

## **GRADUATE HANDBOOK**

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# INTRODUCTION

Florida State University is one of twelve universities of the State University System of Florida. First established in 1851 as the Seminary West of the Suwannee, in 1909 it became known as the Florida State College for Women, a name it held until 1947 when it received its current designation and coeducational status. The Tallahassee campus has been the site of an institution of higher education longer than any other in the state. Tallahassee, the capital of Florida, is located in Leon County in the state's panhandle, less than an hour's drive to Georgia and Alabama to the north and Apalachee Bay in the Gulf of Mexico to the south. With the area's canopy roads, national forests, abundant lakes, natural springs, public gardens, and wildlife preserves, this growing, active community (191,000 population, metro area 385,000) is a nature-lover's paradise, easily reached from Atlanta or New Orleans, with its airport offering regular service to all major international airports in the Southeast.

Florida State University's highly ranked College of Fine Arts, as well as the College of Music, College of Motion Picture Arts, and Tallahassee Film Society provide the community with a variety of sophisticated cultural programs marked by visiting artists, performers, and scholars. Lecture series and other activities of interest to art history students include those sponsored by the Florida A & M School of Architecture, the Tallahassee Chapter of the Archaeological Society of America, and the FSU student Archaeological and Art History associations. The FSU Museum of Fine Arts offers rotating art exhibitions, which are supplemented locally by the activities of the Museum of Florida History, the LeMoyne Center for Visual Arts, the Leon County Public Library, and the Black Archives Research Center and Museum on the campus of Florida A & M University. Since 2000, The Ringling Museum of Art has been administered by FSU. Located on 67 acres in Sarasota, Florida, this large complex includes a world-renowned art collection that offers extraordinary advantages to graduate students interested in art history and museum studies. For more information on the Ringling complex see [www.ringling.org](http://www.ringling.org).

## PROGRAM SCOPE

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The FSU art history program, which is one of the oldest and highest ranked in the Southeast and the first in Florida to offer a doctoral degree, boasts among the largest faculty of art and architectural historians south of Virginia and east of Texas. Courses are taught on the undergraduate as well as graduate levels by a distinguished faculty whose broad range of subject areas and critical methodologies provide the essential tools to pursue a professional career in the arts. In addition to their scholarly research, graduates of our programs are active in teaching, museum work, gallery management, the auction market, and publishing.

The Department of Art History offers courses leading to the MA and PhD degrees in the following areas of art and architectural history:

### **The Post-Ancient and Medieval World**

- Late Antique, Early Christian, Byzantine, Islamic, and Early through Late Medieval

### **Modernities and Modernisms**

- Northern and Southern European, Fifteenth through Eighteenth centuries; American, European Nineteenth century to the present, and History of Photography, Global Contemporary

### **Visual Cultures of the Americas**

- Hemispheric studies of the arts of the Americas from the Pre-columbian period to the present

## FACULTY

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Graduate students work principally with the tenured and tenure-track faculty listed below. For a current list of adjunct and visiting faculty, see the department website.

**Tenley Bick**, PhD (University of California, Los Angeles), Associate Professor and Director of Undergraduate Studies. Global Contemporary, Postwar Italian Art, Contemporary African Art

**Mora Beauchamp-Byrd**, PhD (Duke University), Associate Professor and Director of Museum and Cultural Heritage Studies. Arts of the African Diaspora in North America

**Michael D. Carrasco**, PhD (University of Texas), Associate Professor and Associate Dean, College of Fine Arts. Pre-columbian Art, Archaeology, and Mesoamerican Epigraphy

**Kristin Dowell**, PhD (New York University), Associate Professor. Contemporary Native American Art, Global Indigenous Film, Museum and Cultural Heritage Studies

**Adam Jolles**, PhD (University of Chicago), Associate Professor and Director of Graduate Studies. Modern Art, History of Photography

**Lynn Jones**, PhD (University of Illinois), Associate Professor. Byzantine and Early Christian Art and Architecture

**Stephanie Leitch**, PhD (University of Chicago), Professor. Early Modern Art (Northern Europe), History of Printmaking, History of Science

**Erika Loic**, PhD (Harvard University), Assistant Professor. Global Medieval Art, Manuscript Illumination, and the Iberian Peninsula

**Robert Neuman**, PhD (University of Michigan), Professor. Baroque and Eighteenth-Century Art and Architecture, Garden History, and Modern Popular Culture

**Paul B. Niell**, PhD (University of New Mexico), Associate Professor. Ibero-American and Caribbean Art and Architecture, Visual Cultures of the African Diaspora

**Lorenzo Pericolo**, PhD (École pratique des Hautes Études, Paris), Vincent V. and Agatha Thursby Professor and Department Chair. European Renaissance, Baroque Art and Architecture

## PROGRAMS

The Department of Art History offers programs leading to the Master of Arts and the Doctor of Philosophy in the History and Criticism of Art. The objective is to prepare the student for a professional career either in academic art history or in one of the related professions, including museums, commercial galleries, and publishing. MA and PhD students are guided through the program by the Director of Graduate Studies and, in the case of PhD students, an individual advisor chosen during the first year by the student from her/his field of study. Students' admission to the program is made only in the fall semester. The deadlines for applicants to be considered for funding are **first Friday in January (PhD) and the first Friday in February (MA), for students applying for the following academic year.**

The MA degree in the History and Criticism of Art has two program majors: **Art History** and **Museum and Cultural Heritage Studies (MCHS).**

# MASTER OF ARTS: ART HISTORY MAJOR

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This program involves broad exposure to the history of art as well as focused attention to one of the department's major areas (9 credit hours). The Master of Arts is designed to develop research and writing skills that will be useful in a professional career in one of the art historical disciplines.

## Duration of Program and Course Requirements

The requirements for the MA degree are designed to facilitate completion of the degree in two years. The University requires that all work for the master's degree be completed within seven years from the time the student first registers for graduate credit. Any graduate work transferred from another institution must have commenced not more than seven years prior to completion of the degree for the credits to be applicable to the master's degree.

