis or Dissertation* ("Grey Sheet") from each of your committee members is due in OGS by the graduation deadline (see deadline dates below.) The graduate advisor handles this paperwork.

One red-bordered signature sheet for each copy of your thesis/dissertation. These must all contain original signatures.

Turning in Your Thesis

When your thesis is complete, you will turn in to OGS an electronic copy of it according to their published guidelines. The following items must accompany the final manuscripts or the manuscripts will not be accepted.

- *Information Cover Sheet* – no signatures necessary
- *Certification of Final Form* – requires signatures from you and your thesis director

Deadlines: In order for you to graduate in a particular semester, you must complete all your degree requirements, make all necessary revisions to your manuscript and have it accepted by OGS by the following dates:

Spring Graduation – April 15
Summer Graduation – July 15
Fall Graduation – November 15

Note: If any of the deadlines that appear on this sheet occur on a weekend or a holiday for which UNM is closed, the deadline will be moved to the next business day.

Guidelines for the MA or Ph.D. Thesis

Bibliography

- I. Primary Sources –
 - A. Unpublished Primary Sources
 - B. Published Primary Sources
- II. Secondary Sources
 - A. Books
 - B. Articles
- III. Tertiary Sources

A few "rules" for sound scholarship:

- *Whenever possible, take every source back to the original language in which it was written, in order to check all translations of the source against *the original text*. Always provide the name of the translator.
- *Whenever possible, give both the original date of publication of a source & the date of the edition that you are using as a source.
- *It is often a good idea to provide a list of the archives that you have consulted, as well as the interviews that you have recorded for your own personal papers. In a sense, you build an archive when ever you write a book or article in the field.

Students enrolled in the Masters program in art history who wish to continue into the Ph.D. program must apply for admission by filing a "Change of Degree" form (may be obtained from the Office of Graduate Studies or download from the OGS web page: <http://www.unm.edu/~grads/forms/forms.html>).

This form constitutes an application to the Ph.D. program and should be accompanied by the following application materials:

- 1) Letter of Intent
- 2) Two Letters of Recommendation
- 3) Unofficial copy of UNM transcript
- 4) Writing sample (academic paper in Art History)

Please check with the Graduate Office to confirm deadline dates.

Ph.D. Program of Studies

Ph.D. Degree Requirements

Read the Ph.D. Degree general requirements as described in the University Catalog. If you are admitted to the Ph.D. program without an M.A. in art history you may be required to take additional graduate courses beyond the minimum Ph.D. requirements of 48 hours of course work.

A minimum of 48 hours of course work beyond the bachelor's degree, exclusive of dissertation.

• A maximum of 30 hours from the M.A. degree (if approved, may be counted toward the 48-hour requirement)	30
• Art History graduate courses in major concentrations and supporting fields	18
<hr/>	
• Minimum course work	48
• Art History dissertation	18
<hr/>	
<i>Total</i>	66 hours

Coursework

- You *must* take a minimum of 18 hours of 500-level courses.
- You *must* take 24 hours of coursework at UNM, of which at least 18 must be taken after admission to the Ph.D. program (exclusive of dissertation hours).

To receive the Ph.D. degree, you must demonstrate a general mastery of the discipline, comprehensive knowledge of your field of specialization and an ability to conduct original research. Required course work done outside the Department of Art and Art History will be determined by your particular needs and is to be undertaken only with the advice and approval of your Committee on Studies.

Substitutions of required coursework must be approved by the Director of Graduate Studies before registration for the substituted course. Petition forms are available in the Department Graduate Office.

Transfer Credits

Credit hours previously applied to a master's degree from UNM or another accredited institution may be applied toward the Ph.D. The credits may include (1) UNM non-degree and/or extension credit, (2) a maximum of nine hours of approved graduate-level courses taken in undergraduate status, (3) a maximum of 6 hours of thesis credit or other coursework graded pass or credit.

All other conditions of transfer, noted in the University Catalog regarding doctoral degrees, apply to the Ph.D. in Art History.

Formation of Committee on Studies

The doctoral program is governed by a system of mentorship. You must form a Committee on Studies, in consultation with the proposed Chair of the Committee and the Graduate Director and with the approval of the Department Chair, **generally during your first semester in residency**. The Department Graduate Director and the Chair of the Department must approve any changes in membership.

