SCHOOL OF ART AND ART HISTORY
DIVISION OF ART HISTORY
GRADUATE BULLETIN

GRADUATE PROGRAMS IN ART HISTORY

This bulletin contains information about the graduate policies and programs of the Division of Art History of the School of Art and Art History. It should be read in conjunction with the Manual of Rules and Regulations of the Graduate College and the Thesis Manual (both available online at website: http://www.grad.uiowa.edu/Students/Current/) and The University of Iowa General Catalog (website: http://www.registrar.uiowa.edu/registrar/catalog/) The Graduate Bulletin takes precedence over all other documents, including the General Catalog. Graduate students are obliged to follow the rules stated in the Graduate Bulletin that is in effect when they enter the program. The Bulletin is, however, revised annually, and students have the option of following the guidelines set forth in later revisions.

Visit our Website at http://www.art.uiowa.edu

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Revised by the Art History Faculty
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Overview

Art history graduate students at The University of Iowa undertake an intellectually challenging program intended to produce professionals who demonstrate a comprehensive understanding of art history as an academic and humanistic discipline and who possess superior knowledge of a field of specialization as indicated by their research and writing. Because the Ph.D. represents the terminal degree in the art history discipline, the graduate program curriculum at the University of Iowa is structured primarily for students pursuing a Ph.D. degree and a future academic career. Students earning an M.A. from our graduate program are well qualified to enter careers in museums, commercial galleries, and non-profit organizations.

Master of Arts (M.A.) students are expected to acquire a broad knowledge of art history, to become familiar with major periods and monuments of world art, and to gain proficiency in scholarship. The M.A. program in art history provides students with training in research methods and theory necessary for subsequent scholarship at the Ph.D. level. Every successful M.A. student must complete a qualifying paper that demonstrates the candidate's ability to conduct scholarly research and convey ideas in writing appropriate to the discipline and the chosen field of specialization.

Ph.D. students are expected to acquire greater breadth and depth of knowledge in the discipline of art history, to achieve a high level of expertise in a specialized field, and to demonstrate professional speaking and writing skills. The Ph.D. program in art history at The University of Iowa provides students with the scholarly challenges, research skills, and mentoring necessary for professional development and successful careers. Every successful Ph.D. student must complete a publishable dissertation that makes an original contribution to the art history discipline and demonstrates evidence of the candidate’s superior understanding of the critical issues in the chosen field of specialization.

Admissions

M.A. Degree

Applicants to the M.A. degree program in art history must possess a Bachelor’s Degree, preferably in art history or a related field. Although exceptions may be made (in cases where other components of the applications are strong), applicants should have a combined verbal and quantitative score of at least 1200 and an analytical writing score of at least 5 on the Graduate Record Exam (GRE), and an undergraduate grade-point average of at least 3.25 on a 4.00 scale.

In addition to submitting admissions materials required by the Graduate College, all applicants must submit the following to the School of Art & Art History in order to be considered for admission to the art history graduate program:

- a research paper (preferably from an art history course) or undergraduate thesis demonstrating the applicant’s potential to undertake research in art history;
- a 1000-word personal statement indicating the applicant’s purpose in pursuing graduate studies. The statement must include a description of the applicant’s intellectual development, academic interests, and career goals. The personal statement must also include the name of The University of Iowa faculty member under whose guidance he or she hopes to work, and how that professor’s
area of expertise (or the Art History Division's graduate program more generally) is especially suited to the applicant's interest and goals;

- three letters of recommendation (sent directly from those making the recommendation), that assess the applicant's potential for graduate study;
- transcripts from all colleges and universities attended.
- The Graduate College requires the submission of TOEFL scores from international students if they have not received a degree from an accredited college or university in the U.S., U.K., Canada, Australia, or New Zealand.

Deadline for Application: Completed applications for the master's degree program and requests for financial aid must be submitted to the Graduate College and to the departmental Graduate Program Coordinator (GPC) by December 15.

**Ph.D. Degree**

Applicants for admission to the Ph.D. degree program in art history must possess an M.A. in art history or a related graduate degree and need to prove proficiency in either French or German. Proficiency in a second, non-English language relevant to the field of expertise will be required by the end of the third semester of Ph.D. work at The University of Iowa. Although exceptions may be made (in cases where other components of the application are strong), applicants should have a combined verbal and quantitative score of at least 1200 and an analytical writing score of at least 5 on the Graduate Record Exam (GRE), and a graduate grade-point average of at least 3.50 on a 4.00 scale.

A student who has completed an M.A. degree at The University of Iowa and who wishes to enter the Ph.D. program must apply formally. His or her application is evaluated in the context of the entire pool of applicants from outside institutions for that year.

In addition to submitting admissions materials required by the Graduate College, all applicants must submit the following to the School of Art & Art History Graduate Program Coordinator in order to be considered for admission to the art history graduate program:

- a copy of a M.A. thesis or other substantial M.A. research paper;
- a 1000-word personal statement indicating the applicant's purpose in pursuing graduate studies. The statement must include a description of the applicant's intellectual development, academic interests, and career goals. The personal statement must also include the name of The University of Iowa faculty member under whose guidance he or she hopes to work, and how that professor's area of expertise (or the Art History Division's graduate program more generally) is especially suited to the applicant's interest and goals;
- three letters of recommendation (sent directly from those making the recommendation), including one from the applicant's M.A. thesis supervisor, that assess the applicant's potential for doctoral study in the art history discipline;
- transcripts from all colleges and universities attended.
- The Graduate College requires the submission of TOEFL scores from international students if they have not received a degree from an accredited college or university in the U.S., U.K., Canada, Australia, or New Zealand.

Deadline for Application: Completed applications for the Ph.D. degree program and requests for financial aid must be submitted to the Graduate College and to the departmental Graduate Program Coordinator (120 Art Building West) by December 15.
Admission Status

See Manual of Rules and Regulations of the Graduate College, Part 1, Section I-G, for details. This document is available online at: [http://www.grad.uiowa.edu/Students/Current/](http://www.grad.uiowa.edu/Students/Current/).

A student admitted for a specific semester may delay his/her admission for only two sessions; this includes Summer Session. In other words, admission cannot be delayed for a full year (three sessions).

Readmission

See Manual of Rules and Regulations of the Graduate College, Part 1, Section I-I, for details. This document is available at the Graduate College Office, 205 Gilmore Hall, or online at [http://www.grad.uiowa.edu/Students/Current/](http://www.grad.uiowa.edu/Students/Current/).

Academic Probation

A student on regular status is placed on probation if, after completing eight semester hours of graduate work, the cumulative grade-point average on graduate work done at the University of Iowa falls below an established base (3.00 for the M.A.; 3.25 for the Ph.D.). If, after completing eight more semester hours at the University, the grade-point average remains below the established base, the student is denied permission to register for classes. Only one semester of academic probation is allowed. Please note that the standards for Art History graduate students are higher than and take precedence over those stated in the Graduate College Manual of Rules and Regulations.

Registration

Each entering art history graduate student must meet with the Director of Graduate Studies (see Division of Art History Administration) before the beginning of classes of the first semester to discuss his or her undergraduate training and to plan a graduate program. Each art history graduate student must continue to meet with the Director of Graduate Studies prior to the beginning of each semester in order to obtain registration permission, make course selections, and discuss progress toward the degree. Students are expected to meet the announced prerequisites before enrolling in a course.

All academic-year teaching and research assistants, during the period of their appointments, must be registered in the Graduate College and must be a student in good standing in the department in which he or she is a degree candidate.

In an academic semester during which a graduate student holds a one-quarter time teaching or research assistantship, he or she may be enrolled for no more than 15 semester hours and no less than 6 semester hours. In an academic semester during which a graduate student holds a half-time teaching or research assistantship, he or she may be enrolled for no more than 12 credit hours and no less than 4 semester hours.

