

Information and Checklist for Art History Graduate Students

In order to apply:

Check the University's main website under Graduate Admissions: Art (Art History), MA (http://arweb.sdsu.edu/es/admissions/graduate/departments/art_history_ma.html) which gives information about the application process. Note that part of the application package goes to Graduate Admissions, part to the Art History Advisor, School of Art, Design, and Art History. Please note that we will consider ONLY students who have B.A. in Art History equivalent to the graduation requirements for art history majors as specified in the SDSU General Catalog. Further, we require a **minimum** of 500 on the Verbal section of the GRE for consideration of acceptance.

Deadline for consideration of application: February 1

Any student admitted to the University with Conditionally Classified Standing must remove any deficiencies in the major, or in other qualifications required by the School of Art, before applying for Classified Standing. Conditionally Classified students may not enroll in advanced degree courses in the 600-700 numbers.

Post-Acceptance:

NOTE: This is a supplement to the official "Basic Requirements for the Master's Degree" as articulated in the San Diego State University Bulletin of the Graduate Division. Be sure that you have carefully consulted that publication and the Graduate Division website: gra.sdsu.edu

It is the student's responsibility to meet at the beginning of EACH semester with the Graduate Advisor (Dr. Berelowitz) and his/her thesis advisor to be sure that all of the requirements are met in sequence and in a timely fashion. Please keep the enclosed checklist updated for meetings with the Graduate advisor and your thesis advisor

1. Meet with advisor to discuss Program of Study (POS) _____
2. Requirements: The Art History POS is 30 art history units as follows: _____
 - a. **Art 593** History and Methodology¹ _____
 - b. **Three 500 Level Courses**²
 - i. _____
 - ii. _____
 - iii. _____
 - c. **600/700 Seminar Level Classes**³
 - i. Art 694 The Artist _____

¹ Offered spring semester only. Students who have taken the equivalent of this course may take another 500-level course instead.

² Students are required to take one 500 level course with **each** of the 2 art historians on their thesis committee. **Majors in Asian art:** Students majoring in Asian art are required to take one 500 level course in Western Art. **Majors in Western Art:** Students majoring in Western Art are required to take one 500 level course in Asian Art. This may also include Art 593 History of Museums if the student is doing a museum-based thesis.

³ You are required to take one Art History Seminar with your thesis advisor (this may be Art 694) and one with the second art historian on the thesis committee. You must take a Non-Western seminar if you are majoring in Western art or a Western seminar if you are majoring in Asian Art. You may also take one or two Art 798 Special Studies in conjunction with approval from your thesis advisor. You may also take a 600 or 700 level course outside of Art History with consent of your advisor only!

- ii. _____
- iii. _____
- iv. _____
- v. _____

d. Art 799A Preparation of Thesis⁴

3. Language Requirement: ONE of the following must be completed:

- a. 3 semester of college level language in the appropriate language for thesis research⁵
 - i. _____
 - ii. _____
 - iii. _____
- b. A pass in the appropriate language in the Graduate School Foreign Language Examination administered by the Office of Testing, Research and Assessment.⁶
- c. Other arrangements made with your thesis advisor.

4. Official Program of Study: In consultation with the Graduate advisor, students are required to submit the official Program of Study form (The 30 Art History units and Language Requirement) during the **second semester** as a classified graduate student. Your advisor will submit this for you via computer after consultation.

Program filed with Graduate Division:

5. Qualifying Examination: Please note that this Examination is administered ONLY during the FIRST WEEK of classes each semester. No exceptions! This must be arranged with your advisor the preceding semester. Students must submit a one page general statement describing your area of specialization and the kinds of issues you plan to explore in the thesis. This must be submitted to your thesis advisor prior to arranging to take the Qualifying Examination. **This is due the SEVENTH week of the semester PRECEDING the semester when you will take the Qualifying Examination.** Students must have taken Art 593 (or its equivalent) prior to taking the Qualifying Examination.

- Art 593 completed: _____
- Submission of one-page general statement: _____
- Semester you will take Qualifying Exam: _____

The Qualifying Exam Consists of Three Parts: **All 3 parts of the Qualifying Exam must be taken within the first week of the semester that has been previously agreed upon. No exceptions!**

- a. Part I: Theory and Methodology: This part of the Examination consists of summaries and critical analyses of **TEN** articles/essays/chapters on art historical issues. They must clearly reflect distinct methodological

⁴ This may be taken only once. Thereafter students use the 799B Thesis Extension to register and continue to make progress on their thesis, but do not get unit credits towards the degree for this number. NOTE: You should only register to take Art 799A in the semester you feel you are going to submit your thesis. If your thesis is not finished or accepted then you will need to register for Art 799B in the semester you plan to file your thesis.

⁵ To meet the language requirement, you must have earned a 2.75 grade point average over the 3 semesters of language study. Even if your thesis research does not require a foreign language, you need to fulfill the foreign language requirement. Please note that even if you have fulfilled the 3-semester foreign language study with a grade point average of 2.75 BUT your thesis research requires another language, you will be required to take a year of the thesis-related language with a minimum of a 2.75 grade point average. Please note that Extension courses and/or conversation courses do not fulfill this requirement. If you have not fulfilled the 3-semester language requirement at the time of your admission to the program and your specialization is either Japan or Latin America, you must complete 3 semesters in Japanese or Spanish (whichever is relevant) – with a 2.75 grade point average. If your specialization is in Western art, you are required to take either French, Spanish, or German – even if you will not use any language other than English for your research. Students fulfilling the language requirement during graduate study must take 3 semesters of the appropriate language for credit at either a community college or a university. Minimum acceptable grade point average for foreign language courses is 2.75. You will not be advanced to candidacy until this requirement has been met. Note that even if you have fulfilled the 2-semester foreign language study with a grade point average of 2.75 BUT your thesis research requires another language, you will be required to take 3 semesters of the thesis-related language with a minimum of a 2.75 grade point average.

