RICE UNIVERSITY GRADUATE PROGRAM IN ART HISTORY

2022 - 2023

Department of Art History

Graduate Handbook 2020-21

Contents

Introduction

The Department of Art History at Rice University is a place where images, architecture, and works of art are examined with open minds and attentive eyes. Our core faculty includes experts in the art and architecture of the Americas, Asia, and Europe, spanning from antiquity through contemporary times. Across these diverse fields, we look beyond categories of period and style to ask essential questions about what images, built structures, and works of art do, and what we do with them in turn.

What is a work of art? Why have human beings, throughout history, found the need to make and destroy images and monuments? And how do new technologies—from concrete vaulting to oil paint to cinema to jpegs—change the nature and function of spaces and pictures in our lives? These are some of the questions we ask in our teaching and research, and which we invite you to explore with us.

The PhD in Art History program at Rice trains students for academic research and teaching, curatorial positions, and other careers in the visual arts.

The Graduate Handbook provides an overview of requirements, regulations, procedures, and resources. It is the responsibility of all students in the PhD program to know and understand program requirements.

In addition to being in agreement with the regulations stated in this handbook, students must also be in agreement with the General Announcements (https://ga.rice.edu) and the Code of Conduct of Rice University (https://ga.rice.edu/graduate-students/rights- responsibilities/code-student-conduct/).

In case there is conflicting information, university-wide regulations take precedence over department-wide regulations, which take precedence over research group-wide regulations. If in doubt, students should seek help first at the department level (Director of Graduate Studies, advisor, and/or department chair) and then at the central administration level (Office of Graduate and Postdoctoral Studies)

Program Overview

The Rice University PhD in Art History requirements include two years of coursework and the demonstration of two language proficiencies in addition to English, as well as the successful completion of a graduate research paper, teaching assistantships, oral and written qualifying exams, a dissertation prospectus, and a doctoral dissertation.

In addition to the traditional degree timeline, the department also offers a Museum Professionals track, which is designed for students who currently hold professional appointments at local museums. All requirements for the program remain the same; however, graduate students who continue to hold their position at museums have an adjusted timetable for completing requirements.

All students entering the PhD program must complete the full curriculum, regardless of the degrees and coursework completed prior to admission to the program. Candidacy is achieved once coursework, both language exams, teaching assistantships, graduate research paper, qualifying exams, and dissertation prospectus are successfully completed. At this time, students may also choose to apply for the granting of a Candidacy Master's degree.

Students withdrawing within the first few years of the program may earn a Non-thesis Master's degree upon the successful completion of all coursework, one language exam, and the graduate research paper.

Advising

The program is overseen by the department's Graduate Committee, comprised of department faculty and supervised by a Director of Graduate Studies (DGS). The DGS is responsible for advising students on coursework and degree requirements, and the department's Graduate Program Administrator oversees completion and documentation of program requirements, as well as financial matters concerning graduate students.

All incoming students will be advised by the DGS for the first semester of enrollment. The DGS will assist in explaining departmental guidelines, choosing courses, and beginning to strategize about primary and secondary fields. Primary and secondary fields are later finalized by the student in consultation with his or her advisor and with a view towards the requirements of the job market.

First-year students need to identify a potential faculty advisor in their primary field, approach the faculty member for permission, and, with the faculty member's agreement, declare a permanent advisor by the end of the first week of classes in the Spring semester of the first year.

After that point, a student may change his or her advisor at any time, with the agreement of the new advisor and notification of the previous advisor, by emailing the DGS and Graduate Program Administrator with the proposed change and copying the potential and previous advisor. If approved by the DGS, the necessary paperwork will then be filed with the Office of Graduate and Postdoctoral Studies.

Additionally, an elected graduate representative is available for hearing students' ideas or concerns, or offering advice.

Requirements for the PhD Degree

Coursework

Satisfactory completion (grade of C+ or above) of at least 36 hours (equivalent to 12 courses) of graduate coursework (500 or 600 level) is required; at least half of these courses need to be seminars. All incoming students are required to take HART 590 (Methods in Art History), an introductory seminar, in the Fall term of their first year, as well as HART 503 (Graduate Research Paper) in the second or third year, according to the degree timeline. Both of these courses count toward the 12-course requirement.

Of the 12 required courses, at least four (4) courses must be taken in the student's primary field of interest and at least two (2) in the secondary field. Students should work with their advisors to identify primary and secondary fields by the end of the second year. Students are encouraged to explore courses beyond those offered by the Art History department. Up to three (3) graduate courses may be taken outside the department, as approved by the student's advisor.

If a student chooses to enroll in an independent study course, the student and course supervisor should establish and document the format and expectations for the course by the second week of the term (see Appendix A). A syllabus for the course should be uploaded to the Registrar's records. Please contact your Graduate Program Administrator for assistance with the required documents.

Additionally, research hours leading to candidacy and a thesis are also required, but do not count toward the 12-course

requirement. HART 600 (Qualifying Exams) and HART 601 (Dissertation Prospectus) are taken in preparation for candidacy, and HART 800 (Dissertation Research) is taken in preparation of the thesis and for defense.

In accordance with the Rice University General Announcements, doctoral students must earn at least 90 credit hours for the PhD degree, consisting of required coursework and research hours. For more information, please see: https://ga.rice.edu/graduate-students/academic-policies-procedures/regulations-procedures-doctoral-degrees/

Foreign Languages

Reading knowledge of at least two languages other than English is required. These languages should be relevant to research in the student's field of study and must be approved by the student's advisor. A third language may also be strongly recommended by the student's advisor.