A minimum of 36 credit hours are required, and a minimum grade of B- is necessary for courses to be counted toward fulfillment of these credits. During their first semester, full-time students (minimum of 9 credits per semester) are required to take Methods of Art History and two additional courses at the 5000-level. During the second semester students usually take three 5000-level courses. All full-time students are evaluated early in the spring semester (see details below). During the second year, students take three courses each semester, for a total of 36 credits.

The MA Art History major requires:

- Methods of Art History (3 credits);
- A course in a field outside the western tradition (3 credits);
- A minimum of three courses (9 credits)—constituting a major field—in one of the three areas of art history: Byzantine to Medieval, Modernities and Modernisms, and Visual Cultures of the Americas.
- One 3-credit course in each of the three remaining fields (9 credits total);
- Four additional Art History elective courses (12 credits) are also required. One out of the four may be taken outside of art history in a related area of study, pending the approval of the Director of Graduate Studies and the student's faculty advisor.

A minimum grade of B- is necessary for courses to be counted toward fulfillment of these credits.

The first year of coursework for students enrolled in the MA Art History program typically looks as follows:

### Semester One

Art History Methods (required)  
Art History/Major area  
Art History/Major area

### Semester Two

Art History/Major area  
Art History/Non-Western  
Art History/Field area

Prior to the conclusion of the first year, master's students must choose one of two tracks: The **Thesis Track** or the **Qualifying Paper Track**.

## THESIS TRACK

The Thesis Track requires full-time students to take the following second-year program, which includes:

- Thesis Credit Hours aimed at developing research towards the thesis
- A Masters' thesis and defense

**Semester Three**

Art History/Field Area  
Art History/Field Area  
Thesis Hours

**Semester Four**

Art History Elective  
Art History Elective  
Thesis Hours + Thesis Defense

Students interested in the Thesis Track can nominate themselves or may be invited to undertake a thesis by the Director of Graduate Studies upon consultation with faculty. A statement of interest must be submitted by students to the Academic Program Specialist and the Director of Graduate Studies by the end of February of their first academic year. The final decision lies entirely with the Director of Graduate Studies and Chair upon consultation with the relevant faculty.

**Thesis Hours**

By the end of their second semester in the Master of Art History program, students interested in the Thesis Track are expected to have chosen an advisor from among the faculty who will direct their thesis. The thesis advisor will assist the student in identifying the two additional members of the supervisory committee, both of whom must be from within the department. In the third semester, students will enroll in three Thesis hours with their major professor with the goal of generating a prospectus: a ten-page document including a review of the relevant critical literature, and a layout of the thesis. Students should meet with their thesis advisor at least twice per month.

**Thesis**

In the fourth semester, ideally, students will write their thesis based upon research conducted in the previous semester. The thesis must be 8,000-10,000 words in length including captions, notes, and bibliography. High-resolution illustrations must be included with the final thesis draft. The student will enroll in 3 credit hours of Thesis Hours and the 0-credit-hour Thesis Defense course with their major professor

No later than the second week of classes in the semester that the student intends to defend, the student must confirm the members of the supervisory committee with the Academic Program Specialist, who will enter the composition into the online Graduate Student Tracking system.

The completed manuscript should be submitted to the supervisory committee via email at least four weeks before the anticipated defense date. Refer to The Graduate School website for more information about the Manuscript Clearance Portal ([clearance.fsu.edu](http://clearance.fsu.edu)), an overview of the process, semester deadlines, and formatting guidelines. The thesis will be attended by the advisor and second reader. The defense should last a minimum of one hour, during which the student may elect to give a presentation.

**QUALIFYING PAPER TRACK**

The Qualifying Paper Track requires full-time students to take the following second-year program:

**Semester Three**

Art History/Field Area  
Art History/Field Area  
Art History Elective

**Semester Four**

Art History Elective  
Art History Elective  
Art History Elective

Students interested in the Qualifying Paper Track should submit a statement of interest to the Academic Program Specialist and the Director of Graduate Studies by the end of February of their first academic year. At the end of their second year, participating students must submit a qualifying paper that originated in an Art History seminar. Two members of the faculty will evaluate the paper, one of whom will be the professor who graded the original paper (if that professor is not available, the Director of Graduate Studies will designate an alternate). The second faculty reader will be selected by the student in consultation with the

first. After the evaluation and approval of the qualifying paper, both members of the faculty will sign the Qualifying Paper Signature page, which the student will submit to the Academic Program Specialist. Graduate students are eligible to take courses outside of those offered by the Department of Art History. To initiate a request, the student should contact the Academic Program Specialist. Permission from the Director of Graduate Studies will be required in order to ensure that the course will be credited toward the degree. Funded students must request Dean's permission to use tuition waivers to cover a course outside of the College of Fine Arts.

## Language Requirement

To succeed in graduate coursework, students must have a reading knowledge of one foreign (ancient/modern) language. This requirement is met by French, German, Spanish, or another research language appropriate to the student's field of study, to be approved by the major professor in consultation with the Graduate Studies Committee. The requirement is fulfilled either by passing an exam in reading knowledge or successfully completing an intermediate-level course. Although it is highly recommended that students meet the foreign language requirement before beginning the program, the requirement should be met by the end of the first year of coursework.

## Master's Degree Progress Review

All faculty members in the department review and evaluate each student's progress at the beginning of the spring term of the first academic year. In late December or early January, students submit a self-assessment narrative about their professional progress in the program, future goals, accomplishments, and challenges to be addressed. MA Art History students indicate if they wish to be considered for the thesis track. Students rate their performance on a scale of 1-5 in the areas of research skills, writing skills, analytical/critical reading skills, and oral discussion/presentation skills. Based on the students' self-reviews, faculty feedback The Director of Graduate Studies shares faculty feedback with students early in the spring semester.

## Scholarly Engagement

While there is no university scholarly engagement requirement for MA students, faculty expect students to be looking ahead towards careers in which knowledge of current issues in the field is imperative. For this reason, Art History graduate students are expected to participate in the annual Art History Graduate Student Symposium, where they will interact with both major scholars in their field and peers who will become future colleagues. Additionally, all graduate students are expected to attend visiting scholar lectures and participate in associated events. Graduate students are encouraged to attend department lectures and events as well as other lectures, conferences and symposia at FSU.