You begin by finding a qualified faculty member in the your area of emphasis, who is willing to serve as Committee Chair. Together with your committee Chair, you select at least three additional willing members, approved for graduate instruction (usually regular, full-time UNM faculty appointments), one of whom must be from outside the Department. The external committee member must hold a regular, full-time faculty appointment outside your unit/department at the University of New Mexico or another accredited institution. The fourth committee member may be a regular UNM faculty member or non-faculty expert in your major research areas. The Chairperson must be a regular University of New Mexico faculty member from the department, and the dissertation committee must be approved by the department. To formalize your committee you will submit the "Appointment of Dissertation Committee" form available at the Department Graduate Office. The completed form is submitted to the Department Graduate Office and after approval by the Department Chair it will be forwarded to the Office of Graduate Studies.

To repeat, the committee will consist of at least four members all of whom are approved by the Dean of Graduate Studies.

1. A minimum of three committee members must hold tenure or tenure-track positions and must have regular graduate faculty approval.
2. At least two members must hold tenure or tenure-track faculty appointments at the University of New Mexico and have regular graduate faculty approval.
3. At least one of the members must be from the student's graduate unit (art history) and must hold a tenure or tenure-track faculty appointment with regular graduate faculty approval at UNM
4. The dissertation chair must be a tenured or tenure-track member of UNM faculty (this should be an art historian) and have regular graduate faculty approval.
5. A required external member must hold a tenure or tenure-track appointment outside the student's unit/department. This member may be from the UNM (must have regular graduate faculty approval) or from another accredited institution (must be approved by the Dean of Graduate Studies.)
6. One of the committee members may be a non-faculty expert in the student's major research area.

NOTE: All expenses incurred for member services on a Dissertation Committee are the responsibility of the student.

Once the Committee on Studies has been established, it assumes the role of guiding you in academic and procedural matters. **Ultimately it is YOUR responsibility for complying with all regulations of the Department, College and the University as stated in the University Catalog.**

Duties of Your Committee on Studies

Your Committee on Studies

- 1) will advise and assist you in planning your program through the completion of degree requirements while abiding by the selected UNM Catalog for your program. Your committee determines if any transfer credit is acceptable following catalog guidelines regarding transfer credit application.
- 2) tentatively approves your application for candidacy, abiding by the selected catalog for your program, with final approval from the Office of Graduate Studies. The committee also conducts the Comprehensive Exam and will report results to the Office of Graduate Studies.
- 3) will evaluate your dissertation, conduct its defense and complete the required evaluation forms. The committee will make the formal recommendation for graduation.

If M.A. was not in Art History at UNM

If you were admitted to the doctoral program with an M.A. from another institution you must meet the following general requirements before advancing to candidacy: Art History 500, Graduate Spring and Fall Symposia (see MA requirements for details).

Language Requirement

You must provide evidence of proficiency in two languages other than English, appropriate to your area of concentration. Languages taken to fulfill MA requirements can be counted towards the Ph.D. Ways to fulfill the language requirement include:

- Coursework through the 202 level at any college/university, with a grade of B or above
- Graduate credit in a course with a grade of B or above at any college/university
- Examination through the Spanish/Portuguese department
- Native fluency in the language
- An academic minor in the language at any college/university
- Examination through the Department of Art & Art History

If you are going to take the Departmental language exam, it should be taken in your third semester or earlier. The language requirement must be fulfilled before you file your Program of Study—which must be filed by October 1st, the semester *before* you plan to graduate.

The Departmental language exams will be offered twice a year: once in the fall and once in spring semester. Students wishing to schedule an exam must contact the Graduate Advisor and appropriate faculty not later than the 6th week of the semester. No language exams will be given during the summer. The exam tests the student's ability to translate a short document from the chosen language into English. The student is allowed to bring a dictionary to the exam but no computer or any other wireless device. (The only exception will be for ARC documented cases, to be consulted on case by case basis.)

Each exam is two and a half hours long and consists of two passages.

The first passage is approximately 200 words, which must be translated into idiomatic, accurate English. The second passage is approximately 600 words and must be summarized into an English paragraph of approximately 200 words.