For the examination, the student's advisor will select a text in the target language that is close to the student's interest. The student will not be told ahead of time the book from which the selection will be taken, and will have two hours to translate approximately 500 words. The student may use a printed dictionary (but not an online dictionary or translation program).

Completed exams will be given to two members of the faculty to be graded according to an evaluation rubric (see Appendix B). A student must earn a minimum of 30 (out of 50) points from each evaluator to pass the exam.

The first language proficiency exam must be taken by December 15 of the first semester of the first year, and the second exam by May 1 of the second semester of the second year; students on the Museum Professionals track must take their first exam by

May 1 of their second year and their second exam by May 1 of their third year. If the student fails either exam, s/he/they may retake them no more than two additional times. Not taking the exam by the required dates will result in a "fail" for the attempt.

The first exam must be passed within a year of the original exam date, and the second exam must be passed no later than September 15 of the fourth year. If either of these requirements is not met, a conference will take place with the DGS, advisor, and student to discuss consequences, which will subsequently be determined by the department graduate committee. Depending on circumstances, these may range from mandatory intensive language study to dismissal from the program. If necessary, students are strongly encouraged to begin study of their second language at the start of their first year.

Students are encouraged to explore Rice language courses covered by tuition waivers during Fall and Spring terms. Departmental funding is also available to support independent language study; inquiries should be made to the student's graduate advisor or the DGS.

Graduate Research Paper

In the Spring term of their second year (Fall term of third year for Museum Professionals students), students are required to complete a substantial research paper, as part of HART 503 (Graduate Research Paper). In preparation for this paper, the student should submit a topic and preliminary bibliography for the graduate research paper to his/her/their advisor by the end of Fall term of the second year (Spring term of second year for Museum Professionals students). The purpose of the paper is to demonstrate research skills in art history including the ability to develop a convincing argument, to use visual evidence, to undertake research in foreign languages where applicable, and to develop an original thesis. The paper topic should be the

result of careful thought and planning between student and advisor. It should not be conceived as a preliminary version of the dissertation, but rather as an opportunity to explore in depth a topic of interest, perhaps related to course work. It need not, however, be outside of the student's primary field of study and may end up being related to an eventual dissertation topic. The topic of the paper, and a preliminary bibliography, should be discussed with the advisor before the end of the Fall semester of the second year.

The length of the graduate research paper should, in most cases, range from 25-40 pages, not including endnotes and illustrations. The paper will be graded by the faculty member supervising the project in consultation with a second reader. The paper need not be supervised by the student's primary advisor; in the case that the supervisor of the paper is not the student's primary advisor, the advisor should be the second reader. If the supervisor of the paper is the primary advisor, then student and advisor will consult with a second reader. The paper is due no later than the end of the Spring semester of the second year (Fall semester of third year for Museum Professionals students; please refer to Registrar's Academic Calendar for exact date). https://registrar.rice.edu/calendars

Teaching Assistantships

(Traditional PhD Track Only; Not for Museum Professionals Track)

All students in their third year will serve as Teaching Assistants (TAs). TAs will be assigned to courses based on course enrollments and numbers of TAs available, but in each semester some TAs will be assigned to HART 101 or HART 102. In some semesters, a TA may be assigned to a different course, based on interest/experience, combined with course size and professors' needs.

In both cases, the focus will be on a collaborative process in which TAs are an integral part of the department's teaching, and

will be supervised and trained in ways which will help in the development of their pedagogical skills. Students will gain experience by either leading discussion sections or taking over class sessions during the semester and the TA will be observed and given feedback.

Rice University's TA Policy is available here: https://ga.rice.edu/graduate-students/rights-responsibilities/student-responsibility/.

Qualifying Exams

The doctoral qualifying exams (HART 600 and HART 601) consist of two written exams, followed by an oral exam. Preparation of the qualifying exams will begin during the summer term between the second and third years, and continue throughout the third year. The written and oral exams must be completed no later than March 25 in the Spring semester of the third year (fourth year for Museum Professionals students).

The exams will cover topics in the student's primary field of study and secondary field, as agreed upon with the student's advisor and based on the student's interests and intended area of study for the doctoral dissertation. Passing the qualifying exams is necessary to proceed into the dissertation phase of the program.

The examining committee, chosen by the student in consultation with his/her/their advisor, will consist of three persons: the primary field examiner, the secondary field examiner, and one other faculty member. One faculty member from outside the department is permitted. (In extraordinary circumstances, exceptions to this limit may be possible with approval of the graduate committee.) The primary field will be based on a bibliography of no more than nine (9) pages. The secondary field bibliography will be no more than five (5) pages. Both

bibliographies will be drawn up by the student in consultation with the respective field examiners and will be agreed upon by May 31 of the Spring semester of the student's second year (third year for Museum Professionals students).

The written exam in the primary field will be open-book and students will answer two (2) of four (4) questions during a nine (9) hour day, four hours for each exam and a one-hour break in between the questions, chosen by the student and agreed to by the advisor. The student will have the opportunity to take an hour-long break during the primary field exam. The written exam in the secondary field will be 3.5 hours in length. It will also be open book and students will answer one (1) of two (2) questions.

Student and examiners should work together to determine the scope and nature of the exams. Some examiners may develop a set of wide-ranging thematic frameworks to guide student preparation; these will number no fewer than ten for the major field and eight for the minor field. Others may prefer more open-ended preparation, in which case student and examiners should meet in advance to discuss question format and exam expectations. Though general guidelines may be discussed, no specific information about prospective exam questions will be given in advance.

