

# GRADUATE HANDBOOK

2019–2020



**Department of the History of Art and Architecture | University of Oregon**

\*This Graduate Student Handbook is periodically updated and subject to change.  
Graduate students are responsible for checking the department website and consulting with faculty advisors  
in order to obtain the most up-to-date information. Date Revised | September 19, 2019

## CONTENTS

Department Contacts and Offices	3
Technology Services and Computing Labs	4
Campus Facilities	5
University of Oregon Libraries	6
University of Oregon Museums	7
Associated Programs	8
Getting Started	9
New Student Checklist	10
Stay Connected	11
Registering for Classes	12
MA Program	14
Graduate School Requirements and Policies: MA	18
PhD Program	21
Graduate School Requirements and Policies: PhD	27
Satisfactory Progress and Good Standing	29
Internships and Job Opportunities	30
Departmental Scholarships, Travel Grants, and Awards	31
Faculty Directory	32

## Department Contacts and Offices

**Department Head** | Dr. Kate Mondloch  
[mondloch@uoregon.edu](mailto:mondloch@uoregon.edu)

**Director of Graduate Studies** | Maile Hutterer  
[arthistorygrad@uoregon.edu](mailto:arthistorygrad@uoregon.edu)

**Department Staff**  
\_\_\_\_\_ | Department Coordinator  
541-346-3675 | \_\_\_\_\_

**Associate Director of Graduate Studies**  
Nina Amstutz  
[namstutz@uoregon.edu](mailto:namstutz@uoregon.edu)

**Department Office**  
105 Lawrence Hall  
541-346-3675 | [arthist@uoregon.edu](mailto:arthist@uoregon.edu)  
Monday – Friday | 9:00 a.m. – 4:00 p.m.

**Mailing Address**  
Department of the History of Art and Architecture  
5229 University of Oregon  
Eugene, OR 97403–5229

### Department and Faculty Offices

The office of the Department of the History of Art and Architecture is located in 254 Lawrence Hall. Professors also maintain offices in Lawrence Hall. Depending on availability, graduate students who hold appointments as Graduate Employees may be assigned offices on the mezzanine level in Lawrence Hall. There are a limited number of offices available for graduate students in the Knight Library. Go to the Knight Library to inquire about office space and application procedures.

### Grad Student Resource Room

Located in 252 Lawrence Hall, the resource room provides a workspace for the department's graduate students. It contains four desktop computers, a large flatbed scanner, two smaller scanners, individual storage space, as well as a microwave. In addition to the mezzanine GE offices, it serves as overflow office space for MA students serving as GEs

The resource room is accessible only by a door code that you request each term from the department office in 254 Lawrence Hall.

### PhD Student Office Space

Located in 262 Lawrence Hall, this open office space provides study and individual storage space for the department's PhD students. It contains shared work stations, a printer, and serves as office space for all PhD students serving as GEs.

The PhD student office space is accessible only with a key; please make a request via the department office in 254 Lawrence Hall.

# Technology Services and Computing Labs

## College of Design Technology Services

124 Lawrence Hall

541-346-6194 | <https://blogs.uoregon.edu/designtech/>

### Fall, Winter, and Spring Term Hours (may be subject to change)

- Monday – Thursday | 8:00 a.m. – 8:00 p.m.
- Friday | 8:00 a.m. – 5:00 p.m.

College of Design Technology Services is happy to provide consultation and basic troubleshooting support for student owned laptops and software related to their educational pursuits associated with the college. Due to legal and staffing constraints, the College of Design Tech Help Desk is not able to do hardware repair, operating system installs including Bootcamp Windows installations, or any support that involves opening up a student computer. Students with these types of computer needs will be referred to the Duck Store Technology Department, as they are able to offer that level of support.

Details available at <https://students.uoduckstore.com/article/computer-hardware-repair-at-the-duck-store>

## College of Design Output Room

280 Lawrence Hall

541-346-2081 | <https://blogs.uoregon.edu/designtech/eugene-output-room/>

### Fall, Winter, and Spring Term Hours (may be subject to change)

- Monday – Thursday | 9:00 a.m. – 10:00 p.m.
- Friday | 9:00 a.m. – 5:00 p.m.
- Saturday and Sunday | Noon – 6:00 p.m.

The Output Room is dedicated to providing quality digital imaging services at affordable prices.

## Computer Services and Computing Labs

<https://blogs.uoregon.edu/designtech/computing-labs/>

Public computer labs on campus that are available for student use include the Design Learning Commons (second floor Lawrence Hall), Knight Library Learning Commons (first floor Knight Library), the Science Library Learning Commons, the McKenzie Lab (101 McKenzie Hall), the EMU Lab (22 EMU), and the Edmiston Classroom (144 Knight Library– available only when no class is in session). These spaces contain desktops and scanners for your use.

You can also print and make photocopies at these locations using pre-loaded Campus Cash on your UO student ID card.

### To add campus cash in DuckWeb:

[duckweb.uoregon.edu](https://duckweb.uoregon.edu) > Student Menu > QuickPay Student Billing > Make Payment

# Campus Facilities

## College of Design Facilities Support for Students

124 Lawrence Hall, facing the Lawrence Hall Courtyard  
541-346-3633 | [fss@uoregon.edu](mailto:fss@uoregon.edu)

### Fall, Winter, and Spring Term Hours

- Monday – Thursday | 8:00 a.m. – 8:00 p.m.
- Friday | 8:00 a.m. – 5:00 p.m.

### Summer Term Hours

- Monday – Friday, 10:00 a.m.– 3:00 p.m.

Facilities Support Services provides a variety of services for students including locker registration, lost and found, building access authorization, and equipment check out for students. You can check out items such as power point presentation controls, laser pointers, computer adapters to connect to classroom projectors, and other items you might need as a GE or when giving classroom presentations.

Find forms and a full list of facilities services for students by visiting <https://blogs.uoregon.edu/designtech/home/facilities-support-for-students/>

## Erb Memorial Union (EMU)

The Erb Memorial Union (EMU) is the center for student activities and involvement. It brings together opportunities for all students to experience community, meet up with friends, attend a lecture series, enjoy a cup of coffee, or just hang out and study. The EMU is more than a building; it's a variety of programs and services designed to help you get the most out of your student experience. It's your union; and it was designed to support you and serve as the largest living room you'll ever have.

The EMU houses many services including the UO Card Office, Ticket Office, Student Organizations, Mills International Center, Student Sustainability Center and the Craft Center.

Learn more about what the EMU has to offer at <https://emu.uoregon.edu>

## University Health Center

1590 E. 13th Ave.  
541-346-2770

The University Health Center offers general medical care (primary care) as well as specialty services including a pharmacy, laboratory, dental clinic, x-ray facility, and a physical therapy/sports medicine clinic.

Learn more about the Health Center services or schedule an appointment at <http://health.uoregon.edu>

## University of Oregon Libraries

The UO Libraries comprise the Knight Library and several branch libraries, and offer a wide range of collections and resources to support campus instruction, research, and service. The Knight library is the largest library on campus, housing the Library's collections of materials in the humanities, social sciences, music, and business, as well as the library's special collections, government documents, microforms, and maps.

The Knight Library is located on the west side of the University on Kincaid Street, just off the corner of Kincaid and 15th Avenue.

Other UO library branches include:

- Design Library | 200 Lawrence Hall
- John E. Jaqua Law Library | L270 Knight Law Center
- Mathematics Library | 218 Fenton Hall
- Allan Price Science Commons and Research Library | B90 Onyx Bridge

For a full list of library services, hours or to reserve books, visit <http://library.uoregon.edu>

### Design Library

200 Lawrence Hall

541-346-3637 | [designlibrary@uoregon.edu](mailto:designlibrary@uoregon.edu)

<http://library.uoregon.edu/design>

The Design Library, located in Lawrence Hall, contains circa 80,000 books and other materials on architecture, interior architecture, landscape architecture, arts and administration, history of art and architecture, fine and applied arts, historic preservation, and urban planning.

### Design Library Staff

**Karen Chaix** | Manager, Design Library

Daily Operations of the Design Library

541-346-2203 | [kchaix@uoregon.edu](mailto:kchaix@uoregon.edu)

# University of Oregon Museums

## Jordan Schnitzer Museum of Art

The Jordan Schnitzer Museum of Art (JSMA)'s permanent collection features more than 13,000 objects. Beginning with the Murray Warner Collection of Oriental Art — 3,769 Asian objects, primarily from China, Japan, and Korea — the museum has significantly expanded its holdings of Asian fine and decorative arts and has welcomed major collections of Pacific Northwest Art, including more than 500 works by Morris Graves. Permanent collections galleries feature selections from these collections as well as Russian icons. Photographs, old master prints, European painting, South Asian art, and contemporary art from the collection are rotated in temporary exhibition galleries.

