Northwestern

Department of Art History

Graduate Student Handbook 2020-21

Revised September 2020

Disclaimer: Northwestern University reserves the right to change without notice any statement in this publication concerning, but not limited to, rules, policies, tuition, fees, curricula, and courses.

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Faculty

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Lane Relyea Professor, Department of Art Theory & Practice 847-491-2096 lreyea@northwestern.edu

James Rondeau
President and Eloise W. Martin
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Emeritus Faculty

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David Van Zanten Mary Jane Crowe Professor Emeritus d-van@northwestern.edu

Leadership, Departmental Committee Members, and Staff 2020-21

Department Chair

Rob Linrothe

Committee on Graduate Affairs

Christina Kiaer Claudia Swan Hannah Feldman Ann Gunter Director of Graduate Placement Officer & Admission & Recruitment Member-at-Large

(Fall)

Practicum Organizer Coordinator Studies

Committee on Undergraduate Affairs

Christina Normore Alicia Caticha Jesús Escobar Emma Kennedy Director of Undergraduate Studies Advisor to Northwestern Member-at-Large Graduate Student

Member

Art Review

Committee on Curriculum

Hannah Feldman Christina Normore Jesús Escobar **Rob Linrothe**

Director of Graduate Studies Director of Undergraduate Studies Department Chair Member-at-Large

Committee on Lectures and Events

Jesús Escobar Sarah Dwider Rob Linrothe Ariana Rav

Department Chair Warnock Lecture Graduate Representative Graduate Representative

Series Coordinator

Committee on Research

Rebecca Zorach Ayala Levin Claudia Swan **Bethany Hill** Graduate Student Member Member-at-Large Member-at-Large Member-at-Large (Fall)

Graduate Student Representatives

Sarah Dwider Ariana Ray

SarahDwider2023@u.northwestern.edu ariannaray@u.northwestern.edu

Committee on Graduate Student Program

Hannah Feldman Risa Puleo Cait DiMartino Jessica Hough

Director of Graduate Graduate Student Member Graduate Student Mentor Graduate Student Member

Studies

Staff

Department Assistant (DA) Mel Keiser 847-491-7077 mel.keiser@northwestern.edu

Mary Clare Meyer Program Assistant (PA) art-history@northwestern.edu 847-491-3230

Graduate Students 2020-21

First-Year Students	Ph.D. Students	Ph.D. Candidates
Anna Cohen	Alexandra Artamonova	Maryam Athari
Ashleigh Deosaran	Sarah Dwider	Jessy Bell
Ruslana Lichtzier	Melina Gooray	Antawan Byrd
Katrina (Kat) Lukes	Bethany Hill	Grace Deveney
	Jessica Hough	Caitlin (Cait) DiMartino
	Benjamin Jones	Olivia Dill
	Emma Kennedy	Anna Dumont
	Stephanie Lee	Sarah Estrela
	Arianna Ray	Laurel Garber
	Benjamin Weil	Adrienn Kácsor
		Özge Karagoz
		Tamar Kharatishvili
		Hamid Yousefi Koupai
		Brian Leahy
		Jacob Leveton
		Thomas Love
		Risa Puleo
		Sandra Racek
		Alissa Schapiro
		Talia Shabtay
		McKenzie Stupica
		Emily Wood

GRADUATE PROGRAM GUIDE

Program Requirements

The Department of Art offers only a Ph.D. program for graduate study. The M.A. can be applied for upon successful completion of first- and second-year requirements in good standing.

Graduate Student Tracking System (GSTS)

The department uses GSTS as a transparent, centralized location to document student progress through the program

(https://gsts.northwestern.edu/site/login). This is where you, advisors, the DGS, and the Chair monitor degree milestones, unofficial transcripts, seminar reports, and TGS degree completion forms. It is essential that you keep your GSTS data up to date and complete and upload all necessary paperwork/information as detailed below. Information in GSTS is used for your yearly progress reports, departmental nomination materials, to assess standing, and so forth. Failure to update GSTS can result in degree delay, financial troubles, problems with registration, and problems with your letters of recommendation.

In addition, in years 1-3 you are expected to fill out the Annual Graduate Student Progress Report (which can be uploaded to GSTS) and the Graduate Student Progress to Degree Report (which can also be uploaded to GSTS and which is used as a guideline for quarterly meetings with your advisor). Both forms are available on the website under Graduate>Resources for Current Students>Graduate Forms.

Coursework

Graduate Students are in full-time coursework for the first three years of matriculation, during which time a minimum of 18 graded courses at the 400-level (certain 300-level courses may count towards this requirement) are completed. We encourage and promote interdisciplinarity 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 seminars or those offered by the Big Ten Alliance/Committee for Institutional Cooperation (CIC). The advisor determines what counts towards the

major field. (For a list of recognized teaching fields, see the list of categories on the College Art Association <u>website</u>.