The student translation will be evaluated by two faculty members. Students who fail a language exam may retake the exam the following time it is offered. After two unsuccessful attempts, students will be expected to enroll in language reading comprehension courses or pass the exam through alternative means.

Doctoral Comprehensive Exam

You must successfully complete the Doctoral Comprehensive Examination. This written examination, administered by the student's Committee on Studies, tests the student's comprehensive knowledge of the field of specialization.

1. The candidate will work with his/her Ph.D. advisor on a Proposal of Dissertation Topic (5-10 pages) and a comprehensive bibliography (10-15 pages) for the chosen topic on which the dissertation will be written. This proposal and bibliography will be submitted to the Committee on Studies.
2. Based on the Proposal and Bibliography, the committee on studies submits 6 questions to the PhD Advisor/Committee Chair. The PhD advisor / chair reviews the questions, and divides them into three categories. Those categories are:
 - a. General historiographic or methodological questions based on the bibliography in the chosen area of the dissertation
 - b. General questions based on the broader fields of the student's speciality
 - c. General questions involving specific case studies based on the bibliography in the chosen area of the dissertation.

3. The candidate chooses 3 of the 6 questions (one from each category) to answer in essay format in a “take home” exam that will last a total of no more than one week. The submitted written exam at the end of one week will answer the 3 chosen questions fully with citations. Individual PhD advisor/ chairs can advise the candidate on the appropriate length for the exam.

The Ph.D. committee (at least four members) will have exactly one week in which to grade the exam before notifying the candidate of the results. All members of the committee will read and evaluate all three papers.

Upon successful completion of the Ph.D. exam, the ABD candidate will complete the University’s Application for Candidacy forms and submit them to the Graduate Office. The candidate will then write the dissertation under the direction of his or her committee chair. The dissertation will then be submitted to the other members of the dissertation committee for their input and to determine a date for defending the dissertation in front of the committee — as well as the greater academic community. A successful defense will result in the awarding of a Ph.D. in Art History from UNM.

Advancement to Candidacy

Advancement to candidacy usually takes place during the semester in which you complete the minimum of 18 hours of course work (500-level and above) beyond the M.A. Requirements for advancement to candidacy for the Ph.D. are:

- 1) Evidence of proficiency in at least **two** foreign languages appropriate to your area of concentration.
- 2) Student must successfully complete the Doctoral Comprehensive Examination.
- 3) Student must fulfill residency requirements. Twenty-four of the required forty-eight hours of coursework must be completed at UNM, of which at least eighteen, exclusive of dissertation hours, must be taken after admission to the Ph.D. Program.
- 4) Dissertation proposal must be accepted. A preliminary outline of the proposed dissertation subject and research must be approved by your Committee on Studies prior to beginning enrollment in dissertation hours.
- 5) Submit the Advancement to Candidacy form.

The Application for Candidacy is a vehicle that formally establishes your program of studies. You must fill out the Application for Candidacy when you have completed the language requirement and passed the comprehensive exam.

You can obtain this form and complete directions from the Department Graduate Office.

Ph.D. Final Examination or Defense of Dissertation

The dissertation demonstrates your ability to undertake original research and to write a readable, scholarly argument of book length. You are expected to have complete knowledge of the historical, critical, theoretical, and methodological issues raised by the subject. It is your responsibility to defend your dissertation in an oral examination administered by your Dissertation Committee.

You **must notify** the Office of Graduate Studies by completing an *Announcement of Final Examination* form at **least three weeks before** the date of the examination. In order to graduate in a given semester, the examination must be held no later than the Office of Graduate Studies (OGS) graduation deadline dates. The final examination is open to faculty, students and staff.

At the conclusion of the examination, the Committee on Studies members shall confer and decide their recommendations. The Committee then reports the results of the examination on the *reverse side* of the *Announcement of Final Examination* form. It is the Committee Chair’s duty to turn this documentation, along with the Evaluation Sheets, into the

Departmental Graduate Office. Red-border signature sheets should be present at the defense and signatures of all committee members should be obtained at this time.

The Director of Graduate Studies will verify by signature that all documentation is in order and route all paperwork to the Office of Graduate Studies.

