# Northwestern

# Department of Art History

Graduate Student Handbook 2019-20

# Contents

Faculty	3
Graduate Students	5
About the Program and Disclaimer	<u>6</u>
Graduate Program Guide	
Program Requirements	8
Graduate Student Milestones	12
Registration	15
Required Evaluations	18
Seminar Feedback	19
Annual Progress Report	19
Grade Policy, Satisfactory Progress, and Good Standing	20
Language Requirements	21
Holistic Second Year Review	22
Qualifying Exams	24
Dissertation Prospectus and Colloquium	25
Admission to Candidacy	26
Fifth Year Chapter	
Dissertation and Defense	27 27
Selection of Advisor and Committees	27
	<u>29</u>
Professional Development	31
Graduate Teaching and Research Assistantships TA Caucus Guidelines	31
	32
Grounds for Dismissal	33
Funding Opportunities	
TGS Grants and Funding Opportunities	34
TGS Conference Travel Grants (CTG)	34
TGS Graduate Research Grants (GRG)	35
TGS Summer Language Grants	35
Cluster Programs	36
Departmental Barbara Smith Shanley Graduate Travel Fellowships	<b>3</b> 7
Outside Fellowships Requiring Departmental Nominations	38
Travel Policy and Reimbursement Procedures	40
Additional Information	
Big Ten Academic Alliance Traveling Scholar Program	41
	41
Internships and FellowshipsGraduate Interdisciplinary Cluster Initiative	42
Graduate interdisciplinary Cluster Initiative	<u>46</u>
Appendix	
Graduate Forms	<del>47</del>
At-a-glance: Graduate Student Important Dates	<u>48</u>

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## **Faculty Assignments** 2019-20

#### **Department Chair**

**Rob Linrothe** 

#### **Committee on Graduate Affairs**

Huey Copeland (F) **TBD** Ayala Levin (F)

Hannah Feldman (W/S) Huey Copeland (W/S)

Director of Graduate Studies Graduate Placement Officer Admissions Coordinator

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Graduate Representative Department Chair Graduate Representative

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Arianna Ray	Sarah Dwider	Grace Deveney
Benjamin Weil	Bethany Hill	Anna Dumont
	Jessica Hough	Sarah Estrela
	Caitlin DiMartino	Laurel Garber
	Benjamin Jones	Stephanie Glickman
	Özge Karagoz	Adrienn Kácsor
	Emma Kennedy	Tamar Kharatishvili
	Stephanie Lee	Brian Leahy
	Risa Puleo	Jacob Leveton
	McKenzie Stupica	Thomas Love
	Hamid Yousefi Koupai	C.C. McKee
		Scott Miller
		Julia Oswald
		Sandra Racek
		Alissa Schapiro
		Talia Shabtay
		Kathleen Tahk
		Emily Wood

# **Graduate Representatives**

Caitlin DiMartino Sarah Dwider

#### About the Program

The Graduate Program in Art History offers a full-time Ph.D. degree that is designed to prepare our graduates for academic research and teaching, work in museums, and other careers in the visual arts. The faculty is renowned for its interdisciplinary scholarship with particular strengths in Black Visual Culture in the United States and African Diaspora, Modern and Contemporary art and architecture across the globe, medieval, early modern and 19th-century European art and architecture, and Buddhist art.

Our department faculty is comprised of 14 full-time, tenure-line members, 1 visiting faculty assistant professor and several affiliates from other departments and campus centers whose expertise expands the department's disciplinary offerings. The department's comparative and transdisciplinary orientation offers ample opportunity for innovative research, which is amplified by programs and clusters across the Weinberg College of Arts and Sciences (WCAS) and within The Graduate School (TGS).

Our highly ranked program is intellectually rigorous and committed to supporting students throughout their training. Roughly 40 graduate students enjoy close interaction with faculty members of worldwide renown who maintain active research and publishing profiles. Our curriculum is designed to make the most of our local resources, from courses at neighboring universities to holdings in Chicagoland libraries including the Newberry and Ryerson Libraries. The recently established Chicago Objects Study Initiative, funded by the Andrew W. Mellon Foundation, brings together scholars from Northwestern, the University of Chicago, and the Art Institute of Chicago (AIC) via shared programming that includes first-year graduate student coursework, internships and fellowships, and symposia open to a wider Chicago audience. Graduate students also garner experience working within departments at other local museums, including the Museum of Contemporary Art Chicago and Northwestern's own Mary & Leigh Block Museum of Art.

Generously supported by The Graduate School and the Weinberg College of Arts and Sciences, the department provides its Ph.D. students with full financial aid for five years as well as access to travel grants for conference presentations and archival research. In addition, the summer before their second year, graduates in our program travel abroad—Madrid, London, and Delhi have been recent destinations—for an intensive two-week faculty-led seminar. Such experiences are one part of the extensive scholarly training, mentorship, pedagogical guidance, and assistance on the job market that we provide for our graduate students. We are proud of our placement record as well as our record of national and international fellowships for pre-doctoral study.

Disclaimer: Information in this handbook and the department website jointly provide a wealth of

resources—administrative and academic—for current graduate students and alumni. Please note that the Department of Art History reserves the right to change without notice any statement in this publication concerning, but not limited to, rules, policies, tuition, fees, curricula, and courses.

# Graduate Program Guide

#### **Program Requirements**

The Department of Art History offers only a Ph.D. program for graduate study.

#### Courses

Students are in full-time coursework for three years, during which time they take a minimum of 18 graded courses at the 400-level (certain 300-level courses may count towards this requirement). We encourage and promote interdisciplinarity, especially by way of coursework outside of the department in related fields and programs. Our course requirements are as follows:

#### Major Field

8 courses in the major field, 6 of which must be Northwestern or seminars through the Committee for Institutional Cooperation (CIC; see p. 38). The advisor determines what counts towards the major field in correspondence with the student's proposed course of study. (For a list of recognized teaching fields, see the list of categories on the College Art Association website: <a href="http://www.caareviews.org/dissertations">http://www.caareviews.org/dissertations</a>.)

#### Breadth Requirement

4 courses in 3 major fields other than the student's own major field. All 4 of these courses must be standard Northwestern art history seminar offerings, and 2 must be in a geographic area of focus other than that of the student's major field. This is decided in consultation with the primary advisor. In some cases students may, with the advisor's approval, petition the DGS for approval of previous graduate coursework toward this requirement. See "Credit for Courses Taken at Other Graduate Institutions" below.

#### Required Courses:

#### Critical Theories and Practices

The same four-part course sequence is required of all students. This sequence aims to develop students' capacity for art-historical research and analysis while simultaneously cultivating their writing skills across a range of professional practices. The four-course sequence consists of:

AH 401 (Proseminar) is taken during the fall quarter of the

first year. This course offers an introduction to the analysis of art and visual culture. It is expected that the course will survey a broad spectrum of issues that inform current work in the field and that it will cultivate analytic and writing skills.

AH 403 (Mellon Objects Study Seminar) is a required course for first-year graduate students of the Departments of Art History at Northwestern and the University of Chicago. Meeting in the winter quarter, this course is team-taught by faculty from Northwestern and University of Chicago as well as the Andrew W. Mellon Academic Curator and other curators at the Art Institute of Chicago (AIC), where it meets. The course is funded by the Andrew W. Mellon Foundation.

AH 402 (Writing Seminar) is taken during the winter quarter of the second year. The course emphasizes and exercises the varied forms of writing and research that constitute the work we do, both as scholars in the humanities broadly conceived and as historians of art and visual culture more specifically. While students may practice writing in multiple formats (including, for instance, abstracts, exhibition and book reviews, bibliographic essays, wall texts, and short critical responses), the course is primarily geared toward helping students transform a previous seminar paper into their second-year Qualifying Paper. It is not intended to result in a new research paper.

