The Graduate Program in Art History at Rice University is overseen by the Graduate Committee in Art History supervised by the Director of Graduate Studies (DGS) and a committee of three members from the Department of Art History. *

The program requires two years of course work, the demonstration of two language proficiencies, the completion of a Graduate Research Paper and Oral and Written Qualifying Exams, a Dissertation Prospectus and the successful completion of a Doctoral Dissertation. We accept only students interested in a doctoral program, but an MA degree is automatically granted upon the successful completion of the first two years of course work and the Graduate Research Paper. A terminal master’s degree is granted for students at that point who do not continue in the program. Students are expected to complete their doctoral degree by the end of the sixth year.

The department also offers a Museum Professionals track, which is designed for students who currently hold professional appointments at local museums. All the requirements for language proficiency, Graduate Research Paper, Oral and Written Qualifying exams and Dissertation Prospectus and Doctoral Dissertation are the same as those for all other Ph.D. students. However, graduate students who continue to hold their position at museums have a longer timetable of seven years.

All students entering the program in the first year must complete the full curriculum regardless of the degrees they have earned before admission to Rice.

All incoming students will be assigned to the DGS for the first semester. The DGS will assist in explaining departmental guidelines, choosing courses and beginning to strategize about major and minor fields. All students will then identify a permanent advisor in their major field by the end of the first week of classes in the Spring semester of their first year. After this point, a student may change his/her advisor at any time, with the agreement of the new advisor. Primary and secondary fields are chosen by the student in consultation with his/her advisor and with a view towards the requirements of the job market. Students should identify their primary and secondary fields by the end of the second year.

* In addition to being in agreement with the regulations stated in this handbook, students must also be in agreement with the General Announcement and the Code of Conduct (http://ga.rice.edu). In case there is conflicting information, university-wide regulations take precedence over department-wide regulations, which take precedence over research group-wide regulations. 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).
Requirements for Ph.D. Degree

Courses

Satisfactory completion of at least 36 hours (12 courses) of graduate coursework (500 level) is required. One of the courses will be Hart 590 (Methods in Art History), to be taken in the Fall of the first year. At least three (3) of the courses taken must be in an area judged by the faculty advisor to be outside the student’s main field of interest and will constitute a secondary field. At least half of the classes taken must be seminars. Because jobs in the field often call for teaching expertise in more than one area, students are encouraged to acquire breadth of knowledge in both their coursework and the topics covered in the qualifying exams. Because the dissertation committee requires the inclusion of one member from a department at Rice outside of art history, students are also encouraged to take at least one course in an outside department during the first two years. Up to three graduate courses may be taken outside the department, as approved by the student’s advisor. Independent Study courses (HART 504) should have their format and expectations discussed between student and course supervisor and established by the second week of the term.

Foreign Languages

Reading knowledge of at least two languages other than English is required. These languages must 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. The first language proficiency exam must be passed by the end of the first semester and the second before the end of the second year. If the student fails either exam, it may be retaken no more than two additional times and must be retaken and passed within a year of the original exam. If necessary, students are strongly encouraged to begin study of their second language at the start of their first year.

For language exams, 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. The student will have two hours to translate approximately 500 words. The student may use a dictionary (but not an online dictionary or translation program). The completed exam should be returned to the Department Coordinator at the end of the time period. The exam will then be given to two members of the art history faculty to be graded according to a rubric, which is available for students to consult before the exam. Exams will be graded and the result reported to the student within two weeks, except if the exam is taken over the summer.

Tuition waivers cover all language courses taken in the Fall and Spring terms at Rice University. Students are strongly encouraged to take language courses during the regular academic year. Tuition waivers do not cover courses taken during the Summer term either at Rice University or the School of Continuing Studies. Students may apply for funding directly to the department but partial or full funding is not guaranteed. Some languages are not taught at Rice and are necessary for a student’s field of research. In this case, a student may petition the department for full or partial funding for the study of a language elsewhere. We will make every effort to support study of languages not taught at Rice. Requests for Summer Language Study are due March 15.
Graduate Research Paper

In the Spring term of their second year, students are required to complete a substantial research paper (HART 503). 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 advisor. 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 thought of as a preliminary version of a dissertation, but rather 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 before the end of the first year.

The length of the Graduate Research Paper should range from approximately 30 to 50 pages plus endnotes and illustrations. The paper will be graded by the faculty 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, however, the advisor should be the second reader. If the supervisor of the paper is the primary advisor then student and advisor will consult in regard to a second reader. The paper is due no later than the last day of classes of the Spring semester of the second year.