# MASTER OF ARTS: MUSEUM & CULTURAL HERITAGE STUDIES MAJOR

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Based within the FSU Department of Art History, the **Museum and Cultural Heritage Studies (MCHS) Master of Arts** major encourages emerging scholars to think critically about the role, use, and display of art and material culture while preparing them for future careers within the museum and heritage sectors. The program provides a solid theoretical and practical foundation with an emphasis on ethics, community engagement and culturally responsive museum practices. We critically examine the power dynamics inherent within the politics of collection, exhibition, and curatorial practice in museums as well as how the past is taught, represented, and publicly debated.

The program offers two exciting courses of study: **The Tallahassee Track** and **The Ringling Track**. In their second year, students may choose to remain in Tallahassee, working with the Florida Department of State, local museums, and heritage organizations; or they may apply to The Ringling Track to spend their second year of study in Sarasota at the John & Mable Ringling Museum of Art, one of the largest and most

prestigious university art museums in the country.

Our collaboration with The Ringling Museum of Art allows students who are selected for this option to spend their second year of the MCHS degree track in residence at the Ringling Museum in Sarasota. The Ringling staff will determine the application requirements and deadline for students who wish to apply to the Ringling Track. The MCHS Director will communicate the Ringling Track application process to MCHS students at the beginning of the Fall semester of their first year.

The MCHS MA program at FSU is part of the Southern Regional Education Board Academic Common Market. Students from Louisiana, South Carolina and Tennessee may pursue a degree in the program at in-state tuition rates through the Academic Common Market.

## Program Requirements

The two-year Master of Arts in Museum & Cultural Heritage Studies consists of 12 hours of core courses (Art History Methods, Museum Basics, Cultural Heritage: Theory & Practice, and The Museum Object), 6-9 hours of Art History (depending on the track), 6 hours in approved MCHS electives which can be taken inside or outside the Department of Art History, 6-9 hours of internship (depending on the track), 3 hours of a capstone project, for a total of 36 credit hours.

### Foundation Courses: 12 credits (4 courses)

ARH 5813 Art History Methods  
ARH 5799 MCHS Theory & Practice  
ARH 5797 Museum Basics  
ARH 5838 Museum Object

### Art History Coursework: 6-9 credits (2-3 courses depending on track)

### MCHS Coursework: 6 credits (2 courses)

### Internship: 6-9 credits (depending on track)

### Capstone: 3 credits

<b>Total:</b>	<b>36</b>	<b>credits</b>
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## TALLAHASSEE TRACK

Foundation courses: 12 credits  
ARH Coursework: 9 credits  
MCHS Coursework: 6 credits  
Internship: 6 credits  
Capstone: 3 credits

## RINGLING TRACK

Foundation courses: 12 credits  
ARH Coursework: 6 credits  
MCHS Coursework: 6 credits  
Internship: 9 credits  
Capstone: 3 credits

An ideal program for full-time students in residence in the Tallahassee Track for the whole two years would take the following form; it is important to remember the hour distributions mentioned above.

### Semester One

ARH 5813 Art History Methods  
ARH seminar  
ARH 5797 Museum Basics

### Semester Two

ARH 5838 Museum Object  
ARH 5799 MCHS Theory & Practice  
ARH seminar

### Semester Three

MCHS Elective  
ARH seminar  
Internship

### Semester Four

MCHS Elective  
Internship  
Capstone

An ideal program for full-time students in residence at The Ringling during the final year would take the following form; it is important to remember the hour distributions mentioned above.

#### **Semester One**

ARH 5813 Art History Methods  
ARH seminar  
ARH 5797 Museum Basics

#### **Semester Two**

ARH seminar  
ARH 5799 MCHS Theory & Practice  
MCHS Elective

#### **Semester Three**

ARH 5838 Museum Object  
Internship (6 credits)

#### **Semester Four**

Public Programs (MCHS Elective)  
Internship (3 credits) Capstone

A minimum grade of B- is necessary for courses to be counted toward fulfillment of these credits.

MCHS students are eligible to take courses outside of the Department of Art History. Permission from the MCHS Director will be required in order to ensure that the course will be credited toward the degree. Funded students must request Dean's permission to use tuition waivers to cover a course outside of CFA.

### **Language Requirement**

A reading knowledge of at least one foreign language relevant to the student's area of study is required for completion of the master's program. The student has the option of passing an exam in reading knowledge by the end of the first academic year or successfully completing an intermediate-level course.

### **Capstone Project**

The degree program culminates in a capstone project which is completed in the final semester of the program. Capstone projects are designed to align with student's research and professional interests and are often related to a student's internship experience. Previous capstone projects have included curatorial proposals, museum education programming, a film event, research for guided tours at historic house museums, and data analysis of conservation efforts with an archaeological collection. Students also have the option of a research paper for the capstone project. Students also have the option of a research paper for the capstone project. Students enroll in a 3-credit course in their last semester to focus on the completion of their capstone project.

### **Master's Degree Progress Review**

All faculty members in the department review and evaluate each student's progress at the beginning of the spring term of the first academic year. In late December or early January, students submit a self-assessment narrative about their professional progress in the program, future goals, accomplishments, and challenges to be addressed. Students rate their performance on a scale of 1-5 in the areas of research skills, writing skills, analytical/critical reading skills, and oral discussion/presentation skills. Based on the students' self-reviews, faculty feedback The Director of Museum and Cultural Heritage Studies or the Director of Graduate Studies shares faculty feedback with students early in the spring semester.

### **Scholarly Engagement**

While there is no university scholarly engagement requirement for MA students, faculty expect students to be looking ahead towards careers in which knowledge of current issues in the field is imperative. For this reason, graduate students are expected to participate in the annual Art History Graduate Student Symposium, where they will interact with both major scholars in their field and peers who will become future colleagues. Additionally, all graduate students are expected to attend visiting scholar lectures and participate in associated events. Graduate students are encouraged to attend department lectures and events as well as other lectures, conferences, and symposia at FSU. The Director of the MCHS program will also schedule professional development opportunities throughout the year such as grant-writing workshops, guest speakers from the museum profession and/or trips to visit museums and cultural organizations. It is to the advantage of the students to attend as many of these opportunities as possible.