Breadth Requirement

4 courses in 3 teaching fields other than your own major field. All 4 of these courses are usually standard Northwestern art history seminar offerings and 2 must be in a geographic area of focus other than that of your major field. The advisor determines what satisfies the breadth requirement. In some cases you may, with your 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. In very rare cases, you may petition the advisor and DGS to use a 499 or non-Art History course to satisfy this requirement.

Required Courses: Critical Theories and Practices

The same five-part course sequence is required of *all* students. This sequence aims to develop your capacity for art-historical research and analysis while simultaneously cultivating writing skills across a range of professional practices. The five-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 for first-year graduate students of the Departments of Art History at Northwestern and the University of Chicago. This course is led each winter by faculty from Northwestern and University of Chicago alongside 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 405 (Summer Seminar Abroad) is taken the summer before beginning your second year and involves traveling with your cohort and professor for two weeks to learn about on-site research related to a particular place. 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.

AH 402 (QP 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 you transform a previous seminar paper into a second-year Qualifying Paper. It is not intended to result in a new research paper.

AH 406 (Dissertation Prospectus Seminar) is 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 according to departmental guidelines.

Independent Study (AH 499)

In your first year of the doctoral program you are not expected to register for Independent Study, nor are you encouraged to do so. Second year graduate students *may* enroll in no more than one AH499 a quarter if absolutely necessary and in consultation with the advisor and faculty member. In the fall of the third year, in preparation for Qualifying Exams, you register for 1-3 credits of AH 499 with the dissertation advisor. You also register for two additional AH 499 with members of the examination committee over the course of year in order to prepare for examinations and the dissertation prospectus colloquium. You should consult with the professor leading the 499 in the fall quarter of the third year and prior to the start of any non-exam related 499. Each faculty leads 499 differently, but the reading and writing load should correspond to that of a seminar with at least bi-weekly meetings.

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 or courses to satisfy cluster certificate requirements, AH 499, and AH 590 (Advanced Research). Typically, you complete your seminar work by the end of the fall quarter of the third year so that you can focus on exams and the dissertation prospectus, which is written in the spring of the third year. (See below under "Grade Policy, Satisfactory Progress, and Good Standing").

Credit for Outside Courses Taken Prior to Matriculation

After completing four quarters in good standing, you may petition your advisor and then, with approval, the DGS for the transfer of up to three course credits towards the Ph.D. for graduate work conducted at another university. Based on your program, you 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 five-part Critical Theories and Practices sequence.

Awarding of an M.A.

The Department of Art History accepts only 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 necessary requirements in good standing and apply for the degree with <u>TGS</u>. Students in good standing for the M.A. must have completed the necessary number of graduate courses, and must not have Incomplete (Y) or NR grades on record. You must have completed at least one of your 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.

Registration

Registration is required of all graduate students from the quarter of entry until the quarter of completion of the degree, including summers. Your quarterly stipends and health insurance are dependent on full-time status, so you must register in a timely way, usually a month to ten days before the first day of a quarter (watch for TGS and CAESAR reminders). *Before registering, you must meet with your advisor to sign off on your course of study.*

It is your responsibility to ensure that you are registered correctly and on time each quarter. If you realize you were incorrectly or not fully registered after the quarter ends, you will not be able to change your registration retroactively. Per TGS rules, this may result in your 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 by TGS. 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

mid-quarter and once prior to the end of quarter. The DA is an invaluable source of information and clarification.

To enroll in Art History courses requiring department permission, obtain a permission number from the PA prior to registering. This must be entered when you register.

A provisional list of course offerings for each year (subject to minor changes) is provided on the department website under Graduate>Course Offerings.

Registration Requirements

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	AH 405 & 2 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

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

Fourth—Ninth Year

3 units of TGS 500 if funded**

3 units of TGS 512 if unfunded**

*Third Year

In your third year, you may continue coursework, including the expected Dissertation and Exam prep AH499s. If total coursework

is less than three units in a quarter, enroll in the appropriate number of TGS 500, which does not require a permission number, and automatically "tops up" course load to three units.

**Funded vs Unfunded

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

Graduate Student Requirements (excluding course credits)

First-Year Ph.D. Students	Required Action	Deadlines
AH 401: Proseminar	Register/Pass	Start of fall quarter
AH 403: Mellon COSI Objects and Materials	Register/Pass	Start of winter quarter
Selection of Primary Advisor	Enter in GSTS	By end of spring quarter
First Foreign Language Exam	Provide DGS & PA with evidence of coursework or pass exam	Before end of spring quarter
AH 405: Summer Seminar	Register/Pass	Start of summer quarter

Second-Year Ph.D. Students	•	
Second-Year Review	Arrange with advisor, submit materials	Fall quarter before October 15
AH 402: Writing Seminar	Register/Pass	Start of winter quarter
Qualifying Paper	Submit; PA will	End of winter quarter,

	when passed	of AH 402	
Select Qualifying Exam Committee	Consult with advisor, update in GSTS	By end of spring quarter	

date set by instructor

update GSTS

Third-Year Ph.D. Students

Second Foreign Language Exam	Arrange & pass exam or equivalent of second-year language study, notify PA who will update GSTS	By end of spring quarter
Qualifying Exam	Arrange with Advisor & PA; when passed PA updates GSTS	By end of Winter quarter
Select Dissertation Committee	Update in GSTS	5th week of winter quarter
Dissertation Prospectus Seminar	Register/Pass	Start of spring quarter
Dissertation Prospectus and Colloquium	Arrange with Advisor & PA; when passed, PA updates in GSTS	By end of spring quarter
Department fellowship workshop with Stephen Hill	Register with PA	Mid-May

If, for any reason, you need to delay any of the above milestones, please petition the DGS in writing before the deadline.