AH 406 (Dissertation Prospectus Seminar) is typically taken during the spring quarter of the third year. It provides advanced students an opportunity to refine their dissertation project, introducing them to the mechanics of formulating a prospectus and grant proposals.

#### Summer Seminar Abroad

In the summer before the beginning of their second year, graduate students travel abroad together for an intensive two-week, faculty-led seminar. Recent destinations have included Amsterdam, Cape Town, Delhi, Moscow, and Paris. These seminars are generously supported by The Graduate School and the Weinberg College of Arts and Sciences. The course earns credit, and is structured as a regular course with a seminar paper that is usually submitted early in the fall of the second year. Typically, the summer seminar takes place in late August or early September; first-year students should keep these

dates in mind when applying for other summer programs.

#### Independent Study

Students in their first year of the doctoral program are not expected to register for Independent Study, nor are they encouraged to do so. Second year graduate students may enroll in an Independent Study course, if this seems like the best course of action in consultation with their advisor, but not more than one per quarter. In the fall of the third year, in preparation for Qualifying Exams, graduate students register for at least 1 credit of AH 499 with their dissertation advisor. They also typically register for two additional AH 499 with either the advisor or other members of the examination committee over the course of the third year in order to prepare for their examinations and dissertation prospectus colloquium. Students should consult with their advisors in the quarter prior to the start of an Independent Study.

#### **Full Time Status**

The remainder of the credits necessary to maintain full-time status (defined as 3 TGS credits per quarter) in the second and third years are made up by elective courses, Independent Studies (AH 499), TA credits (AH 570) – of which each student can take one in the second year and up to two in the third year, provided no two are taken during the same quarter — and AH 590 (Advanced Research). Typically, students complete their seminar work by the end of the fall quarter of the third year so that they can focus on their exams and dissertation prospectus, written in the spring of the third year. (See below under "Grade Policy, Satisfactory Progress, and Good Standing," p. 20).

#### Credit for Outside Courses Taken Prior to Matriculation

After completing four quarters in good standing, students may petition their advisor and the DGS for the transfer of up to three course credits towards the Ph.D. for graduate work conducted at another university. Based on the student's program, and in consultation with the DGS, the advisor will determine which, if any, requirements these credits will satisfy (i.e. major field or breadth requirements). Transfer credits may not be used for any course within the four-part Critical Theories and Practices sequence or the Summer Seminar.

#### Awarding of an M.A.

The Department of Art History only accepts students seeking a Ph.D. The

M.A. in Art History is not designed as a terminal degree, but it is awarded to students who successfully complete the first- and second-year requirements in good standing (see p. 22) and apply for the degree with TGS. Students in good standing must have completed all the necessary coursework, and must not have Incomplete (Y) or NR grades on their record. They must have completed at least one of their language certifications in order to be eligible for the M.A. Students must apply for the degree by the date specified in the Academic Calendar: it is not awarded automatically. For more on the application process, see "Master's Degree Requirements" on the TGS website.

Besides coursework, other program requirements are listed in the following section on milestones and further described in the subsequent sections.

# **Graduate Student Milestones 2019-20**

First-Year Ph.D. Students	Required Action	Deadlines
AH 401: Proseminar	Register	Start of fall quarter
Selection of Primary Advisor	Submit form	End of spring quarter
First Foreign Language Exam	Provide DGS with evidence of coursework or arrange and pass exam	Before end of spring quarter
Second-Year Ph.D. Students		
Holistic Second Year Review	Arrange with advisor, submit review materials	Fall quarter before October 15
AH 402: Writing Seminar	Register	Start of winter quarte
Ph.D. Qualifying Paper	Submit	End of winter quarter date set by instructor of AH 402
Third-Year Ph.D. Students		
Select Qualifying Exam Committee	Consult with advisor, submit form	By end of second full week of classes in Fall
Second Foreign Language Exam	Arrange and pass exam	Before end of spring quarter
Qualifying Exam	Arrange with Advisor & PA, submit form	Winter quarter

Dissertation Prospectus Seminar	Register	Start of spring quarter
Dissertation Prospectus and Colloquium	Arrange with Advisor & PA, submit form	End of exam week, spring quarter
Department fellowship workshop with Stephen Hill	Register with PA	Mid-May
Ph.D. Candidates		
Submit Dissertation Progress Assessment Form	Submit to Advisor annually	End of the first week of classes, fall quarter
Fifth Year Chapter	Submit to Dissertation Committee, submit form	Before the end of spring quarter in the fifth year (required for incoming class of 2016 and thereafter)
Dissertation Defense	Arrange with Advisor, Committee, & PA; submit form	At least one month before degree conferral
Submission of dissertation to o	committee	
for December degree		6 weeks before defense; consult advisor and dissertation committee
for June degree		6 weeks before defense; consult advisor and dissertation committee
for August degree		6 weeks before defense; consult advisor and dissertation committee
Ph.D. Application for degree for	orms due	
for Fall degree		October 25, 2019

for Winter degree	January 31, 2020
for Spring degree	April 24, 2020
Submission of dissertation to TGS	
for Fall degree	November 22, 2019
for Winter degree	February 28, 2020
for Spring degree	May 8, 2020

# Registration

Registration is required of all graduate students from the quarter of entry until the quarter of completion of the degree, including summers. Students' quarterly stipends and health insurance are dependent on full-time status, so graduate students must register in a timely way, well before each quarter begins, usually a month to ten days before the first day of a quarter (watch for TGS and CAESAR reminders).

It is your responsibility to ensure that you are registered correctly and on time each quarter. If you realize you were incorrectly registered or not fully registered after the quarter ends, you will not be able to change your registration retroactively. This may result in you paying tuition for the quarter, losing your stipend and/or health insurance subsidy, losing the U-Pass benefit, violating your F1 status, or being dismissed from the program. We recommend you monitor your Student Account information monthly for fees or charges that might indicate a problem with enrollment, and to check CAESAR at least once midquarter and once prior to the end of quarter.

The University's on-line registration system is called CAESAR and is accessible at www.northwestern.edu/caesar/ or via the top line of the Northwestern University homepage. In CAESAR, which requires a NetID and Password, course listings and descriptions can be found, as well as information on courses with prerequisites. To enroll in an Art History course requiring permission, students must obtain a permission number from the PA prior to registering. That number must be entered when you register. A provisional list of course offerings for each year (subject to minor changes) is also provided on the department website under Graduate>Course Offerings.

#### **Registration Requirements**

Registration is required of all graduate students from the quarter of entry until the quarter of completion of the degree, including summers. The specifics of registration according to year in the program are as follows:

#### **First Year**

Fall	Winter	Spring	Summer
3-4 units of coursework	3-4 units of coursework	3-4 units of coursework	3 units of ART_HIST 590 (or coursework)

#### **Second Year**

Fall	Winter	Spring	Summer
3-4 units of coursework	3-4 units of coursework	3-4 units of coursework	3 units of ART_HIST 590 (or coursework)

#### **Third Year**

Winter	Spring	Summer
3-4 units of coursework*	3-4 units of coursework*	3 units of TGS 500 (or coursework)*
	3-4 units of	3-4 units of 3-4 units of

#### Fourth—Ninth Year

3 units of TGS 500 if funded\*\*

3 units of TGS 512 if unfunded\*\*

#### \*Third Year

Students in their third year may continue taking coursework, including Independent Study courses. If total coursework is less than three units in a quarter, students should also enroll in TGS 500, which does not require a permission number, and automatically "tops up" student course load to three units. Students must consult with their primary advisor about coursework before enrolling.