Manuscript

You must submit a dissertation that demonstrates evidence of your ability to do sound research. Your topic and methodology must have the approval of your Dissertation Committee. It is your responsibility to provide each member of your committee with a complete draft of your dissertation in ample time for review before your final defense. That time frame must be decided by the members of the Committee but the general rule of thumb is that the members of the Committee have *at least one month* to read the manuscript prior to the defense. The chair of the Committee will have read it at least two times prior to when the other members get their copies. Guidelines regarding the format for your dissertation are available from the Manuscript Coordinator, Office of Graduate Studies, and via the following webpage: <http://www.unm.edu/~grad/manuscripts/manuscripts.html>. Please refer to the following *Doctoral Graduation/Dissertation Checklist*. Familiarize yourself with the necessary forms. All forms can be found either at the Office of Graduate Studies or the Department Graduate Office.

Dissertation Hours

After their Advancement, students will normally enroll in dissertation hours with the chair of their Committee on Studies. University regulations will not allow credit for any dissertation hours taken before the Advancement. **Once you have registered for dissertation (699) credits, you must maintain continuous enrollment (exclusive of summer session) until you complete all degree requirements. If you graduate in the summer semester, you also must register for dissertation hours for the summer.**

Time Limit to Complete Requirements

You have five years to complete all degree requirements from the date the Dean of the Office of Graduate Studies formally advanced you to Candidacy. For example, if you advanced in the spring of 2000, your time limit will end in the spring of 2005.

Under *extenuating circumstances*, you may request an extension of this time limit in writing but it **must be done prior to the end of the time limit**. The request must be supported in writing, by your Committee on Studies Chair, the Director of Graduate Studies, and the Dean of the Office of Graduate Studies.

Graduation

When you are ready to graduate, you must inform the Department Graduate Office of your intention by emailing the Graduate Advisor. *Deadlines* for submitting this information are as follows:

July 15th for fall graduation

December 15th for spring graduation

May 15th for summer graduation

If these deadlines are not met, your name will not be added to the Office of Graduate Studies graduation list. In this event, you must notify the Graduate Office for the following semester. Notification does not ensure that you will graduate in that semester. Graduation is dependent upon the completion of all degree requirements.

Ph.D. in Art History with a Concentration in the Built Environment

A total of 48 credit hours of course work beyond the bachelor's degree, exclusive of dissertation. 24 credits must be taken at UNM.

Admissions committee:

An admission committee will be formed of the Art History faculty and members of the School of Architecture and Planning to review applications to this program. Members of the Admissions committee will receive the applications electronically, and meet after the application deadline to discuss and decide.

Admission requirements:

M. Arch, M.L.A., Masters in Planning or M.A in Art History or equivalent as judged by the admissions committee. These degrees may provide up to 30 credits towards the PhD. The admissions committee may require additional courses and activities depending on the applicants' previous education and experience.

Committee on Studies:

In the first semester the student will choose a Committee on Studies that will assist in course selection and act as advisors and evaluators of requirements to degree. The committee will be made up of 2 Art History faculty (one of whom will be the chair of committee) and 2 School of Architecture and Planning faculty (one of whom will act as the Built Environment mentor responsible for advisement regarding that discipline). All tenured, tenure-track, and Professors of Practice in Art History and the School of Architecture and Planning are eligible to serve on committees.

Course work:

30 hours (maximum) from the M.A., M.Arch., M.L.A., or M. Planning degree if approved may be counted towards the 48-hour requirement

If the master's degree was not granted by UNM or there were insufficient credit hours, a minimum of 6 credit hours in Art History or the History of Architecture (SA&P) graduate level courses at UNM will be required to fulfill the UNM residency requirement.

14-15 hours in Art History graduate level courses (500 level)
ARTH 500

12 credits from Art History, SA&P History of Architectures courses, or other courses chosen in consultation with the student's committee.
4 hours in the School of Architecture and Planning

Research Course – 3 credits (one course from below)

Arch/CRP/LA 590 Historic Research Methods
Arch 551 Research Methodology
CRP 513 Qualitative Research Methods

Teaching Seminar – 1 credits

(SA+P – New Course) Teaching Methods and Theory
Total

48 hours of course work (minimum) – 24 of those hours must be at UNM

Additional requirements:

Spring (2nd semester) and Fall (3rd semester) Symposia (see MA requirements)

Language Requirement

Proficiency in English and two other languages is required.