Ph.D. Candidates		
Submit Dissertation	Submit to Advisor & PA	First day of the fall
Progress Assessment Form	annually	quarter
Fifth Year Chapter	Submit to Dissertation	Before the end of spring

Fifth Year Chapter	Submit to Dissertation	Before the end of spring
	Committee, submit form	quarter in the fifth year
	in GSTS	
Dissertation Defense	Arrange with Advisor,	At least one month
	Committee, & PA; submit	before degree conferral
	form in GSTS	

Submission of dissertation to committee	
for December degree	5-6 weeks before defense; consult advisor and dissertation committee
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for June degree	5-6 weeks before
	defense; consult advisor
	and dissertation
	committee

for August degree	5-6 weeks before defense; consult advisor
	and dissertation

and dissertation	
committee	

May 7, 2021

Ph.D. Application for degree forms due to TGS	
for Fall degree	October 16, 2020

for Winter degree	January 29, 2021
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for Spring degree	April 23, 2021
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...for Spring degree

Submission of dissertation to TGS	
for Fall degree	November 13, 2020
for Winter degree	February 26, 2021

Selection of Advisor and Committees

Role of the DGS

First-year students are advised by the DGS in advance of registration each quarter. The DGS remains a resource for all students throughout their time in the program and may always be consulted on any questions that may arise, as well as any conflicts or other concerns. The DGS is the liason between the graduate students and the faculty and the faculty and WCAS-TGAS. The DGS oversees final approval of all exceptions, progress to degree, work assignments, etc.

Primary Advisor

By the last day of exam week in spring quarter of the first year, you select an advisor in your major field who typically becomes the chair of the QE and dissertation committees. (In very exceptional cases after discussion with relevant faculty and the DGS, some students may need two co-advisors, which is permitted and needs to be indicated on GSTS). This is done by submitting the advisor to the Committee tab in GSTS. From this point forward, your advisor oversees your 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 yours.

The primary advisor has many roles to play. Among them are overseeing registration, course selection, graduate student worker assignments, degree progress, and grant/internship applications.

Sometimes, a student chooses to change primary advisors for any number of reasons. This can be done by updating the committee and the DGS and entering the new information on GSTS. Should faculty wish to leave a committee or terminate an advisory relationship that process must begin with a timely conversation with the advisor and DGS and must continue with a spoken conversation with the student. Concerns should be brought to the DGS or Chair or Associate Dean of Student Services in the Graduate School.

Ph.D. Qualifying Examination Committee

The Ph.D. exam is administered by a three-person committee chosen by you, confirmed by your advisor, and agreed to by relevant faculty in the spring of the second year. Once all members have agreed, submit their names to the Committee tab in GSTS. Two members of the committee must be full-time art

history faculty (TGS faculty) and at least one must be tenured. Normally, exam committees are composed exclusively of Northwestern faculty members, but in exceptional circumstances, with approval from the advisor, you may petition the DGS for permission to include a non-Northwestern member as a third member

Each member of exam committee oversees one field of the exam according to the following categories:

- The major (teaching) field, which adheres to a recognized teaching field, e.g. 20th Century, 19th Century, Caribbean, Early Modern, History of Architecture, Medieval, etc., and is developed in consultation with the student and the advisor, usually based on past lists.
- The field of concentration (research field) within the major field. Normally, this is the particular arena of the dissertation and is developed by the student in consultation with the advisor and examiner. It may therefore be a theoretical model, a precise historical moment, a genre of production, or even an individual artist. Since this is the area from which the dissertation develops, the reading list is constructed with an eye to the formulation of a viable prospectus.
- A secondary field or thematic topic (method or theory), meant to be complementary to the major field and of use in the dissertation. This field is developed by the student in consultation with the examiner and advisor.

Ph.D. Dissertation Committee

The dissertation is administered by a three-person (on occasion four- or five-) committee chosen by you, confirmed by your advisor, and agreed upon by relevant members no later than the fifth week of the fall quarter of the fourth year. Submit the confirmed names to the Dissertation Committee tab in GSTS. Two members of the committee must be full-time Northwestern art history faculty (or art history TGS faculty) and at least two must be tenured. Normally, dissertation committees are composed exclusively of Northwestern faculty members (or TGS faculty), 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 as a third or fourth member.

Required Evaluations

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 *quarterly* to discuss progress to degree.