#### \*\*Funded vs Unfunded

In the fourth year and beyond, to reach full enrollment students register for TGS 500 if they are receiving funding, whether from the University or an external grant/fellowship (not all external awards count as "funded"). If they are not receiving any funding, they should enroll in TGS 512 and they will be billed for \$100/quarter). TGS 512 in the fall will mean they do not qualify for the health

insurance subsidy, but will need to pay for their coverage. If you are not sure about which of these two class to enroll in, please check with the DA.

For additional details, you may want to view the Ph.D. Timeline, section 12.7 of the TGS policy guide (http://www.tgs.northwestern.edu/about/policies/Ph.D.-degree-requirements.html).

#### **Required Evaluations**

Department faculty evaluate academic progress of all students in coursework and TA assignments at the end of each quarter with written performance evaluations. These evaluations will be uploaded to each student's GSTS file under the Documents tab. Students evaluated as not being in good standing (see below) will receive notification from the department and will meet with the DGS to assess possible remedies. The DGS meets quarterly with every first-year student to discuss coursework and progress. Students from their second through terminal years are expected to meet with their advisors to discuss their progress to degree.

All graduate students registered for a course outside the Department of Art History must inform the professor/instructor that a written evaluation is required by the Department, and that the professor/instructor will be contacted by email after the course is over asking for the evaluation. Graduate students are not to wait until the end of the quarter to inform the professor. On the department's website under Graduate Forms, a template for the evaluation can be found to share with the instructor.

#### Seminar Feedback

The department recognizes that students enter the program with different backgrounds and diverse strengths. The purpose of graduate seminars is to foster scholarly development through expanding knowledge and facilitating intellectual exchange and critique.

The overall rubric for seminar feedback includes the following:

- Mid-quarter meetings with feedback
  Faculty are normally expected to meet with students individually at a
  midpoint in the quarter, around week 4, to discuss final paper topics
  (when relevant) and to offer feedback on seminar participation so far, with
  an eye to identifying areas of strength and potential improvement, such as
  active participation in discussion.
- Comments on final papers
   Faculty provide students with separate written comments in response to
   final seminar papers or other final work in a timely manner, normally
   within a few weeks of the end of the quarter.
- Seminar reports
  Reports provide a record of the intellectual work carried out by each student in the seminar. This record is meant to be beneficial to students, and is also helpful to the faculty, so that an understanding of students'

intellectual work and development as they progress through the program can be shared. With this in mind, after the end of a seminar, faculty complete seminar report forms on the following areas of the student's work in the seminar:

- Topic and research materials for the final paper or project, including final presentation, or equivalent
- o Brief, synthetic evaluation of final project outcome
- o Topics of other written work and/or class presentations
- Brief account of overall participation in seminar (discussions, response papers, etc.)

The seminar reports from the first year will form the basis for the individual second year review meeting that takes place at the beginning of the second year (see p. 22). Students will have an opportunity to respond to these reports, and to discuss areas of achievement and potential improvement.

In the case that students in the second year and above wish to respond to seminar reports, the process would be a more informal one involving a conversation with the DGS.

#### **Graduate Student Tracking System (GSTS)**

In order for the department to have a transparent, centralized location to document student progress through the program, during the first week of June, students are required to update their information on the Committee and Academic Progress tabs in GSTS (https://gsts.northwestern.edu/site/login). This information will be used by the DGS in creating students' annual progress review.

To assist with these yearly updates, a department-specific user guide is available through the Graduate>Resources for Current Students section of the department website. In May, the department will also hold an annual training session and open lab where students can receive assistance from the PA and/or TGS administrators for updating these files. Please note that milestones have to be updated by the department (if you receive notifications from GSTS of an overdue milestone you already passed, please contact the PA).

#### **Annual Progress Report**

All students in the graduate program will receive an annual progress report from

the DGS after the end of the spring term. Students will receive this report regardless of their matriculation in the program (e.g., students who are post-candidacy). These reports may include a review of the student's progress toward the completion of the degree, including GPA, completion of milestones, recognition of external fellowships and grants received, participation in conferences and performances, and intended progress for the following year. If progress has not been satisfactory, students will be made aware of the problems and provided with an opportunity to respond and, if appropriate, an opportunity to remediate, with explicit instructions as to how to do so.

#### **Grade Policy, Satisfactory Progress, and Good Standing**

Good standing is determined by the faculty and the DGS. All students in the graduate program must maintain a cumulative GPA of 3.5 (between a B+ and an A-) and have no more than one incomplete grade (Y or NR) on their record to remain in good academic standing in the program while engaged in coursework. Any Incomplete grade must be removed within the next quarter that the student is registered, including summer. Exceptions must be approved by the DGS. Cumulative GPA as calculated by the Department does not include grades of introductory language courses (first- to third-year level). Such language courses may be taken as overload, and do count in the official TGS cumulative GPA. For TGS, the minimum required cumulative GPA to maintain good standing is 3.0. Students must also complete the required evaluations indicated in this document in a timely and successful manner in order to remain in good standing. Students who fall out of good standing in any academic year will be placed on probation by The Graduate School and the Department of Art History. The student will have two quarters (not including summer quarter) to resume satisfactory academic standing. The DGS will notify the student in writing that he or she is on probation, and The Graduate School will be notified. At the end of the probationary period, progress will be reviewed. If a student cannot re-establish satisfactory academic standing during the two probationary quarters, the student will become ineligible to receive funding and will be dismissed from the program and TGS. Following TGS regulations, the student will be informed in writing within five business days of the determination, including the effective date of the exclusion and a clear statement of the reasons for dismissal. (See "Grounds for Dismissal from the Program," and "Appeal Process" on p. 33)

Doctoral students who have not passed the qualifying exam by the end of their third year, or who have not completed the dissertation prospectus by the end of the fourth year are not making satisfactory academic progress and will be placed on academic probation by TGS. Good standing after admission to candidacy is also determined by the faculty and the DGS. It is based on making satisfactory academic progress, including research and writing, towards the completion of the

dissertation. Annual progress reports by the student to the primary advisor and the DGS are required, as are annual reports to the student and to TGS by the DGS. Failure to make satisfactory progress as determined by either TGS or the Department faculty will result in probation or exclusion (dismissal).

#### **Foreign Language Requirements**

Students must demonstrate proficiency in two foreign languages before being advanced to candidacy. Proficiency in one of these languages must be completed by the end of spring quarter in the first year; the second by the end of the third year. In some cases, with justification, the student may petition the DGS for permission to postpone demonstration of proficiency in the first language until September of the second year. Typically, one language is either French or German. The second language is selected by the student and advisor in relation to the student's plan of study. In some circumstances, additional language competency may be required.

Language proficiency can be demonstrated in the following ways (and in all cases email approval from the DGS must be sent to the PA to be recorded in GSTS):

- 1. Students may submit evidence to the DGS that they have passed a language examination while in a graduate program at another institution within two years prior to admission to the graduate program at Northwestern University.
- 2. Students may submit evidence to the DGS that they have taken the equivalent of two years of college credit in a foreign language at the undergraduate level, with a grade of B or better, within two years prior to entrance into the graduate program at Northwestern University.
- 3. Students may enroll in standard college level language classes at NU or other institutions (including summer programs) during their matriculation in the program either for two years, of if study is needed for less than two years, they must complete coursework bringing them to completion of the second year of college level study in the language. In all cases, students must earn a grade of B or better in these courses, and their advisors must agree that their language skills are sufficient for dissertation research.
- 4. With the consent of the advisor, foreign students may petition the DGS for permission to use their native language to pass out of one of the language

requirements, but only in cases where that language will be a primary research language for the dissertation.