The oral exam will be attended by the entire committee, and will be approximately two hours in length (no longer than 2.5 hours). Approximately two-thirds of the oral exam will be devoted to the primary field, and the rest to the secondary field. The oral exam is generally built around identification and discussion of specific works of art and architecture, as well as consideration of the written exam (including both answered and unanswered questions). No specific information about prospective works to be shown will be provided in advance.

These three exams (major/minor written; oral) will be administered over a period of no more than 15 days. At the conclusion of the oral exam, the student will be asked to leave the room while the faculty consult. Upon returning, the student will be informed of the results of all three exams, for which s/he/they will be awarded a pass, a pass with distinction, or a fail. Should the student fail any part of the exams, s/he/they will have until May 31 to retake the failed portion. If the student does not pass at this time, s/he/they will be dismissed from the program.

Dissertation Committee Selection

As the student prepares for qualifying exams, s/he/they will select, with the guidance of his/her/their advisor, a dissertation (thesis) committee. The dissertation committee is typically composed of three members: the student's departmental advisor, who serves as the committee chair and thesis director; a second faculty member from within the department; and a third reader from a different department at Rice. All core committee members must be tenured or tenure-track faculty members at Rice University. Additional members may be added to the committee, including faculty from other universities or scholars at other institutions such as museums. For more information regarding committee composition, please refer to the Regulations and Procedures for Doctoral Degrees section of the General Announcements (https://ga.rice.edu/). In all but exceptional circumstances, a student's dissertation committee needs to be approved by the department's graduate committee, and should be submitted for review (see Appendix D) no later than March 25 of the third year (fourth year for Museum Professionals students).

Dissertation Prospectus

In the Spring semester of the third year, students will enroll in HART 601 (Dissertation Prospectus), and prepare a prospectus

of 10-12 pages plus bibliography on their dissertation topic to be presented to their advisor and dissertation committee. Students are encouraged to think of the dissertation prospectus as a base document for their dissertation research and writing phases. It should clearly present the dissertation's topic, significance and contribution to the field(s), historical context, methodology and archival sources, and preliminary structure. Format details should be agreed upon with the dissertation advisor.

The student will submit the final version of the prospectus to the dissertation committee by May 10 of the third year (fourth year for Museum Professionals students). The deadline for prospectus approval by the dissertation committee is May 31 (see Appendix E).

Additionally, the student will give an oral presentation of their dissertation prospectus to the dissertation committee, as well as to other faculty and students. This presentation could occur during the last week of the Spring term of the third year, or (with the permission of the principal advisor) during the first weeks of the Fall semester of the fourth year.

Achieving Candidacy

Candidacy is achieved once coursework, both language exams, teaching assistantships, graduate research paper, qualifying exams, and dissertation prospectus are successfully completed. Once the student has passed the qualifying exams and has had the prospectus approved by the dissertation committee, the student will then file a petition for approval of candidacy for the PhD with the Office of Graduate Studies, with the help of the Graduate Program Administrator.

Filing for PhD candidacy must be done in accordance with each student's own time boundaries. The term "PhD Candidate" refers only to persons so certified by the Office of Graduate Studies. The university requires that students pursuing the PhD

must be approved for candidacy before the beginning of the ninth semester of their residency at Rice.

After the dissertation topic has been approved, it must be registered with the College Art Association. This will be kept on file at the CAA and published yearly in the June issue of the Art Bulletin, thereby alerting the art historical public that a given subject has been chosen for a dissertation.

Dissertation

A dissertation represents independent and original research, equivalent to a publishable book, which makes a significant contribution to the current body of knowledge in the field. It must show a mastery of the literature in the subject, be written in acceptable literary style, and conform to the standards outlined on the Rice University Office of Graduate Studies website. Dissertations may be written on any subject that falls within the supervisory competence of a permanent member of the department.

Development of the Dissertation: The dissertation advisor has primary responsibility for directing all phases of the dissertation after the proposal has been approved. The candidate should arrange for regular meetings with the advisor to review progress. Candidates are responsible for establishing a schedule for dissertation completion and review, and for keeping the members of their committee informed about the progress of their work. The members of the committee, in turn, should review the dissertation in a timely manner, approving a preliminary form of the thesis before scheduling the oral defense.

Defense and Submission of the Dissertation: The thesis defense is intended to be an examination of a completed work and should be scheduled only after consultation with the advisor, who agrees that the dissertation is approaching completion and

ready to be defended. Once agreed upon, a date for thesis defense, as well as a preliminary meeting of the thesis committee (3-4 weeks ahead of the defense), may be set. A preliminary meeting of the committee will be held to allow the candidate and his/her/their committee to discuss the state of the research and for all involved to agree on whether or not the candidate is ready to go forward with the defense.

For the doctoral degree, the examination must be publicly announced. Students should note that announcements should be made at least two weeks before the scheduled defense. Defense announcements can be submitted to the Office of Graduate and Postdoctoral Studies by filling out the following form: https://events.rice.edu/rgs. A copy of the dissertation must be submitted to the department no less than two calendar weeks prior to the date of the oral defense. For additional university policies, please see: https://graduate.rice.edu/current-students/defense.

In the Department of Art History, the defense will consist of a public presentation by the candidate (usually twenty to thirty minutes in length), followed by questions and general discussion by the committee and public. The total length of the oral defense and the subject matter on which the candidate is questioned are left to the judgment of the committee.

Approval of the defense requires a unanimous vote by the thesis committee. In the event of a split vote, the Dean of Graduate Studies determines the review procedure after consultation with the student, the department chair (or the school dean), and the committee. Should a candidate fail, the committee chair may schedule a second defense. Students who fail a second time will be dismissed from the university.