Ways to fulfill language requirement

- Coursework through 202 level at any college /university with a grade of B or above
- Graduate credit in a course with a grade of B or above at any college /university
- Examination through the UNM Spanish Portuguese department
- Native fluency in the language
- An academic minor in the language at any college/university
- Examination through the Department of Art and Art History.

Doctoral Comprehensive Exam

An exam developed with the student's advisor and Committee on Studies.

Examined on 3 categories

General historiographic or methodological questions in chosen area of dissertation with a demonstrated fluency in the graphic representation of the built environment.

General questions based on the broader fields of the student's specialty.

General questions involving specific case studies in chosen area of dissertation.

Advancement to Candidacy

Coursework, language and residency requirements must be fulfilled

Doctoral Comprehensive Exam successfully completed

Dissertation proposal must be accepted and approved by your Committee on Studies.

Submit Advancement to Candidacy form

Ph.D. Final Examination/ Defense of Dissertation

Dissertation and Defense – 18 credits min.

In order to receive the PhD degree, the student must successfully defend his/her dissertation topic. Generally the defense will consist of a formal presentation of the work described in the dissertation followed by questions from the student's committee and the audience.

The dissertation demonstrates the student's ability to undertake original research and to write a readable, scholarly argument of book length. The student is expected to have complete knowledge of the historical, critical, theoretical, and methodological issues raised by the subject. It is the student's responsibility to defend the dissertation in an oral examination administered by the Dissertation Committee.

The student must notify the Office of Graduate Studies by completing an Announcement of Final Examination form at least two weeks before the date of the examination. In order to graduate in a given semester, the examination must be held no later than the Office of Graduate Studies (OGS) graduation deadline dates.

The Office of Graduate Studies will publish on the web in the campus newspaper a calendar of final examinations (defense of dissertation). The final examination is open to faculty, students and staff.

At the conclusion of the examination, the Committee on Studies members shall confer and decide their recommendations. The Committee then reports the results of the examination on the reverse side of the Announcement of Final Examination form. It is the Committee Chair's duty to turn this documentation, along with the confidential Evaluation Sheets, into the Departmental Graduate Office. Red-border signature sheets should be present at the defense and signatures of all committee members should be obtained at this time.

The Director of Graduate Studies will verify by signature that all documentation is in order and route all paperwork to the Office of Graduate Studies.

Manuscript

The student must submit a dissertation that demonstrates evidence of the ability to do sound research. The topic and methodology must have the approval of the Dissertation Committee. It is the student's responsibility to provide each member of the committee with a complete draft of the dissertation in ample time for review before the final defense. After approval three copies of the dissertation need to be submitted. Two copies of the unbound dissertation, each with an

abstract of no more than 350 words, must be submitted by the graduation deadlines. One copy must be submitted to the Department Graduate Office for Fine Arts Library cataloging. Guidelines regarding the format for your dissertation are available from the Manuscript Coordinator, Office of Graduate Studies and online. Please refer to the following Doctoral Graduation/Dissertation Checklist. The student must familiarize themselves with the necessary forms. All forms can be found either at the Office of Graduate Studies or the Department Graduate Office.

Dissertation Hours

Dissertation (699) credits are not counted until the semester in which the student are advanced to Candidacy and have passed the Comprehensive Examination. Once the student has registered for dissertation (699) credits, they must maintain continuous enrollment (exclusive of Summer session, unless they graduate in summer) until the defense/final examination is accepted by the following: Dissertation Chair, the Director of Graduate Studies, and the Dean of OGS.

Time Limit to Complete Requirements

The student will have seven years to complete all degree requirements from the date of admission.

Under extenuating circumstances, the student may request an extension of this time limit in writing but it must be done prior to the end of the time limit. The request must be supported in writing, by your Committee on Studies Chair, the Director of Graduate Studies, and the Dean of the Office of Graduate Studies.

Doctoral Graduation/Dissertation Checklist
--

A student approaching the end of her/his doctoral program must complete the following in order to graduate. Any forms referred to can be found on the OGS website (<http://www.unm.edu/~grad>) unless marked otherwise.