- 5. In cases where students enter the program with prior experience in a language that does not conform to any of the above requirements, but that they believe is the equivalent of two years of college study or better, or in cases where students take graduate level translation courses or summer language programs that do not conform to standard US college level equivalents, they should take the online NU language placement exam to assess their level (https://placement.madstudio.northwestern.edu/). This online exam can be taken at any time but must be taken under supervision in the Art History department; students must make an appointment with the Art History department PA at least two weeks in advance to set up the testing time. Students must perform sufficiently well on this exam to pass out of the Northwestern Weinberg College undergraduate foreign language requirement; if they do, the online exam may be followed up by a short translation or interview exam administered by the language department. Procedures vary by department: https://www.weinberg.northwestern.edu/undergraduate/degree/foreignlanguageproficiency/. In some cases, the Art History department may
- 6. In some cases, a departmental foreign language examination can be administered. It is a written exam in which students are required to translate and/or summarize two passages of text. The passages used for the examinations are substantial passages of an art historical, literary, or critical nature, and represent a level of difficulty expected at the end of a second year of study of the language. Dictionaries may be used. If the student does not pass an exam, they may retake it.

#### **Holistic Second Year Review**

conduct a short follow up exam.

#### Fall meeting

In early Fall of the second year, and by no later than October 15, a student meets with a small committee consisting of the advisor and a second faculty member from a different field. In advance of this meeting, the student must update the Academic Progress section in GSTS (Narrative Statement on Progress, and any other relevant sections); and also submit to the committee the seminar paper from Year 1 that they feel represents their best art history work to date (and that should be a candidate for revision/expansion into their Qualifying Paper). The committee reviews these materials as well as the student's first year seminar

reports. The review meeting includes discussion of these materials; the proposed QP topic; and, if necessary, areas of improvement expected during the second year and specific steps to be undertaken to achieve such improvement. The committee uploads a brief paragraph reporting on the outcome of the meeting to the Academic Progress review section in GSTS, and the student may add a response to the report. The meeting is then marked as "completed" in GSTS.

#### Qualifying paper (QP)

The QP is due at the end of Winter Quarter at the date set by the instructor of Art Hist 402, the Writing Seminar. QPs will be evaluated by faculty committees and discussed by the full faculty by mid to late April; in the event that a QP requires revision, it must be resubmitted by June 1.

The student selects the QP topic from among papers written for art history courses at Northwestern during the first three-four quarters and develops their paper in the AH 402 Writing Seminar in the second year. Students consult their second year review committee, and especially their advisor, when choosing which topic to work on. They are encouraged to choose a topic within their general field, though it need not have originated as a seminar paper in a course with the advisor or address their intended subfield. Students are also encouraged to share the paper with the primary advisor. Examples of successful papers are available upon request from the DA.

QPs must demonstrate an advanced level of art historical research, rigorous analysis, convincing argumentation, clear organization, and mastery of the discipline's (or subfield's) conventions of citation and illustration. The paper should be no more than 8000 words in length, *including* all notes, captions, bibliography and front matter. References should be formatted according to the Chicago Manual of Style. Illustrations with captions should be included in the document; it is fine to place them at the end, and no separate list of illustrations is required. The paper must be carefully proofread and free of typos and errors.

The committee assigned to evaluate an individual QP will recommend to a quorum of faculty one of four outcomes (see below). The faculty at the QP meeting will discuss the committee's recommendation, and any other faculty members who have read the paper can contribute to the final decision made by the faculty at the meeting. The possible outcomes are:

Pass

- Pass with honors (deemed of exceptional quality)
- Pass but copy edit and fix grammar errors and minor content emendations by June 15.
- Revise and resubmit by June 1. The resubmission will be read by the entire art history faculty. If this does not pass, the student is not invited to re-matriculate.

#### Completion process

If the QP is passed and any steps toward improvement requested at the Fall review meeting have been taken, a student will be marked as having "completed" the milestone of the full second year review in GSTS at the end of the second year. In the case of required revisions to the QP, or a question about whether requested steps toward improvement have been taken, the student's review committee may reconvene at the end of the year to discuss progress and status.

#### Qualifying Exams (QE)

It is expected that in winter quarter of the third year, all students take a three-hour oral Ph.D. Qualifying Exam. The exam is administered by a three-person committee chosen by the student in consultation with their advisor. Two members of the committee must be full-time art history faculty and one must be tenured. Normally, exam committees are composed of Northwestern faculty members, but in exceptional circumstances, with approval from the student's advisor, a student may petition the DGS for permission to include a non-Northwestern member on the exam committee. The exam is planned by the fall quarter of the third year and is based on field bibliographies generated by the student in consultation with the advisor and appropriate committee members. Exam lists must be established and approved by the fall quarter of the third year. Each member of exam committee oversees one field of the exam according to the following categories:

- The major field, which adheres to a recognized teaching field, e.g. 20th Century, 19th Century, Caribbean, Early Modern, History of Architecture, Medieval, etc.
- The field of concentration within the major field. This concentration varies
  according to course of study. It may be, for instance, a theoretical model, a
  precise historical moment, a genre of production, or even an individual
  artist. Normally, this is the area from which the dissertation develops and
  the bibliography is constructed with an eye to the formulation of a viable
  prospectus.
- A secondary field or thematic topic, meant to be complementary to the

major field. This field is developed by the student in consultation with his or her advisor.

Students may pass the exam with honors or without. Following a faculty-only discussion after the exam, the committee will notify the student of passing. The student needs to bring a Ph.D. Qualifying Exam Completion form to the exam to be signed by the committee and turned in to the PA if they pass (the form can be found on the department website at Graduate>Resources for Graduate Students>Forms). If the student does not pass the oral exam, a two-week, takehome, written exam is assigned for each field not passed. If the written evaluation is not passed, the student is not eligible to re-matriculate.

The length of the bibliographies varies by field, but generally, bibliographies for the major field include in the vicinity of 50 titles, while those for the concentration within the major and the secondary field have half this number.

#### **Dissertation Prospectus and Colloquium**

The dissertation is the final requirement for the Ph.D. and is intended to represent a substantive contribution to the field based on the student's original research and analysis. It is supervised by the advisor with input from other members of the dissertation committee. This committee is comprised of three Northwestern faculty, selected by the student and the advisor, who also chairs the committee, in the winter quarter of the third year. Often, this is the same committee as the exam committee. Unless otherwise approved by the chair, at least two of the committee members are from the art history department and two must be tenured.

After passing the oral examinations, students write an eight to ten-page dissertation prospectus (plus bibliography) in the spring of the third year. This is written in close consultation with the advisor and is refined in AH 406 Dissertation Prospectus Seminar (see "Program Requirements"). The prospectus is meant to present a clear vision of the student's project, the objects/issues on which it focuses, and the contribution it stands to make to the field. The prospectus should include:

- an overview of the project and the principal questions that motivate it
- brief chapter outlines or principal components of the argument including methodology/ies
- a purposeful account of the "state of the field"

- a research plan
- a substantial bibliography indicating the primary sources necessary for conducting research on the topic

The proposal is conveyed to the committee members at least two weeks prior to the colloquium, enough time for them to read it carefully. The proposal is then defended in a colloquium with the dissertation committee. The colloquium is held before the end of exam week in the spring quarter of the third year. The committee's approval or disapproval of the prospectus will be conveyed to the student immediately following the end of the colloquium. Once the proposal is defended and passed (after any required revisions have been submitted and approved by the committee), the student is advanced to candidacy if all other requirements including languages have been met (see below). This typically occurs at the end of the third academic year (in June); exceptionally, with departmental approval, it is done in the fourth. It must be done before the end of June in the fourth year or the student will be dismissed from the program. The student needs to bring a Ph.D. Dissertation Prospectus and Proposal Colloquium form to the exam to be signed by the committee and turned in to the PA if they pass (form can be found on the department website at Graduate>Resources for Graduate Students>Forms).

Examples of dissertation proposals from the Department are available from the DA upon request. Students should consult with their advisor about any additional questions regarding the form or substance of the examinations, prospectus and dissertation.