If the defense is approved, students must upload a copy of their defended thesis and the approval of candidacy form, signed by

the dissertation committee signifying successful defense of the dissertation, to the thesis submission website within one week after the oral defense. The final thesis, along with all additional required documents, must be turned in to the Office of Graduate and Postdoctoral Studies within six months of the defense, and in order for the PhD degree to be conferred. Students are responsible for understanding and following thesis submission guidelines, available here: https://graduate.rice.edu/thesis.

Additional Opportunities

Co-Teaching

A co-teaching opportunity will be available to in-residence students beginning in their fifth year, with applications due by January 15 of the preceding year. Preference will be given to students applying to teach in their fifth and sixth year. This is a chance to build on the teaching assistant experience of the third year, while giving students a means to build their teaching resume during the dissertation stage of the program and as they prepare to go onto the job market.

Students will work with the professor, sharing equal responsibility for every aspect of the course, including syllabus development, teaching and grading evaluation. This builds on the TA experience by offering mentoring and feedback within the context of a peer relationship. The co-teaching opportunity is not open to students in the Museum Professionals track.

Research & Professional Development

Opportunities to conduct research and engage in professional development are encouraged and supported by the Department of Art History. As part of the curriculum, students have

opportunities to present their research and papers regularly. Furthermore, students can choose to participate in individual and/or collaborative research, seminars and symposiums, and internships, locally and abroad. Travel funding is available for graduate research, conferences, and visits to exhibits related to a student's academic work. Additionally, the department provides funding for a graduate symposium and invited speakers.

Progress to Degree

Satisfactory Academic Progress

Satisfactory academic progress is defined as completing the requirements of the PhD program in an adequate and timely manner. During coursework, satisfactory academic progress in the department means maintaining a GPA of 3.0 or above each semester, and earning individual grades of B- or above in graduate coursework. A grade of C+ or above is required to earn credit for the degree. Additionally, students must, in time, meet all requirements for language proficiency, graduate research paper, qualifying examinations, and dissertation prospectus, as well as make substantial progress on thesis research and writing in the latter dissertation stage.

Academic Probation and Dismissal

Students who did not make satisfactory academic progress in a given semester will be placed on academic probation during the following semester, and with the advisor and/or DGS, come up with an improvement plan, the terms of which must be met by the end of the probationary semester. If the student successfully meets the terms of probation, s/he/they will return to good academic standing in the department for the following semester. If the student fails to meet the terms of the probationary semester or has two consecutive semesters of unsatisfactory

progress, the department has the right to dismiss a student from the program at the end of the probationary term, and terminate any financial support.

Dispute Resolution

The Department of Art History follows the process established by Rice University's Office of Graduate Studies for handling petitions, appeals, grievances, and problem resolution. For more information, please see https://ga.rice.edu/graduate-students/rights-responsibilities/dispute-resolution/

Time Off and Leave Policy

Graduate students are required to remain enrolled full-time during their program, and follow the University academic calendar for days off and holidays. It is the student's responsibility to arrange any make-up work for additional vacation time needed. If a short-term release or leave is needed, students should reference Rice University's General Announcements for policy on Leaves, Interruptions of Study, and Withdrawals.

Evaluation of Student Progress

Beginning with the first year of the Art History PhD program, each student will receive an annual review to assess progress to degree. Each annual review will include a letter of evaluation, written at the end of the academic year by the DGS. That letter will be shared with the student and his/her/their advisor, as well as added to the student's academic record.

Student Self-Assessments: As part of the annual review each Spring, each graduate student should complete a self-assessment, summarizing his/her/their progress to date and plans for the subsequent summer and coming academic year (see Appendix F). The self-assessment should be submitted no later than April 15 to the Graduate Program Administrator,

copying the Director of Graduate Study and the student's advisor. The advisor can comment on the assessment and forward to the student's thesis committee, if applicable, who can also respond.

First- and Second-Year Reviews: After the first and second year of study, and no later than the first week of Fall semester of the following academic year, the advisor and/or DGS will meet with the student to discuss his/her/their progress in the program. This meeting is an opportunity to discuss the student's plans and any concerns.

Subsequent Reviews: Thereafter, all students in the program will be evaluated at the end of each Spring term and have their progress deemed satisfactory or unsatisfactory. Satisfactory evaluation is based on the student's successful completion of the requirements of a given year according to the student's advisor's assessment in consultation with the dissertation committee. Once candidacy has been granted, it is important for the student's thesis committee to be informed about his/her/their dissertation progress.

Program Timeline

Year 1
Six (6) courses taken (three in the Fall and three in the Spring) including HART 590 (Methods in Art History) in the Fall. First language exam must be taken by December 15 of the Fall semester. By the end of the first week of the Spring semester, students should have identified an advisor who has agreed to work with him or her. Museum internships are discouraged until the third year although museum-based projects may count as an independent study course with approval of the faculty advisor.

Year 2
Six (6) courses taken (three in the Fall and three in the Spring) including HART 503 (Graduate Research Paper) in the Spring. By the end of Fall term of the second year, the student should submit a topic and preliminary bibliography for the graduate research paper to his/her/their advisor. Students must take a second language exam by May 1.

Year 3
All students serve as teaching assistants for both semesters. In the Fall, the students will take HART 600 (Preparation for Candidacy I). In the Spring, the students will take HART 601 (Preparation for Candidacy II). Qualifying exams are to be taken by March 25, after which students prepare the final version of their dissertation prospectus. This should be submitted to the dissertation committee, and a public presentation scheduled, by the last week of classes of the Spring semester. With advisor approval, the dissertation prospectus may also be submitted and presented early in the following Fall term. Students can file for PhD candidacy once their prospectus is approved by their dissertation committee.