If you are evaluated as not being in good standing (see below), you are put on academic probation. You will receive notification from the department and meet with the DGS or the DGS and Chair to assess possible remedies. You must reestablish good standing within two quarters in order not to be dismissed from the program.

Seminar Feedback

Department faculty evaluate the academic progress of all students in coursework and those with teaching or RA responsibilities at the end of each quarter in written reports that are shared with students and faculty alike. These reports are uploaded after faculty review to each student's GSTS file under the Documents tab. The department recognizes that you enter the program with different backgrounds and diverse strengths and honors these in the reports.

The overall rubric for seminar feedback includes the following:

- Mid-quarter meetings with feedback
 - Faculty are expected to meet with you individually at a midpoint in the quarter to discuss final paper topics (when relevant) and to discuss work thus far, with an eye to identifying areas of strength and potential improvement, reading strategies, writing, etc.
- Comments on final papers
 - Faculty are expected to provide 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. You are encouraged to remind faculty of this expectation and to consult the DGS if necessary.
- <u>Seminar reports</u>
 - Reports provide a record of the intellectual work carried out by each student in the seminar. This record is meant to be beneficial to you and to offer you avenues to further develop your work. It is also helpful to the faculty, so that an understanding of your work and development as you progress through the program can be shared broadly. With this in mind, after the end of a seminar, faculty complete seminar report forms on the following areas of the student's work:

- Topic and research materials for the final paper or project, including final presentation, or equivalent
- Brief, synthetic evaluation of final project outcome
- 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 become part of the second-year review meeting that takes place at the beginning of the second year. You can respond to these reports and discuss areas of achievement and future direction.

In the case that you wish to respond to seminar reports outside of that review, the process is informal, involving conversations with the DGS and the advisor for students in or beyond the second year or with just the DGS for first-year students who have not yet declared an advisor.

Evaluations for coursework outside the department

If you register for courses outside the department, you must inform the professor that a written report is required by the department, and that you will contact the professor by email after the course is over to ask for the report. On the department's website under Graduate>Resources for Current Students>Graduate Forms, a template for the report can be found to share with the professor.

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. You receive this report regardless of your matriculation in the program (e.g., students who are post-candidacy). These reports include a self-evaluation/GSTS documents and commentary regarding your progress toward the completion of the degree, including, for example your 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, provided with an opportunity to respond and, if appropriate, an opportunity to remediate, with explicit instructions as to how to do so.

Satisfactory Progress and Good Standing

Good standing is determined by the DGS in consultation with the advisor and sometimes the faculty as a whole if necessary. You 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

department while engaged in coursework that quarter. Any Incomplete grade must be removed within the next quarter you register, including summer but not including leaves. Exceptions must be submitted in writing to, and approved by, the DGS. Cumulative GPA as calculated by the department does not include undergraduate language courses. These may be taken as overload but do count in the official TGS cumulative GPA.

You must also complete the required evaluations indicated in this document in a timely and successful manner in order to remain in good standing. Should you fall out of good standing in any academic quarter, you will be placed on probation by both TGS and the department. In this case, you have two quarters (not including summer quarter) to resume good academic standing. The DGS will notify you in writing that you are on probation, and TGS will be notified. At the end of the probationary period (quarterly), your progress will be reviewed. If you cannot re-establish good academic standing during the two probationary quarters, you will become ineligible to receive funding and will be dismissed from the department and TGS. Following TGS regulations, you will be informed in writing within five business days of the determination of dismissal, 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.")

Academic probation can be determined by either TGS or the department. TGS requires students advance to candidacy by the end of the 3rd year in order to be in good standing. Our department indicates that to advance to candidacy you must, however, have completed both your exams and passed your dissertation prospectus. Failure to do so will result in academic probation. Exceptions may be made by the DGS upon petition with written approval of the advisor. Please note that even in conditions of exception to departmental requirements, 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.

Academic probation after admission to candidacy is based on making satisfactory academic progress, including research and writing towards the completion of the dissertation, as determined by the dissertation committee and the DGS. Annual progress reports submitted *by you* to the primary advisor and the DGS are required, as are annual reports *to you* and to TGS by the DGS. Failure to make satisfactory progress as determined by either TGS or the department will result in probation or exclusion (dismissal).

Language Requirements

You must demonstrate proficiency in two foreign languages before being advanced to candidacy. Proficiency in one of these languages is usually expected to be complete by the end of spring quarter in the first year; in some cases, with justification, you may petition the DGS for permission to postpone demonstration of proficiency in the first language until September of the second year. The second language must be completed by the end of spring quarter of the he third year. Typically, one language is either French or German. You select the second (and first) language in consultation with your advisor and in relation to your 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. You may submit evidence to the DGS that you 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. You may submit evidence to the DGS that you 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. You may enroll in standard college level language classes at NU or other institutions (including summer programs) during your matriculation in the program either for two years. If study is needed for less than two years, you must complete coursework bringing you to completion of the second year of college level study. In all cases, students must earn an average grade of B or better in these courses across two years, and their advisors must agree that their language skills are sufficient for dissertation research.
- 4. With the consent of the advisor, students whose primary language is not English 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 you enter the program with prior experience in a language that does not conform to any of the above requirements, but that you

believe is the equivalent of two years of college study or better, or in cases where you take graduate level translation courses or summer language programs that do not conform to standard US college level equivalents, you should take the online NU language placement exam to assess your 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; you must make an appointment with the Art History department PA at least two weeks in advance to set up the testing time. You must perform sufficiently well on this exam to pass out of the Northwestern Weinberg College undergraduate foreign language requirement (equivalent to two years of study); if you 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 conduct a short follow up exam.