- *Intent to Graduate* – let the department Graduate Office know one semester before you plan to graduate.
- *Announcement of Examination* – due in OGS at least three weeks before your dissertation defense is scheduled.

The *Report of Examination* and one *Report on Thesis or Dissertation* (“Gray Sheet”) from each of your committee members is due in OGS by the graduation deadline (see deadline dates below.) The graduate advisor handles this paperwork.

Turning in Your Dissertation

When your dissertation is complete, you will turn in to OGS an electronic copy of the final manuscript. The following items must accompany the final manuscript or it will not be accepted. Extensive detail is available on the OGS Manuscript page: <http://www.unm.edu/~grad/manuscripts/manuscripts.html>

- *Information Cover Sheet* – no signatures necessary
- *Certification of Final Form* – requires signatures from you and your dissertation director
- *Red Bordered Pages* – You are responsible for generating two sets of red-border pages -- each set including a Signature Approval page, a Title page, and an Abstract page. These can be printed off the OGS website.
- *Survey of Earned Doctorate* – (booklet available at Office of Graduate Studies) information and instructions are included with the booklet
- *UMI Doctoral Dissertation Agreement Form* – completed and signed on the back
- *Copy of your Title Page* – does not have to be red-bordered, should have your committee chair’s name added
- *Copy of your Abstract*

Deadlines: In order for you to graduate in a particular semester, you must complete all your degree requirements, complete your defense, make all necessary revisions to your manuscript and have it accepted by OGS by the following dates:

Spring Graduation – April 15
Summer Graduation – July 15
Fall Graduation – November 15

Note: If any of the deadlines that appear on this sheet occur on a weekend or a holiday for which UNM is closed, the deadline will be moved to the next business day.

Appendix I

Suggested M.A. Time Line

- **First semester:**
 - Art History 500 3 credits _____
 - Art History _____ 3 credits _____
 - Art History _____ 3 credits _____
 - Total: _____ hours
 - **Second semester:**
 - *Form Committee on Studies*
 - Art History _____ 3 credits _____
 - Art History _____ 3 credits _____
 - Art History _____ 3 credits _____
 - *Spring Graduate Symposium*
 - Total: _____ hours
 - **Third semester:**
 - Art History _____ 3 credits _____
 - Art History _____ 3 credits _____
 - Total: _____ hours
 - *Fall Graduate Symposium*
 - *Submit Program of Studies (including foreign language documentation)*
 - **Last semester:**
 - AH 599 Thesis Hours _____ 6 credits _____
 - Thesis Defense
 - Total: _____ 30 hours
- **Graduation****

Appendix II Art History Review Form

University of New Mexico
Department of Art & Art History

Graduate Art History Review - _____
Semester/Year

Student _____ Area of Concentration _____

Title of Presentation _____

Specific Areas for Evaluation:

	Excellent	Good	Fair	Poor
Visual and Oral Presentation (Quality of Slides; Clarity of Voice; Coordination of text and images)	()	()	()	()
Thesis (clear and well-formulated; defensible; relevant; original)	()	()	()	()
Research and Methodology (depth and breadth; use of theoretical frameworks; understanding of research texts; knowledge of art historical contexts)	()	()	()	()
Overall Quality of Paper (grammar; explanation of visual and textual evidence; overall clarity; logic and overall success of argument)	()	()	()	()

Presentation was:

FINE ()
(Requirement Met)

MARGINAL ()
(Encouraged to Repeat)

UNSATISFACTORY ()
(Must repeat)

General Comments on Presentation:

Faculty Reviewer _____
(Please Print Name)

Signature _____

Date: _____

Appendix III

Writing an Abstract

One Week prior to the Art History Graduate Symposium:

You will provide a one to two page abstract and a bibliography to each member of the appointed Symposium Committee (this includes all Art Historians and possible Studio faculty).