Ph.D. students must be registered during the semester in which they plan to take their comprehensive exams. In addition, doctoral candidates must continue to register after they have completed their comprehensive exams (as “Doctoral Continuous Registration”) during each fall and spring semester until completion of the degree. The Graduate Program Coordinator (see Division of Art History Administration) automatically carries out this procedure for the student.
Notification of Announcements and Deadlines

Graduate College Deadlines are posted on the official Graduate Art History Program bulletin board located outside of the Graduate Program Coordinator’s office, room 120 Art Building West.

Degree Requirements: M.A. Degree

Graduate students in the art history program at The University of Iowa are expected to be full-time students and fulfill program requirements in a timely manner. In consultation with the Graduate Program Adviser, students should begin fulfilling requirements immediately upon entering the program. M.A. students are expected to complete their course work and qualifying paper in two years. Ph.D. students are expected to fulfill their course requirements in two years. The comprehensive examination, dissertation proposal, and preliminary research should be accomplished the following year.

Any student who arrives at what he/she thinks is the final semester of the degree program and, because of inadequate planning, has not completed the course requirements for the degree, must continue in the program until the requirements are met.

M.A. in Art History Degree

To earn an M.A. in art history, students must complete a minimum of 30 semester hours of graduate-level course work with a grade point average of 3.50 or higher. Only one semester of academic probation is allowed. All M.A. candidates, including transfer students, should note that the minimum academic residency requirement for the M.A. degree is 24 semester hours taken at The University of Iowa. M.A. candidates must earn a grade of “B” or higher in semester-long, 3000-level or above courses, in five of the following ten distribution fields: African (and Oceanic), Architecture, Asian, Ancient (3000 BCE - 300 CE), Medieval, Renaissance, Baroque, Eighteenth- and Nineteenth-Century European, American (includes Pre-Columbian, Native American, and African American), and Modern/Contemporary. These courses must be taken after receipt of the B.A. Degree.

All M.A. art history graduate students:

- must register for and satisfactorily complete ARTH:4999 “History and Methods” during the first fall semester in which they enroll;
- must register for and satisfactorily complete ARTH:6020 “Art History Colloquium” every semester that they are enrolled for 9 or more semester hours or have a RA/TA appointment. Students who register for fewer than 9 s.h. are strongly encouraged to attend. Art History Colloquium is a monthly series of lectures, panel discussions, or field experience focusing on professional development. Planned in conjunction with the graduate Art History Society, this requirement is integral to the degree program and is an important avenue towards professionalism in the field. Attendance is required (any absence needs to be approved by the Head of Art History before the missed meeting);
- must attend at least six public lectures by visiting scholars in art history over the course of their enrollment as M.A. graduate students. Proof of attendance is provided by short response papers turned in to the head of Art History during the week after the lecture;
- must register for an art history seminar in semesters 1, 2, 3, and 4 during their graduate course of study;
- must adhere to the following course schedule:
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<tr>
<th>Semester 1</th>
<th>Semester 2</th>
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<tr>
<td>History and Methods (ARTH:4999)</td>
<td>Graduate Seminar</td>
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<tr>
<td>Graduate Seminar</td>
<td>Elective</td>
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<td>Elective</td>
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<td>Art History Colloquium</td>
<td>Art History Colloquium</td>
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<th>Semester 3</th>
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<tr>
<td>Graduate Seminar</td>
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<td>Art History Colloquium</td>
<td>Art History Colloquium</td>
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<tr>
<td>French or German language proficiency examination</td>
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Credit for graduate seminars may be applied toward the five distribution fields requirement if the student has earned a grade of “B” or higher in an upper level course in the same field during his/her undergraduate career.

Courses outside the curriculum of the Division of Art History of the School of Art & Art History do not carry art history credit. Cross-listed courses not taught by an art history faculty member do not carry art history credit.

**Language Requirements:**
M.A. graduate students must demonstrate proficiency in French or German by the end of their third semester. Proficiency may be demonstrated either by two years of university-level coursework or by achieving at least an 80% proficiency level on the five level tests of the relevant Rosetta Stone language program. Language courses do not carry degree credit.

**Directed Studies:**
Directed Studies (ARTH:6040) courses provide students with an opportunity to work on a one-to-one basis with a professor in order to continue specific research interests developed in lecture courses or seminars, or to assist in the preparation of specific topics that may eventually be the subject of a thesis or dissertation. Directed Studies courses are designed for graduate students who have already taken one or more advanced courses in a specific art historical field. Directed Studies courses are NOT a substitute for a lecture course already offered in the program. The topic of the Directed Studies course must be within the range of the professor’s expertise. The decision to take any Directed Studies course must first be discussed with and approved by the professor involved. Graduate students will meet with the professors in charge of the Directed Studies course once a week. Directed Studies cannot be taken by correspondence. In every case, the hours of work and written assignments for a Directed Studies course will be equal to the number of s.h. for a comparable regularly scheduled course.

**M.A. qualifying paper, M.A. Adviser, and Degree Committee:**
Prior to graduation, each M.A. candidate must complete a qualifying paper on a topic that stems from a term paper written for an art history graduate seminar or 3000-level course. The paper is to be between 5,000 and 7,500 words in length (20 to 30 pages exclusive of bibliography and illustrations). Citation form in the paper should follow the Chicago Manual of Style, 16th ed. (Documentation I: Notes and
Students should also consult the style sheet of the Art Bulletin published by the College Art Association (http://collegeart.org/artbulletin/guidelines-accepted). The student chooses an M.A. Adviser (see Division of Art History Administration) who specializes in the student's field of concentration. In cases where the student wants to focus on a topic that involves more than one field, the art history faculty strongly recommends that the student work closely with faculty members in both fields. The M.A. Degree Committee consists of the student's M.A. Adviser and two additional tenured or tenure-track members of the Art History Faculty. To establish his or her committee, the degree candidate completes the M.A. Degree Committee Approval Form, available from the Graduate Program Coordinator (GPC). This form must be reviewed and approved by the Head of Art History to ensure compliance with Divisional, School, and College regulations.

Forms necessary for graduation are obtained from the Graduate Program Coordinator (120 Art Building West).

**Preliminary Qualifying Paper Copy:**
A preliminary copy of the qualifying paper is due to the M.A. Adviser by October 1st or March 1st of the graduation semester. This copy must be as complete as possible and include photocopies of approved illustrations that will appear in the final paper. The M.A. student should consult with his or her M.A. Adviser to determine when other M.A. Degree Committee members should review and comment on the preliminary copy and return it to the candidate for final revisions and editing.

**Plan of Study:**
The applicant for a master's degree must file a Plan of Study (see GPC for form and deadlines) approved by the M.A. Adviser and the departmental executive with the Graduate College within the session in which the degree is to be granted and by the deadline date printed in the Graduate College academic calendar. If the session in which a student takes his/her final exam is earlier than the session in which the degree is to be granted, the Plan of Study must be filed prior to the administration of the student's final examination. The plan shall meet the requirements for the degree approved by the graduate faculty. (See also Section IV. D. Departmental Regulations and Dissemination of Information.)

**Final Examination:**
The final examination constitutes an oral defense of the qualifying paper. The final examination meeting with the M.A. Degree Committee is normally scheduled toward the end of the student's last semester of course work. The M.A. Adviser must attend this meeting in person. At this time, the Degree Committee signs the Final Examination Report and the Certificate of Approval. The Graduate Program Coordinator will schedule the final examination meeting and notify the student.

**Funding Restrictions:**
M.A. students who have not completed their course work and who have not defended their M.A. qualifying paper by the end of the summer after their fourth semester of M.A. course work will not be eligible to receive continued graduate school funding from the Art History Division of The University of Iowa.