JSMA admission is free for UO students with ID Card. Explore more at <http://jsma.uoregon.edu>

## JSMA Administration Contacts

**Jill Hartz** | Executive Director (retirement date; end of Aug. 2019)  
[hartz@uoregon.edu](mailto:hartz@uoregon.edu)

**Anne Rose Kitagawa** | Chief Curator of Collections and Asian Art and Director of Academic Programs  
[ark@uoregon.edu](mailto:ark@uoregon.edu)

**Danielle Knapp** | McCosh Associate Curator  
[dknapp@uoregon.edu](mailto:dknapp@uoregon.edu)

**Chris White** | Collections Manager  
[cew@uoregon.edu](mailto:cew@uoregon.edu)

**Lisa Abia-Smith** | Director of Education  
[abia@uoregon.edu](mailto:abia@uoregon.edu)

**Cheryl Hartup** | Associate Curator of Academic Programs and Latin American Art  
[chartup@uoregon.edu](mailto:chartup@uoregon.edu)

## Museum of Natural and Cultural History

The Museum of Natural and Cultural History (MNCH) is Oregon's primary repository for anthropological and paleontological collections. As the premier natural and cultural history museum in the State of Oregon, the MNCH houses nearly 1 million ethnographic and archaeological objects and almost 100,000 fossils and biological specimens from Oregon, the Pacific Northwest, and around the world.

MNCH admission is free for UO students with ID Card. More info at <http://natural-history.uoregon.edu>

## Associated Programs

Departments, centers, and certificate programs outside of the Department of History of Art and Architecture provide numerous opportunities for students to take classes, earn graduate certificates, and engage in programming that can augment research and offer valuable academic and professional experience.

Some of these departments, centers and programs include:

- Medieval Studies | <http://pages.uoregon.edu/midages/>
- Asian Studies Program | <http://cascourses.uoregon.edu/asianstudies/>
- Classics | <http://pages.uoregon.edu/classics/>
- European Studies | <http://pages.uoregon.edu/europe/>
- Environmental Studies | <https://envs.uoregon.edu>
- Religious Studies | <http://pages.uoregon.edu/religion/>
- Latin American Studies | <http://las.uoregon.edu/>
- Oregon Humanities Center | <http://ohc.uoregon.edu/>
- East Asian Languages and Literature | <http://pages.uoregon.edu/eall/>
- Historic Preservation | <http://hp.uoregon.edu/>
- Cinema Studies | <http://cinema.uoregon.edu/>
- Honors College | <http://honors.uoregon.edu/>
- Museum Studies | <http://design.uoregon.edu/arthistory/grad/certificates/museum-studies>
- New Media and Culture | <http://newmediaculture.uoregon.edu/>
- Sustainable Cities Initiative | <http://sci.uoregon.edu/>
- CSWS Center for the Study of Women in Society | <http://csws.uoregon.edu/>

### Museum Studies Certificate

The Museum Studies Graduate Certificate addresses the demand for professionally trained museum personnel and provides University of Oregon graduate students with an invaluable credential for the job market. It is a masters– level, multidisciplinary course of study run by the Department of the History of Art and Architecture.

**Akiko Walley** | Director of the Graduate Certificate | Museum Studies  
[gcms@uoregon.edu](mailto:gcms@uoregon.edu)

Learn more about the Museum Studies Graduate Certificate at  
<http://design.uoregon.edu/arthistory/grad/certificates/museum-studies>

### UO Graduate Certificates and Specializations

The UO offers a range of graduate certificates and specializations, many of which are of interest to students in the Department of the History of Art and Architecture.

The complete list of certificate and specialization options can be found at  
<https://gradschool.uoregon.edu/academic-programs#Graduate%20Certificate%20Programs>



# Getting Started

## Moving to Eugene

Finding a place to call home in a new town can be a challenge, especially if you are searching from out of state or out of the country. Fortunately, there are a lot of residential areas immediately surrounding campus that offer lots of options depending on your needs.

Get started on your search by visiting the following websites:

- UO Family Housing and University Apartment | <http://housing.uoregon.edu/apartments>
- Ducks Housing | <https://www.duckshousing.com>
- Oregon Daily Emerald | <http://www.dailyemerald.com>
- The Register Guard | <http://registerguard.com/rq/news/>
- The Eugene Weekly | <http://www.eugeneweekly.com>
- Eugene Craigslist | <https://eugene.craigslist.org>

Students in the program may know of options as well. Email the department at [artist@uoregon.edu](mailto:artist@uoregon.edu) to get in contact with current art history graduate students.

School begins near the end of September each year. You should arrive no later than a week before classes start as there will be a series of orientations to introduce you to the program and the University. Students who have been assigned Graduate Employee positions are required to attend mandatory training the week before classes begin.

## Getting Around and Parking on Campus

Bicycles are popular for commuting. Our community has more than 100 miles of bike paths and lanes, making commuting safe and convenient. The University of Oregon Outdoor Program offers long-term bicycle rentals as well as assistance in maintaining your bike. For more information on the program visit their website at <http://outdoorprogram.uoregon.edu/bikes>

Students can also take advantage of Eugene's bike-share program, known as PeaceHealth Rides, which connects the UO campus to downtown Eugene and the Whiteaker neighborhood. Bike share systems allow users to check out a bike from one station and leave it at another. PeaceHealth Rides will include eight stations located on and around the UO campus, with 27 others placed around downtown Eugene and the Whiteaker neighborhood. Learn more or sign up at <https://peacehealthrides.com>

The Lane Transit District (LTD) provides bus service between the UO campus and rest of Eugene/Springfield, and with a UO ID card students can ride any LTD bus free of charge. You can even bring your bike on the busses! Find maps and bus schedules at <https://www.ltd.org>

For students with cars, parking permits for campus parking are available through UO Department of Parking and Transportation for a fee. Carpool permits are offered at a lower price for students who ride together.

More information on parking prices and lot locations is available at <https://parking.uoregon.edu>

## New Student Checklist

### Update your Personal Access Code (PAC) and Login to DuckWeb

How: Visit <https://duckweb.uoregon.edu>

Enter your UO ID number and temporary PAC (sent in the UO offer letter) to log in  
*You'll be prompted to reset your PAC the first time you log in*

Why: DuckWeb is used to register for classes, access financial aid information, update contact information, view employment paystubs, etc.

### Claim Your DUCK ID

How: Visit <https://duckid.uoregon.edu>

Enter your UO ID number and PAC

Why: Setting up your DUCK ID creates your UO email account and allows you access to University computers and secured websites.

### Login to Your University Webmail

How: Visit <https://webmail.uoregon.edu>

Enter your DUCK ID and password

Why: To access your University email account. All University students, faculty, and staff have a UO email account (@uoregon.edu) which is created when you claim your Duck ID.

Once your University email is established, you will be added to our department email list and will receive regular messages regarding department news. Students are responsible for monitoring their email on a regular basis and responding to University messages in a timely manner.

### Get your Student Identification Card (UO ID Card)

How: Skip the photo line and upload a selfie online at <https://emu.uoregon.edu/card>

Your UO ID Card will be ready for pick up in the Card Office, EMU Ground Floor 002  
You can also stop by the card office and have your photo taken

Why: The UO ID card is the official identification card for students, faculty, and staff at the UO

Use Your Card to check out books at the library, gain access to the Student Recreation Center, eat at on-campus dining venues, ride LTD buses for free, and more

Your UO ID card can also be used as a debit card in the UO Campus Cash program, see how and where to use Campus Cash at <https://emu.uoregon.edu/campus-cash>

### Gain Access to the Art History Grad Student Resource Room

How: See the department office each term for the door code

Why: To access the Resource Room, 252 Lawrence Hall

### Gain Access to PhD Student Office Space Room

How: See the department office to get a key

Why: To access the PhD Office Space, 262 Lawrence Hall

# Stay Connected

## Student Groups

### Art History Student Association

The University of Oregon Art History Student Association (AHSA) facilitates and promotes educational and professional development opportunities for students interested in the history of the visual arts, regardless of major field of study. Each year the group organizes professional development events including career information panels, resume workshops, and graduate school application panels.