An abstract of your paper should include:

Paragraph

- I. Introduction of Topic
 - a. Existing Scholarship
 - b. Weaknesses, absences in topic as currently argued by scholars
- II. The methodologies and/or models you use in approaching the topic
 - a. How these methodologies and/or models helped you to reconceptualize the topic
- III. Your summaries or conclusions on the topic

Helpful Tips for Art History Presentations, by David Craven

ORAL PRESENTATIONS OF ART HISTORICAL RESEARCH: TRICKS OF THE TRADE

The key to an oral presentation is that the audience is listening to your talk, not reading it. They cannot go back over things that were confusing so you need to be clear. They are usually staring at you or your slides, so both of those visual texts need to help keep them focused on your ideas. They are sitting in the dark, and can get sleepy, so you want to try to keep your presentation moving by using your voice and images dynamically. Think about your own reactions to class lectures and more formal slide presentations. What impresses or annoys you? As you get more practice, each of you will develop your own opinions about what makes a good paper and why. Here are some preliminary guidelines to start you on this path.

I. *Managing your text*

A. Write a paper that fits the time limit. (Going over your limit annoys your chair, your co- presenters and your audience and makes you look disorganized and/or arrogant.) The rule of thumb is that it takes 2 minutes to deliver a page of double-spaced, 10.12-point text. To ensure that you won't go over, use this formula: divide the number of minutes you have by 2 and subtract one to get your target length. Thus a 20-minute talk should be 9 pages long.

B. Give your listeners signposts. A listening audience is different from a reading one. They cannot go back over a dense paragraph. Because of this, you need to make sure that the outline of your argument is clear. Try to put your thesis in the first few sentences of the talk. Make sure each paragraph has a clear topic sentence at or near the beginning. Think about making clear distinctions between sections of the argument and focus on making transitions between sections explicit.

C. Write with your images in mind. Don't assume that your listeners will always be able to link your words with your pictures. Use descriptive sentences to show them what you mean. *As you are writing*, think about which images you'll use and why. Speakers can easily be undercut by ill-chosen images that don't support what they're saying. This often happens when we think of using images generically rather than specifically.

D. Set the stakes high. State your claims in the boldest way you can without being unreasonable. Think about the implications of your research beyond your specific research problem.

E. Plug yourself. A listening audience also can't read footnotes, so they won't know which ideas are others' and which are yours unless you tell them. Tell them explicitly what your contribution is. Get comfortable writing things like "I argue," "my research shows," and "I believe."

F. Acknowledge others when appropriate. There are many reasons to include a sentence or two of thanks in a paper: if your research or speaking engagement has been funded by someone else, for example. You might also want to recognize people in the audience who have been particularly helpful, whether they are professors, other students, or administrators. Giving credit where it is due increases collegiality and mutual appreciation.

G. Make a presentation draft. When you are done with your text, revise the formatting to make the paper easier to deliver. Things to think about:

- make the type large enough to read-you might want to increase it by one or two point sizes.
- make sure that you have numbered each page, in case they get out of order. (You usually don't want to staple them together because they can rustle and folded-over pages can be too bulky for a podium ledge).
- think about how you are going to indicate slide changes in the text. Some people write the slides on one side of the page and the text on the other. Others use carriage returns, bold type, and other visual cues embedded in the text. Try out a couple of these strategies when you are practicing.
- If you have a tendency to speak quietly or quickly, write notes to yourself in the text like . "SLOW" or "LOUD." Make sure that you indicate that these are notes to yourself and not to be read out loud (put them in a different

font, size, or even write them in pen in the margin). If speed is your issue, think about dividing your text into fractions. Write "1/2 way there--check the clock"-to give yourself a chance to see how you are doing.

II. *Managing your slides*

- A. **Don't over/underwhelm** the viewers. The rule of thumb for human attention spans is one slide comparison every two minutes. This rule is flexible (sometimes you might want to compare the image on the left with several images on the right, sometimes you want to use a slide for a visual one-liner, etc.), but it is good to keep in mind. If you are constantly shifting what your audience members see, they will forget to listen to you in their effort to process the Images. If you leave a slide up forever, especially if you are not continually referring to it in your verbal text, they can get bored.
- B. **Think about your images early in the process.** You are presenting a visual as well as a verbal text. Look closely at the slides you've chosen and make sure they make the points you want. Lay them out in order and look at the rhythm of this visual text. Think about when you want to advance the carousels. Will you always advance both at the same time? Will they always switch at the beginning of new ideas or paragraphs? Are you interested in presenting a more syncopated visual experience?
- C. **Tell your audience what they are looking at.** It's a good idea to identify new images (and sometimes say why you chose them) as soon as you put them up. Otherwise the viewers will be wondering what they're looking at instead of listening to you. On a similar note, try to advance slides only when you're ready to talk about them. Don't leave them hanging out to dry while you build up to them. There are exceptions to this rule, however. Think about what's going to serve your talk best.
- D. **Use good slides.** Whenever possible, use full-frame, color images. If many of your images are in black-and-white, you will want to think about keeping the visual presentation rich through the orchestration of slides or even the introduction of color images at key times. *Learn to make your own slides to ensure that you don't have to compromise because of the slide library collection.* When you make your own slides, remember to mask them. Fingertips and bookmarks look unprofessional.
- E. **Think about the slides during your presentation.** Look at them. Check to make sure they are in focus, are right-side up, etc. Think about whether you want to interact with them, highlighting details with your hand or a pointer.