6. In some cases, a departmental foreign language examination can be administered. This is a written exam in which you are required to translate and/or summarize two passages. 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 you don't pass an exam, you may retake it.

Holistic Second-Year Review

Fall Meeting

In early Fall of the second year, and by no later than October 15, you meet with a small committee consisting of your advisor and a second faculty of your nomination who is confirmed by the DGS. In advance of this meeting, you must update all progress sections, including academic progress, the Narrative Statement on Progress, and any other relevant sections along with the departmental "self-evaluation." You must forward these documents to the 2nd year review committee since GSTS is not universally accessible; and also submit to the committee the seminar paper from the first year that you feel represents your best art history work to date (and that should be a candidate for revision/expansion into their Qualifying Paper). You should also compile a specific set of questions for the committee about the paper and any other concerns. The committee reviews these materials as well as the student's first year seminar reports, which should also be forwarded by the student. The review meeting includes discussion of these materials; the proposed QP topic; and future direction at Northwestern. If necessary, time is dedicated to discussing areas of improvement expected during the second year and specific steps to be

undertaken to achieve such improvement. You are also encouraged to ask questions and outline your own future expectations and ambitions. The committee uploads a brief paragraph reporting on the outcome of the meeting to the Academic Progress review section in GSTS, and you 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 AH 402. 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 30.

You select the QP topic from among papers written for art history courses at Northwestern during the first three-four quarters and develop it in AH402 in winter of the second year. You will have selected with your second-year review committee, and especially your advisor, the paper you wish to develop in advance of the seminar's start. You are encouraged to choose a topic within your general field, though it need not have originated as a seminar paper in a course with your advisor or address your intended subfield. You are strongly encouraged to share the paper with the primary advisor as you revise it. 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 conventions of citation and illustration (For our purposes, this is the *Chicago Manual of Style*, unless the advisor stipulates otherwise in accordance with a subfield convention). The paper should be no more than 8000 words in length, *including* all notes, captions, bibliography and front matter. 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 or it risks not passing.

Each QP is assigned to a committee of three readers determined by the DGS in consultation with the Committee on Graduate Affairs: the advisor, someone in the subfield or invested in similar methodological/theoretical questions, and someone outside the subfield. The committee recommends to a quorum of faculty one of four outcomes (see below). The faculty at the QP meeting will discuss the committee's recommendation. 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 1.
- Revise and resubmit by June 1. The resubmission will be read by the entire art history faculty. If this does not pass, you are not invited to re-matriculate.

Examples of QPs from the department are available from the DA upon request.

Holistic Second-Year Review 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 before submitting to the faculty a final assessment and recommendation.

Qualifying Exams (QE)

In the winter quarter of the third year, you take a three-hour oral Ph.D. Qualifying Exam. The exam committee is chosen by you in consultation with your advisor by the end of spring quarter of the second year. The exam is based on field bibliographies generated by the student in consultation with the advisor and appropriate exam committee members (see Selection of Advisor and Committees). Exam lists must be established and approved by the examiner no later than week 4 of the fall quarter of the third year.

The length of the bibliographies varies by field, but generally, bibliographies for the major field include around 50 titles, while those for the concentration within the major and the secondary field have half this number. If it is helpful, all lists might also be thought of as an assembly of potential texts for a class, the first an introductory, comprehensive survey course and the latter two smaller, focused seminars. Examples of exam lists from the department are available from the DA upon request.

You may pass the exam with honors or without. Following a committee-only discussion after the exam, the assembled faculty will immediately notify you of a pass/no-pass. You then submit the Ph.D. Qualifying Exam Completion form through GSTS for the committee to sign digitally. If you do not pass the oral

exam, a two-week, take-home, written exam is assigned for each field not passed. If the written evaluation is not passed, you are found not to be making satisfactory progress and are ineligible to re-matriculate. You are then dismissed from the program and TGS.

Dissertation Prospectus and Colloquium

Dissertation Committee

The dissertation is the final requirement for the Ph.D. and is intended to represent a substantive contribution to the field based on your original research and analysis. It is supervised by your advisor with input from other members of the dissertation committee. The committee is selected and entered on GSTS no later than the 5th week of the winter quarter of the 3rd year.