It sometimes happens that changes in the dissertation committee (as established with the Ph.D. Dissertation Prospectus and Colloquium Form) are necessary after admission to candidacy. Such changes can be registered on the annual "Dissertation Progress Assessment Form" which the primary advisor signs off on, and should be updated in GSTS.

#### **Admission to Candidacy**

After passing the oral examinations, completing language competency requirements, writing a dissertation prospectus and having it passed in a colloquium with the dissertation committee with the signing of the "Ph.D. Dissertation Prospectus and Colloquium Form," a graduate student is admitted to candidacy. All required revisions to the dissertation prospectus, as well as all other requirements must be completed before admission to candidacy can take place.

Once a student is admitted to candidacy, an annual "Ph.D. Dissertation Progress Assessment Form" must be filled out by the candidate. It is due to the primary advisor by the end of the first week of classes in the fall quarter. The primary advisor must then sign the form, indicating approval of progress, and it is to be filed with the PA. The form can be found on the department website in the under "Resources for Current Students."

#### Fifth Year Chapter

Before the end of spring quarter of the fifth year, a candidate is expected to have completed an acceptable draft of at least one chapter of the dissertation. Candidates should submit a copy to their primary advisors, and to the members of their committee. The chapter need not be "defended" in a meeting with the committee, nor is it awarded a pass/not pass grade. Nevertheless, the chapter is to be vetted by the entire committee which is required to give feedback to the author within a reasonable amount of time to be determined by the main advisor depending on timing and availability of the committee members, but ideally within a month of submission. Approval by individual committee members will be communicated to the main advisor who will let the candidate know whether the chapter requires substantial revisions. The "Ph.D. Fifth Chapter Form" needs to be completed (electronically is possible) and filed with the PA. Failure to submit an approved chapter by the end of spring quarter of the fifth year will cause the student to no longer be in good standing with the Department.

The chapter should not be an introduction to the dissertation project as a whole. Although it should be tightly argued and include proper citations, it is not immutable: after further research and writing, the vetted version may be subject to change within the context of the final dissertation. The chapter will be used as a check-in with the committee indicating progress toward the degree, in order to write strong letters of recommendations for fellowships based on knowledge of progress to degree, and to ensure that feedback on progress is not left to the final stages of the dissertation.

Please note: This requirement goes into effect for students entering the program in Fall 2016 and thereafter.

#### **Dissertation and Defense**

When the student and advisor agree that the dissertation is ready, it is defended at an oral defense with the complete committee. Normally, this is before the end of the seventh year; the TGS requirement is before the ninth year. The candidate should inform all Art History faculty members of the date and location of the defense at least three weeks before it is conducted. They should contact and work with the PA to complete the following:

- Reserve a room
- First tech check and Skype check with remote participants (two days before defense)
- Second tech check (arrive 30 minutes prior to start of defense)

Candidates may choose to invite specific non-Art History faculty or graduate students; they may also choose to invite all current art history graduate students to attend as witnesses (not participants). Candidates should notify the chair of their dissertation committees of their intent to have an open defense at least two weeks in advance. The student must complete the online Ph.D. Final Exam Form, accessible through CAESAR, prior to the defense. They also need to bring the departmental Ph.D. Dissertation Defense form to the exam to be signed by the committee and turned in to the PA if they pass (form can be found on the department website at Graduate>Resources for Graduate Students>Forms).

For requirements regarding preparation and style of the dissertation, the doctoral candidate should consult The Graduate School's material on the preparation and submission of the dissertation where the PDF "Checklist for Doctoral Degree Completion" is available for download. If the dissertation does not conform to these instructions, it will not be accepted by The Graduate School.

#### Selection of Advisor and Committees

#### Role of the DGS

First-year students are advised by the DGS, who meets with all the first-year students at the time of pre-registration. The DGS remains a resource for students throughout their time in the program, and may always be consulted on any questions that may arise.

#### **Primary Advisor**

By the last day of exam week in spring quarter of the first year, students select an advisor in their major field who typically becomes the chair of the QE and dissertation committees. From this point forward, the advisor oversees the student's course of study, although the DGS meets with each student in residence at least one time per year to ensure progress is made at the appropriate pace. The responsibility to meet departmental and university requirements remains that of the student.

The primary advisor has many roles to play, as has already been indicated in the description of the program requirements. Among them are overseeing registration, course selection, and degree progress. Another of the important tasks of the primary advisor is to counsel the student on grant proposals appropriate to the particular field and stage of the students' research. The department is committed to providing all of our graduate students with support and assistance in the process of applying for external funding for dissertation research in the fourth year and beyond. We maintain an up-to-date database of all fellowships for which our students might be eligible, and solicit selfnominations for grants and fellowships that require departmental nomination in the late spring of each year. (See the Additional Information section of this handbook for more on fellowships.) To officially select a primary advisor, students need to complete the Ph.D. Primary Advisor Declaration form and turn it in to the PA (form can be found on the department website at Graduate>Resources for Graduate Students>Forms). They also need to update the Committee tab in the Graduate Student Tracking System (www.gsts.northwestern.edu).

#### Ph.D. Qualifying Examination and Dissertation Committees

The primary advisor generally serves as the chairperson of the Ph.D. Qualifying Examination Committee, although this does not mean she must necessarily

administer the "major field" exam. The student should confer with the advisor about the development of the field bibliographies and about the composition of the committee. The Qualifying Exam Committee Declaration Form must be submitted to the PA by the Ph.D. student by the second week of the fall quarter of the third year (form can be found on the department website at Graduate>Resources for Graduate Students>Forms). If the Dissertation Committee will be different from the Exam Committee, notification of these changes should be made by updating the Committee tab on GSTS by the end of winter quarter.

Students should consult with their advisor about any additional questions regarding the form or substance of the examinations and prospectus.

#### **Professional Development**

As a part of a graduate student's professional training as an art historian, students are expected to attend conferences, participate in graduate development workshops, and attend guest lectures and performances on campus, especially those sponsored by the department.

#### **Professional Development Programs at The Graduate School**

The Graduate School (TGS) offers research support services, international programs, fellowships, and grants to current graduate students. More information can be found at the TGS webpage, under Professional Development.

#### **Graduate Teaching and Research Assistantships**

Teaching Assistantships (TAs) offer graduate students the opportunity to hone their pedagogical, administrative, leadership, interpersonal, and communication skills by performing various roles and tasks: building rapport with students, mastering course content, leading discussion sections, grading exams and assignments, and performing research, etc. In normal circumstances, the faculty member teaching the course will visit TA discussion sections and offer feedback. These opportunities provide graduate students with invaluable experience to develop and practice personalized methods of instruction, advising, and mentoring, as well as to strengthen students' ability to prepare and present course materials with clarity and understanding. TAs foster supportive learning environments by encouraging students' active participation in the learning process and modeling their own enthusiasm for course material. The active participation of graduate students in the TA assignment process (see below) furthers these goals as involvement in and ownership of the process helps to ensure that graduate students will develop the broad skill set within and beyond their particular research interests that will be required of them as faculty members and future scholars. Students are expected to serve between 15 to 20 hours per week.

Every graduate student admitted to the department on funding provided through The Graduate School is required to serve as a graduate TA or Research Assistant (RA). RAs work with designated faculty advisors on academic projects and are structured around students' learning outcomes. Students are assigned Teaching and Research Assistantships in their second, third, and fourth years of funding. In special circumstances, it is possible for students to take their fourth year as a fellowship year, and their fifth year as a TA year. Consultation with and approval by the primary advisor, DGS and Chair is necessary.

#### **TA Caucus**

Each quarter graduate students conduct a mandatory caucus for the following quarter's TA slots and through open dialogue, produce a draft plan that is subject to approval by the Chair and the Curriculum Committee. The purpose of the Caucus is for graduate students to supply the faculty with their preferred assignments for the following academic quarter. The Chair and DA review the results of the caucus before making final assignments, soliciting assistance from the committee when necessary.