# DOCTOR OF PHILOSOPHY

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The Doctor of Philosophy is a research degree designed to form a critical and productive scholar by focusing on a particular field within the history of art. The degree is suited to students who intend to continue advanced work either in university teaching and research or in a museum at the highest professional level. The successful candidate will demonstrate the ability to conduct original research and to integrate it with larger domains of knowledge.

## Entrance to the Program

In most cases, students completing or holding an MA in Art History apply directly to the University and the Department's doctoral program, are evaluated by the entire faculty, and are notified of the decision. The entering student is expected to have in hand a completed master's degree in art history and submit a writing sample.

## Doctoral Advising

By the end of the first year of coursework, doctoral students should have a faculty advisor and made that decision known to the department. By the end of the third semester, doctoral students should have a full dissertation committee, including their university representative who must be a tenured faculty member from another department with or without expertise related to the dissertation. The doctoral committee will meet during the fourth semester to discuss the student's proposed research and the areas of the qualifying exams. At this time, students should circulate a draft of their evolving prospectus if available and may elect, though this is not required, to give a presentation of their proposed research to the committee.

## Duration of Program and Course Requirements

According to University regulation, all requirements for the doctoral degree must be completed within five calendar years from the time the student passes the qualifying examination for candidacy (see below), or the student's supervisory committee will require that a new qualifying examination be passed.

Students holding the MA degree who are admitted into the doctoral program take Methods of Art History, nine regular courses, and two qualifying courses, under the supervision of their major professor (**36 credits**) and supervised dissertation research (a minimum of **24 credits**) for a minimum of **60 credit hours total**. Coursework should include Methods of Art History, if not taken already at FSU, and four courses in one of the following areas: The Post-Ancient and Medieval World, Modernities and Modernisms, or Visual Cultures of the Americas. Five additional courses should be chosen in consultation with the student's major professor and the Director of Graduate Studies. If the student has not taken a course in a tradition outside the West at the Master's level, one elective should be used to fulfill this requirement, unless it is the student's major area of study. In consultation with the Director of Graduate Studies and the student's faculty advisor, electives may be taken in other disciplines related to the student's major field or in other areas of art history.

A minimum grade of B- is necessary for courses to be counted toward fulfillment of the degree requirements.

Doctoral students are eligible to take courses outside of those offered by the Department of Art History. Permission from the Director of Graduate Studies will be required in order to ensure that the course will be credited toward the degree. Funded students must request Dean's permission to use tuition waivers to cover a course outside of the College of Fine Arts.

At the discretion of the major professor, doctoral students can request to work with faculty on a Directed

Individual Study (DIS). A DIS is an independent research project whose topic must be agreed upon between the student and the designated member of Art History faculty. If a member of the faculty agrees to work with a student on a DIS, the student must contact the Academic Program Specialist for assistance enrolling in the course. The instructor of the DIS will indicate if the course is in the field(s) of The Post-Ancient and Medieval World, Modernities and Modernisms, or Visual Cultures of the Americas. While enrolled in the DIS course, students can expect to meet with the DIS instructor twice a month for a minimum of one hour per meeting. The total amount of time spent on a 3-credit hour DIS, including meetings and expected readings/research, should not exceed 6 total hours per week.

## **Art History PhD Idealized Academic Map**

PhD Program: Methods + 9 courses + 2 qualifying courses + 24 dissertation hours minimum

(ARH 5813 Methods + 4 major + 5 courses + ARH 5907 Prospectus DIS + ARH 6904 Readings for Exams + ARH 6980 Dissertation)

### **Semester One**

- ARH 5813 Methods
- ARH Course
- ARH Course

### **Semester Two**

- ARH Course
- ARH Course
- ARH Course

### **Semester Three**

- ARH Course
- ARH Course
- ARH Course
  - Form full dissertation committee

### **Semester Four**

- ARH Course
- ARH 5907 Prospectus Directed Independent Study (DIS)
- ARH 6904 Readings for Exams
  - Schedule Dissertation committee meeting
  - Draft and circulate dissertation prospectus
  - Plan qualifying exam

### **Summer semester**

- Readings for qualifying exam

### **Semester Five**

- ARH 6980 Dissertation hours
- ARH 6980 Dissertation hours
- ARH 6980 Dissertation hours
  - Submit dissertation prospectus (by the end of Week 2)
  - Write qualifying exam (by the end of Week 4)
  - Defend qualifying exam (by end of Week 6)
  - Apply for Mason Dissertation Research Award

### **Semester Six**

- ARH 6980 Dissertation hours
- ARH 6980 Dissertation hours

- ARH 6980 Dissertation hours
  - Draft first chapter
  - Apply for FSU graduate school grants and external grants

#### **Semester Seven**

- ARH 6980 Dissertation hours
- ARH 6980 Dissertation hours
- ARH 6980 Dissertation hours
  - Apply for external grants
  - Draft second chapter

#### **Semester Eight**

- ARH 6980 Dissertation hours
- ARH 6980 Dissertation hours
- ARH 6980 Dissertation hours
  - Draft third chapter

#### **Semester Nine**

- ARH 6980 Dissertation hours
- ARH 6980 Dissertation hours
- ARH 6980 Dissertation hours
  - Draft fourth chapter, introduction and conclusion

#### **Semester Ten**

- ARH 6980 Dissertation hours
- ARH 6980 Dissertation hours
- ARH 6980 Dissertation hours
  - Polish chapters
  - Defend dissertation

## **Language Requirements**

A reading knowledge of one foreign (ancient/modern) language is required for admission to the doctoral program. By the end of the first year in residence, all doctoral students must demonstrate a reading knowledge of a second research language. Depending on the area of specialization, additional languages may be necessary. The requirement is fulfilled either by passing an exam in reading knowledge or successfully completing an intermediate-level course.