Prospectus

After passing the oral examinations and confirming a dissertation committee, you write an eight- to ten-page dissertation prospectus (plus bibliography) in the spring of the third year. This is written in close consultation with your advisor, usually in a spring quarter AH 499, and is refined in AH406 (see "Program Requirements"). The prospectus is meant to present a clear vision of your project, the arc of its argument, the objects/issues on which it focuses and their contexts, and the contribution it stands to make to the field. The prospectus should include:

- an overview of the project and primary objects/historical context, the principal questions that motivate the project, a clear statement of the project's argument, and the stakes thereof
- brief chapter outlines or principal components of the argument including methodology/ies
- a purposeful account of the "state of the field" (often called the "lit review")
- a research plan
- a substantial bibliography indicating the primary and secondary 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.

Dissertation Prospectus Colloquium

The proposal is then presented in a colloquium with the dissertation committee that is held by the end of exam week in the spring quarter of the third year. Notifications of an acceptable proposal will be delivered immediately following

the end of the colloquium, along with required emendations or suggestions for future iterations. Once the proposal is approved by the committee (after any required revisions), you are advanced to candidacy if *all* other requirements including languages have been met (see above).

Exceptionally, with a written request and explanation that is approved by the advisor, DGS, and Chair *before the milestone deadlines*, you may ask to postpone your prospectus colloquium and hence your advance to candidacy until the fourth year. In this case and if your request is approved, you will still be dismissed by TGS if have not completed the prospectus before the end of the fourth year. Without written approval for an extension, if you do not complete and pass this milestone and the PhD exams by the end of the spring quarter of the third year you will be placed on probation, which must be remedied within two quarters as per the rules on good standing above.

Once the prospectus is approved, the Ph.D. Dissertation Prospectus and Proposal Colloquium form is submitted through GSTS for the committee to sign digitally.

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

Admission to Candidacy

After passing the oral examinations, completing language competency requirements, writing a dissertation prospectus that has been approved by the dissertation committee in or after the colloquium, and uploading the approved prospectus to GSTS along with the Ph.D. Dissertation Prospectus and Colloquium form, you will be admitted to candidacy.

Ph.D. Dissertation Progress Assessment

Once you are admitted to candidacy, you must fill out an annual Ph.D. Dissertation Progress Assessment form and submit it to your advisor by the end of the first week of the fall quarter. Your advisor signs the form, indicating approval of progress, and files it with the PA, who uploads it to GSTS. The form can be found on the department website under Graduate>Resources for Current Students>Graduate Forms.

It sometimes happens that changes in the dissertation committee are necessary after admission to candidacy. Such changes can be registered on the annual "Dissertation Progress Assessment Form," which the primary advisor signs and

which should be updated in GSTS. Guidelines about how these changes are to be negotiated are addressed above in the section on the Dissertation Committee.

Fifth-Year Chapter

Before the end of spring quarter of the fifth year, you are expected to have completed an approved *draft* of at least one chapter of the dissertation. 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 is likely to change within the context of the final dissertation. The provisional chapter draft is intended to facilitate a check-in with the committee so that its members can assess progress toward the degree and write strong letters of recommendations for fellowships. It also ensures that written feedback is not left to the final stages of the dissertation.

You should submit a copy to your primary advisor(s), and to the members of your 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 within a reasonable amount of time as determined by the advisor after consulting with committee members, but ideally within six weeks of submission. In the case of untimely feedback, you are encouraged to consult the DGS. The Ph.D. Fifth-Year Chapter form needs to be submitted through GSTS Documents. Failure to submit an approved chapter by the end of spring quarter of the fifth year will cause you to no longer be in good standing with the department. Students in bad standing have two quarters (not including summer) to remediate or are dismissed from the program.

Dissertation and Defense

When you and your advisor agree that the dissertation is ready, it is defended at an open oral defense with the complete committee and invited guests. Normally, this is before the end of the seventh year; the TGS requirement is before the ninth year. Students who do not meet TGS's limit on time to degree are placed on probation for two quarters, after which if they have not submitted their dissertation or applied for an extension of the probationary period, they are dismissed from TGS. You must complete the online Ph.D. Final Exam Form through GSTS to be digitally signed by the committee, and must 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)

The complete and carefully proofread dissertation is submitted to the entire dissertation committee at least 5-6 weeks before the defense is scheduled. You are encouraged to work with your advisor in reviewing TGS deposit/degree timelines in order to ensure you have time to defend and revise as necessary to graduate in the quarter of your choosing. You must inform all Art History faculty members of the date and location of the defense at least three weeks before it is conducted. Faculty may elect to join the defense as members of the audience. You may also choose to hold an open defense where other faculty or graduate students can be invited as additional members of the audience.

For requirements regarding preparation and style of the dissertation, please consult TGS'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 TGS.

Professional Development

Graduate Student Workers (GSW)

Every graduate student admitted to the department on funding provided through The Graduate School is required to serve as a graduate student worker (GSW), either as a graduate student instructor (GSI), Reader, or Research Assistant (RA), although the latter is rare. Normally, you are appointed as a GSW in their second, third, and fourth years of funding, ideally for no more than 2 of the 3 quarters and for only one, if any, GSI positions. In special circumstances, it is possible that you might petition your advisor, DGS and Chair to take your fourth year as a fellowship year, and your fifth year as a GSW year.