#### **TA Caucus Guidelines**

- 1. A caucus begins with a quarterly matrix of TA needs prepared by the Committee on Curriculum and the DA. Graduate students will, through open dialogue, arrive at a consensus regarding preferred TA assignments.
- 2. Graduate students are required to consult with their advisors on course placements in advance of the caucus. In this way, the caucus system will balance the logic of pursuing degree studies with graduate student preference.
- 3. On a day established by the Chair and the graduate student representatives (the earliest possible), graduate students will convene a mandatory caucus meeting to complete the provisional TA matrix for the following term.
- 4. Graduate students are required to register for classes in advance of the caucus in order to participate in the assignment process. Graduate students who have not done so will not be prioritized. For the spring caucus, this includes registration for both summer and fall quarters.
- 5. The Chair has the final say regarding TA assignments and it is possible that adjustments will have to be made due to class-scheduling needs. To the extent possible, every effort will be made to respect the caucus recommendations.

A list of resources for new and continuing TAs can be found on the department website under Graduate>Resources for Current Students>Resources for Teaching Assistants. For more on RAs, see the TGS website under Guidelines for Research Assistants.

### **Grounds for Dismissal from Program**

Students who fail to meet the minimum requirements may be dismissed from the program. Grounds for dismissal include, but are not limited to:

- Unsatisfactory completion of milestones
- Falling below the required minimum GPA
- Failure to make satisfactory progress toward completion of the dissertation, including submission of the Fifth Year Chapter (for graduate students entering in Fall 2016 and thereafter).

For more information on satisfactory progress, please see above under "Required Evaluations" (p. 18) and "Grade Policy, Satisfactory Progress, and Good Standing" (p. 20).

#### **Appeal Process**

The appeal process for students who have been dismissed or excluded for academic reasons will follow appeal procedures consistent with those set for academic dishonesty cases. Specifically, the student must make an appeal to the Dean of TGS in writing within ten days of the dismissal or exclusion date. Any supporting materials must be provided with the written appeal.

See the TGS webpage on "Satisfactory Academic Progress."

### **TGS Grants and Funding Opportunities**

#### TGS Conference Travel Grants (CTG)

A Conference Travel Grant (CTG) provides funds to doctoral students to help defray the costs associated with presenting research at conferences. A general overview of the grant as well as eligibility requirements can be found on TGS's website under "Conference Travel Grant."

#### Details

Students are eligible for a maximum of two grants over their career, for up \$800. Additional funds might be available if you are a member of an Interdisciplinary Cluster, check with the Cluster Director for additional funding; or from the department for advanced graduate students who should petition the Chair directly with requests.

Once you have submitted the online application form, the DA will automatically receive a copy and the program will be asked to endorse the application. Program approval indicates that the department has vetted the application and approves of your traveling to the conference/seminar on behalf of the university.

#### **Deadlines**

Students must apply at least fourteen days prior to the first date of travel. No applications will be reviewed or awarded between June 30 and August 31, so support for travel happening in August must be submitted before June 30. All funds must be used and reconciled in the fiscal year they were awarded (before August 31). Funds for travel that takes place after September 1 cannot be awarded until the new fiscal year (after September 1), but student still must apply at least fourteen days prior to the first date of travel.

#### **TGS Graduate Research Grants (GRG)**

GRGs are intended to help Ph.D. and M.F.A. students in historically underfunded disciplines (including Art History) meet expenses related to scholarly research and creative endeavors. For a full description, please see the TGS website under "Graduate Research Grant."

#### Details

The maximum award amount for a student over the course of his or her graduate career at Northwestern is \$3,000. Students are not eligible for the first three quarters of their first year. Awards are announced at the end of the quarter and available starting the next quarter. All funds must be used and reconciled in the fiscal year they were awarded (before August 31). A final report be submitted at the end of the award period.

Recipients of grants are determined at the quarterly meetings of the Graduate Research Grant Committee. Decisions are based on the committee's final evaluations and the availability of funds.

#### **Deadlines**

Deadlines are the beginning of the third week of fall, winter, and spring quarters. The student composes and compiles the required application through the TGS online grant/fellowship application tool, and must get a letter of recommendation from the primary advisor.

#### **TGS Summer Language Study Grant**

The Summer Language Grant (SLG) is intended to assist Ph.D. students with expenses related to language training during the summer for their research. Email gradfund@northwestern.edu for more information.

#### **Details**

The maximum award amount is \$2,000. Students are eligible for a maximum of two grants. Grants are made to help defray expenses incurred pursuing language instruction not available at Northwestern during the summer session. Applicants should exhaust efforts to address needs locally or through the Traveling Scholar Program or the Chicago Metropolitan Exchange Program. See also the policy on taking courses at other universities on the TGS website. Summer Language Grants may not be used for language study at Northwestern. To be eligible, students must be in good academic standing and in their first, second, or third year.

#### Deadline

Deadline is January 21, 2020. Letters of recommendation are due by January 31, 2019. Applicants are notified in early March 2019. All funds <u>must be used</u> and reconciled in the fiscal year they were awarded (before August 31).

Applications must be submitted via the TGS online grant/fellowship application tool, including an itemized budget, CV, unofficial transcripts, and letter of recommendation.

#### **Cluster Programs**

If you are a member of an Interdisciplinary Cluster, additional funding may available for either travel for conference or dissertation-related research. Check with your Cluster Director.

# Departmental Barbara Smith Shanley Graduate Travel Fellowships

The department offers Barbara Smith Shanley Graduate Travel Fellowships as a source of funding to support graduate travel, for which students may apply during the second year of study to use over the summer. These fellowship funds were created with the express purpose of allowing students to conduct research, visit collections, and carry out other scholarly activities directly related to the formulation of a dissertation topic. To qualify, students must be in good standing, have been in the program for three consecutive quarters, and have exhausted all or most of any other research funds.

Travel dates must take place through September, with reconciliation after September 15.

### **Award Details**

Funding for the award is limited. Each year, the Chair determines an amount to be disbursed. The Chair issues a call for applications in mid-March and the Committee on Graduate Affairs is charged with reviewing applications. Funds are then distributed as equitably as possible among the applications received. Students in the first or third year of study may apply for funds, but priority will be given to second-year students. All award recipients are *required* to attend the annual Summer Travel townhall led by the DA and Chair in late April in order to be eligible for a cash advance.

### Instructions

Prepare a brief PDF that includes the following two items:

- A paragraph stating your project and how it relates to future research in the department (i.e., your evolving dissertation)
- A detailed budget for the project

### **Deadline**

Deadline is the first day of spring classes. All applications should be emailed to the DA by noon. This deadline will allow the CGA to decide on grants in a timely manner so students can finalize their travel plans.

# **Outside Fellowships Requiring Departmental Nominations**

Each year in the spring quarter, graduate students have the opportunity to self-nominate for fellowships that require departmental nominations. Students should consult with their primary advisor about appropriate fellowships. Self-nomination, in the form of a 1–2 page description of the dissertation project and plans for necessary research, and the names of the fellowships for which the student wishes to be considered, are due to the PA by June 1. The student's advisor should also submit by June 1 an email to the PA confirming that they have discussed fellowship options with the student and approves of the choices. The Committee on Graduate Affairs will review the self-nominations and provisionally inform students of which fellowships they will likely be nominated for in the fall. Students likely to be nominated are expected to work on the complete application over the summer. The full application (including the separate sections on narrative, plan of study, critical bibliography, etc.) is due to the PA by September 15. It will be reviewed, constructive feedback provided, and given final approval by faculty members in early fall quarter.