## **Scholarly Engagement**

To meet the FSU Scholarly Engagement requirement, and in consultation with the faculty advisor, doctoral students should interact with faculty and peers in ways that may include attending seminars, symposia, conferences, and engaging in collaborative study and research beyond the university campus. The goal is to prepare students to be scholars who can independently acquire, evaluate, and extend knowledge, as well as develop themselves as effective communicators and disseminators of knowledge. Scholarly engagement ensures that doctoral students are active participants in the academic community. The Department of Art History fosters engagement by encouraging students to present papers at regional and national conferences, curate exhibitions, and publish research. Papers have been presented at a wide range of venues including the College Art Association (CAA), the Society of Architectural Historians (SAH), the Southeast College Art Conference (SECAC), the Southeast Medieval Association (SEMA), International Medieval Congress at Kalamazoo, the Latin American Studies Association, the Native American Art Scholars Association, and the Pacific Art Association (PAA). Art History graduate students are expected to participate in the annual Art History Graduate Student Symposium, where they will interact with both major

scholars in their field and peers who will become future colleagues. Additionally, all graduate students are expected to attend visiting scholar lectures and participate in associated events. Graduate students are encouraged to attend department lecture series and events as well as other lectures, conferences, and symposia outside those offered in Art History.

## Doctoral Progress Review

All faculty members in the department review and evaluate each student's progress at the beginning of the spring term of the first academic year. In late December or early January, students submit a self-assessment narrative about their professional progress in the program, future goals, accomplishments, and challenges to be addressed. PhD students include the names of the potential advisor and committee members as well as a possible dissertation topic. Students rate their performance on a scale of 1-5 in the areas of research skills, writing skills, analytical/critical reading skills, and oral discussion/presentation skills. Based on the students' self-reviews, faculty feedback The Director of Graduate Studies shares faculty feedback with students early in the spring semester.

Doctoral students who are ABD submit the Annual Doctoral Review Progress worksheet available on Canvas by early February each year and then schedule annual spring meetings with their entire dissertation committee. Committee chairs then complete assessments and provide recommendations for ensuring the timely completion of the dissertation.

## Prospectus

The prospectus is facilitated through a Directed Independent Study (DIS) taken in the fourth semester of coursework. Students can expect to meet with their dissertation director to work on the Prospectus DIS at a minimum twice per month for one hour. Additional time to discuss the prospectus may be agreed upon between the student and the faculty director. A draft of the prospectus should be submitted to the director of the doctoral committee at the end of the semester and a revised draft should be submitted to the doctoral committee and the Art History Academic Program Specialist by **end of Week 2** of the fifth semester of full-time enrollment. The prospectus should include the following items and be approximately 10-15 pages in length:

1. An explanation of the problem to be addressed in the dissertation.
2. An argumentatively driven survey of literature relevant to the problem.
3. A justification for the research project that discusses aspects of the problem not treated by previous scholars. The prospectus should also evaluate the contribution the project will make to scholarly literature in the field.
4. A statement of methodology.
5. A table of contents, including a brief précis for each chapter.
6. A bibliography of primary sources and secondary literature considered most relevant to the research.
7. A detailed plan for undertaking the research for the project and an approximate timetable for accomplishing each step in the process.

Typically, the prospectus is also discussed during the oral portion of the Qualifying Examination, which is at the discretion of the advisor in consultation with the student. However, admission to candidacy is not contingent on the completion of the final prospectus by the time of the Qualifying Examination. Upon completion of the final prospectus, the student should obtain signatures from the committee on the **Departmental Prospectus Signature Page**, which will be signed at the date of the oral defense at the

earliest, but no later than a month after the completion of the oral defense. Once this signed page is submitted to the department, the student may officially advance to candidacy (see “Forms & Docs” in Art History Graduate Information page on Canvas). The final prospectus should be submitted to the department by the beginning of the academic year following the Qualifying Examination.

## **Qualifying Examination and Admission to Candidacy**

To be admitted to candidacy for the PhD degree, all doctoral students must pass a qualifying examination. The University requires that the doctoral committee consist of three members of the faculty who have Graduate Faculty Status, and one tenured member from outside the department who holds a PhD degree to serve as the University Representative. The student may choose additional committee members from outside the university who specialize in related areas in consultation with their advisor. Students are expected to take their comprehensive exams in Year 3 of the doctoral program (Term 5 or 6). Scheduling of the exam is agreed upon between the student and the members of their committee. Once the exam semester is decided, the comprehensive examination committee should meet either in person (preferably) or virtually, to determine the areas that the examination will cover. Once the areas are defined the student should meet regularly with committee members to prepare for the examination. By the end of the semester before the student plans to take the qualifying exams, the student should contact the Academic Program Specialist to report the dates of the written and oral portions of the exam. The qualifying exam must be completed and defended by **Week 6** of the semester. An extension requires the approval of the faculty. The examination consists of the following two parts:

### **Part I: Written Examination**

Part I consists of three rounds of questions in the major area and/or supportive fields, to be answered over the course of a week. One round will consist of a single question that specifically addresses a topic related to the dissertation. This question is written by the dissertation advisor. Each of the remaining two rounds of questions—usually one from the committee chair and another from the second reader—consist of two questions from which the student chooses one to answer. These two rounds of questions will be more general questions drawn from the student’s major field of study. The student chooses the order in which to answer the three rounds of questions and will have 12 hours to answer each question. There will be one day between questions.

### **Sample Qualifying Written Examination Schedule**

**Monday, Day 1:** two major area questions from committee chair (student chooses one)

**Wednesday, Day 2:** two major area questions from second reader (student chooses one)

**Friday, Day 3:** one dissertation question from committee chair

Protocol for Part I: Questions for Part I of the qualifying examination should be sent by the committee members responsible for writing them to the Art History Academic Program Specialist prior to the examination. The Program Specialist will deliver the questions to the student by email (or hard copy, if the student prefers that option) at the date and time specified in advance by the student. Candidates must send their answers back to the Program Specialist by the deadline. The Program Specialist will then forward the answers to all committee members by group email. There is no page limit for student answers.

### **Part II: Oral Examination**

The Oral examination provides an opportunity for the committee members to question the student on the written components of the examination and, if relevant, the dissertation prospectus. The oral examination should occur no later than two weeks after the student has completed the written sections of the examination and typically lasts two hours. An admission to candidacy form should be supplied by the committee chair and submitted upon successful completion of the qualifying examination. This form is completed by the Academic Program Specialist and signed by the Department Chair. The student should

retain a copy for his/her records. The committee chair must also submit a completed Qualifying Examination rubric to the Academic Program Specialist.