Year 4
Students will be engaged in research and writing dissertation and will thus be enrolled in HART 800 (Dissertation Research) each semester until the completion of their dissertation. Students may ask to serve as teaching assistants, research assistants, or museum interns or fellows for one or both semesters, as well as apply for co-teaching opportunities within the department. Students are encouraged to apply for outside funding for dissertation research. If s/he/they receives outside funding for the fifth year, the student may defer the stipend from Rice until the sixth year. Residency is not required.

Year 5
Students will be enrolled in HART 800 (Dissertation Research) each academic semester as they engage in thesis research and writing, and preparation for their defense. Residency is not required. Students in residency may apply to co-teach within the department, as well as other teaching opportunities on campus.
Year 6 and Later
Students will be enrolled in HART 800 (Dissertation Research) each academic semester as they engage in thesis research and writing, and preparation for their defense. Residency is not required. Students in residency may apply to co-teach within the department, as well as other teaching opportunities on campus. Students should be aware of degree time boundaries, as set by the university and the Office of Graduate Studies.

Program Timeline for Museum Professionals

Year 1

Four (4) courses taken (two in the Fall and two in the Spring) including HART 590 (Methods in Art History) in the Fall. By the end of the first week of the Spring semester students should have identified an advisor who has agreed to work with him or her. First language exam taken by May 1.

Year 2

Four (4) courses taken (two in the Fall and two in the Spring). By the end of Spring term, the student should submit a topic and bibliography for the graduate research paper to his/her/their advisor.

Year 3

Two (2) courses taken in the Fall, including HART 503 (Graduate Research Paper), and one (1) in the Spring, along with three hours of HART 600 (Preparation for Candidacy I). Students must take a second language exam by May 1 of the third year.

Year 4

One (1) course taken in the Fall as well as three hours of HART 600 (Preparation for Candidacy I), and six hours of HART 601 (Preparation for Candidacy II) in the Spring. Qualifying exams are to be taken by March 25, after which students prepare the final version of their dissertation prospectus. This should be submitted to the dissertation committee, and a public presentation scheduled, by the last week of classes of the Spring semester. With advisor approval, the dissertation prospectus may also be submitted and presented early in the following Fall term. Students can file for PhD candidacy once their prospectus is approved by their dissertation committee.

Year 5 and Later

Students will be enrolled in HART 800 (Dissertation Research) each academic semester as they engage in thesis research and writing, and preparation for their defense. Residency is not required. Students should be aware of degree time boundaries, as set by the university and the Office of Graduate Studies.

Awards and Fellowships

Tuition Waivers & Stipends

All students accepted into the PhD program will receive a full tuition waiver for five (5) years. In addition, all full-time graduate students (with the exception of Museum Professionals students) will receive a standard yearly stipend amount for five (5) years. After the first five years, a tuition waiver exception may be granted for a particular semester in which a student is receiving a fellowship, or serving as a teaching or research assistant. In summer term, when students are only required to register for research hours, no tuition is charged and thus no tuition waivers are needed.

Departmental Awards & Internships

Beyond the annual stipend, the department offers a number of awards and paid internships. Depending on the type of award, additional funding may be considered taxable income. Students applying for any of the following awards should be in good academic standing, submit applications in advance of travel, follow all individual award requirements, and submit a letter of support from their advisor.

Conference and Exhibition Travel

(Due October 15 & March 15)

Graduate students may apply for funds to cover the costs of attending a conference, presenting at a conference, or visiting an exhibition or museum collection related to research in their field of study (flight, hotel, conference fees, and/or entrance fees). Applications must be submitted in advance of travel and each type of funding may only be awarded twice during a student's time in the program, and funds are not guaranteed.

Students must submit a proposal and budget, to be reviewed by the Graduate Committee. Conference attendance awards will not

exceed $500 and exhibition travel awards will not exceed $750; conference presentation awards do not have a set limit.

Brown Foundation Research Assistantships
(Due October 15 & March 15)

Graduate Students who will be in their third to sixth year (Museum Professionals students in their fourth to seventh year) are eligible to apply to be a research assistant, and work on a project with a faculty member for one semester. Students should submit a proposal describing the project, accompanied by a statement from the faculty member with whom they would like to work about the student's potential contribution to the project. Research assistantships require up to 10 hours of work per week, and students receive a $5,000 stipend during the semester that they work and may also qualify for a tuition waiver. Two research assistantships are available each year, and a student may only receive the award once during his/her/their time in the program.

Art History Graduate Student Symposium & Invited Speakers
(Due October 15 & March 15)

Graduate students interested in organizing invited lectures, half-day colloquia or workshops, or a biennial symposium or conference, may apply to the department for funding (up to $15,000 annually for all proposals). Students should submit a proposal and budget when applying.

Brown Foundation Co-Teaching Awards
(Due January 15) [Fifth year students and up; not open to students on the Museum Professionals track]

Beginning in their fourth year, students may apply to co-teach a course with a faculty member in the upcoming academic year. This application should be generated in partnership with a

faculty member. The student would be a co-instructor, sharing in responsibility for every aspect of the course, including syllabus development, teaching and grading evaluation. The student should submit a proposal describing the course accompanied by a statement from the faculty co- instructor describing the student's role as a co-teacher.

One award may be offered every semester. Preference will be given to students applying to teach in their fifth or sixth year. The award is $7,500, to be paid out as stipend, and may qualify the student for a tuition waiver in the semester that the course is being taught.