**Degree Requirements: Ph.D. Degree**

Graduate students in the art history program at The University of Iowa are expected to be full-time students and fulfill program requirements in a timely manner. In consultation with the Graduate Program Adviser, students should begin fulfilling requirements immediately upon entering the program. M.A. students are expected to complete their course work and qualifying paper in two years. Ph.D. students
are expected to fulfill their course requirements in two years. The comprehensive examination, dissertation proposal, and preliminary research should be accomplished the following year.

Any student who arrives at what he/she thinks is the final semester of the degree program and, because of inadequate planning, has not completed the course requirements for the degree, must continue in the program until the requirements are met.

Ph.D. in Art History Degree

To earn a Ph.D. in art history, students must complete a minimum of 72 semester hours of graduate-level course work with a grade point average of 3.50 or higher. A maximum of 38 semester hours of work taken for the M.A. may be used to satisfy this requirement. Students are allowed only one semester of academic probation. To establish academic residency, beyond the first 24 semester hours of graduate-level course work, candidates must either (1) be enrolled as full-time students (9 semester hours minimum) at The University of Iowa in each of two semesters OR (2) be enrolled for a minimum of 6 semester hours in each of three semesters during which the student holds at least a one-quarter-time assistantship. Students are assessed resident tuition for the terms during which they hold the appointments, and any adjacent summer session during which they are registered.

Major and Minor Areas:
Ph.D. candidates major in one of the following ten distribution fields: Architecture, African (Oceanic), Asian, Ancient (3000 B.C.-300 A.D.), Medieval, Renaissance, Baroque, Eighteenth- and Nineteenth-Century European, American (includes Pre-Columbian, Native American, and African American), and Modern/Contemporary. In addition, candidates minor in two fields. At least one of these (the first minor) must be in an art history distribution field that is non-contiguous with the major field. The second minor may be in any art history distribution field, OR it may be in a relevant discipline outside the Division of Art History, subject to approval of the Art History faculty.

All Ph.D. Art History students:

- must register for and satisfactorily complete ARTH:4999 “History and Methods” even if they have enrolled in a similar course at another institution (students who have already taken this course at The University of Iowa are exempt);
- must register for and satisfactorily complete ARTH:6020 “Art History Colloquium” for 1 semester hours each semester that they are enrolled for 9 semester hours or more or have an RA/TA appointment. Students who register for fewer than 9 semester hours are strongly encouraged to attend. Art History Colloquium is a monthly series of lectures, panel discussions, or field experience focusing on professional development. Planned in conjunction with the graduate Art History Society, this requirement is integral to the degree program and is an important avenue toward professionalism in the field. Attendance is required (any absence needs to be approved by the Head of Art History before the missed meeting);
- must attend at least six lectures by visiting scholars in art history during the course of their enrollment as Ph.D. graduate students (proof of attendance is provided by short response papers turned in to the Head of Art History during the week after the lecture);
- must register for an art history seminar in each of the first three semesters of their Ph.D. course work and prior to both the Ph.D. Readings course and comprehensive examinations;
- must adhere to the following course schedule:
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<tr>
<td>Graduate Seminar</td>
<td>Graduate Seminar</td>
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<tr>
<td>History and Methods or Elective</td>
<td>Elective</td>
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<td>Elective</td>
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<tr>
<td>Art History Colloquium</td>
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<tr>
<th>Semester 3</th>
<th>Semester 4</th>
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<tbody>
<tr>
<td>Graduate Seminar</td>
<td>Ph.D. Readings (ARTH: 7010)</td>
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<td>Elective</td>
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<td>Art History Colloquium</td>
<td>Art History Colloquium</td>
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Up to six semester hours of credit (Ph.D Thesis (ARTH:7020) for dissertation preparation may be applied toward the total hour requirement.

Courses outside the curriculum of the Division of Art History of the School of Art & Art History do not carry art history credit. Cross-listed courses not taught by an art history faculty member do not carry art history credit.

**Foreign Language Requirements:**
Students must demonstrate reading proficiency in French or German for admission to the Ph.D. program in art history. They must demonstrate proficiency in a second non-English language, generally one relevant to the chosen area of research, by the end of the sixth semester or by the time of dissertation topic approval. Proficiency may be demonstrated either by two years of university-level coursework or by achieving at least an 80% proficiency level on the five level tests of the relevant Rosetta Stone language program. Language courses do not carry degree credit.

**Directed Studies:**
Normally, a maximum of 6 semester hours of Directed Studies may be applied to the Ph.D. A doctoral candidate may petition the Art History Faculty for permission to take up to 9 semester hours by writing a letter to the Art History Faculty addressed to the Head of Art History explaining the necessity for an additional course. See page 8 for additional information.

**Ph.D. Readings:**
This course ARTH:7010 is intended primarily for students who are preparing for their comprehensive examinations. A student is expected to work closely with his or her Dissertation Adviser (see Division of Art History Administration) while taking a Ph.D. Readings course and should ideally meet with that adviser once every two weeks.

**Plan of Study:**
The development of a Plan of Study at the doctoral level is the responsibility of the student working together with his or her adviser. (See Graduate Program Coordinator for form.) A formal Plan of Study must accompany the departmental request to the Graduate College for permission to conduct the comprehensive examination. The plan will provide a listing of all graduate courses taken that apply toward the degree and a listing of courses in progress or to be completed after the comprehensive examination.
Ph.D. Comprehensive Examinations:
At the time of the Ph.D. Comprehensive Examinations, the Art History Faculty will assume that Ph.D. candidates have considerable expertise in their major field and substantial knowledge in each of their minor fields. Candidates’ understanding of their major and minor fields is largely a matter of their own reading and inquiry, but a number of formal courses are also required in both the major and the minor areas. Taking the comprehensive examinations presupposes that candidates have taken a minimum of ten courses in their major area (at least five of these as a graduate student at The University of Iowa) and a minimum of five courses in each of their minor areas (at least two in each field as a graduate student at The University of Iowa). Graduate students work out the specifics of which courses they should take with their Dissertation Adviser and minor area professors.

Upon completion of course requirements, Ph.D. candidates take three written comprehensive examinations. The major exam consists of six questions (chosen from a group of eight or nine questions). The exam lasts for six hours. The two minor exams each consist of three questions (chosen from a group of five or six questions in each area). The minor exams last for three hours each and are taken on the same day. Thus, the total time allotted for the written portion of the Ph.D. comprehensive exams is twelve hours. The exams must be taken during the week before the beginning of the 5th semester of the Ph.D. program on any three days within a five-day week (Monday through Friday).

Comprehensive examinations, as the name implies, are intended to test students’ knowledge of their major and minor fields. The departmental philosophy is to have students choose fields of specialization with sufficient breadth to adequately prepare them to become competitive teachers or curators within those fields. The comprehensive examinations are designed to test this preparation. For example, if a student’s major field is Eighteenth- and Nineteenth-Century Art, the questions are designed to allow that student to demonstrate his or her understanding of the painting, sculpture, architecture, and minor arts of those centuries. The comprehensive exams do not concentrate specifically on a student’s dissertation topic or on a subfield within the major. Preparation for the minor exams should involve similar scope.

Planning for the major and minor examinations requires completion of the “Ph.D. Comprehensive Examinations Committee Approval” form. (See Graduate Program Coordinator for form.) Soon after the committee members are chosen (approximately one year before the exams), the student meets with the committee to discuss the definitions and specifications of the major and minor fields.

The overall structuring of the exams is overseen by the Head of Art History who assures that the exams conform to the procedures and standards published in the Graduate Bulletin. If the Head of Art History cannot serve (say, because he or she is already a member of the committee), he or she appoints another faculty member to serve in this capacity. The comprehensive examinations cover the time periods specified on the “Ph.D. Comprehensive Examinations Committee Approval” form. As the time of the comprehensive examinations approaches, the major and minor area professors turn in questions to the Head of Art History (or designee), who checks that the time-frames and other specifications of the chosen fields are covered by the exams. If the Head of Art History has questions, he or she convenes a meeting of the graduate committee to resolve any issues. The Head of Art History may chair the oral part of the examinations (ex officio).