Teaching Assistantships

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 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.

For HART 101 and 102, TAs will attend all lectures, grade coursework and lead weekly discussion sections. Because 101 and 102 are team-taught, TA’s will have the opportunity to work with four different faculty members over the academic year. In each case, faculty will meet with the TAs at the beginning of the course to discuss expectations, standards and strategies. Each faculty member will also observe at least one of the sessions taught by each TA. This will be accompanied by frequent contact over the semester during which time issues, strategies and content can be discussed. The role of the TA’s in courses other than HART 101 and 102 may vary in detail, but the standards remain they same: they 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. Also, as with 101 or 102, the professor will meet with the TA at the beginning of the semester and frequently over its course to discuss progress, issues and ideas for the classroom.
Qualifying Exams

The doctoral qualifying exams (Hart 600) consist of two written exams, followed by an oral exam. Preparation of the qualifying exams will take place during the summer between the second and third years and 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. The exams will cover topics in the student’s major 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 for continuation in the program into the dissertation phase.

The examining committee, chosen by the student in consultation with her/his advisor will consist of three persons; the principal field examiner, the secondary field examiner and one other faculty member. One faculty member from outside the department is permitted. The major field will be based on a bibliography of no more than nine (9) pages. The minor 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 31st of the Spring semester of the student’s second year.

The written exam in the major field will be eight (8) hours in length and will take place on a day chosen by the student and agreed to by the advisor, from 9AM – 5PM. The exam will be open-book and students will answer two (2) questions out of four (4) choices. The written exam in the minor field will be 3 ½ hours in length (time of day not specified). It will also be open book and students will answer one (1) question out of two (2) choices. Student and examiners should work together to determine the scope and nature of the exams. The written exam may, but need not necessarily include the identification and discussion of known or unknown images. The oral exam will be attended by the entire committee. Approximately two-thirds of the oral exam will be devoted to the major field, and the rest to the minor field. The oral exam may also, but need not necessarily include specific images. These three exams will be administered over a period of no more than fifteen (15) days.

At the conclusion of the oral exam the student will be asked to leave the room while faculty consult. Upon returning the student will be informed of the results of all three exams, for which they will be awarded a pass, a pass with distinction, or a fail. Should the student fail any part of the exams, he/she will have until May 31 to retake the failed portion. If the student does not pass at this time, he/she will be dismissed from the program.

Dissertation Prospectus

In the Spring Semester of the third year, students will enroll in Hart 601, 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 dissertation topic and main arguments, historical context, methodology and archival sources, potential contribution to the field(s), and a preliminary outline of chapters or structure. Format details should be agreed upon with the dissertation advisor.

The dissertation committee should be composed of three members approved by the
The student will give an oral presentation of their proposed dissertation topic to the advisor, dissertation committee, art history faculty and fellow graduate students during the last week of the Spring term of their third year. Before the oral presentation the dissertation committee must have received a draft of the prospectus. The student will submit the final version of the prospectus to the dissertation committee on May 10. The deadline for prospectus approval by the dissertation committee is May 31st. The final version of the prospectus will be placed in the student’s file.

Once the student has passed the doctoral exams and had the prospectus approved by the dissertation committee, the student must file a petition for approval of candidacy for the Ph.D. with the Graduate Office. Filing for Ph.D. candidacy must be done according to the students’ own time boundary deadlines, which are available to them in Esther. The term “Ph.D. candidate” refers only to persons so certified by the Graduate Office. The university requires that students pursuing the Ph.D. 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 Graduate School web site. 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:** When the advisor, in consultation with other members of the committee, feels that the dissertation has reached a final stage, a date for the oral examination in defense of the dissertation may be set. The oral defense of a dissertation is public. It is intended to be an examination of a completed work and should be scheduled by the
student only after consultation with the advisor, who agrees that the dissertation is essentially completed and ready to be defended. All members of the thesis committee must be present for the oral defense.

The defense will consist of a presentation by the student of the work (usually twenty to thirty minutes in length), followed by questions and general discussion. 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 requires a unanimous vote. In the event of a split vote, the dean of the Graduate School determines the review procedure after consultation with the student, the department chair (or the school dean), and the committee.

The oral defense must be announced at least two weeks in advance. The announcement is to be submitted to the Office of Graduate and Postdoctoral Studies by entering the information into the Graduate Students Thesis Defense Announcement form at http://events.rice.edu/rgs. At least one copy of the dissertation must be available in the departmental office not less than two calendar weeks prior to the date of the oral defense.