Summer Research

(Due March 15) [First- and second-year students only; First through third year Museum Professionals students]

Students may apply for summer research funds to cover costs of travel and research for their qualifying paper or potential dissertation topics by submitting a proposal (1 page) and a budget. Awards up to $5,000 are possible but not guaranteed; if such an award is granted twice to the same student, the total amount of both will not exceed $5,000.

Brown Foundation Dissertation Research Award

(Due March 15) [Post-candidacy students only]

Students who expect to pass their Qualifying Exams and expect to advance to candidacy may apply for a Brown Foundation Dissertation Research Award. The primary purpose of the award is to allow students to travel and undertake research necessary for their dissertation. Students must present a detailed proposal (no more than 4 pages) and a budget. The student must also show proof of application to outside funding sources. Awards up to $10,000 are possible, but funds are not guaranteed; if such an award is granted twice to the same student, the total amount

of both will not exceed $10,000. Application deadline: March 15. Final confirmation of the award and the release of funding will occur only after the student has the qualifications to advance to candidacy.

Brown Foundation Dissertation Writing Award
(Due March 15) [Sixth-year students only]

The primary purpose of the award is to allow students the time needed to finish writing their dissertation. Students in their fifth year who anticipate essentially finishing their dissertation in their sixth year (and Museum Professionals students in their sixth year who anticipate finishing their dissertation in their seventh year) may apply. Students must present a proposal of the work they wish to accomplish in the award year (no more than one page), and must show proof of application to outside funding sources. Only one award is offered every year. The award is the standard yearly stipend amount, to be paid out over 12 months as a 6th-year stipend, and qualifying the student for tuition waivers during the semesters corresponding with the award.

Intensive Language Study
(Rolling Deadline)

The department can award grants of up to $1,500 per semester or summer session for intensive language study. The language must be a target language in the student's field of research and preference is given to languages not taught at Rice during the academic year. In exceptional cases, funds for private tutoring in languages taught at Rice may be available. Students should discuss intensive language study with their advisor or DGS.

Rice University Awards & Internships

(Museum fellowships are not open to students in the Museum Professionals Track. Though all students are welcome to apply, preference will generally be given to those who have completed coursework.)

N. B.: Because of the TA requirement, graduate students entering their 3rd year cannot apply for a museum fellowship. In rare cases, exceptions can be made with permission from the Director of Graduate Studies.

William A. Camfield Fellowship for Graduate Students at the MFAH

Graduate Students in any year may apply for a museum internship at the Museum of Fine Arts, Houston, to work on a specific project or exhibition defined by the museum curators. The project or area of research changes every year. Finalists chosen by the Department of Art History will be interviewed by the curators of the MFAH for final selection. Award is $10,000 per year. Application deadline: mid-March

Jameson Fellowship

The Jameson Fellow will spend the academic year as an intern at the Bayou Bend Collection of the Museum of Fine Arts, Houston. The annual stipend is $13,000. Additional funds (up to $1,500) are reserved for a research trip during the time of the Fellowship. Students can look for application information on the department website beginning on January 15 or contact Prof. Joseph Manca at manca@rice.edu. For information on the Bayou Bend Collection, go to https://www.mfah.org/visit/bayou-bend-collection-and-gardens/.

John & Dominique de Menil Fellowship

The John & Dominique de Menil Fellowship offers one undergraduate or graduate art history student the opportunity to work as an intern for one academic year at The Menil Collection under the guidance of the museum's internationally respected curatorial departments. Area and field of research are open. Finalists chosen by the Department of Art History will be

interviewed by the curators of TMC for final selection. Award is $3,000 per year. Application deadline: mid-March. https://www.menil.org/collections.

Rice University Wagoner Foreign Study Scholarship Program

James T. Wagoner '29 loved to travel, and he loved Rice, so he made provisions that after his death a study-abroad scholarship for students would be established in memory of his late wife and parents. The Wagoner Foreign Study Scholarship provides students and alumni the opportunity to conduct research abroad for a minimum of eight weeks to one year. For application and deadline information, go to https://graduate.rice.edu/academics/finance/wagoneraward.

School of Humanities Dean's Conference, Research, and Professional Advancement Fund

The Dean's Fund was created to provide opportunities for travel and professionalization for students, especially in departments that have been historically underfunded in these areas. Funds for conference, research, and professional advancement for PhD students are available; for more information, go to: https://humanities.rice.edu/graduate-research-funding.

Humanities Research Center (HRC) Funding

Since its establishment in 1987, the Humanities Research Center has been committed to fostering connections among diverse disciplines while promoting the research goals of the humanities broadly construed. This commitment includes generous and varied funding opportunities for graduate students, including opportunities for research, travel, teaching, and fellowships. Please visit https://hrc.rice.edu for an up-to-date list of calls and deadlines.

Rice University Fondren Library Research Awards
Fondren Library's annual Research Award program is funded by the Friends of Fondren Library and recognizes students who demonstrate extraordinary skill and creativity in the application of library and information resources to original research and scholarship. For information, go to http://library.rice.edu/prizes.

Important Dates

This list is not comprehensive. For deadline information on awards, please refer to official websites and the department's webpage.

October 15
Applications due for Conference and Exhibition Travel funds, Brown Foundation Research Assistantships, and Graduate Student Symposium funding.

December 15
Deadline for first-year students (except Museum Professionals students) to take first language exam.

January 15
Brown Foundation Co-Teaching applications due for potential Fall or Spring courses for the following academic year.

End of Week 1 of Spring Semester
Deadline for first-year students to identify a faculty advisor.