The Graduate Program Coordinator is responsible for scheduling a room for the written comprehensive examinations. Students should consult the Graduate Program Coordinator at least two months before comprehensive examinations are taken.

If a student changes his or her major area after the comprehensive examinations, the student is required to complete another major exam in the new field. If the new major was one of the student’s minor fields,
then the student is required to write on three additional questions in that field. If the new major was not one of the student’s minor fields, then the student is required to write on six questions in the new major.

**Ph.D. Oral Comprehensive Examination:**
No more than two weeks after the completion date of the three written exams, the candidate meets with his or her Degree Committee for the oral comprehensive examination. This exam is normally 60 to 90 minutes long and concentrates on questions raised by the written comprehensive exams.

The Graduate Program Coordinator and the candidate’s Dissertation Adviser, in consultation with the Head of Art History, schedule the oral comprehensive examination.

**Funding Restrictions:**
Ph.D. students who have not successfully completed their written and oral comprehensive examinations before the beginning of their fifth semester of graduate course work at The University of Iowa will not be eligible to receive continued funding.

**Ph.D. Dissertation, Dissertation Adviser, and Degree Committee:**
Ph.D. candidates complete a dissertation on a topic chosen from one of the ten distribution fields (see major and minor areas). Up to six semester hours of course credit (ARTH:7020), “Ph.D. Thesis”) are applicable to the total number required for graduation but are in addition to other course requirements. The Ph.D. candidate chooses a Dissertation Adviser who specializes in the student’s field of interest. In cases where the student wants to concentrate on a subject involving more than one field, the art history faculty strongly recommends that he or she work closely with faculty members in both fields. The Ph.D. Degree Committee consists of the student’s dissertation adviser, two members who are responsible for the two minor fields, and two additional members for a minimum of five. Of these five, four must be tenured or tenure-track faculty from the Art History Division, and one must be from outside the Art History Division. This outside member must be on the faculty of the Graduate College. If appropriate, additional members may serve on committees.

The procedure for establishing the Ph.D. Degree Committee requires completion of the “Ph.D. Comprehensives Committee Approval” form and the “Ph.D. Dissertation Committee Approval” form. These forms are available from the Graduate Program Coordinator (Graduate Program Coordinator) and the end of this bulletin. These forms must be completed prior to scheduling the comprehensive exams.

For Graduate College rules covering the dissertation, see the Thesis Manual, available online at http://www.grad.uiowa.edu/theses-and-dissertations/etds?portal=current-students (link is external). Forms necessary for graduation and a list of deadlines are available from the Graduate Program Coordinator (120 Art Building West).

**Dissertation Proposal:**
During the fifth semester, and immediately after successfully passing the comprehensive examination, a Ph.D. student must consult with his or her Dissertation to discuss the Dissertation Proposal, its structure, and content.

The Dissertation Proposal shall include all of the following requirements:

**Length:** Fifteen to eighteen pages (3750-4500 words) plus a working bibliography;
**Introduction:** The introduction announces the thesis in concise terms. It describes the breadth and scope of the thesis, states why it is important to the discipline and field, and what it will contribute in terms of research and perspectives.

**Historiography:** A literature survey situates the thesis within the context of art historical scholarship. It identifies the major works with which the dissertation will engage and in what ways.

**Main Directions, Contexts, and Methods:** The proposal describes the main directions to be explored in the research. It identifies the principles contexts of importance as well as major research challenges that can be foreseen.

**Chapters:** The proposal outlines the organization of dissertation chapters and justifies this organization. It succinctly describes what will be accomplished in each chapter.

**Timeline:** The Ph.D. candidate provides a detailed and realistic schedule for research, travel, and writing with specific goals and deadline notes by calendar dates.

**Funding Sources:** The Ph.D. candidate identifies specific internal and external sources of research funding and when the candidate will be applying for those resources.

**Working Bibliography:** The Ph.D. candidate provides a working bibliography of the critical works of scholarship applicable to his or her specific field of research.

During the semester following the comprehensive examinations, the candidate must submit a dissertation proposal of approximately 15-18 pages to his or her Dissertation Adviser.

After obtaining approval of the dissertation proposal from his or her Dissertation Advisor the Ph.D. student requests a "Dissertation Topic Approval" meeting with the candidate and the members of his or her Degree Committee. The Degree Committee discusses the dissertation proposal with the candidate and offers comments and suggestions. (The candidate must distribute copies of the dissertation proposal to committee members at least two weeks prior to this meeting.) At the approval meeting, or at a subsequent meeting if substantial revisions of the proposal are required, the Degree Committee members sign the "Dissertation Topic Approval" form, which the Dissertation Advisor obtains from the Graduate Program Coordinator or online prior to the meeting. After the form is signed, the Dissertation Adviser returns it to the Graduate Program Coordinator. The candidate is responsible for delivering a revised copy of his or her dissertation proposal to the Graduate Program Coordinator.

The 15-18 page dissertation proposal includes a statement of the art historical problem to be solved, a statement of the thesis to be proved, a review of the pertinent literature on the topic, an explanation of methodology to be used in research, an outline of the content of each chapter, a list of research resources such as archives that the student will use, a chronological plan for completion, a list of available external funding sources, and a bibliography.

After the dissertation proposal has been approved by the Degree Committee, the candidate circulates a 1-2 page abstract to the entire Art History Faculty a week before the public presentation. He or she then presents an approximately 20-minute public presentation on the dissertation topic no later than the end of the semester following Degree Committee approval. The candidate schedules this presentation in consultation with his or her Dissertation Adviser and the Head of Art History. The presentation can take place only during the fall or spring semester. For Graduate College rules covering the dissertation, consult...
the Graduate College website (under the Thesis and Dissertation tab: http://www.grad.uiowa.edu/theses-and-dissertations?portal=current-students. [link is external])

Forms necessary for graduation and a list of deadlines are obtained from the Graduate Program Coordinator (120 Art Building West).

**Timetable for Turning in Dissertation:**
A preliminary copy of the dissertation with all footnotes, bibliography, illustrations, etc. is due to the candidate's Dissertation Adviser approximately two weeks after the beginning of the semester in which the candidate plans to graduate (that is, by early September or early February). After the Dissertation Adviser has read the preliminary copy and approves the dissertation, copies are given to the candidate's other committee members (by mid-October or mid-March). At this time, the dissertation defense is scheduled for approximately four weeks prior to the end of the semester in which the candidate plans to graduate (that is, mid-November or mid-April). At the dissertation defense, committee members return their preliminary copies with their corrections and suggestions to the candidate for final revision and editing.

**Dissertation Form:**
Graduate College regulations covering the form of the written dissertation are in the Thesis Manual, available online at http://www.grad.uiowa.edu/theses-and-dissertations?portal=current-students. [link is external].

**First Deposit of Dissertation:**
The complete dissertation, in as close to final form as possible, must be deposited electronically for a first check with the Graduate College by the first-deposit deadline date in the session in which the degree is to be conferred. Deadlines are posted each semester on the official Graduate Program bulletin board, on the SAAH website under the Graduate Studies link (Calendar), and are available from the Graduate Program Coordinator. If students have further questions about thesis requirements, they should consult the Graduate Program Coordinator (120 Art Building West).

**Final Examination/Oral Defense:**
The completion of a written dissertation, which constitutes an original scholarly contribution to the field, and the successful completion of the final examination (oral defense) of this dissertation fulfill Ph.D. requirements. Both the candidate and Dissertation Advisor must be physically present at the examination. The final examination meeting with the Ph.D. degree committee is normally scheduled for two hours. If the dissertation is approved, the Degree Committee signs the Final Examination Report and the Certificate of Approval.