The annual student symposium is the flagship event for the AHSA and gives students the opportunity to submit their work and hear from other art history scholars.

Meetings are typically held once per month on the first Wednesday at 5:30 p.m. There are no membership fees and all members are eligible to run for a leadership role within the group for the following academic year.

Email | [oregonaha@gmail.com](mailto:oregonaha@gmail.com)

Website | <https://arthistoryassociationoregon.wordpress.com/>

Facebook | <https://www.facebook.com/UOregonAHSA>

### College of Design Student Groups

To find a current list of College of Design student groups and to see how you can collaborate with other disciplines, visit <http://design.uoregon.edu/student-services/student-groups>

## Social Media

Follow our college and departmental social media pages for news and events, and engage in discussion with faculty, students, alumni, and friends.

History of Art and Architecture Facebook | @uoregonarthistory

College of Design Facebook | @uoregondesign

College of Design Twitter | @uoregondesign

# Registering for Classes

## Registration

Students register for classes through DuckWeb, an online tool available to all admitted students at UO. When registering, you will need to have the following information ready:

- Student ID Number (UO ID)
- Personal Access Code (PAC)

From DuckWeb, select [Student Menu > Registration Menu > Search for Open Classes](#)

Visit the Office of the Registrar website for complete details on how to add and/or drop classes, grading options, and registration messages at <https://registrar.uoregon.edu>

## Finding Classes in the Class Schedule

A full list of term course offerings can be found in the UO Class Schedule at <http://classes.uoregon.edu/>  
*Select the term, then search for classes by subject: Art History subject code is "ARH"*

You can find expanded ARH course descriptions for each term by viewing our Course Brochure which is emailed each term to HA&A students and archived online under the course descriptions section of our current student blog: <https://blogs.uoregon.edu/designstudents/haa/courses/>

## Registration Priority

For the fall term of your first year, you should be in touch with your advisor and/or the Director of Graduate Studies (DGS) via email to determine appropriate courses. Please note that some courses enroll quickly, so it is to your advantage to enroll as soon as possible to reserve a space. Once you get to campus, you will have an opportunity to speak with your advisor in person during the Week of Welcome to finalize your schedule and you will be able to add or drop courses accordingly.

In subsequent terms, you are given a registration priority date and time. Graduate students register first, and then undergraduates, followed by community education students. Once registration begins, you can log into DuckWeb to adjust your schedule as often as you want to register for classes until the add deadline. A few weeks before initial registration opens each term, the Registrar's Office publishes a Registration Priority Schedule.

View the schedule online at <https://registrar.uoregon.edu/calendars/registration-priority-schedule>

## Course Numbering

Each course is assigned a course level. Courses numbered 100–499 are undergraduate courses; 100–299 are lower division, and 300–499 are upper division.

Courses numbered 500 and above are graduate or professional courses. 600–level courses are open to graduate students only.

Courses listed as 400/500 level courses (for example "488/588 Japanese Prints") are open to both upper–level undergraduates and graduate students. In these courses, graduate students will be required to complete more assignments or a longer final paper.

## Required Credits and Coursework

You must take a minimum of 9 credits in order to be considered a full–time student. You can take up to 16 credits with no extra charge once you have registered for the first 9 credits.

You should immediately begin to satisfy the department's course and distribution requirements. Courses will not be offered every term, so take appropriate courses as they arise. There are also interesting classes being offered in other departments across campus. Check DuckWeb and department websites for course offerings and speak with your advisor for recommendations.

HA&A students are expected to fulfill the departmental requirements, as well as those of the UO Graduate School, in order to receive their MA or doctoral degree in art history.

### Courses Requiring Instructor Approval

Some courses may require instructor approval before you are allowed to register. Refer to the “Notes” column in the Class Schedule to see any course restrictions. To obtain approval, email the course instructor of record to request approval (include your name, UO ID, and specific course information—course name, number, and CRN). If the instructor will allow you to take the course, they will forward your message to the office coordinator who will clear you to register for the course via DuckWeb.

### Independent Study Courses

Thesis (ARH 503), Research (ARH 601), Dissertation (ARH 603), Internship (ARH 604), Reading (ARH 605), Special Problems (ARH 606), Practicum (ARH 609), and Terminal Project (ARH 614) are various types of independent study courses.

Before requesting permission to register, you must have your supervising faculty member’s approval. Adjunct or visiting professors are not authorized to supervise independent study courses. Fill out the Permission to Register Form, have your instructor sign, then return to the department office for registration clearance.

Independent study courses have a variable credit option; when you register for a course that is offered for variable credit, DuckWeb automatically selects the lowest credit. To change the credit amount in DuckWeb, select [Student Menu > Registration Menu > Change Variable Credit Option](#)

For independent study courses, graduate students are expected to participate in forty hours of student engagement over the course of the term for each credit registered for. This includes, but is not limited to, reading, meetings and discussions with instructor, writing, and related activities in support of the agreed-upon focus for the course.

If your course, such as Practicum or Internship, has a Project Supervisor outside of HA&A, you must:

1. Ask a HA&A faculty member, usually your advisor or the Director of Graduate Studies, to serve as your instructor of record and sign the **Permission to Register Form** along with the Project Supervisor.
2. Have your Project Supervisor sign the **Independent Study Course Completion Form** and return the form to the department office at the end of the term.

**Note:** no grade will be recorded without submitting the completion form.

### Department Forms

Frequently used department forms can be picked up in the department office or digital copies can be found on the current student blog at <https://blogs.uoregon.edu/designstudents/haa/>

# MA Program

## Academic Advising

HA&A faculty members are scholars and teachers, easily accessible to all students and dedicated to mentoring graduates from the first year of coursework to post-MA career guidance. Students indicate their preferred main advisor during the application process. The professor indicated on your application is considered to be your main advisor upon entry to the program. (Please talk to the DGS if you have questions about who your advisor is or should be.) As your interests develop, however, this person may change after you have a more clear idea of what your area of research will be. MA students may choose a new major advisor at any point if they identify a faculty member who is a better fit for their interests and professional needs and who agrees to advise the student.

Graduate students must have a major advisor by the end of their third quarter in residence. The advisor-advisee relationship requires initial and continuing mutual consent for that relationship. When either the student or the advisor makes the decision that an advisor change is in order, the student must find a new advisor within 6 weeks of this decision (the 6 weeks does not include University break periods). Advisors and students should notify the Director of Graduate Studies when a decision about changing advisors has been made (regardless of whether the student or faculty member initiates the change). If a student goes longer than 6 weeks without an advisor, the graduate school will be notified, an action which could result in the student's termination from the program. Faculty may agree to advise students for a trial period, and the student would be considered to have an advisor during this period.

## Degree Requirements

Candidates for the MA degree in art history must complete at least 45 credits in courses approved by the student's advisor, as well as satisfy the general requirements of the UO Graduate School. Of the 45 credits, a minimum of 36 must be graduate credits in research-based courses, taken for a letter grade. \*

All MA candidates must complete either a MA thesis or a terminal project, as determined by the student in consultation with the student's advisor.

- **Thesis (ARH 503) or Terminal Project (ARH 614):** 9 credits total
- **Graduate Seminar Requirements and First-Year Seminar Series:** 16 credits total, 12 of which must be taken during the first year:
  - ARH 611 Graduate Studies in Art History –fall
  - ARH 607 Seminar: [Topic] –winter
  - ARH 607 Seminar: [Topic] –spring
- **Electives:** A minimum of 12 credits of elective courses; of the 12 credits, a maximum of 8 credits may be taken outside of the department with an advisor's permission
- **Distribution Requirement:** Students must undertake course work in three of four historic areas: prehistoric-ancient, medieval, early modern, and modern-contemporary.

Students may petition to apply a thematic or nonperiod-specific course toward one of the distribution requirements by demonstrating substantial course work if a substantial part of the student's work in the thematic or nonperiod-specific course engaged in the appropriate historic area in question.

- **Distribution Recommendation:** While not required, it is highly recommended that students take a selection of both selection of courses spanning western, Asian, and other cultural traditions courses in order to fulfill their distribution and elective requirements.

### **Foreign Language Requirement:**

The department requires that MA degree candidates demonstrate reading proficiency in at least one foreign language. Students are expected to satisfy their language requirement as soon as possible, and no later than the end of their first year in the program. The chosen language must be approved by the student's advisor and should be relevant to the student's scholarly interests.