For a more thorough overview of these positions, their assignment, expectations, guidelines, and related resources, please see the "Graduate Student Worker Guide." The guide is soon to be available on the department website at Graduate>Resources for Current Students. It is not expected that you will work in other departments. Should that occasion arise, you must adhere to departmental guidelines, noting this is exceptionally rare and depends upon departmental approval of external opportunities which are then shared amongst all students. If you wish to work for pay off campus while on NU funding, you

must seek the approval of you advisor, the DGS, and TGS. See TGS <u>website</u> for forms and procedures. Failure to comply with TGS procedure risks placing you on probation or, if you are found willfully negligent, eligible to be dismissed from the department.

Professional Development Programs with the Department

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.

Professional Development beyond Northwestern

Graduate Students are encouraged to develop a scholarly profile by attending/speaking at conferences and by publishing their work. Many suggest that you should have a published article by the time you compete your dissertation in order to be "competitive" on the job market. Timelines and guidelines vary by subfield and by advisor so you should be absolutely sure to consult your advisor about this kind of work by your fourth year. Updates to your scholarly record are submitted to your advisor in the Annual Progress Report and also updated on GSTS.

Grounds for Dismissal

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

- Being on academic probation for more than two consecutive quarters.
- Failing to pass required departmental milestones within two quarters of their due date.
- 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).

• Failing to adhere to TGS policies including those about registration, working off-campus, academic integrity, and equitable behavior.

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

Appeal Process

The appeal process if you have been dismissed or excluded for academic reasons will follow appeal procedures consistent with those set for academic dishonesty cases. Specifically, you 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." Please note that where departmental policies differ from those of TGS, ours take priority if and as they are spelled out here.

Conflict Resolution

The Graduate School provides guidance for avoiding faculty-student conflicts on their webpage "Dealing with Student-Faculty Conflict," which provides guidance for avoiding conflicts, resources for resolving conflict, and potential courses of action open to faculty and students within TGS and Weinberg. Grievances that cannot be resolved between individual members of the department should be brought to the DGS or Chair. If there is a conflict in either case, you are encouraged to reach out to the Associate Dean of Student Affairs in TGS (currently Gayle Woloschak).

Nondiscrimination Statement by Northwestern

Northwestern University does not discriminate or permit discrimination by any member of its community against any individual on the basis of race, color, religion, national origin, sex, pregnancy, sexual orientation, gender identity, gender expression, parental status, marital status, age, disability, citizenship

status, veteran status, genetic information, reproductive health decision making, or any other classification protected by law in matters of admissions, employment, housing, or services or in the educational programs or activities it operates. Harassment, whether verbal, physical, or visual, that is based on any of these characteristics is a form of discrimination. Further prohibited by law is discrimination against any employee and/or job applicant who chooses to inquire about, discuss, or disclose their own compensation or the compensation of another employee or applicant.

Northwestern University complies with federal and state laws that prohibit discrimination based on the protected categories listed above, including Title IX of the Education Amendments of 1972. Title IX requires educational institutions, such as Northwestern, to prohibit discrimination based on sex (including sexual harassment) in the University's educational programs and activities, including in matters of employment and admissions. In addition, Northwestern provides reasonable accommodations to qualified applicants, students, and employees with disabilities and to individuals who are pregnant.

Any alleged violations of this policy or questions with respect to nondiscrimination or reasonable accommodations should be directed to Northwestern's Office of Equity, 1800 Sherman Avenue, Suite 4-500, Evanston, Illinois 60208, 847-467-6165, equity@northwestern.edu.

Questions specific to sex discrimination (including sexual misconduct and sexual harassment) should be directed to Northwestern's Title IX Coordinator in the Office of Equity, 1800 Sherman Avenue, Suite 4-500, Evanston, Illinois 60208, 847-467-6165, TitleIXCoordinator@northwestern.edu.

A person may also file a complaint with the Department of Education's Office for Civil Rights regarding an alleged violation of Title IX by visiting www2.ed.gov/about/offices/list/ocr/complaintintro.html or calling 800-421-3481. Inquiries about the application of Title IX to Northwestern may be referred to Northwestern's Title IX Coordinator, the United States Department of Education's Assistant Secretary for Civil Rights, or both.

FUNDING OPPORTUNITIES

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."

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 <u>website</u> under "Graduate Research Grant."

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. For a full description, please see the TGS <u>website</u> under "Summer Language Grant" or email gradfund@northwestern.edu for more information.

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 you 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, you 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 financial 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 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 your evolving dissertation, approved by your advisor
- A statement of research already completed
- A clear statement of research objectives and plans
- A detailed budget for the project
- An email confirming approval from your advisor

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 you can finalize you travel plans.