When making decisions about which grants to apply for, students should pay close attention to grant stipulations: is it a research grant or a finishing grant; are there residency requirements and for how long; what is the expected or stipulated stage of completion? Students should be aware, for example, that receiving a finishing grant may mean that a student is ineligible to apply for any dissertation grants the following year. When the department makes decisions about nominations for outside fellowships, students may find they have been nominated for a grant or grants other than those for which they requested departmental nomination. Departmental nominations are made on the basis of long experience with the parameters of particular grants as well as close readings of student proposals, and in some cases the department may nominate students for grants they may not have considered or for which they may not have considered themselves eligible. The goal is always to maximize the competitiveness of each student within a grant competition.

A graduate student workshop on writing successful grant proposals will be arranged every spring quarter with the Office of Fellowships. It is *required* that graduate students fully participate in the workshop at least once during their first four years, preferably in their third year, though students are strongly encouraged to participate every year. In addition to consulting with their advisors, all those graduate students who are writing fellowship applications, including but not limited to those chosen for departmental nominations, should

work with the Office of Fellowships, including over the summer, to sharpen their application narratives. If you wish also to receive feedback on applications for major fellowships that do not require departmental nomination, the art history faculty would be happy to provide it.

Graduate students are expected to consult with their primary advisors at every stage about their choice of topic, about which fellowships are most suitable, and about the composition of the applications.

For a list of fellowships and more information, see the downloadable PDF titled "Art History Graduate Fellowship Nomination Guide" provided on the department website under Graduate>Resources for Current Students>Funding Resources.

### Best Practices for Letters of Recommendation

Most research fellowships require letters of recommendations from the student's primary advisor, and sometimes others as well. Be aware that your primary advisor will have many letters to write during "application seasons." Best practice is to ask your advisors to write for you well before the deadline; if they agree, expect to provide them with all the information they will need to write a letter of recommendation, including a precise explanation of the fellowships to which you are applying (for example, not just "the Kress" as there are several Kress fellowships), a website address that explains it further, a draft of your application statement, a current CV, clear instructions on where or how the letter is best sent, the deadline, and to whom the letter is to be addressed. Requests left to the last minute (i.e. less than a week before they are due) are unlikely to be written, certainly not cheerfully. The more considerate of your advisor you are in this matter, the more professional the advisor can confirm that you are.

# **Travel Policy and Reimbursement Procedures**

### **University Travel Policies**

During your tenure as a student, you will occasionally travel for the Summer Seminar, to attend conferences, or conduct research/fieldwork. Northwestern requires all graduate students traveling abroad to follow additional requirements for their safety and protection, which can be found on the TGS website, under "International Travel."

### **Reimbursement Procedures**

If you have received funding to support travel, through TGS CTGs or GRGs, Shanley funds, etc., expenses must be turned in to the DA for reimbursement. For research trips with over \$500 in expenses, students may apply to the DA for a cash advance, which must be reconciled with receipts within three days of your return.

\*Please note that flights cannot be included in cash advances. A student may either elect to use the department travel agent to book a flight OR pay out of pocket before the trip, and wait for reimbursement after the conclusion of the trip. To use the department travel agent, contact the PA. Please remember that flights booked through the travel agent are nonrefundable and do not automatically come with flight insurance.

Students should document all expenses, save all receipts, and keep proof that they traveled for their intended purpose (boarding passes, admission tickets, letters of entry from archives, conference programs, etc.). All receipts need to show proof of payment. For meals, original itemized receipts are required for reimbursement. Students are encouraged to use per diems for meals and incidentals (M&IE), but should still keep receipts for their records.

For reimbursement after travel or reconciling a cash advance issued before travel, use the department expense reimbursement (ER) coversheet, to turn in the necessary receipts, proof of travel, and proof of activities to the DA. This form can be found on the department website at Graduate>Resources for Current Students>Funding Resources. You will receive an email to approve after it is entered in the system. It is important that you approve the report immediately. After your approval, the expense report will require approval by the Chair, then TGS, and finally Accounts Payable. Once fully approved, your reimbursement will be paid out to your direct deposit account. Depending on the date of submission, this can be between four to six weeks.

# Additional Information

# Big Ten Academic Alliance Traveling Scholar Program

The Big Ten Academic Alliance Traveling Scholar Program enables doctoral-level students at any CIC university (fifteen major universities, including Northwestern, University of Chicago, University of Illinois, University of Michigan, University of Wisconsin-Madison, Rutgers University) to take advantage of educational opportunities—specialized courses, unique library collections, unusual laboratories—at any other CIC university without change in registration or increase in tuition. A student who wishes to become a CIC Traveling Scholar must first consult with his or her host advisor, who will determine whether the off-campus opportunity is likely to enhance the student's education and ascertain that it is not, in fact, available on the host campus. Then they should speak to their Student Services Representative at TGS (bottom of https://www.tgs.northwestern.edu/about/contact/index.html). Each Traveling Scholar may spend up to two semesters or three quarters on the host campus, regardless of the number of courses taken. Should you need further information, please go directly to the CIC program website: search "CIC Traveling Scholar Program" or "Taking Courses at Other Universities" in the TGS website search box.

# **Internships and Fellowships**

### Internships and Fellowships through Northwestern

Students may apply for the Andrew W. Mellon Curatorial Internship or Fellowship at the AIC are part of the Chicago Objects Study Initiative (COSI) that the Andrew W. Mellon Foundation awarded to Northwestern in partnership with the AIC and University of Chicago. The call for nominations and specific application instructions for both of these internships are issued in the winter.

### Andrew W. Mellon Curatorial Internship

The Mellon Curatorial Internship is for an Art History graduate student in the second, third or fourth year of study. Positioned at the early stages of the dissertation process, this internship has the potential to aid the fellow in formulating a research agenda oriented towards object-based concerns. The intern will work within a curatorial department at the AIC for approximately ten hours per week for ten months from September to June (funding is covered through August) under the supervision of both the Mellon Academic Curator and the host department's curatorial staff, assisting with the current research needs of the department. Beyond writing, an intern can be assigned any work that advances department exhibition or publication projects.

An intern will be considered based on fit with the AIC's collections and ongoing projects. All applicants must commit to participating in bi-weekly fellows meetings, and interns will be expected to participate actively in COSI-related symposia and events. An intern receives a regular TGS stipend and a travel allowance of \$2,000 per year to attend professional meetings and undertake research in foreign and U.S. museums and archives; this allowance may also be used for museum-related travel. The internship includes tuition, fees, and health insurance. The Mellon Curatorial Internship allows the recipient to bank four quarters of funding. If the intern is in residence the following year, TA expectations will apply.

Application guidelines will be issued in February and generally consist of the following elements: 1) dissertation project (or potential dissertation area) description (maximum of 1 page); 2) letter of interest (max. 2 pages) explaining the value of object-based experience at the AIC for your dissertation (or dissertation plans) and future scholarship, please identify

specific areas of the AIC's collection and curatorial staff that are of interest, although we cannot promise requested placements; 3) CV (including foreign language competence); and 4) brief letter of endorsement from your advisor or the DGS. Applications should be sent to the PA.

### Andrew W. Mellon Curatorial Fellowship

The Mellon Curatorial Fellowship is for an Art History graduate student in the advanced writing stages of their dissertation whose research would benefit from a year in residence at the AIC. The fellow is expected to spend two days per week performing primary, scholarly research and writing about clearly defined objects in the AIC collection (a list will be provided by the department with the annual call for applications). The remaining time would be devoted to the research, writing, and completion of the fellow's dissertation. The fellow will work with a curatorial mentor who will help select objects in the AIC collection for study. While some objects might relate closely to the fellow's dissertation or other research experience, others would require them to expand their area of expertise. In many cases, fellows will have the opportunity to develop their object research into a publication under their own names in the context of the AIC website of catalogues or in other scholarly venues. Fellows from both Northwestern and the University of Chicago will meet regularly to discuss their research, meet AIC curators or leadership staff from across the museum or engage in professional development opportunities. Additionally, fellows will be expected to participate actively in COSI-related symposia and events, including an annual Spring Colloquium were fellows in residence will present on some dimension of their current research.