III. *Managing your body*

- A. **PRACTICE.** Practicing serves many purposes. Reading a paper aloud can point you to any grammatical errors or confusing sentences you might not notice from reading. Practicing can also familiarize you with your personal tics—do you tend to speak quickly? Do you fidget? Slouch? Play with your hair? Bite your lip? Slip your shoes on and off? Then you can develop strategies to counter these distractions such as:
- Write notes to yourself in your text reminding you not to fidget
 - Dress in a way that prevents you from acting on your impulses, i.e., wear your hair up, wear lace-up shoes, etc.
 - Put friends in the front row who know your tics and have them give you a sign or a hard-stare when you are straying.
- B. **Practice in the place where you are giving the talk if possible.** Get to know how the remote works, where the podium is in relationship to the slides, adjust your volume to the size of the room. Think about the room's temperature and dress accordingly. Think about how well you fit the height of the podium.
- C. **Select a good outfit.** This will mean different things for different people. Some people feel more confident wearing something new, others like the comfort of an old favorite. Whatever you choose, make sure it is comfortable. Think about the fact that you will be standing for 20- 30 minutes—are there any itchy tags? Will those tight shoes be annoying?

IV. *Surviving the question and answer period*

- A. **Maintain control over the questions.** If a question throws you, take the time you need to give a decent answer. Use stalling sentences like "that's a good question." Or "I haven't thought about that before," while you gather your thoughts. If a question is unclear, ask the person to rephrase it or try to rephrase it yourself with a sentence like "Do you mean....?" If a question takes you completely by surprise, don't be afraid to say you don't have an answer. You can avoid saying "I don't know" by commenting that while you can't answer right now, you will think about it. You might even suggest some preliminary places to go for an answer or some of the significant implications you see in the question. You might even ask the questioner what he or she thinks on the subject, or what led him/her to ask the question.
- B. **Don't be disappointed by a lackluster response.** The UNM reviews are designed to give you feedback on your research. While it seems frightening, appreciate what you have. Most conferences have very tight schedules, causing attendees to rush about room to room and to listen to far more information than they can process quickly. Question and answer sections can be disappointing because the audience members can't organize their thoughts in time to address you personally. However, you might find that people will send letters or e-mails in the weeks after the presentation with follow-up questions. (For this reason, it is important that you pre-register for conferences when you can, so that your addresses are in the directory.)

M.A. Advisement Worksheet

(30 Hours Degree: 24 hrs Coursework and 6 hrs of Thesis)

Name:

Banner ID:

Start Date:

Catalog Year:

Program of Studies:

Limit to Complete Degree:

Department Limit:

Concentration & Emphasis:

Deficiencies:

Graduate Symposium:

Committee on Studies:

Members:

Language Requirement:

Thesis Title:

Official Graduation Date:

Chair:

COURSES	<i>Course</i>	<i># of Cr</i>	<i>Semester</i>	<i>Grade</i>	<i>Course Title</i>	
----------------	---------------	----------------	-----------------	--------------	---------------------	--

Required Core Courses (3 hours)

	Art Hi 500				Art History Philosophy & Methods	
	Total Left	3				

Pre-Modern (6 hours)

	Total Left	6				

Early Modern (6 hours)

	Total Left	6				

Modern & Contemporary (9 hours)

	Total Left	9				

Thesis Hours: (6 hours)

	Total Left	6				

Total Hours Left for Graduation	30
--	-----------