**Final Deposit of Dissertation:**
After the Degree Committee has accepted the dissertation and signed the Certificate of Approval, the dissertation is submitted electronically and the Certificate of Approval is taken by the student to the Graduate College, 205 Gilmore Hall, by the posted deadline. Any corrections required by the Graduate College Examiner or Degree Committee members must be completed prior to this final deposit.

The Graduate College requires that students complete their dissertations and graduate no more than 5 years after taking their comprehensive examinations.
Preparing for Graduation

All graduate degree candidates must file (through ISIS) an Application for Graduate College Degree with the Registrar’s Office (1 Jessup Hall) by the deadline issued by the Graduate College each semester. Deadlines are posted on the official Graduate Program bulletin board outside Room 120 Art Building West and from the Graduate Program Coordinator.

Application to Graduate:
An Application for Graduate College Degree is available on ISIS (see Graduate Program Coordinator, 120 Art Building West for procedures and deadlines) and is submitted to the Registrar at or near the beginning of the session in which the degree is to be granted.

Request for Final Examination:
The Graduate Program Coordinator completes this form. It lists the names of the faculty comprising the Degree Committee. The Graduate Dean must approve each Degree Committee.

The Final Examination:
Final examinations are required for all graduate degrees. Art history M.A. candidates defend a qualifying paper, and Ph.D. candidates defend a dissertation. Final examinations are evaluated by the student’s Degree Committee as satisfactory or unsatisfactory, with two unsatisfactory votes making the committee report unsatisfactory. Final examinations may be repeated only once.

Scholarships and Fellowships

A variety of graduate scholarships and fellowships are available through the School of Art & Art History. In the Art History Division, the Fellowships Committee recommends recipients to the Art History Faculty. The Art History Faculty recommends awards to the Director.

Eligibility:
Any student in the School of Art & Art History Graduate Program who meets the specific criteria and who is not on academic probation may apply for any award.

Criteria and Procedures for Awards:
Scholarships and Fellowships that are funded through The University of Iowa for the next academic year are awarded at the end of the previous Spring Semester on the basis of academic achievement and the specific guidelines for each award. The “Application for Graduate Scholarships and Fellowships” form may be obtained from the Director’s Administrative Assistant in the Main Office (150 Art Building West). Deadline: January 15.

Procedures:
Art history applicants submit a current curriculum vitae; a 500- to 1000-word abstract that describes their research topic; a 500- to 1000-word statement of plan indicating precisely the purpose for which funding is sought (for example, if for travel, the statement should provide a projected itinerary, a list of research facilities that will be visited, and an explanation of why those facilities need to be visited); and an estimated budget for the period of the fellowship, if travel is involved. Deadline: January 15.
The Head of Art History meets with the Art History Faculty (excluding visiting and non-tenure track faculty) in a voting session to receive the recommendations of the Fellowships Committee and to review, evaluate, and determine the most qualified recipients. Each recipient is determined by the specific criteria of each award. Award recipients are notified by email before the end of the spring semester each year.

**Division of Art History Graduate Awards**

**Art History Scholarships**

**Selected University Graduate College Awards**

See link: [http://www.grad.uiowa.edu/ballard-and-seashore-dissertation-year-fellowships (link is external)]

See the Graduate College website for additional information and deadlines at [http://www.grad.uiowa.edu/grants-and-fellowships (link is external)].

**External Grants and Fellowships:**

All graduate students are expected to identify and apply for funding for research from sources outside of The University of Iowa. The University's Division of Sponsored Programs has material about annual national fellowships, and graduate students should consult with this campus unit once they have determined the subject of their M.A. qualifying paper or Ph.D. dissertation. The Division of Sponsored Programs is located in 2 Gilmore Hall, and more information can be found at [http://dsp.research.uiowa.edu (link is external)]. Information about external funding is also posted regularly on bulletin boards outside Art History Faculty offices.

Students applying for grants and fellowships requiring department nomination must inform their M.A. Adviser or Dissertation Adviser two months prior to the deadline in order to be eligible for nomination. They must submit a copy of their proposal and a description of the current state of their research to the Fellowships and Appointments Committee.

**Graduate Assistantships**

A number of 1/4 and 1/2 time art history teaching assistantships are available in the fall and spring semesters each year for teaching discussion sections attached to survey courses that satisfy undergraduate General Education Program requirements ("GE" courses). A quarter-time Teaching Assistantship requires an average of ten hours of work time each week over the course of the academic year; a half-time Teaching Assistantship requires an average of twenty hours of work each week over the course of the academic year. Teaching Assistantships carry a stipend and a full tuition scholarship at the Graduate College graduate assistant rate. Teaching Assistants are responsible for 75% of their fees. New contracts are negotiated every other year by Campaign to Organize Graduate Students (COGS). For more information, see [http://www.grad.uiowa.edu/cogs-contract (link is external)].

Half-time funding packages of any combination of TAships, RAships, and/or fellowships are offered with the understanding that recipients will engage in no external employment during the semester. In the case of needed exception, a student should notify the Head of Art History in writing, and a waiver will be
considered. This policy is based on the necessity of conforming to Graduate College expectations about progress to degree.

T.A. or R.A. appointment for one term is no guarantee of re-appointment for a subsequent term. Every year each applicant is considered in the context of the entire pool of applicants for that year. A student holding an assistantship must be a candidate for an advanced degree, must be making acceptable progress toward that degree, and must be registered for the following minimum and maximum course loads for fall or spring semesters:

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<td>4 s.h.</td>
<td>12 s.h.</td>
</tr>
<tr>
<td>¼ time</td>
<td>6 s.h.</td>
<td>15 s.h.</td>
</tr>
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</table>

A.B.D. (all but dissertation) students registered on continuous enrollment are exempt from the minimum course load.

**Guidelines for Appointment of Teaching Assistants:**

The assignment and assessment of T.A.s are reviewed each Spring Semester before appointments are recommended to the Director by the Art History Faculty.

Qualified art history graduate students who wish to apply for T.A. positions must submit the “Application for Graduate Awards” form available from the Graduate Program Coordinator, along with a current curriculum vitae, emphasizing the applicant’s earlier teaching experience and/or relevant course experience.

Deadline: Applications must be submitted to the Graduate Program Coordinator, 120 Art Building West, January 15. The teaching assistant application can be found under Art History Graduate Program Forms. [Graduate Teaching Assistant Application](#).

The Director, with the advice of the Art History Faculty, ensures that teaching assistantships are awarded to students who demonstrate excellent qualifications and that the appointments are made according to procedures which would guarantee equal opportunities to all who are qualified. T.A.s whose native language is not English must be certified by taking and passing the English Proficiency Examination administered by the University and by a personal interview with the art history faculty. Non-English speakers should contact the Graduate Program Coordinator for information about certification and testing.

T.A. appointments for the Fall semester are announced by April 15th while T.A. appointments for the Spring semester are announced by November 1st for the Spring semester. However, a number of appointments that depend upon enrollment, budgetary, and other contingencies may not be announced until they are financially guaranteed. All definite positions are announced by letter as soon as decisions have been made. Art history graduate students enrolled in a degree program must maintain at least a 3.50 grade-point average and have demonstrated excellence in their course of study. Students must be registered during the semester(s) of appointment. First consideration is given to students who are working on the Ph.D. degree. Next consideration is given to exceptional M.A. students. A graduate student who has an Incomplete grade in any of his or her courses is not considered favorably for teaching assistant appointments.
All teaching assistantship recipients are notified by email. All appointments are normally for the academic year that begins three business days before the first day of classes and terminates on the last day of final exam week, or until final grades are submitted.