The fellowship provides a full stipend that is equivalent to a yearlong university fellowship at Northwestern without the requirement of teaching, including tuition, fees, and health insurance. Additionally, the fellow receives a \$4,000 travel allowance to attend professional meetings and undertake research in foreign and U.S. museums and archives.

Preference will be given to a student who plans to defend in Spring 2020. Students who previously held a Mellon Curatorial internship are also eligible to apply. Applications guidelines will be issued in February and generally consist of the following elements: 1) a one-page statement detailing your dissertation project, progress to date, and plans for expected completion, as well as noting how you research relates to any of the curatorial divisions, specific collections or objects at the AIC; 2) a two-page CV; and 3) an separate

email from your primary dissertation advisor to the DGS endorsing your application, indicating you have discussed this fellowship opportunity with your advisor. Applications should be sent to the PA.

### Mary and Leigh Block Museum of Art Graduate Fellowship

A graduate fellowship at the Block Museum provides opportunities for a student to work closely with curators, faculty, scholars, artists, and the museum's director on exhibition projects and publications. The fellow will support exhibition development, including checklist research, writing interpretive labels, and work on catalogues. They will also have the opportunity to curate an exhibition drawn from the permanent collection based on their own research. Exhibitions may address a specific topic or exhibition-making itself, considering critically how a fresh approach or methodology "reframes" objects or the museum experience. A fellow may also support faculty and student use of the museum's Eloise W. Martin Study Center, connecting the Block's collection to teaching and learning at Northwestern.

The Block encourages the fellow to participate fully in all of its activities in operations. A fellow may attend internal departmental and staff meetings, as well as museum events such as symposia, lectures, and film screenings. They will take part in discussions regarding acquisitions and future museum projects. They are invited to meet artists-in-residence and learn about the commissioning of new art. They will also be included in staff field trips to regional museums and private collections. The Block Graduate Fellowship provides direct experience with the curatorial process and may be of particular value to students who wish to investigate how their academic work might translate into museum careers in future. Students committed to careers as university-based art historians will also benefit from the fellowship. A fellow is encouraged to think of the Block as a laboratory for testing ideas germane to a potential dissertation topic or as a site for research connected to a graduate seminar. In some cases, original research may translate into a contribution to a museum catalog, an important step in establishing a publication record. Exhibitions also provide a meaningful bridge between scholars and a broader public, making new thinking in the field accessible beyond the academic community. Finally, supporting faculty use of the Study Center may lead to innovative thinking about how to use works of art in teaching across disciplines.

Applicants must be Northwestern University graduate students in Art History. The position requires strong research and writing skills and a desire to think

creatively in a collaborative work environment. Innovation and willingness to think outside the box are core values. Block fellows must also be comfortable communicating effectively with diverse constituencies about the museum's exhibitions, collection, and programs. Attention to detail and computer literacy are essential.

The nine-month fellowship begins with the academic year in September and ends in June. Fellows work fifteen hours per week except holidays, midterms, and finals. The fellowship allows the recipient to bank three quarters. They will be exempt from the TA requirement during that year.

Announcements for the position will be made in February for the following academic year. Applications should be sent to the PA, including a cover letter describing your interest in the fellowship, research goals, and career aspirations, along with a current CV. Applicants should highlight any specific qualifications or coursework that they feel make them a strong candidate.

# **Graduate Interdisciplinary Cluster Initiative (ICI)**

Graduate students in the Humanities and related fields are encouraged to participate in the Interdisciplinary Cluster Initiative, a program designed to help graduate students during their academic career at Northwestern by fostering connections with students and faculty in other programs with whom they might have natural intellectual affinities. Among the most relevant clusters which recent graduate students have participated in are:

- African Studies
- Asian Studies
- British Studies
- Classics
- Critical Theory
- Gender and Sexuality Studies
- Medieval Studies
- Rhetoric and Public Culture
- Science Studies

Interdisciplinary clusters in different areas of intellectual inquiry have been developed by faculty across schools and programs and will provide a second intellectual home for incoming and current graduate students. Clusters offer their own discrete courses as well as sponsor a number of activities and events for students and faculty.

Students interested in pursuing dedicated interdisciplinary study should visit the ICI website for more information about the intellectual activities of these programs. Prospective students have the opportunity to select on their application to graduate school the cluster with which they would like to affiliate, though choosing a cluster is not a requirement for admission. Students may affiliate with a cluster at any point during their study at Northwestern.

A complete list of current interdisciplinary clusters and more information can be found on the TGS website; search "Interdisciplinary Cluster Initiative."

# **Appendix**

### **Graduate Forms**

The following forms must be printed out and signed for official completion of department milestones, and turned into the PA. If a student is not in residence, the forms may be scanned or signatures submitted through email approval if necessary. They are available on the department website at <a href="http://www.arthistory.northwestern.edu/graduate/resources/forms.html">http://www.arthistory.northwestern.edu/graduate/resources/forms.html</a>:

- Ph.D. Primary Advisor Declaration Form (PDF)
- Ph.D. Qualifying Exam Committee Declaration Form (PDF)
- Ph.D. Qualifying Exam Completion Form (PDF)
- Ph.D. Dissertation Prospectus and Colloquium Form (PDF)
- Ph.D. Dissertation Progress Assessment Form (PDF)
- Ph.D. Dissertation Defense Form (PDF)

# **At-a-glance: Graduate Student Important Dates**

Below is an at-a-glance calendar of important dates for graduate students. Information about registration deadlines are in orange, TGS deadlines are in green, and department deadlines are in purple. Further information about any of these topics can be found in the preceding pages.

### September

Registration for continuing students	Sept 9
Registration for new students	Sep 24
TGS Graduate Student Orientation	Sept 20
Dissertation progress assessment form due	End of first full week, fall quarter
Exam committee selection (third year) due	End of second full week, fall quarter

Department nominated fellowships due Sept 15
Shanley travel reconciliations due to DA Sept 30

### October

Holistic second year review meeting due	Oct 15
Degree application due, fall	Oct 25

#### November

Pre-registration opens, winter	Nov 11
Registration opens, winter	Nov 18
Graduation forms due, fall	Nov 22

### **December**

Request seminar evaluations from outside faculty 

End of fall quarter

### January

TGS Summer Language Grant application due	Jan 21
Degree application due, winter	Jan 31

Qualifying exam (third year), arrange with advisor Winter quarter

### **February**

Pre-registration opens, spring	Feb 17
Registration opens, spring	Feb 24
Graduation forms due, winter	Feb 28

COSI & Block fellowship applications due

Late Feb-early March

### March

Request seminar evaluations from outside faculty

Qualifying paper (second year)

Dissertation prospectus & colloquium (third year)

Shanley applications due

End of winter quarter

Date set by AH 402 instructor

Before end of winter quarter

First day of spring classes

### April

Registration opens, summer April 13

Degree application due, spring April 24

Summer travel townhall with Chair, DA Late April

### May

Pre-registration opens, fall

Graduation forms due, spring

Fellowship workshop with Stephen Hill

Funding survey for 2019-20 due to DA

Graduate representatives, choose for 2019-20

May 11

May 8

Mid-May

Late May

Late May

#### June

Department nominated fellowship applications due June 1

Update GSTS for annual progress review First week of June

Request seminar evaluations from outside faculty

End of spring quarter

Primary Advisor (first year) due

End of spring quarter

Fifth year chapter (fifth year) due

Before end of spring quarter

Sign up for TGS TA Conference (first years) Late June

### July

Degree application due, summer July 10

## August

Graduation forms due, summer Aug 7
TGS funds spent and reconciled Aug 15