Language proficiency is typically demonstrated in one of several ways, by:

1. passing a written language exam given by the department,
2. providing an official transcript from the University of Oregon or elsewhere that shows satisfactory completion of the second or third year of college-level coursework in the language (as determined by the student's major advisor in consultation with the Director of Graduate Studies) with a grade of B or better in the previous five years, or
3. presenting evidence of having achieved equivalent results on a standardized foreign-language placement test in the previous five years.

The foreign language requirement may be waived for a student who has completed a high-school or higher degree that employed the target language as the primary language of instruction.

Students who expect to pursue a PhD should also acquire a research capability in additional languages, as appropriate to the student's area of study, as soon as possible in their academic program.

*\*Note that of the 36 required graded graduate credits, at least 4 credits (excluding ARH 611) must be taken with your primary advisor. Practicum and internship credits (ARH 604) are not designed to be research-based and do not count toward the minimum of 36 graded graduate credits. Students who wish to pursue research-based projects in the museum or elsewhere should consult with their advisor about enrolling in 600-level research credits (ARH 601 or 605, as appropriate).*

### **Thesis or Terminal Project: MA**

All MA students must complete either a thesis or a terminal project, as determined by the student in close consultation with the student's advisor. Theses and projects are both subject to the proposal process described below and are equivalent to 9 credit hours.

#### **Thesis**

Between 30–50 pages in length (double-spaced), an MA thesis is a scholarly paper that demonstrates the student's ability to conduct independent research on a topic in the student's area of concentration. Typically, the thesis extends and revises a seminar paper. It should show the student's command of pertinent bibliographical and reference materials as well as student's ability to critically evaluate and synthesize the current state of research on the subject.

The thesis must conform to the formatting specifications of the UO Graduate School. For instance, if the thesis had been written in the format of an article with multiple sections (recommended by HA&A faculty), the student will convert the sections into chapters in accordance with UO Graduate School formatting requirements.

#### **Terminal Project**

An MA project demonstrates a student's mastery of practical or theoretical knowledge of art in an historical or contemporary setting. It may take a variety of forms, such as a curatorial project (realized in a gallery, museum, and/or online), the dissemination of art historical writing, or the archiving and cataloging of primary source material. The project may make use of internal or external institutional settings, but it must be the result of research produced as part of the student's graduate study. MA projects must include an archival component that can be filed with the Department.

Please note that MA students must identify their intention to complete a project by the end of their third quarter in residence, or they will be expected to complete the MA thesis instead.

## **Committee Selection**

Students select the thesis/project committee in consultation with their advisors. The committee consists of three members, two of whom must be faculty members in the Department of the History of Art and Architecture. When appropriate and approved by the student's advisor, the third committee member may come from outside of the department.

## **Proposal Specifications**

Before beginning her/his thesis research or project activities, students must submit a written proposal approved by their committees at a review meeting. The meeting is typically scheduled when the main advisor is satisfied with the preliminary draft of the full proposal.

Students are strongly encouraged to complete and submit their approved proposal at the end of their first year or at the beginning of their second year. In the review meeting, the student typically gives an illustrated presentation of the written proposal of 20–25 minutes, followed by questions and discussions with committee members. The student should see the review meeting as an opportunity to collect feedback and to generate new ideas and directions for the actual thesis/project.

### **The written proposal should include the following components:**

**PROPOSAL APPROVAL FORM.** Available from the department office, this form should be presented at the proposal defense and be signed by the committee members.

**NARRATIVE.** Typically, between 3 to 4 pages (double-spaced), the narrative component of the proposal defines the parameters of the thesis/project and indicates the student's intended methodology and level of preparedness. In succinct prose, the student should:

“Identify the object of study and define its scope”. What object(s) will be studied in the thesis/project? What is the relevant historical period, cultural context, and/or theoretical framework?

Review the current primary and secondary literature on the object of study. In the case of MA theses, this should be a narrative synthesis of the bibliography to be provided as part of the proposal. It may take into account monographs, exhibition catalogs, books and articles. Which authors have already written on the chosen object of study? What issues have they addressed? What issues have they not addressed? In the case of MA projects, this should be a contextualization of the project in relation to existing precedents. What similar projects have already been done? What have they accomplished and what remains to be done?

“Define the major objective and method of the thesis/project”. In the case of MA theses, students should discuss the following: What question(s) does the thesis/project wish to answer? What method will be employed and what materials will be examined in order to answer the question(s)? In the case of MA projects, students should clearly state what may be expected as the final product (i.e. creation of a website, organization of an exhibition, documentation of a body of works of art, etc.) and the steps necessary for successful completion. Students carrying out MA projects should also clearly explain the involvement of any third party (i.e. museum, gallery, etc.).

“Provide an approximate timeline for the research and completion of the thesis/project”. Students should indicate their level of preparation (for example, language ability, a course or seminar relevant to the topic), and give estimates for the date of defense. Students should take into account a minimum of two full weeks to review the thesis drafts or projects results prior to the defense. In the case of MA theses, the students should also be aware of the deadline of the UO Graduate School for the submission of final texts.

**BIBLIOGRAPHY.** The bibliography should include primary (including archival materials) and secondary sources pertinent to the topic.



## Final Defense

A defense is scheduled when the student has completed the thesis/project to the satisfaction of her/his main advisor and committee members. The student should bring to the defense the **Thesis Approval Form** to be signed by the committee members. The candidate should follow the step-by-step process to the MA Thesis Defense. The thesis defense is open to all students and faculty members who wish to attend.

## MA Defense Step-by-Step

The following outlines the process leading to the thesis defense and the official submission of the thesis to the Graduate School.

Depending on the state of the first complete draft, the process may take anywhere between seven to ten weeks. **The candidate should be ready to take Step 1 no later than the second week of the spring quarter of the second year.**

**Before taking Step 1**, candidates are expected to have demonstrated regular progress and to have kept their main advisor informed of the status of her/his research and writing. Insufficient communication with the main advisor may cause significant delay in the following process. In some cases, it may prevent the candidate from graduating on time.

### Step 1 – First complete draft

MA candidate submits a complete draft to the main advisor / chair of the thesis committee.

### Step 2 – Revision of first complete draft

Main advisor provides the candidate with suggestions for revisions. Revisions may be minor or substantial depending on the state of the first complete draft. Ideally, the candidate should take no more than two weeks to work on revisions.

### Step 3 – Re-submission of revised draft (to repeat until advisor's pre-approval)

The candidate submits revised complete draft to main advisor. The main advisor must approve this draft before it is passed onto the secondary readers. If the advisor deems the revised draft insufficient, return to Step 1.

### Step 4 – Circulation of pre-approved draft and scheduling of defense

Upon pre-approval by the main advisor, the candidate submits the draft to the secondary readers on the thesis committee. At this point, the candidate schedules a defense (Step 5), to take place no sooner than two weeks after all committee members receive the draft pre-approved by the main advisor.

### Step 5 – Defense

The candidate defends the thesis before the committee and any interested students and faculty members. Typically, the candidate gives an illustrated presentation of the complete thesis, followed by questions from the members of the committee and the audience. The committee members may approve the thesis/project as is or provide suggestions for final modifications or revisions.

The candidate should bring to the defense a **Thesis Defense Approval Form** (available at the HA&A administration office) to be signed by the committee members. Ideally, a note-taker should be present at the defense to help the candidate document the recommendations of the committee.

### Step 6 – Last revisions and final approval

If the committee approves the thesis at the defense pending substantial revisions, the entire committee will review the final draft before final submission to the Graduate School. If the committee approves the thesis at the defense pending minor revisions, the main advisor will review the final draft before final submission to the Graduate School.

### Step 7 – Submission to Graduate School

The candidate submits the approved thesis to the Graduate School. This version of the thesis must follow the formatting requirements of the Graduate School.

### **Graduate School Thesis Submission**

Once you have successfully defended your thesis or dissertation and the content of your thesis or dissertation has been approved by your committee, you must electronically submit your final thesis or dissertation to the Graduate School via the ProQuest ETD site.

Your submission will not be complete until you have both uploaded and submitted your thesis/dissertation AND submitted the required approval forms.

For a complete overview of the process, including instructions on how to upload your digital files, visit <http://gradschool.uoregon.edu/thesis-dissertation>

# Graduate School Requirements and Policies: MA

## Earning a Master's Degree at the University of Oregon

Master's degree candidates must fulfill the requirements of the Graduate School and the additional requirements set by the school or department.

The following outline lists minimum Graduate School requirements for master's degrees. Specific departmental requirements must also be met before the student is awarded a master's degree. Credit requirements listed below must be met with graduate credits.