There is no required format for conducting the defense, other than providing sufficient time (10—15 minutes) for the student to present the prospectus, and for each committee member to pose questions concerning the student's submitted materials and prospectus. If a student fails the preliminary examination, the student's supervisory committee may offer a re-examination. The Academic Dean's office should be notified of the outcome of any preliminary exam attempt.

Students can take the preliminary examination for admission to candidacy only two times. Failing the preliminary exam a second time makes the student ineligible to continue in the degree program. The second attempt at the preliminary exam shall occur no sooner than six full class weeks after the results of the first attempt are shared with the student. For the purpose of this policy, a "full class week" is defined as a week with five days during which classes are held at FSU. Students must be registered separately for their first and second attempt, if necessary, within the same semester, and must receive either a "pass" or a "fail" grade for each attempt.

An exception request regarding the timing of the re-examination can be submitted for consideration to the Academic Dean's office by either the student or the supervisory committee. Students who allege that academic regulations and/or procedures were improperly applied for the re-examination of their preliminary exam may have their grievances addressed through the [FSU Grievance Process](#).

Upon satisfactory completion of the qualifying examination, the student is officially admitted to candidacy for the PhD degree and is able to register for dissertation research credits. The student must be admitted to candidacy at least six months prior to the granting of the degree.

## **The Dissertation**

While working on the dissertation, students must register for a minimum of two hours of dissertation credit per semester (not including the summer semesters). The completed manuscript should be submitted to the dissertation committee at least one month prior to the anticipated oral defense date. The final scheduling of the defense is contingent upon approval of the committee. The University requires that the dissertation defense be completed at least four weeks prior to the date when the degree is to be conferred.

### **Dissertation Defense**

All committee members and the student must attend the entire defense in real time by being physically present. However, at the discretion of the committee and under exceptional circumstances the committee may permit participation via the use of distance technology. A grade of Pass (P) for the defense of the dissertation requires unanimous approval of the committee. A written critique of the conduct of the examination in defense of the dissertation should be submitted by the university representative from the graduate faculty to the Academic Dean's office and the Dean of the Graduate School within one week after the date of defense. The degree cannot be awarded until the final version of the manuscript has been submitted to and approved by the Clearance Advisor. Students should consult the FSU Graduate School webpage for [Manuscript Clearance Deadlines](#) and to access the Portal.

The sequence of the defense is entirely up to the advisor in consultation with the advisee. The candidate may give a presentation with slides about the dissertation, but this is not required. The defense provides a space for committee members to discuss the dissertation and ask questions with the student present, to render a verdict without the student present, and if the student passes, to sign all necessary paperwork.

# GENERAL PROGRAM GUIDELINES

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## Advising

Each semester, all graduate students will meet with either the Director of Graduate Studies, Director of Museum and Cultural Heritage Studies, or their faculty advisor (depending on their program of study) to discuss their course schedules for the coming semester and their evolving path through the program. The DGS is the main point of contact for graduate students in the program.

## Directed Independent Study

The Directed Independent Study (DIS) affords doctoral students the opportunity to work closely and in depth with a member of the faculty on a focused topic. Students will meet regularly with the professor leading the DIS to discuss readings, evolving research, and goals. The DIS will result in a concrete product, from an annotated bibliography to a research paper. PhD students may take up to six credit hours of DIS with a member of the faculty, in addition to the Prospectus DIS. The instructor of the DIS will indicate if the course is in the field(s) of The Post-Ancient and Medieval World, Modernities and Modernisms, or Visual Cultures of the Americas. Students enrolled in a DIS should meet with their instructor of record early in the semester to establish a focus, a schedule of meetings, concrete outcomes, and the means of assessment (including how the grade will be calculated). Each DIS counts for three credit hours.

## Professionalism

Graduate students are expected to aspire to professional standards associated with future work in their chosen areas of art history and museum practice. The faculty endeavor to model those standards for students, and departmental life is bound by standards of professional conduct. In seminars, graduate students should focus on the topics at hand, show respect for all deadlines and the timetable laid out by the professor, prepare themselves for each meeting by carefully completing required readings, and come to class meetings with the goal of actively engaging in discussion. Conversation of an anecdotal nature, while perfectly permissible among student peers and members of the broader community, is often not appropriate for the serious atmosphere of a graduate seminar. There are many common areas throughout our department where casual conversations may thrive. Seminar time is limited, and faculty have ambitious educational goals and high expectations for student professionalism. For a full list of College of Fine Arts professional standards, see the [CFA Student Handbook](#).

## Professional Development

Students who aim to work in academia are encouraged to take the department's **Proseminar** concerning the professional development of academics. The department maintains a **Placement Committee** that offers students on the job market (whether academic or otherwise) the opportunity to receive feedback on their application materials (letters of interest, CVs, sample syllabi, teaching philosophies, etc.). The committee is also available to conduct mock job interviews with students.

## Attendance Policy

All graduate courses require active participation, including regular attendance. Missing more than one class session (excused or unexcused) will negatively impact your grade. Excused absences align with the FSU Faculty Senate guidelines, including documented illness, family emergencies, military/jury duty, religious holidays, official university activities, and dependent childcare issues. If the student's standing becomes an issue in any course based on absences, they should contact the program specialist, Emily Johnson [[etjohnson@fsu.edu](mailto:etjohnson@fsu.edu)], as soon as possible.

## Plagiarism Policy

The department adheres to the definitions of plagiarism stipulated by the [FSU Academic Honor Policy](#) and the [FSU Libraries](#). Incidents of intentional and unintentional plagiarism are serious offenses and will be dealt with strictly by the department. Such offenses may result in referral to university disciplinary action, including program dismissal.

### **Departmental Policy on Generative AI**

Artificial Intelligence (AI) services or tools, such as ChatGPT and Google Gemini, generate content (information and written analysis) in response to prompts. Presenting AI-generated content as your own work, even if modified, constitutes plagiarism and violates the University Policy on academic integrity. Why is generative AI not “a research tool”? AI-generated content is often unreliable and at times, invented. It aims to look like correct information and does not assess the quality of information it draws upon or generates.