**T.A. Responsibilities:**

1. Each T.A. must attend every lecture given by the Course Supervisor and arrive promptly, regardless of his/her familiarity with the subject treated.
2. Each T.A. must attend the weekly meeting designed to prepare material for discussion sections and be responsible for whatever tasks have been assigned by the Course Supervisor.
3. If, for unforeseen and serious reasons, a T.A. must miss a discussion section, the T.A. must inform the Course Supervisor as soon as possible so that other arrangements may be made. Under no circumstances may a discussion section be canceled or a teacher substituted without the knowledge and approval of the Course Supervisor.
4. T.A.s are responsible for the grading of examinations and papers and should do so expeditiously. In some courses, T.A.s may be responsible for preparation of examinations and other assignments, with the assistance of the Course Supervisor. Uniform grading policies and standards are to be determined by the Course Supervisor and must be followed by T.A.s to ensure fairness and consistency. All final examinations must be saved and returned to the instructor after grading. Final examinations must be saved by the Course Supervisor for two years after the final examination.
5. T.A.s should establish and maintain office hours when they are available for student consultation. A quarter-time T.A. is required to have published office hours for two hours each week. A half-time T.A. is required to have three hours of office hours each week.
6. Student complaints about individual T.A.s or any aspect of the course should be referred to the Course Supervisor or the Head of Art History.
7. ACE Evaluations should be administered in each discussion section by the T.A. at or near the end of the course.

**Course Supervisor’s Responsibilities to T.A.s:**

1. The Course Supervisor may be thought of as the “captain” in what is essentially a “team effort” to teach art history to a large number of undergraduates, most of whom have had little or no exposure to the subject. The Course Supervisor should be accessible to T.A.s and students, and should co-ordinate all activities connected with the course in a fair and expeditious manner.
2. The Course Supervisor should direct the weekly preparation meetings and make clear, at the outset, any special T.A. responsibilities (e.g., preparing the lecture room) and/or assignments (e.g., preparing discussion section lectures, examinations) and grading policies.
3. The Course Supervisor must make every effort to be consistent and fair in his/her treatment of T.A.s and students enrolled in the course. Particular attention must be given to requests for make-up exams, late papers or other assignments. Policies should be established, with the T.A.s, to ensure that all of these matters are treated in a consistent manner.
4. The Course Supervisor will attend at least one discussion section for each T.A. during the semester. Afterwards, the Course Supervisor should offer a frank and candid constructive evaluation of the positive and negative features of the T.A.’s performance, in a private meeting. The Course Supervisor produces a written report which is signed by the T.A. and returned to the Course Supervisor, who will submit it to the School Administrator.
5. The Course Supervisor will administer ACE Evaluations for the lecture portion of the course and may review the ACE forms of the discussion sections with the relevant T.A. after the course ends.
For additional information, T.A.s should consult the Handbook for Teaching Assistants at the University of Iowa, which is available online at: [http://cft.uiowa.edu/content/handbook-teaching-assistants](http://cft.uiowa.edu/content/handbook-teaching-assistants) (link is external). Printable version is online at: [http://cft.uiowa.edu/files/cft.uiowa.edu/files/TAHandbook-5thEdition.pdf](http://cft.uiowa.edu/files/cft.uiowa.edu/files/TAHandbook-5thEdition.pdf) (link is external).

**Guidelines for Appointment of Research Assistants:**

The assignment and number of research assistantships is reviewed each Spring Semester before appointments are recommended to the Director by the Art History Faculty.

Art History graduate students enrolled in a degree program must maintain at least a 3.50 grade-point average and have demonstrated excellence in their course of study. Students must be registered during the semester(s) of appointment.

First consideration is given to students who are working on their Ph.D. degrees; exceptional M.A. degree candidates are considered next.

To insure the general satisfaction of faculty and students in the appointment of qualified graduate students as research assistants the following procedures are followed:

The assignment of research assistants to any area is reviewed each Spring Semester before appointments are recommended to the Director by the Art History Faculty.

The Director, with the advice of the Art History Faculty, makes certain that research assistantships are awarded to students who demonstrate excellent qualifications and that the appointments are made according to procedures that guarantee equal opportunities to all qualified applicants. Faculty members primarily responsible for the direction and duties of R.A.s select graduate students who are qualified for the positions.

Appointments of R.A.s are announced as soon as possible before the end of the Spring Semester. Some appointments that depend upon budgetary and other contingencies may not be announced until they are financially guaranteed. All definite positions are announced by letter as soon as decisions have been made.

**Retention, Review, and Dismissal Procedures for T.A.s and R.A.s:**

Members of the art history faculty assist, advise, and oversee teaching and research assistants in the performance of their duties. The mechanics of this oversight and the criteria of performance are left to the discretion of the individual faculty member who is directly responsible for the student. Graduate student TA and RA standards of performance and retention are also governed by regulations of The University of Iowa, by the Graduate College, and by the College of Liberal Arts and Sciences.

Documentation of satisfactory performance is necessary for the re-appointment of a graduate student as a teaching assistant or a research assistant.

If a student’s performance as teaching assistant or research assistant warrants dismissal from the appointment, the Graduate Assistant Dismissal Policy procedures as published in the University of Iowa Operations Manual ([http://www.uiowa.edu/~our/opmanual/iii/12.htm#124](http://www.uiowa.edu/~our/opmanual/iii/12.htm#124)) will be followed.
**Additional Teaching Opportunities**

Graduate students in the Division of Art History have the opportunity to teach as instructor of record.

**Application Guidelines:**

1. The applicant must be an ABD (all but dissertation) doctoral candidate in good standing with a record of successful teaching assistant experience. A brief letter of endorsement from his/her Dissertation Adviser must accompany the TA application form indicating interest in teaching as an instructor of record. (See here for form: [http://art.uiowa.edu/graduate-program/art-history-graduate-bulletin/art-history-graduate-program-forms](http://art.uiowa.edu/graduate-program/art-history-graduate-bulletin/art-history-graduate-program-forms).)

2. Guidelines from the College of Liberal Arts and the Graduate College require that courses taught independently by graduate students must be restricted to undergraduate enrollment. Therefore, the Art History faculty only consider lower-division courses.

3. Graduate students can only propose courses that are not being taught by an Art History professor in any given semester.

4. Teaching appointments as instructors of record will not be finalized until the Art History faculty has reviewed and approved a detailed syllabus from the graduate student.

**Student Participation in Professional Conferences and Symposia**

Advanced graduate students are encouraged to participate in professional conferences and symposia. This must be undertaken in consultation with the M.A. Adviser or Dissertation Adviser or other appropriate faculty member. All abstracts must be reviewed by a faculty member prior to being submitted to the sponsoring organization or institution. Students will not be considered for departmental funding without such consultation. Papers accepted for presentation will be given at the School prior to the conference. The Head of Art History schedules these presentations, normally 20 minutes in length. They are open to all faculty and graduate students in the Art History Division.

Progress to degree must be a graduate student’s first priority. Conference papers can take time away from that goal. Therefore, students must choose their conference commitments very carefully. Faculty encourage graduate students to participate in national conferences over graduate venues.

Each April the Art Institute of Chicago sponsors the “Graduate Student Seminar” at which a representative from each of the major art history graduate programs in the region gives a paper. Students interested in being selected for this opportunity should speak to the Head of Art History early in the Spring Semester. Procedures as indicated above should be followed.

**Procedures for Appealing Faculty Decisions**

Any student may appeal any decision made by the faculty as to:

- academic standing
- non-acceptance of an M.A. qualifying paper
- non-acceptance of performance on the Ph.D. comprehensive examinations
- non-acceptance of a Ph.D. dissertation
by requesting the Head of Art History, with the advice of the Art History Faculty, to appoint an appeals committee of six members composed of four faculty members (two from fields not involved) and two students (from the fields involved) whose names are selected by the Art History Society. The membership of this committee must be acceptable to the student who is making the appeal. This committee addresses itself only to answering the question of whether or not the procedures as established by the School of Art & Art History and published in its Structures and Procedures Manual have been adhered to correctly.