## SUMMARY OF GRADUATE SCHOOL REQUIREMENTS FOR A MASTER'S DEGREE

Total credit minimum	45 credits
Minimum credits in major	30 credits
Minimum credits in residence	30 credits
Minimum graded credits taken in residence	24 credits
Minimum 600–level credits in residence	9 credits
Minimum thesis credits (if completing a thesis)	9 credits
Minimum GPA	3.00
Language requirement	MA only
Time limit for program completion	7 years
Registration and continuous enrollment	3 credits per term

## Enrollment and Credit Limits

A graduate student may enroll for up to 16 credits for graduate and/or undergraduate level coursework in each term during the academic year. Registration in excess of 16 credits, up to a maximum of 18 credits, requires an additional per credit tuition fee assessment. During summer session graduate students are limited to a maximum of 16 credits.

## Course Load

Full–time enrollment is at least 9 graduate credits; or 3 credits of 603 Dissertation for advanced doctoral students; half–time is at least 5 graduate credits. **Graduate Employees (GE) are required to enroll in a minimum of 9 graduate credits.** International students should consult with both the Graduate School and the Office of International Affairs for requirements.

## Continuous Enrollment Policy

Unless On–leave status has been approved, graduate students enrolled in an advanced degree or graduate certificate program are required to be continuously enrolled (**for a minimum of 3 graduate credits**) until all requirements have been completed. Summer session registration is not required unless the student is using University facilities or faculty or staff services. Review the Enrollment and Residency Policies at

<http://gradschool.uoregon.edu/policies-procedures/enrollment-residency>

## Grade Requirements

Graduate students must maintain at least a 3.00 grade point average (GPA) in graduate courses taken in the degree program. Grades of D+ or lower for graduate courses are not accepted for graduate credit but are computed in the GPA. Similarly, the grade of N (no pass) is not accepted for graduate credit. A grade of pass (P) must be equal to or better than a B–.

## Removal of Incompletes

The Graduate School policy requires that graduate students must convert a graduate course grade of Incomplete ("I") into a passing grade within one calendar year of the term the course was taken. After one year, the student must petition to the Graduate School for the removal of an incomplete.

An incomplete grade assigned to Thesis (503), Research (601), Dissertation (603) or Terminal Project (614) does not require a petition.

Thesis and Dissertation credits are automatically converted to Pass upon awarding of the degree when the thesis or dissertation is completed and approved by the Graduate School. Research and Terminal Project credits are converted after the instructor submits a Supplementary Grade Report to the Office of the Registrar.

## Time Limit for Program Completion

All requirements for the master's degree must be completed within a seven-year time period. The seven-year time will begin with the term of admission to the master's program.

The beginning date of the seven-year time period will be adjusted to an earlier date to include any graduate credits, approved for transfer into the program, that were taken before the date of admission.

The language requirement for the Master of Arts, whether you choose a course or an exam, must be completed within the seven-year time limit.

## Dates and Deadlines

UO Academic Deadlines for registration, term start/end dates, breaks, etc., can be found through the Office of the Registrar's webpage at <https://registrar.uoregon.edu/calendars/academic>

Check the Graduate School webpage for term specific deadlines for applying to graduate, declaring graduate certificates, uploading your thesis, etc. at <https://gradschool.uoregon.edu/node/1924>

### UO Graduate School

170 Susan Campbell Hall  
541-346-5129 | [gradsch@uoregon.edu](mailto:gradsch@uoregon.edu)  
<https://gradschool.uoregon.edu>

### Office of the Registrar

220 Oregon Hall  
541-346-2935 | [registrar@uoregon.edu](mailto:registrar@uoregon.edu)  
<https://registrar.uoregon.edu>

## PhD Program

PhD students in the Department of the History of Art and Architecture (HA&A) are required to fulfill the following departmental requirements, as well as those of the UO Graduate School, in order to receive the doctoral degree in art history.

HA&A faculty members are scholars and teachers, easily accessible to all students and dedicated to mentoring graduates from the first year of coursework to post-PhD career guidance. The HA&A faculty holds an annual review to ensure students are making satisfactory progress toward the degree.

### Projected Timetables for Completing the PhD

#### BA-PhD TRACK TIMETABLE

<b>Requirement</b>	<b>Completion Deadline</b>
Language 1	end of spring term in year 1
Declare major and minor fields	end of spring term in year 1
Language 2	end of spring term in year 2
Coursework completed	end of spring term in year 2
Qualifying paper	end of spring term in year 2
Major and minor comprehensive exams	end of fall or winter term in year 3
Form dissertation committee	end of winter term in year 3
Dissertation prospectus	end of winter or spring term in year 3
Advancement to candidacy	end of spring term in year 3
Dissertation research, writing, and defense	years 4 and 5*

#### MA-PhD TRACK TIMETABLE

*for students entering program with MA in art and/or architectural history*

<b>Requirement</b>	<b>Completion Deadline</b>
Language 1	end of fall term in year 1
Declare major and minor fields	end of spring term in year 1
Coursework completed	end of spring term in year 1
Qualifying paper	end of spring term in year 1
Language 2	end of spring term in year 2
Major and minor comprehensive exams	end of fall or winter term in year 2
Form dissertation committee	end of winter term in year 2
Dissertation prospectus	end of winter or spring term in year 2
Advancement to candidacy	end of spring term in year 2
Dissertation research, writing, and defense	years 3 and 4*

\* The UO Graduate School imposes a limit of seven years for completion of the PhD degree. Projected time tables are mapped to years with departmental funding support.

## Language Requirement

Students should acquire a research capability in two foreign languages appropriate to their area of study as soon as possible in their academic program, unless otherwise approved by the student's major advisor. All chosen languages must be approved by the student's major advisor in consultation with the Director of Graduate Studies.

Language proficiency is typically demonstrated in one of several ways, by:

1. passing a written language exam given by HA&A,
2. providing an official transcript from the University of Oregon or elsewhere that shows satisfactory completion of the second or third year of college-level coursework in the language (as determined by the student's major advisor in consultation with the Director of Graduate Studies) with a grade of B or better in the previous five years, or
3. presenting evidence of having achieved equivalent results on a standardized foreign-language placement test in the previous five years.

The foreign language requirement may be waived for a student who has completed a high-school or higher degree that employed the target language as the primary language of instruction.

Students on the BA-PhD track are expected to satisfy their first foreign language requirement by the end of their first year in the program. It is highly recommended that they complete the second language requirement by the end of their second year in the program.

Students on the MA-PhD track are expected to satisfy their first foreign language requirement by the end of fall term in their first year in the program; it is highly recommended that they complete the second language requirement by the end of fall term in their second year in the program.

## Study Plan Requirement

Before PhD students register for their first term, they should complete a draft Study Plan in consultation with the DGS and their advisor. PhD students must then submit an updated version of their Study Plan to the Director of Graduate Studies by week five of spring term each year.

The Study Plan is in two parts and must be signed by the major advisor and student:

1. **The PhD Study Plan Form** with itemized completed and anticipated coursework.
2. A one-page status report of the student's accomplishments in the current academic year and an outline of immediate future plans.
  - a. Reports for first-year students (only) should identify the student's major and minor fields of specialization, indicate the faculty members who will supervise the major and minor exams, and give a rationale for the plan.
  - b. Reports for students who will be advanced to candidacy (only) should indicate the academic year in which they hope to use their three independent research GE terms and give a rationale for the plan.

The Director of Graduate Studies evaluates the plan and consults with the student and advisor if there are any questions or suggestions. The approved plan of study is signed by the Director of Graduate Studies and filed in the department office. The student and advisor each receive a copy of the approved plan.

By the time PhD students begin their second year of work in the program, they should have a good working relationship with their major advisor and an approved study plan. PhD students may choose a new major advisor at any point if they identify a faculty member who is a better fit for their interests and professional needs and who agrees to advise the student. When either the student or the advisor makes the decision that an advisor change is in order, the student must find a new advisor within 6 weeks of this decision (the 6 weeks does not include University break periods). Once the new advisor has agreed to advise the student, the student must let the prior advisor know and must alert the Director of Graduate Studies and the Graduate Coordinator of the change. If a student goes longer than 6 weeks without an advisor, the Graduate School will

be notified, an action which could result in the student's termination from the program. Faculty may agree to advise students for a trial period, and the student would be considered to have an advisor during the trial period.