March 15
Applications due for Brown Foundation Dissertation Research and Writing Awards, Summer Research, Conference and Exhibition Travel, Brown Foundation Research Assistantships, Graduate Student Symposium, and the MFAH Camfield Fellowship.

March 25
Last day for all third-year students (fourth-year Museum Professionals students) to complete their Qualifying Exams and submit dissertation committee selection documents for approval.

April 15
Annual self-assessment due to Graduate Program Administrator.

Last Week of Classes in Spring semester
Third-year students' (fourth-year Museum Professionals students') oral presentation of dissertation prospectus.

May 1
Last day for all second-year Museum Professionals students to take their first language exam.

Last day for all second-year students (third-year Museum Professionals students) to take their second language exam.

End of the Spring Semester
Last day for all second-year students (third-year Museum Professionals students) to turn in final version of Graduate Research Paper.

May 10
Deadline for third-year students (fourth-year Museum Professionals students) to submit final version of dissertation prospectus to their dissertation committee.

May 31
Last day for third-year students (fourth-year Museum Professionals students) who have failed any portion of Qualifying Exams to retake that portion.

Last day for second-year students (third-year Museum Professionals students) to complete bibliography for qualifying exams.

Deadline for dissertation advisors to approve dissertation prospectus. Once prospectus is approved, students must file for PhD candidacy.

Faculty

Graham Bader
Associate Professor | Department Chair
Graham.P.Bader@rice.edu | 713-348-6729 | 115 Herring Hall
Modern and Contemporary Art

Leo Costello
Associate Professor
lcostell@rice.edu | 713-348-3472 | 107 Herring Hall
18th and 19th Century European Art

Sophie Crawford-Brown
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Classical Archaeology; Art and Architecture of Roman and Pre-Roman Italy

Farès El-Dahdah
Professor
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Architecture and Urbanism in Brazil; Digital Art History

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Modern and Contemporary Art

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Modern and Contemporary Latin American Art and Architecture

Joseph Manca
Nina J. Cullinan Professor of Art and Art History, and Professor of Art History
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Renaissance, Baroque, and Early American Art and Architecture

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History and Theory of Film; Russian Literature and Culture

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African and African American Art

Department Administration

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Student Resources

Office of Graduate and Postdoctoral Studies
https://gps.rice.edu

Student Health Services
https://health.rice.edu

Rice Wellbeing & Counseling Center
https://wellbeing.rice.edu/rice-counseling-center

Office of Sexual Violence Prevention & Title IX Support*
https://safe.rice.edu

*Rice encourages any student who has experienced an incident of sexual, relationship, or other interpersonal violence, harassment or gender discrimination to seek support. There are many options available both on and off campus for all graduate students, regardless of whether the perpetrator was a fellow student, a staff or faculty member, or someone not affiliated with the university. Students should be aware when seeking support on campus that most employees are required by Title IX to disclose all incidents of non- consensual interpersonal behaviors to Title IX professionals on campus who can act to support that student and meet their needs. The therapists at the Rice Counseling Center and the doctors at Student Health Services are confidential, meaning that Rice will not be informed about the incident if a student discloses to one of these Rice staff members. Rice prioritizes student privacy and safety, and only shares disclosed information on a need-to-know basis. If you are in need of assistance or simply would like to talk to someone, please call Rice Wellbeing and Counseling Center, which includes Title IX Support: (713) 348-3311. Policies, including Sexual Misconduct Policy and Student Code of Conduct, and more information regarding Title IX can be found at https://safe.rice.edu.

Appendices

RICE HUMANITIES
Art History

Appendix A

Department of Art History | Independent Study Agreement

Graduate students in the Department of Art History who are interested in pursuing intensive semester- long study of a particular topic not included in the curriculum are able to enroll in HART 504 (Independent Study), or a graduate-level course (500/600) in another department, as an alternative to established courses. With the permission of the instructor, the student and instructor must devise a plan for the course, which must be shared with the student's department by the end of the second week of the semester. To officially register for the course, the Office of the Registrar's Graduate Special Registration Request Form must be signed and turned into the registrar.

Student Name: Student ID:

Term: Select... Course Prefix/Number:

Course Title & Topic:

Instructor Name:

If attending an undergraduate course as part of study, please list course prefix/number:

Upload a description of the agreed upon plan, which includes a short description of the topic and how it will be covered (one paragraph), a schedule of meetings between the faculty member and the student (once a week for X hours, e.g), a preliminary reading list, a list of the written assignments (i.e., Final seminar-length paper, or 4 short (3-page) response papers on different aspects of the topic), and an explanation of what the grade and evaluation will be based on. (This plan can also serve as the syllabus that must be uploaded to ESTHER by the instructor.)

Upload plan:

Student: *sign and submit this form to the Graduate Program Administrator no later than the Friday of the second week of the academic semester. The Graduate Program Administrator will send to the instructor for signature via Adobe Sign.*

By my signature, I acknowledge the established course plan, as outlined in the attached document, and agree to the expectations that have been set for earning course credit.

Student signature: Date:

Instructor signature: Date:

E-mail arthist@rice.edu I Office 713-348-4276 I Rice University Department of Art History-MS 21
6100 Main St. I Houston, TX 77005 I arthistory.rice.edu

Appendix B

Department of Art History

Language Exam Evaluation			
Student Name:		**SID:**	
Exam Date:		**Language:**	
Q1.	The specific **vocabulary** from the student's field was correctly translated.	1 2 3 4 5 6 7 8 9 10	
	Comments:		
Q2.	The tenses for the different **verbs** were correctly translated.	1 2 3 4 5 6 7 8 9 10	
	Comments:		
Q3.	Literal translation was avoided when the result proved awkward in English.	1 2 3 4 5 6 7 8 9 10	
	Comments:		
Q4.	The **meaning** of the original text is well respected in the translation.	1 2 3 4 5 6 7 8 9 10	
	Comments:		
Q5.	Key words or expressions were not skipped and the entire passage was translated.	1 2 3 4 5 6 7 8 9 10	
	Comments:		
TOTAL SCORE: _____ / 50		**PASS* / FAIL**	
Additional Comments:			
Signature of Evaluator:		***Date:***	

*A score of 30 or above is required for a passing score. Students must receive a passing score from two evaluators to pass the language exam.