A candidate must be enrolled in the semester in which his or her oral defense is held. Students who defend during the summer must enroll in the summer session of classes. For the purpose of the oral defense only, enrollment in a semester is considered valid through the Friday of the first week of class of the following semester. Students passing the oral defense on or before the end of the first week of classes of any semester do not have to register for that or any subsequent semester even though they may be continuing to make minor revisions to the final copy of their dissertation.

Should a candidate fail, the committee chair may schedule a second defense. Students who fail a second time will be dismissed from the university. Students must upload a copy of their 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 original approval of candidacy form must be turned in when the dissertation is submitted.

Candidates who successfully passed the oral defense of the dissertation must submit the dissertation online and two signed copies of the dissertation’s title page to the Office of Graduate and Postdoctoral Studies no later than six months from the date of the defense. Instructions for dissertation submission and guidelines for formatting are available at: graduate.rice.edu/thesis/. If the dissertation is not submitted by the end of the six-month period, the “pass” will be revoked and an additional oral defense will need to be scheduled. Applications for an extension without reexamination must be made by the candidate with the unanimous support of the dissertation committee, endorsed by the school dean, and approved by the Office of Graduate and Postdoctoral Studies. Extensions of this six-month period for completion without reexamination will be granted only in rare circumstances.

The dissertation is permanently preserved in the library. Students submitting a dissertation for the PhD must fill out a Survey of Earned Doctorates form. All students submitting dissertations must complete a University Microfilms International (UMI) contract. Students must pay their fees for microfilming and binding their theses to the Cashier before submitting the two copies to the Office of Graduate and Postdoctoral Studies for approval.
**Mentored Teaching**

A mentored teaching program will be available, by application, to in-residence students in their fifth and sixth year. This will represent an opportunity to build on the experience of the third year while giving students a means to build their teaching resume during the last year of the dissertation and as they begin to go onto the job market, or prepare to go on it the next year. In this scenario, advanced students could apply in the Spring semester of their fifth year to teach a class with a professor in their sixth year. Students will work with the professor, sharing equal responsibility for every aspect of the course, including syllabus development, teaching and grading evaluation. This would build on the TA experience by offering mentoring and feedback but now within the context of a peer relationship. The Mentored Teaching Program is not open to Museum Professionals.

**Evaluation of Student Progress**

At the end of every year, the DGS will write a letter evaluating each student’s progress through the program. That letter will be placed in the student’s file and given to the student and his/her advisor.

First Year Review: Copies of all papers, evaluations of oral reports, and written exams for course work in the first year will be placed in the student’s file. At the end of the Spring term of the first year and after close evaluation of written and oral work, the advisor and/or DGS will meet with the student to discuss his/her progress through the program. Any problems regarding the student’s performance will be discussed at this time. A student whose GPA falls below 3.0 or B or who has not demonstrated satisfactory critical thinking, writing, and research skills will be given an unsatisfactory report. Improvement must be demonstrated by the end of the third semester in the program or the student may be dismissed after re-evaluation at the end of the second year. For Museum Professionals, first and second year reviews will follow the same process.

Second Year Review (Museum Professionals’ Third Year Review): Copies of all papers, evaluations of oral reports, and written exams for course work in the second year will be placed in the student’s file. Students must maintain a minimum cumulative GPA of 3.0 throughout their second year. At the end of the fourth semester (April of the second year) the student will meet with the DGS and/or advisor to discuss his/her progress through the program. If the cumulative GPA falls below 3.0 or the student does not demonstrate critical thinking, research and writing skills, the student may receive an unsatisfactory evaluation. The case will be discussed by the Graduate Committee and the student may be dismissed. A letter of dismissal would be issued by the end of May. Upon successful completion of all course work, language exams and the Graduate Research Paper (Hart 502 and Hart 503) the student will be given a terminal Master’s Degree. A continuation of the student in the program must be supported by both the student’s advisor and the Graduate Committee.

All students in the program will be evaluated at the end of each Spring term thereafter and awarded a 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 to keep his/her advisor informed about his/her dissertation progress. Each Spring the advisor will submit a report to the DGS and the DGS will write an evaluation of the student’s progress. If a student receives an unsatisfactory, he/she will have one semester to improve or face dismissal. The Art History Department follows the process established by the Graduate School for handling petitions appeals, and grievances. See http://graduate.rice.edu/dismissals/