**Student Evaluation of Faculty**

Format and procedures for student evaluation of faculty and graduate student teaching assistants:

The ACE ("Assessing the Classroom Environment") evaluation questionnaire is created by the faculty of the School of Art & Art History. Each faculty member and each T.A. is evaluated for every class each semester. The evaluation is carried out during the last half of each semester at a time considered appropriate by the individual faculty member or T.A. (The forms must be administered before the final examination.)

**Grievance Procedures**

Grievance procedures for undergraduate and graduate students:

The following procedure is adopted when after (1) a preliminary discussion with the Director of the School of Art & Art History and (2) a joint meeting of the concerned and the Director, a student or students continue to wish to declare a grievance against a faculty member, or members, or the School’s policy, or the Director’s decision.

The student or students write a letter stating the nature of the grievance and the names of three individuals (faculty or students) to accompany them at any scheduled conference and send a copy to the concerned party or parties. Upon receipt of this letter, the Director assembles the School’s Council as a Grievance Committee within two weeks of the date on which the letter of grievance was received. To this Grievance Committee meeting the Director invites the student and the three individuals suggested by the student, as well as those who have been accused, and no more than three individuals whom they may wish to have in attendance.

In addition to the Schools’ procedures there are other avenues through which students may proceed. If the problem is associated with student academic conduct, the student may consult with the Academic Associate Dean of the Graduate College. If the problem is associated with a faculty member, the student may consult with the College of Liberal Arts & Sciences. Students may consult the manual "Policies and Regulations Affecting Students" which is available on-line at [http://www.uiowa.edu/~vpss/policies/](http://www.uiowa.edu/~vpss/policies/) or in the Division of Student Services Office; the Office of Equal Opportunity and Diversity; the Office of the Ombudsperson, University Counseling Service; or COGS.

**Job Placement**

The School helps its students in every possible way to find teaching and/or professional positions upon completion of the degree programs. Each qualified student will be encouraged to maintain a file in the Educational Placement Office (N302 Lindquist Center). Recommendations are written by faculty when requested by students. Incoming letters announcing job openings are posted on the second floor of the
Art Building West opposite the faculty offices. College Art Association Job Listings are on file in the Main Office (150 Art Building West). These announcements are supplemented through meetings, emails to all art history graduate students, and individual counseling.

As far as possible, the School circulates the names of qualified students, particularly terminal M.A. and Ph.D. candidates, to inquiring and appropriate art history departments throughout the country. The Director, the Head of Art History, and the Art History Faculty also assist students in finding employment through personal letters to executives or faculty of other departments and through informal conversations with departmental representatives at professional meetings.

Graduate Awards/Grants and job information is available through the Division of Sponsored Programs, available online at: http://research.uiowa.edu/dsp/ (link is external).

Division of Art History Administration

Head of Art History:
The Head of Art History prepares agendas, schedules and chairs Art History Division Faculty meetings; oversees the Art History Division budget; organizes and coordinates faculty searches, including visits of candidates; oversees and coordinates visits of outside lecturers in the Art History Distinguished Lecturer Series; coordinates office, classroom, and other space needs; maintains the art history bulletin board, posts notices, monitors compliance with deadlines; coordinates course scheduling and ensures all required courses and an appropriate range of courses are being offered (i.e., oversees the distribution of service courses among the Art History Faculty); recommends and coordinates summer course offerings; reviews course catalogue and schedule of courses proofs; works with the Undergraduate and Graduate Program Advisers and counsels students with special problems and requests; writes letters to the Director on behalf of petitioning graduate students (e.g., degree time extensions) and on behalf of all requests from the Art History Faculty; monitors degree committees for the M.A. and Ph.D.; works closely with the graduate admissions committee on recruitment; oversees and facilitates fellowship applications or nominations and writes letters of recommendation; coordinates R.A. and T.A. appointments. Finally, the Head of Art History serves as liaison between the Art History Faculty, the Art Library, and the Office of Visual Materials.

Director of Graduate Studies:
The Director of Graduate Studies serves as adviser for all graduate students in the art history programs except for those who, having passed the Ph.D. comprehensive examinations, are formally declared doctoral candidates. The Director of Graduate Studies insures uniform dissemination of information, monitors adherence to requirements, and oversees timely progress toward the degree.

All graduate students must meet with the Director of Graduate Studies prior to the beginning of each semester. The Director of Graduate Studies goes over the M.A. Checklist (page 26), the Ph.D. Checklist (page 29), approves course registration, and provides registration code numbers.

M.A. Adviser or Ph.D. Dissertation Adviser:
When a graduate student has identified a specific art historical field of specialization, a professor in that area becomes his/her M.A. Adviser or Dissertation Adviser. This faculty member's primary responsibility to the student is to advise him/her in the selection of an appropriate M.A. qualifying paper or Ph.D. dissertation topic. The M.A. Adviser guides M.A. students in the writing of their qualifying papers. The Dissertation Adviser counsels Ph.D. candidates concerning their comprehensive exams, offers
constructive criticism of dissertation proposals and presentations, and monitors the research for and the writing of the dissertation. Of course, even after a student has chosen an M.A. Adviser or a Dissertation Adviser, he or she should continue to consult with other members of the Art History Faculty for advice.

**Graduate Program Coordinator:**
The Graduate Program Coordinator (GPC) assists graduate students with completing, in a timely fashion, the various forms required to facilitate progress toward their degrees. These include: Plan of Study; M.A. Degree Committee Approval; Ph.D. Comprehensive Exam Committee Approval; Ph.D. Topic Approval Form; and Ph.D. Dissertation Committee Approval (pages 27, 29-31).

The completion of many of these forms requires consultation with the Division of Art History Graduate Program Adviser as well as the individual student's M.A. Adviser or Dissertation Adviser.

Graduate students, whether they are on campus or not, should supply a current address, maintain their e-mail address, and telephone number to the Graduate Program Coordinator (120 Art Building West;) and the Registrar's Office (1 Jessup Hall). This can be done electronically through secure log-in to ISIS ([http://isis.uiowa.edu](http://isis.uiowa.edu) [link is external])

**Additional Information**

**Art History Society:**
All art history students automatically belong to the Art History Society, a student organization supported by the University. The Art History Faculty strongly supports this organization. All students are encouraged to attend meetings and participate in the society's activities regularly posted in Art Building West.

**Selected Facilities**

**ART BUILDING WEST** is located at 141 North Riverside Drive. All classes in art history are taught in Art Building West. All Art History Faculty offices, including the offices of the Head of Art History and the Graduate Program Adviser, are located in Art Building West. Administrative offices, including that of the Director, are located in the Main Office (150 Art Building West). The office of the Graduate Program Coordinator (GPC) is 120 Art Building West and 1009 Studio Arts Building.

The **ART LIBRARY** is located on the second floor of Art Building West. Most materials related to courses or of particular interest to art history majors are located here. The Art Library contains approximately 100,000 volumes and subscribes to over 150 periodicals and has an extensive microfilm and microfiche archive. In addition, the University of Iowa Main Library houses many books and periodicals on art, art history, archaeology, anthropology, literature, history, and other areas of interest to art historians.

The **STUDIO ARTS BUILDING (SA)** is located on Highway 1 south of Iowa City. Cambuses travel there regularly.

**MAILBOXES** are provided to all registered graduate students for School and University communications. (Personal mail is to be sent to the student’s home address. Therefore, he/she should keep his/her address current by changing it through the ISIS system.) Students may check out a key for a mailbox from the Receptionist in room 150, Art Building West. Students should check their mailboxes periodically. They may post campus mail or stamped personal mail in the Main Office (150 Art Building West).
The OFFICE OF VISUAL MATERIALS (130 Art Building West) contains over 300,000 slides. The OVM holds a database of over 100,000 digital images and uses the MDID organization software. The OVM also contains a VHS and DVD library that includes extensive research DVDs of African Art.