Students should consult their major advisor on all aspects of their careers: successful and helpful strategies for course work, examinations, foreign language requirements, degree progress, interdisciplinary opportunities, reading groups, conferences, publication, research, writing and oral communication skills, professionalism, and career planning. All students are also welcome to consult the Director of Graduate Studies at any time on any matter.

## Coursework

### HA&A Course Requirements for BA–PhD Track

To fulfill the HA&A course requirements for the PhD, students admitted on the BA–PhD track are expected to take a total of 81 credits of graduate–level work beyond the baccalaureate degree, over the course of at least 3 calendar years. Of the 81 graduate–level credits required, at least 36 graduate credits must be in art history and taken for a letter grade. Students must take a minimum of 12 credits in their major area and 8 credits in their minor area.

Among the 36 graduate credits required in art history, 12 graduate–level credits must be taken in the first–year seminar series: Graduate Studies in Art History (ARH 611, fall), Seminar: [Topic] (ARH 607, winter), Seminar: [Topic] (ARH 607, spring). An additional 12 graduate–level credits in art history must be taken in three of four historic areas: prehistoric–ancient, medieval, early modern, and modern–contemporary. All students are encouraged to take advantage of the global breadth of courses offered in the department and are highly encouraged to take courses outside of their time period and primary geographical area of specialization. Students may petition to apply a thematic or nonperiod-specific course toward one of the distribution requirements by demonstrating substantial course work if a substantial part of the student's work in the thematic or nonperiod-specific course engaged in the appropriate historic area in question

Students must complete all required coursework before taking their comprehensive exams. All PhD students must register for a minimum total of 18 credit hours in ARH 603 Dissertation. Credits in Reading 605 or Dissertation 603 cannot count towards the 36 credits required in art history.

### HA&A Course Requirements for MA–PhD Track

(for students entering program with an MA in art and/or architectural history)

Students admitted on the MA–PhD track are expected to take a total of 81 credits of graduate–level work beyond the baccalaureate degree, over the course of at least 3 calendar years\*. Of the 81 graduate–level credits, at least 36 graduate credits must be in art history and taken for a letter grade. Of these 36 credits, a minimum of 12 must be in graduate seminars (600–level), including ARH 611 (Graduate Studies in Art History) or its equivalent. While not required, all students are encouraged to take advantage of the global breadth of courses offered in the department and are highly encouraged to take courses outside of their time period and primary geographical area of specialization. Students must complete all required coursework before taking their comprehensive exams and must register for a minimum total of 18 credit hours in ARH 603 Dissertation. Credits in Reading 605 or Dissertation 603 cannot count towards the 36 credits required in art history.

\*Students on the MA–PhD track may petition to waive some coursework requirements to more quickly progress through the program. A maximum of 36 transfer credits may be granted for equivalent graduate–level coursework taken outside of UO; regardless of the number of transfer credits granted, however, all PhD students are required to take a minimum of 12 credits in their major area and 8 credits in their minor area after matriculating into UO's HA&A graduate program. After accepting an offer of admission, the DGS and advisor will calculate transfer credits using the PhD Transfer Credit for Graduate Coursework form.

## Major and Minor Requirements

Students are expected to declare major and minor fields of study and to identify the faculty members who will administer their comprehensive exams by the spring quarter of their first year. Students are required to take a minimum of 12 credits in their major field and at least 8 credits in their minor field at the graduate level (500– or 600–level) prior to taking their comprehensive exams.

The major field must be in HA&A; the minor field is typically in HA&A. With permission of the major advisor and the Director of Graduate Studies, the minor field may be in another discipline (e.g. classics, history, comparative literature, environmental studies, etc.).

## Qualifying Paper

The qualifying paper is a revised seminar paper that demonstrates the student's ability to conduct independent research on a topic in her/his major field. It should show the student's command of pertinent bibliographical and reference materials as well as her/his ability to critically evaluate and synthesize the current state of research on the subject. The qualifying paper must be approved by the student's major advisor and a secondary HA&A faculty reader. If the two readers do not agree on their decision, the Director of Graduate Studies (or the Associate Director of Graduate Studies if the Director is already one of the readers) will have the final decision regarding whether or not the qualifying paper is approved.

Students must submit the approved qualifying paper by the end of the term in which they complete their coursework requirements. Students may suggest potential secondary readers; however, the Director of Graduate Studies will balance requests against equity of faculty workload. The **Qualifying Paper Approval Form** should be signed by both readers and returned to the Graduate Coordinator for archiving.

In the unusual case that the qualifying paper fails to satisfy the standards of the two readers, the student will not be recommended to proceed in the doctoral program. In consultation with his/her major advisor, a student who is not recommended to proceed into the doctoral program may receive a terminal MA degree by revising and submitting his/her qualifying paper in accordance with the Graduate School's standards for an [MA thesis](#) and by completing all requirements for the terminal MA degree.

## UO Residency Requirement

At least one full-time academic year—the residency year—must be completed at UO. This year of residency will occur after the student has been admitted as a student in a doctoral program. During this year of residency, the student is expected to make progress toward the degree by completing course credits and satisfying doctoral degree requirements. The residency year consists of three consecutive terms of full-time University of Oregon coursework toward the degree, with a minimum of 9 completed graduate credits a term. Courses in Research (601), Reading and Conference (605), and other individualized study options may be a part of the 9 credits, but the majority of the year of residency is expected to consist of regular graduate course work.

## Major and Minor Comprehensive Exams

Students are required to complete all required coursework before taking their comprehensive exams. With approval of their advisors, students may sign up for Reading (ARH 605) credits to prepare for the comprehensive exams. Doctoral students take comprehensive exams in the fall or winter of their third year of study, or by the end of the second term after they finish course work (if they enter with transfer credits on the MA–PhD track).

The PhD Comprehensive Examinations include written and oral components. They are based on reading lists, generated by the student and the major and minor examiners (typically the student's major advisor and a secondary member of the dissertation committee). Reading lists should be established early in the first term after the student finishes coursework, usually by the end of week 1.

Students are required to complete two written comprehensive exams: one in their major field in HA&A and one in a minor field in HA&A (or another discipline with permission of the major advisor and the Director of Graduate Studies). The major comprehensive examiner must be the student's major advisor in HA&A. The



minor comprehensive examiner must be another faculty member in HA&A (or in an outside department with permission of the major advisor and the Director of Graduate Studies).

The written portion involves three days of writing—two in the major, one in the minor fields, with work handed in at the end of each day—over the course of five business days. Students will receive their grade for the written portion of the exam no later than three business days after they submit their final answer. If the student achieves a grade of Pass on each written exam, it is followed by an oral exam, administered by the major and minor examiner within two weeks of completion and submission of the written components. Students who do not pass their written exam(s) must retake them the following term before proceeding to the oral exam component. Students who do not pass their written exams on their second attempt may receive a terminal MA degree by completing all requirements for the terminal MA degree.

The oral exam is administered by the examiners in the student's major and minor fields and typically takes two hours. Examiners will ask students to expand upon their written work and will ask additional questions related to the reading list, with an eye to material not addressed in the written portion. The oral exam is also an opportunity for participants to discuss and refine the student's dissertation plans in light of the broader themes represented by the exam reading list. The student must bring the **Exam Approval Form** to the meeting. The **Exam Approval Form** must be signed by the student and examiners at the end of the oral exam, and the student must return the completed form to the Graduate Coordinator for archiving. Students who do not pass the oral examination must retake it the following term. Students who do not pass their oral exam on their second attempt may receive a terminal MA degree by completing all requirements for the terminal MA degree.

### Dissertation Committee Selection

Students select the dissertation committee in consultation with their major advisors. The committee is subject to approval by the Director of Graduate Studies and must follow the UO Graduate School's Dissertation Committee Policy which can be found at <https://gradschool.uoregon.edu/committee-policy>

The dissertation committee typically consists of four members: the major advisor, two core members who are regular members of the department, and one institutional representative from a UO department other than HA&A.

The student should choose the dissertation committee and submit the names of committee members to the department's Graduate Coordinator, who will officially file the committee with the Graduate School once the student has advanced to candidacy.

### Dissertation Prospectus and Approval

In consultation with their major advisors, students are required to write and present a dissertation prospectus in a meeting with all dissertation committee members. With approval of the major advisor, a student may sign up for Research (ARH 601) credits to prepare the dissertation prospectus. The student, in consultation with all committee members, should set a date, time, and location for the meeting, and submit their dissertation prospectus to all committee members at least two weeks prior to the meeting. In the meeting, the student will deliver an oral presentation (20–25 minutes) introducing the prospectus, which will be followed by comments, questions, and discussion.