The goal of any class is to learn. The use of AI in graduate courses in any capacity results in the loss of the opportunity to learn and create knowledge yourself. The effects of this loss are wide reaching. Use of AI results in the loss of opportunities to learn how to think, write, find, and assess information, apply new skills, build an argument, and most important, become independent thinkers and generators of knowledge. It undermines the foundations of education and violates the trust that is fundamental to the classroom.

Students who plagiarize their work in the department using Generative AI are in violation the FSU Academic Honor Policy and may be referred for adjudication in line with university protocol.

### **Academic Standing and Retention Policies**

The University reserves the right to exclude at any time a student whose conduct is deemed improper or prejudicial to the interest of the University community or whose academic performance is substandard, regardless of GPA.

Graduate students whose cumulative grade point average for graduate courses (5000 and above) taken at Florida State University falls below 3.0 at the end of a term (not counting courses for which “S” or “U” grades may be given) will be considered not in good standing by the University and will be placed on academic probation. If a 3.0 cumulative grade point average is not attained by the end of the next full term of enrollment, the student will be placed on academic dismissal. Academic dismissal constitutes a separation of the student from the University for academic reasons. Dismissed students will not be permitted to register for further graduate study, including registering as non-degree students, in the degree program or college from which they had enrollment terminated.

The University reserves the right to dismiss graduate students and terminate their enrollment in an academic program based on a number of different criteria, beyond that of GPA alone. Oversight is provided by The Graduate School, Office of Faculty Development and Advancement, and Office of the Registrar.

Reasons may include but are not limited to:

- Inability to conduct independent research in a fashion appropriate with the accepted norms of a discipline.
- Inability to function within a team environment to the extent that it negatively affects the learning, practice and/or research of fellow graduate students.
- Failure to complete important degree milestone requirements within a reasonable period of time.
- Inability to pass the doctoral diagnostic exam, preliminary exam for admission to candidacy, etc.
- Failure to complete the degree or make timely progress towards the research or writing of their dissertation, thesis, or the production of their thesis-equivalent creative project.

In addition, please note that suspension or expulsion from the university may result if a student is found



responsible in a formal Academic Honor Policy (AHP) hearing for an egregious AHP violation, or as an outcome from a Student Conduct Code charge for which a student is found responsible. For more information on student conduct standards and consequences of violation, see the [CFA Student Handbook](#).

## SPECIAL PROGRAMS

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### Study Abroad

Students have the opportunity to pursue independent research at the Florida State University Study Centers in Florence, London, and Valencia. These programs provide students with a unique opportunity to study in foreign museums and research libraries while at the same time enjoying a comfortable campus atmosphere. The London Study Center offers opportunities for teaching assistantships and for internships at major London museums. In addition, archaeological experience is available at the Etruscan and Roman sites of Cetamura del Chianti and Poggio delle Civitelle at San Venanzo, the University's field school excavations in Italy.

### Ringling Museum

Located in Sarasota, Florida, The John and Mable Ringling Museum of Art is affiliated with Florida State University. It has an internationally known collection of European art with works by Rubens, Van Dyck, Poussin, and other Baroque masters, as well robust collections of decorative arts and photography. In addition, the 66-acre site houses an historic home, the Cà d'Zan, the Asolo Theater, and the Circus Museum. Internships in the Museum are available for FSU students. For further information, see [www.ringling.org/](http://www.ringling.org/).

### Indigenous Studies

The Department of Art History has a critically engaged global approach to art history and maintains a strong commitment to Indigenous Studies through curriculum, public programming, and curatorial practice. Our Visual Cultures of the Americas (VCA) field of study is an esteemed and unique program among art history departments nationally with scholars in Pre-Columbian, Spanish Colonial, 20<sup>th</sup>-Century United States, and Contemporary Native American. VCA is a unique hemispheric perspective that analyzes culturally varied and responsive art practices throughout the Caribbean, North, South and Central America. We offer courses that focus on the dynamic, vibrant, and diverse range of Indigenous art practices spanning ancestral works, colonial arts, customary practices, and contemporary art works. Indigenous arts are integral to faculty and student research and opportunities are available for students to focus on Indigenous Studies within their doctoral program. Indigenous theory, collaborative research methodologies, reciprocity and ethical principles of engagement are core components of our research and teaching. Our department is active in public-facing engagement that facilitates opportunities for the FSU and Tallahassee communities to learn from Indigenous artists, scholars, curators and filmmakers, such as those offered by the [FSU Center for Native American and Indigenous Studies](#).

## FLORIDA STATE UNIVERSITY LIBRARIES

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In addition to a catalogued collection of nearly four million titles, the FSU Libraries offer scholarly support for students and faculty across the University. Robert Manning Strozier Library, located on Landis Green, is the main library at Florida State. Strozier Library is home to the Arts, Humanities, and Social Sciences general collections, as well as the FSU Special Collections & Archives Research Center. Researchers have

onsite and online access to a robust portfolio of materials through local collections as well as state-wide and national interlibrary loan services, and Strozier Library is open 24 hours a day, 5 days a week for the majority of the calendar year. Your FSUID is required for entry and it serves as your library card for checking out materials. For more information about library resources and services, see <https://www.lib.fsu.edu/>

## FACILITIES AND TECHNOLOGY

### Art & Design Library

The Art & Design Library is housed in the William-Johnston Building (WJB) and is a non-circulating collection of books related to the discipline of Art History. The A&D Library collection is available for in-room use or scanning, and the facility overlooking the WJB atrium serves as a quiet study space for students and a venue for many college events.

### Art Education and Art History Computer Lab

The departments of Art Education and Art History share a computer lab (WJB 2040) with iMacs, LCD projector, and print station. When not reserved, the lab is available for use by students.

### William Johnston Building Gallery

The William Johnston Building Gallery is a 1,100-square foot exhibition space on the main floor of the William Johnston Building atrium, managed by the FSU Museum of Fine Arts. Visit the gallery page (<http://mofa.fsu.edu/fsu-galleries/wjb-gallery/>) for exhibition proposal guidelines and forms, gallery committee contact information, and a list of past and upcoming shows.