Fellowships and Internships

External Fellowships Requiring Departmental Nomination

Each year in the spring quarter, the PA, in consultation with the DGS, invites graduate students to self-nominate for external fellowships that require departmental nominations. These include the many Center for the Advanced Study of the Visual Arts (CASVA) Fellowships, the Kress Institutional Fellowships, the Carter Manny Prizes, and the Dedalus Fellowship. Please consult with your primary advisor and relevant grant websites to determine what is appropriate for you. Self-nomination, in the form of a 1-2 page description of the dissertation project, a research plan that indicates archives/objects and expected outcomes, a brief note of support from the advisor, 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 DGS confirming that they have discussed fellowship options with the student and approve of the choices. The Committee on Graduate Affairs will review the selfnominations 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 all separate sections such as those 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, you 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? Please be aware, for example, that receiving a finishing grant may mean that you will be ineligible to apply for any dissertation grants the following year. When the department makes decisions about nominations for outside fellowships, you may find you have been nominated for a grant or grants other than those for which you 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 you for grants you may not have considered or for which you may not have considered yourself eligible. The goal is always to maximize the competitiveness of each student within a grant competition and to nominate as many graduate students as possible to as many external grants as possible.

A graduate student workshop on writing successful grant proposals occurs every spring quarter with Stephen Hill. It is *required* that you fully participate in the workshop at least once during your first four years, preferably in your third year, though students are strongly encouraged to participate every year. In addition to consulting with your advisors, all 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 your y 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.

You are expected to consult with your primary advisors at every stage about your choice of topic, about which fellowships are most suitable, and about the composition and timing of the applications and self-nominations.

For a list of external fellowships that do not require departmental nomination, consult your advisor and 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 Requesting Letters of Recommendation

Most research fellowships require letters of recommendations from your primary advisor, and sometimes others as well. Be aware that faculty will have many letters to write during the "application season." Best practice is to ask your advisors to write well before the deadline; if they agree, you should provide them with all the information they will need to write a letter of recommendation, including a precise explanation of the fellowships to which they are applying (for example, not just "the Kress" as there are several Kress fellowships), a website address that explains it further, a draft of the 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. Individual faculty may have other expectations; please check with your advisor. Requests left to the last minute (i.e. less than a week or two before the duedate) 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.

Internships and Fellowships through Northwestern

You may apply for the Andrew W. Mellon Curatorial Internship or Fellowship at the AIC that 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 February by the PA in consultation with the DGS. Applications are returned to the PA at the indicated date After an initial vetting by the CGA, the applications are forwarded to the AIC, which makes the selection. Applicants are encouraged to speak with Jill Bugajski at the AIC but are discouraged from reaching out to individual curators at the Museum.

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 biweekly fellow 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.

Applications generally consist of the following elements and are specified each year: 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) a 2-page CV; and 4) brief letter of endorsement from your advisor. After an initial vetting by the CGA, the selection of the Intern will be made by AIC staff based on the current curatorial needs of the museums and curators.

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 is 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 four quarters of 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.

Students who previously held a Mellon Curatorial internship are equally 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 2-page cover letter detailing how object-related research pertains to your dissertation project; 3) a two-page CV; and 4) an short note from your dissertation advisor endorsing your application. Applications should be sent to the PA. After an initial vetting by the CGA, the selection of the Fellow will be made by AIC staff based on the current curatorial needs of the museums and curators.

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 good standing 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 other GSW requirements during that year.

Announcements for the position will be made by the PA in consultation with the DGS in February for the following academic year. Applications, including a letter of advisor approval, should be sent to the PA. Applications include a cover letter describing your interest in the fellowship, your research goals and career aspirations, as well as a current 2-page CV. Applicants should highlight specific qualifications or coursework that makes them a strong candidate. After an initial vetting by the CGA, the selection of the Block Fellow is made by the Block Museum.

Travel and Reimbursement Policies

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 <u>website</u>, under "International Travel."

Reimbursement Procedures

If you have received funding to support your research, 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. You 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.

You should document all expenses, save all receipts, and keep proof that you traveled for your 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. You are encouraged to use per diems for meals and incidentals (M&IE), but should still keep receipts for their records.

For reimbursement for expenses or to reconcile 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. If you wish to become a CIC Traveling Scholar please consult your advisor at least a quarter in advance. He or she will determine whether the off-campus opportunity is likely to enhance your education and ascertain that it is not, in fact, available on the host campus. Except in very rare cases, students in their first year do not partake in this program other than for summer language study. After confirming your advisor's approval, you should speak to their Student Services Representative at TGS (bottom of https://www.tgs.northwestern.edu/about/contact/index.html) and then the DGS. Each Traveling Scholar may spend up to two semesters or three quarters on the host campus, regardless of the number of courses taken. Please the CIC program website for important information about deadlines and procedures.

Graduate Interdisciplinary Cluster and Certificate Program

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 you might have natural intellectual affinities. 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 may apply to a cluster when applying to Northwestern but you may affiliate with a cluster at any point during their study at Northwestern.

Please see https://www.tgs.northwestern.edu/admission/academic-programs/clusters-and-certificates/ for details about the Cluster and Certificate Program.