The student must bring the **Dissertation Prospectus Approval Form** to the meeting. The prospectus approval form must be signed by all committee members at the end of the prospectus meeting, and the student must return the completed form, along with a copy of the approved dissertation prospectus, to the Graduate Coordinator for archiving.

Within two weeks of receiving/submitting the approved dissertation prospectus and dissertation prospectus approval form, the home department and the student must submit a report to the Graduate School recommending advancement to candidacy, by following the sequential steps listed below:

1. Graduate Coordinator records the student's advancement to candidacy through GradWeb.
2. Student receives an email via GradWeb and submits previous degree and address information.
3. Student's major advisor receives an email via GradWeb and approves the advancement.
4. Graduate Coordinator receives an email via GradWeb and finalizes the advancement process.
5. Graduate Coordinator prints out a copy of the final advancement form, obtains Department Head's signature, and submits the form to the Graduate School.
6. Graduate School emails advancement letter to Graduate Coordinator, major advisor, and student.
7. Graduate Coordinator places copies of all advancement paperwork in student file.

The student is responsible for ensuring with the Graduate Coordinator and her/his major advisor that all necessary paperwork is completed for advancement to candidacy. The student must be registered for at least three credits at UO in the term in which she/he advances.

Once the student is officially advanced to candidacy, her/his GE status (if applicable) will be raised to a GE III level, with an increased GE stipend. As soon as a doctoral student GE is advanced to candidacy, the Graduate Coordinator should work with the GE Coordinator to submit a PRF (payroll request form) and amended contract to the Graduate School specifying that the student is advancing to GE III with the accompanying increase in stipend.

### **Advancement to Candidacy**

The student is responsible for ensuring with the Graduate Coordinator and their major advisor that all necessary paperwork is completed for advancement to candidacy. Students must be registered for at least three credits at UO in the term in which they advance.

Once students are officially advanced to candidacy, their GE status (if applicable) will be raised to a GE III level. In the event that the GE level III stipend exceeds the GEs current stipend, there will be an increase in stipend as well. As soon as a doctoral student GE is advanced to candidacy, the Graduate Coordinator should work with the GE Coordinator to submit a PRF (payroll request form) to the Graduate School specifying that the student is advancing to GE III with the accompanying increase in stipend (if relevant).

### **Dissertation Research, Writing and Defense**

Once the prospectus is approved by all dissertation committee members, the student will be authorized to register for ARH 603 Dissertation credits with their major advisor. Students working toward a PhD must register for a minimum total of 18 credit hours in ARH 603 Dissertation.

During this time, students focus on dissertation research and writing. Students are expected to make regular appointments with their major advisor to report progress and ensure expectations are being met.

Students are required to defend their completed dissertation in an oral defense with all dissertation committee members. Students, in consultation with all committee members, should set a date, time, and location for the defense after the dissertation has been completed to the satisfaction of their major advisor and committee members. In the defense, the student will deliver an oral presentation introducing the dissertation, which will be followed by comments, questions, and discussion.

The student must bring the **Dissertation Approval Form** to the meeting. The dissertation approval form must be signed by all committee members following the completion of the defense. The student should return the signed dissertation approval form to the Graduate Coordinator for archiving.

The format of the final version of the PhD dissertation must follow the UO Graduate School guidelines; review the complete guidelines at <http://gradschool.uoregon.edu/thesis-dissertation>

The UO Graduate School imposes a limit of seven years from the time of matriculation at UO for completion of the PhD degree.

## Graduate School Requirements and Policies: PhD

Students are responsible for staying informed about and complying with individual departmental regulations as well as Graduate School regulations. Visit the UO Graduate School for a complete and up to date list of Doctoral Policies and Procedures at <https://gradschool.uoregon.edu/academics/policies#doctoral>

### Doctoral Candidate Seven Year Time Limit

The seven-year time limit on completing a doctoral degree begins with the first term of admission as a conditional or regular doctoral student at the University of Oregon. For example: a doctoral student admitted in Fall 2017 will have a completion deadline of Summer 2024. The required year of residency spent on the Eugene campus, the passing of the examinations required for advancement to candidacy, and the completion of the doctoral dissertation must all be accomplished within this seven-year period.

A petition for an extension of this period can only be considered if the student has already advanced to candidacy and has an approved dissertation proposal by the end of the 7th year. Petitions for extension of the seven-year limit may include the requirements of a second year of residency or a new set of examinations or both. Petitions are evaluated on a case by case basis, and are not automatically granted.

In addition, some departments may require that the dissertation be completed within a certain number of years after advancement to candidacy (e.g. three years) to ensure currency of knowledge. In such cases, a petition for an extension of that three-year period will be evaluated in the same manner as a petition to extend the seven-year time limit.

### Doctoral Residency and Credit Requirements

Doctoral candidates must complete the equivalent of at least 81 quarter credits of graduate-level work beyond the baccalaureate degree, over the course of at least 3 calendar years. Some doctoral programs may have a higher credit requirement.

University policy specifies that at least one full-time academic year—the residency year—must be completed following admission into the doctoral program. During this year of residency, the student is expected to make progress toward the degree by completing course credits and satisfying doctoral degree requirements. The residency year consists of three consecutive terms of full-time University of Oregon coursework toward the degree, with a minimum of 9 completed graduate credits a term. Courses in Research (601), Reading and Conference (605), and other individualized study options may be a part of the 9 credits, but the majority of the year of residency is expected to consist of regular graduate work.

The year of residency is expected to be the first year after admission as a doctoral student. A doctoral student may fulfill the residency requirement during the period in which the student works toward a master's degree on the University campus as long as the student has been officially awarded the master's degree, the doctoral degree program immediately follows the master's degree program, and both the master's degree and the doctoral degree are in the same major.

### Minimum Enrollment and Credit Limits

Doctoral students who have advanced to candidacy are considered to be full-time enrolled when registered in a minimum of three credits of Dissertation (603) effective fall 2014. However, various on-and off-campus agencies and offices have their own course-load requirements. For example, GEs must register for and satisfactorily complete at least nine graduate credits each term. Some agencies offering student loans also set registration requirements. Because the minimum registration requirements for the Graduate School may not satisfy some agency requirements, it is the student's responsibility to register for the required number of credits based on her/his individual situation. The Office of the Registrar can certify a student's registration.

Doctoral students that have not advanced to candidacy and master's students are considered to be full-time enrolled when registered in a minimum of nine graduate credits.

## Information for Doctoral Candidates Who Have Advanced to Candidacy

To better plan the remainder of your work for the degree, please review the following:

### Registration Requirements

#### Dissertation hours

After advancement to candidacy, you must register for a minimum of 18 credit hours of Dissertation (603).

#### Final Terms of Registration

The continuous enrollment policy requires that graduate students be registered for at least 3 credits for any term they are using faculty assistance, University services or facilities. This includes the term in which the degree is awarded, as well as any term in which you are submitting chapters for feedback, meeting with your committee, holding your final oral defense, etc. During this/these term(s), you must be enrolled for a minimum of three credits of Dissertation (603).

Exceptions may be made depending on the timing of the submission of the thesis or dissertation. For complete details visit <https://gradschool.uoregon.edu/academics/policies/general/final-term-registration-exceptions>

Students making satisfactory progress toward the completion of the dissertation will receive a grade of Incomplete for 603 Dissertation each term; the Incompletes are replaced by a grade of Pass only after the Graduate School has accepted the dissertation and awarded the doctoral degree.

### Dates and Deadlines

UO Academic Deadlines for registration, term start/end dates, breaks, etc., can be found through the Office of the Registrar's webpage at <https://registrar.uoregon.edu/calendars/academic>

Check the Graduate School webpage for term specific deadlines for applying to graduate, declaring graduate certificates, uploading your thesis, etc. at <https://gradschool.uoregon.edu/academics/completing-degree/doctoral-degree-deadlines>

#### UO Graduate School

170 Susan Campbell Hall  
541-346-5129 | [gradsch@uoregon.edu](mailto:gradsch@uoregon.edu)  
<https://gradschool.uoregon.edu>

#### Office of the Registrar

220 Oregon Hall  
541-346-2935 | [registrar@uoregon.edu](mailto:registrar@uoregon.edu)  
<https://registrar.uoregon.edu>

## Satisfactory Progress and Good Standing

In order to achieve satisfactory progress within the graduate program, students must meet the requirements of the Department of the History of Art and Architecture. Students must also adhere to the guidelines for satisfactory progress and good standing as laid out by the UO Graduate School, which can be found on–line at <https://gradschool.uoregon.edu/policies-procedures/satisfactory-progress>

Failure to meet the requirements of the Department of the History of Art and Architecture and/or the Graduate School of the University of Oregon may result in disciplinary action and/or expulsion from the program.