The University of Iowa MUSEUM OF ART has a significant permanent collection that includes major holdings of contemporary art, African and Pre-Columbian art, English and American silver, European and American prints, drawings and photographs, and Etruscan, Iranian, and contemporary American ceramics. As well as serving as a resource for research in a wide variety of art historical areas, the museum offers a program of exhibitions, lectures, and recitals. Its offices are temporarily located in the Studio Arts building (SA). Its temporary exhibition spaces include the UIMA @ IMU and the Black Box Theatre, both on the third floor of the Iowa Memorial Union.

The EVE DREWELowe COLLECTION consists of over 500 paintings, sculptures, works on paper, personal papers, photographs, and ephemera created and collected by Eve Drewelowe, the first woman in the United States to receive an M.F.A. in painting (University of Iowa, 1924). The diverse collection is remarkable for its comprehensive representation of the artistic development of a woman artist in the twentieth century. It is available both to student researchers and scholars from around the country.

Among the school’s major assets is the PROJECT FOR THE ADVANCED STUDY OF ART AND LIFE IN AFRICA (PASALA), an interdisciplinary program that supports student and faculty research in Africa, and graduate study in the School of Art & Art History. PASALA offers scholarships and support for research in Africa and dissertation preparation for outstanding students. A major resource for PASALA is the Stanley Collection of African Art in the University of Iowa Museum of Art.

Interdisciplinary Associations:
Art history faculty at The University of Iowa have a record of participating in college-wide programs that encourage interaction. The School maintains an affiliation with a number of University of Iowa academic departments and program units including: American Studies, Asian and Slavic Languages and Literatures, Classics, Crossing Borders, International Studies, European Studies, Caribbean and Diaspora Studies, Medieval Studies, and Museum Studies.
ART HISTORY M.A. CHECKLIST

Student Name: _________________________________ Date: ______________

M.A. Adviser: _________________________________

Distribution (need courses in 5 of the 9 distribution fields):

___ African (including Oceanic) ___________________________ ___ s.h.
___ Architecture___________________________________________ ___ s.h.
___ American (including pre-Columbian, Native America, and African American) ___ s.h.
___ Asian _________________________________________________ ___ s.h.
___ Ancient (3000 B.C. - 300 A.D.) __________________________ ___ s.h.
___ Medieval _________________________________________________ ___ s.h.
___ Renaissance_______________________________________________ ___ s.h.
___ Baroque___________________________________________________ ___ s.h.
___ 18th/19th Century European _________________________________ ___ s.h.
___ Modern/Contemporary ____________________________________ ___ s.h.

ARTH:6000 History and Methods

___ s.h.

Attendance at six public lectures (provide the date of each lecture):

________   _______  _______  _______  _______  _______  _______

Colloquium is required every semester of full-time registration

Four art history seminars in different fields with four different faculty members (12 s.h.):

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<th>Title</th>
<th>Faculty Member</th>
<th>___ s.h.</th>
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Additional art history courses, studio experience or courses outside the School (6 s.h.)

______________________________________________________________ ___ s.h.

Language: (by the end of 3rd semester) ______________________ (French/German)

___ s.h. TOTAL

Copies of this checklist shall be made for:

1) student’s file, 2) student, 3) faculty advisor
M.A. DEGREE COMMITTEE APPROVAL FORM

To be taken to the M. A. Adviser for approval and then given to the Art History Head for approval.

___________________________________________________________
(name of candidate)                                                  (student ID number)

is requesting Art History Division approval for the M.A. committee.

Qualifying Paper Title: ____________________________________________________________________________
_______________________________________________________________________________________________
_______________________________________________________________________________________________________
_______________________________________________________________________________________________________

M. A. Adviser: __________________________

Other Committee Members (minimum of two): ____________________________
                                                                                      ____________________________

Signature of: ______________________________________________________________________________________

(M. A. Adviser) (date)

(Head of Art History) (date)

cc: Graduate Program Coordinator
ART HISTORY PH.D. CHECKLIST

Student Name: ___________________________________________ Date: __________

Dissertation Adviser: __________________________________________

Field: __________________________________________

M.A. Degree Awarded: _______________ Approved for Ph.D. Candidacy _______________

Academic Residency Requirement (beyond first 24 sh. registered as full-time {9 s.h} student for 2
semesters or registered for 6 s.h. with at least a ¼ time TA/RAship for 3 semesters) _____ Yes

Graduate credit from M.A. Degree (38 s.h. max) _____ s.h.

Attendance at six public lectures (provide the date of each lecture):

Colloquium is required every semester of full-time registration

Three art history seminars in different fields with three different faculty members (9 s.h.):

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<th>Number</th>
<th>Title</th>
<th>Faculty Member</th>
<th>s.h.</th>
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</table>

Additional art history courses (15 - 27 s.h.)

(If M.A. in discipline other than art history, may be advised to take courses
in various fields of art history.)

Courses outside the School of Art and Art History (0 - 12 s.h.)

Languages: ____________________________ (German/French)

_____________________________________ (2nd non-English)

Comprehensive Exams and Oral Defense passed on __________________________

Major Field __________________________________________________________

Minor Field __________________________________________________________

Dissertation proposal approved ___________ Dissertation defense ___________

Dissertation research (ARTH:7020 for up to 6 s.h.) _____ s.h.

Total hours (required 72 s.h.) _____ s.h.

s.h. needed _____ s.h.

Copies of this checklist shall be made for: 1) student's file, 2) student, 3) dissertation adviser
**DISSERTATION TOPIC APPROVAL FORM**  
(to be completed by the committee)

Date: __________________________

Student Name: ___________________________________________________________

Committee Members:  

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<th>Satisfactory</th>
<th>Unsatisfactory</th>
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<td>1. Dissertation Adviser: _________________________________</td>
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<td>2. Member: _________________________________</td>
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<td>3. Member: _________________________________</td>
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<td>4. Member: _________________________________</td>
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<tr>
<td>5. Outside Member: _________________________________</td>
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</table>

Is the committee approval unconditional?

Yes ________  No ________

If the dissertation topic proposal is approved conditionally, what requirements remain to be completed? Please be specific.

Does the committee need to meet again for final approval?

Yes ________  No ________

Does the committee now authorize the student to request the Head of Art History to schedule the dissertation topic public lecture?

Yes ________  No ________

To be returned to the Graduate Program Coordinator after completion.
**PH.D. DISSERTATION COMMITTEE APPROVAL FORM**

To be taken to the Dissertation Adviser for approval and then given to the Art History Head for faculty approval.

<table>
<thead>
<tr>
<th>(name of candidate)</th>
<th>(student ID number)</th>
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is requesting Art History Division approval for the Ph.D. Dissertation Committee.

Dissertation Title: _______________________________________________________________________________________

_________________________________________________________________________________________________

____________________________________________________________________________________________________________

Major Area: _______________________________________________________________________________________

1st Minor Area: _______________________________________________________________________________________

1st Minor Area Professor: _______________________________________________________________________________________

*2nd Minor Area (Non-contiguous): _______________________________________________________________________________________

*2nd Minor Area Professor: _______________________________________________________________________________________

Committee Members: (five members, four of whom must be Art History faculty; the fifth member is from outside the School)

Dissertation Adviser: _______________________________________________________________________________________

__________________________________________________________________________________________________________

__________________________________________________________________________________________________________

(outside member and field)

Signature of:

__________________________________________________________________________________________________________

(Dissertation Adviser) (date)

__________________________________________________________________________________________________________

(Head of Art History) (date)

*Required for all students attending degree programs beginning fall semester 1998.

cc: Graduate Program Coordinator

To be returned to the Graduate Program Coordinator after completion.