## FINANCIAL SUPPORT: GRANTS, FELLOWSHIPS, ASSISTANTSHIPS

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The Department of Art History offers a limited number of generous fellowships and grants, including the Rose Teaching Fellowship for PhD students, the Mason Fellowship for doctoral candidates, conference travel grants for doctoral students, and research and teaching assistantships. Continued funding is based upon merit and the availability of funds. See <https://arthistory.fsu.edu/fees-funding/> for details and timelines. It should be noted that **departmental grants, awards, and fellowships are not available to students with incomplete grades in coursework**. In addition to the programs listed below, the University offers financial assistance programs for graduate students; see <https://financialaid.fsu.edu/>.

### Doctoral Assistantships

All doctoral students are supported with assistantships and generous tuition waivers. Funded doctoral students may have the opportunity to teach undergraduate art history courses.

### Research Assistantships

The Department of Art History offers a few research assistantships for graduate students at the Master's level. Recipients are chosen on the basis of past record and future potential as professional art historians. Research Assistants typically work ten hours per week assisting a faculty member or working in the Media Center or the Museum of Fine Arts. The assistantship carries an annual stipend and generous tuition waivers.

### University Fellowships

The University provides several awards each year to a small number of graduate students at any level, incoming or ongoing, with outstanding scholastic records. For information on these competitive fellowships,

see the FSU Graduate School website at <http://www.gradschool.fsu.edu/>.

### **Penelope E. Mason Bequest**

The Penelope E. Mason bequest, made by a former colleague in the Department of Art History, provides additional funding to graduate students. Doctoral students can apply for up to \$5,000 to cover the cost of travel and living expenses to conduct research for a PhD dissertation. The **Mason Dissertation Research Award** is only given to doctoral students whose dissertation prospectus has been approved. The application should detail progress on the dissertation to date, explain the need to travel, and provide an itemized budget of projected expenses. The award may be held once.

### **Helen J. Beard Conference Travel Grant**

Doctoral students can apply for up to \$1,000 to cover the cost of conference registration, travel, and lodging for doctoral students giving papers at scholarly conference. The application should include the name and date of the conference, an abstract of the paper to be presented, and an itemized budget of expenses. It should be accompanied by evidence that the paper has been accepted (e.g., an acceptance letter or copy of the program). Students may request up to \$1,000 of support during any 12-month period.

### **Congress of Graduate Students (COGS) Conference Presentation Grants**

The Congress of Graduate Students understands the importance of attending conferences, presenting research, and representing Florida State University to the national and international academic community. The COGS Grant Program was created to support students in these endeavors. Funds are made available on a first-come, first-serve basis, with limited funds available during each funding period. Once funds are depleted for a funding cycle, COGS is unable to issue additional funds, regardless of an individual's eligibility status. Graduate students are encouraged to apply for funds at the beginning of the grant period or one month prior to travel, whichever comes first.

### **Newberry Library Center for Renaissance Studies Consortium**

The [Newberry Center for Renaissance Studies Consortium](#) provides funds to faculty and graduate students at member institutions who want to visit the library for research, workshops, and symposia at the Newberry Library in Chicago. The Center runs a number of programs throughout the year in which FSU faculty and students are able to participate. The FSU campus committee also sends out periodic mailings with news of the Renaissance Center's programs. Most programs of the Consortium are run out of the Newberry Library in Chicago; however, the Center for Renaissance Studies (CRS) is also linked with the Folger Shakespeare Library located in Washington, D.C. As members of the CRS Consortium, FSU students and faculty may apply for travel grants to support travel to the Folger for research or to attend programs. Seminar fees for faculty and graduate students at the Folger Institute will also be waived for Newberry Consortium members.

## **SPECIAL EVENTS**

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### **Art History Graduate Student Symposium**

Each year the Art History Department sponsors an annual symposium for graduate students from universities in the U.S. and abroad offering graduate degrees in art history. Students are chosen to present papers during a two-day series of meetings. The departmental faculty evaluates the papers on the basis of originality and presentation and awards one participant the Gunther Stamm prize in memory of a former professor of Art History at Florida State. Papers presented at the Symposium are also considered for

publication in *Athantor*, a publication for graduate students in art history sponsored by the Department of Art History, which is distributed to research libraries in the US and abroad. Each year a visiting art historian serves as keynote speaker for the Symposium. Past speakers include James Ackerman, Jonathan Alexander, Dore Ashton, Joseph Connors, Thomas Cummins, Samuel Edgerton, Claire Farago, Kurt Forster, Carol Krinsky, Michael Leja, James Marrow, W.J.T. Mitchell, Felipe Pereda, Donald Robertson, Guy Walton, Barbara E. Mundy, Claire Farago, Felipe Pereda, Maria Gough, John T. Paoletti, Richard Schiff, Edward J. Sullivan, and Michele H. Bogart.

### ***Athantor***

For nearly three decades, the Florida State University Department of Art History and the Press of the FSU Museum of Fine Arts has published [\*Athantor\*](#), a graduate student journal that is indexed on the *Bibliography of the History of Art* (BhA). The essays are written by graduate students of art history and the humanities and are versions of papers presented at the annual Art History Graduate Student Symposium.

### **Archaeological Institute of America Lecture Series**

The FSU Department of Classics hosts the lecture series of the Tallahassee Society of the Archaeological Institute of America (AIA). Topics vary and are of interest to all students of art history and archaeology. For a current schedule of the AIA Lecture Series, see [www.fsu.edu/~classics/](http://www.fsu.edu/~classics/).

### **I.N. Winbury Annual Book Award for Art History Graduate Students**

Each Spring, a Graduate Art History Association committee selects two seminar papers (one by an MA and one by a PhD. student) for this monetary prize. The deadline for submission is February 1. The goal of this award is to encourage excellence in research and writing in graduate seminars. The award is to be used to purchase books in the winners' areas of research.

## **ART HISTORY ASSOCIATION**

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Graduate students in the department are members of the student-led Art History Association (AHA). AHA is a resource and support system for students that seeks to enhance the learning environment at FSU by hosting events and assisting with various programs in the department including the annual Art History Graduate Student Symposium and the Winbury Book Award. Three student officers, a president, vice-president, and treasurer, are elected every spring.

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