When there is serious concern about a student's progress in the graduate program (either MA or PhD), the Director of Graduate Studies may recommend to the graduate school that the student be terminated from the graduate program. Generally, before such a recommendation occurs, the Director of Graduate Studies will discuss the concerns with the student's advisor and/or additional faculty to make sure that a recommendation of termination is merited and that there are no extenuating circumstances. There should be a consensus that the student's performance is sub–par: either severely sub–par in one domain, or moderately to severely sub–par in multiple domains (e.g., research progress, course work, degree requirements, and teaching, where applicable). The Director of Graduate Studies will alert the student of the concerns in writing (giving the student a chance to contest any concerns that he or she feels are in error) and describe what (if anything) can be done to allay the concerns, along with any relevant deadlines.

If a graduate student is suspected of plagiarism or misconduct (criminal, academic, or professional), the case shall be referred to the appropriate University committee for investigation. If a student confesses to, or is discovered to have committed an offense that seriously violates the student conduct code, the Director of Graduate Studies may recommend termination from the program.

View the Student Conduct Code Policy at

<http://policies.uoregon.edu/vol-3-administration-student-affairs/ch-1-conduct/student-conduct-code>

## Internships and Job Opportunities

### Laurel Award Internship at the Jordan Schnitzer Museum of Art

The Jordan Schnitzer Museum of Art offers graduate internships each year. These internships, known as the Laurel Award, provide training to graduate students who are considering a museum career or who wish to know more about the operation of art museums. Applicants must be U.S. citizens or residents, who are full time students in good standing, enrolled in a graduate degree program, and making progress toward the degree. Interns receive tuition waivers for three regular academic terms. Appointments are made by the end of spring term.

For further information contact JSMA, Director of Education, or visit <http://jsma.uoregon.edu/internships>

### Career Center

220 Hendricks Hall

541-346-3235 | [career@uoregon.edu](mailto:career@uoregon.edu)

The UO Career Center keeps a listing of jobs available on campus and in the community. The Career Center supports students and alumni in gaining professional experience, making meaning out of past experiences, and choosing meaningful future plans. Not everyone's career looks the same; their resources will help you explore your passions and find the direction that is right for you.

The Career Center also serve employers, faculty, and staff. Their goal is to connect Ducks with career opportunities while they are taking classes and after they graduate.

Learn more about the UO Career Center or service for open positions at <https://career.uoregon.edu>

### College of Design Student Services

105 Lawrence Hall

541-346-2621 | [pods@uoregon.edu](mailto: pods@uoregon.edu)

The Student Services office serves students in all College of Design disciplines to develop job search strategies, career goals and career development tools. This office works collaboratively with both administrative and academic units to provide comprehensive career services to students through a variety of activities including: linking students with professionals in the field, individual career advising, presentations to classes and student groups, coordinating workshops, panels, and the annual Career Symposium held in Portland.

Find information and resources at <http://design.uoregon.edu/student-services>

## Departmental Scholarships, Travel Grants, and Awards

### Scholarships

Scholarships are awarded from the Department of History of Art and Architecture, typically in the spring term. These awards provide graduate students with various amounts of funding to offset living expenses and other costs related to the program, or to attract students to the program.

### Travel Grants

Various funds support graduate student travel for thesis–related research and conference travel. Travel award applications are accepted by the department twice yearly, in fall and spring terms.

### Awards

At the end of each academic year awards are given to students for papers judged to be superior in critical analysis, originality, and style. Two awards are given in recognition of students' efforts in the areas of Art History, and Architectural History.

## Faculty Directory

**NINA AMSTUTZ** | Assistant Professor | [namstutz@uoregon.edu](mailto:namstutz@uoregon.edu)

Prof. Amstutz completed her PhD at the University of Toronto. She is an eighteenth and nineteenth-century specialist whose research investigates the intersections of art and science.

**JOYCE CHENG** | Associate Professor and Director of Undergraduate Studies | [joycec@uoregon.edu](mailto:joycec@uoregon.edu)

Prof. Cheng received her PhD from the University of Chicago, where she studied European art of the nineteenth and twentieth centuries. Apart from modernist art and poetics, other areas of her scholarly interest include philosophical aesthetics, critical theory, primitivism and the anthropology of art.

**KEITH EGGENER** | Marion D. Ross Distinguished Professor of Architectural History | [keggener@uoregon.edu](mailto:keggener@uoregon.edu)

Prof. Eggener received his PhD in art and architectural history from Stanford University. He specializes in modern and American architecture and urbanism, with a primary focus on designed landscapes. Secondary interests include material and popular culture studies, contemporary architecture, Latin American modernism, and American art.

**JAMES G. HARPER** | Associate Professor | [harperj@uoregon.edu](mailto:harperj@uoregon.edu)

Prof. Harper received his PhD from the University of Pennsylvania. Although a specialist in Italian art of the sixteenth and seventeenth centuries, he offers courses that range across Renaissance and Baroque Art in Northern and Southern Europe. His research treats the connections between art and power with particular focus on the use of monumental biographical imagery as a form of propaganda.

**MAILE HUTTERER** | Assistant Professor | [msh@uoregon.edu](mailto:msh@uoregon.edu)

Prof. Hutterer holds a PhD from the Institute of Fine Arts at NYU. She is doing groundbreaking research on the flying buttress. Prof. Hutterer teaches a broad range of courses in medieval art and architecture.

**LAURA VANDENBURGH** | Professor and Interim Dean | [lkvanden@uoregon.edu](mailto:lkvanden@uoregon.edu)

Laura Vandenburg has taught at the University of Oregon since 1998, serving as the Art Department Head from 2008 - 2014. In 2014, she received the UO Fund for Faculty Excellence award. Before joining the UO faculty, she held academic appointments at Syracuse University and Hunter College, CUNY. Vandenburg received her MFA from Hunter College in New York City, following a BS in Zoology and a Doctor of Veterinary Medicine degree from the University of California at Davis.

**KATE MONDLOCH** | Professor and Department Head | [mondloch@uoregon.edu](mailto:mondloch@uoregon.edu)

Prof. Mondloch received her PhD in contemporary art history from the University of California, Los Angeles. Her research focuses on late 20th and early 21<sup>st</sup>-century art, theory and criticism, particularly on individuals, practices and technologies that cross mediums and disciplinary boundaries. She teaches courses in art since 1945.

**EMILY SCOTT** | Assistant Professor | [escott2@uoregon.edu](mailto:escott2@uoregon.edu)

Prof. Scott received her PhD in art history from UCLA. Her research focuses on art and the public sphere, social and environmental justice, and the capacity of art to produce non-instrumental ways of sensing and knowing. Scott teaches courses on land and environmental art, visual cultures of climate change, Anthropocene debates, and critical approaches to the built environment.

**KRISTEN SEAMAN** | Assistant Professor | [kseaman@uoregon.edu](mailto:kseaman@uoregon.edu)

Prof. Seaman received her PhD from the University of California at Berkeley. Her research deals with Greek art and architecture and its interaction with the Roman, Near Eastern, and Islamic worlds. She is especially interested in exploring issues that involve the relationship of art and text; sculpture; and gender, ethnicity, social status, and cross-cultural exchange.

**AKIKO WALLEY** | Maude I. Kerns Associate Professor of Japanese Art | [awalley@uoregon.edu](mailto:awalley@uoregon.edu)

Prof. Walley received her PhD from Harvard University. She specializes in Japanese Buddhist art and archaeology from the 7th and 8th centuries.



## Professors Emeriti and Affiliated Faculty

Jeffrey M. Hurwit	PhD, 1975, Yale University
Esther Jacobson–Tepfer	PhD, 1970, University of Chicago
Charles H. Lachman	PhD, 1985, University of Toronto
Ellen Johnston Laing	PhD, 1967, University of Michigan
B. Andrew Morrogh	PhD, 1983, Courtauld Institute
Kathleen D. Nicholson	PhD, 1977, University of Pennsylvania
Leland M. Roth	PhD, 1973, Yale University
Sherwin Simmons	PhD, 1979, Johns Hopkins University
Richard Sundt	PhD, 1981, University of Wisconsin