E-mail arthist@rice.edu I **Office** 713-348-4815 I **Fax** 713-348-4039 I Rice University Department of Art History—MS 21
P.O. Box 1892 I Houston, TX 77251-1892 I **www.arthistory.rice.edu**

Appendix C

Department of Art History

Instructions for new Adobe form: Fill out the PDF form then click Submit (at bottom of page). Fill out the pop-up window with YOUR name and Rice email. You must approve the email from Adobe Sign or the form will not be submitted.

Qualifying Examination Approval Form

Student Name: SID:

Primary Field of Study:

Secondary Field of Study:

Exam Committee

Primary field examiner:

Secondary field examiner:

Third examiner:

Qualifying Examinations

The three-part exam must be administered over a period of no more than 15 days. Should the student fail any part of the exams, he/she will have until May 31 to retake the failed portion.

Written exam in the primary field - Date: **Result:** ✓ Select... Pass Pass with Distinction Fail

Reexamination, if needed
Date: Result:

Written exam in the secondary field - Date: **Result:** ✓ Select... Pass Pass with Distinction Fail

Reexamination, if needed
Date: Result:

Oral exam - Date: **Result:** ✓ Select... Pass Pass with Distinction Fail

Reexamination, if needed
Date: Result:

Qualifying Examination Approval
The above-named student has successfully completed all parts of the qualifying exam requirements.

Signature (Primary Field Examiner/Advisor): Date:

This form has been automatically sent to the Graduate Program Administrator. No further action required. A copy will be emailed to you via Adobe Sign.

Last updated: March 2020

E-mail arthist@rice.edu | **Office** 713-348-4815 | **Fax** 713-348-4039 | Rice University Department of Art History—MS 21
P.O. Box 1892 | Houston, TX 77251-1892 | **www.arthistory.rice.edu**

Appendix D

Department of Art History

Thesis Committee Approval Form

Please fill out the following form. Your Graduate Program Administrator will obtain the needed signature.

Student Name: _____ **SID:** _____

Thesis Committee*:

Thesis Director** _____

Committee Chair within the department (if different) _____

Second Reader (within the department) _____

Third Reader (outside the department) _____

Additional member(s), if any _____

*Subject to approval by the Office of Graduate and Postdoctoral Studies. Please see the General Announcements for rules regarding the composition of thesis committees. Thesis committees may later be changed.

**Explanation of Thesis Director and Committee Chair roles: The thesis director oversees a student's dissertation project and the committee chair fulfills administrative responsibilities and oversees defense procedures. These roles can be held by the same person, but they do not have to be.

Thesis Committee Approval

The thesis committee has been approved by the Department of Art History Graduate Committee for the above-named student.

Signature (Director of Graduate Studies): _____

DGS Name: _____ Date: _____

E-mail arthist@rice.edu | **Office** 713-348-4815 | **Fax** 713-348-4039 | Rice University Department of Art History—MS 21
P.O. Box 1892 | Houston, TX 77251-1892 | **www.arthistory.rice.edu**

Appendix E

Department of Art History

Dissertation Prospectus Approval Form

Students, please fill out the following form. The Graduate Program Administrator will obtain the needed signature from your Thesis Director.

Student Name:

SID:

Dissertation Prospectus Title:

Date of Prospectus Presentation:

Name of Thesis Director:

Dissertation Prospectus Approval

The thesis committee has approved of the submitted dissertation prospectus and prospectus presentation of the above-named student

Signature (Thesis Director) **Date**

E-mail arthist@rice.edu | **Office** 713-348-4815 | **Fax** 713-348-4039 | Rice University Department of Art History—MS 21
P.O. Box 1892 | Houston, TX 77251-1892 | **www.arthistory.rice.edu**

RICE HUMANITIES
Art History

Appendix F

Annual Graduate Student Self-Assessment

Date:

Name: Year Entered Program:

Advisor(s):

Dissertation Committee Members, if applicable:

SELF-EVALUATION- For each of the following, please respond in 1-2 paragraphs.
(3 questions)

1. Briefly describe your experience in the program over the past year, including your accomplishments, setbacks, and personal strengths and weaknesses as they relate to your performance in the program.
2. Briefly discuss your goals for the coming year and what you plan to do to accomplish them (e.g., program milestones, research and/or professional experiences, work on publishable paper(s), make conference presentation(s), etc.).
3. List any concerns you have as well as any suggestions you would like to offer for improvement in the program which might help you and/or other students.

RESEARCH & PUBLICATION - List any of the following, if applicable.

- Research activities
- Conference presentations (paper title, name of conference, date)
- Publications (including working papers), using full citation, if possible; if published, forthcoming or submitted, mention where.
-

AWARDS & PROFESSIONAL DEVELOPMENT - List any of the following, if applicable.

- Awards, fellowships, or other external support received
- Teaching, internship, or professional experience
- Professional service activities (e.g., conference reviewer, conference planner, etc.).

CURRENT CV - Please upload a current academic curriculum vitae.