⁶ It is your responsibility to find out when this exam is administered. Campus #: 594-5216

approaches to art history, which you, the student, find relevant to your thesis research. Your thesis advisor must approve this list.

The ten articles are to be selected as follows:

- i. **Two** articles are to be selected by your thesis advisor _____
- ii. **Two** articles are to be selected by the second member of your thesis committee _____
- iii. **Three** articles are to be selected by the student from Art 593 or another upper division or 600/700 level art history course. You are to choose articles that have been seminal to your thinking about the practice of art history _____
- iv. **Three** articles selected by the student from 500, 600 or 700 level courses OR articles you have encountered in your research. These articles must be selected on the basis of the impact they have had on your thinking about the discipline and practice of art history. (The only difference between this category and the preceding one is that you **may** here include material that you have encountered in your research rather than material assigned to you by a professor. However, you may, if you prefer, continue to draw on material assigned by professors – which would then make this category the same as the preceding one.) _____

EACH summary (in the form of a critical analysis) is to be 2 pages in length, double-spaced, 12-point font, and 1-inch margins. For EACH article you are to analytically do the following:

- v. Summarize the main points of the article
- vi. Characterize the author's methodological approach
- vii. Discuss why you think the author wrote the article (for example, what shortcomings in previous art historical writing the author is attempting to redress and how the author expands the horizons of art history. In other words, you are to address what makes this article significant and seminal – not only for your own research and thinking, but for the practice of art history.)
- viii. Discuss the author's assumptions and whether or not the author critically examines these assumptions.
- ix. Discuss what kind[s] of data the author finds germane to the study of art history
- x. Explain how the author's approach is useful to your research and the formulation of your thesis.

This is a take-home exam. This exam will be read and assessed by all full-time faculty in the Art History area. You will need to give a copy of this exam to each member of the full-time Art History faculty.

- b. Part II: Visual imagery: 8 works of art to be discussed as per thesis advisor's instructions, drawn from the student's primary area of specialization. 2 hours, written under supervision on campus. The student will be shown 8 works of art and is to discuss them according to instructions from the student's primary advisor. These 8 images will be drawn from the student's primary area of specialization and are to be discussed according to terms set out by the primary thesis advisor. The material will be drawn from the student's primary area of specialization, outlined in a letter from the thesis advisor. This is a two-hour exam and is graded by the student's primary advisor only. This exam is written on campus. Bring a blue book (or arrange with your advisor on using a computer.)
- c. Part III: Essay: Depending on the advisor, this Part may take one of 2 forms:
 - i) The student will have one hour to write on one of two essays given by the thesis advisor. The essay will test the student on the chosen area of specialization and will be read by the student's advisor only. This exam is written on campus. Bring a blue book (or arrange with your advisor on using a computer).
 - ii) The advisor will arrange with the student for a take-home research paper, approximately 15 pages in length, on a topic directly relevant to the student's thesis.

Part I will be read by all members of the Art History faculty. Parts II and III will be administered and graded by the student's thesis advisor.

Completion and Approval of Part I: _____
 Completion and Approval of Part II: _____
 Completion and Approval of Part III: _____

A student may pass or fail individual parts of the 3-part examination, but may re-take any section only once. **If the student re-takes any section, this MUST be within the first week of the following semester. All parts to be re-taken must be re-taken within this same one-week period.** Students who do not pass all 3 sections will not be permitted to continue in the Art History M.A. Program.

6. **Advancement to candidacy:** Before being advanced to candidacy, students must have accomplished the following:
- Completed the language requirement for their thesis _____
 - Passed the Qualifying Examination _____
 - Completed 12 units on their Program of Study _____
7. **Establishing a thesis committee:** Upon advancement to candidacy, students will establish a full thesis committee consisting of two tenured or tenure track members of the Art History faculty and a third reader from outside the School of Art, Design and Art History
- Three Committee Members:
- _____
 - _____
 - _____
8. **Oral Thesis Proposal Defense.** This is to be arranged in consultation with your thesis chair. You will orally defend your thesis proposal to the Art History faculty and your full committee.
 Date for Oral Thesis Proposal Defense _____
9. **Thesis completed and filed.** Thesis must be submitted according to the SDSU Dissertation and Thesis Manual, which may be obtained in the Bookstore. Note that you must be registered for Art 799A (or 799B if necessary) in the semester in which you file your thesis. After being accepted by members of your committee, it must be submitted to the Graduate Division. For final technical approval, it will need to be submitted for final approval approximately one month before the end of the semester in which you intend to graduate.
- Thesis approved by committee _____
 - Thesis approved by Graduate Committee _____
10. File an Application for graduation (the deadline is early in the semester) at the Cashier's Office with the appropriate fee for the fall or Spring Semester you expect to graduate. _____
11. **Final presentation:** Upon completion of the thesis, the student will give a twenty-minute presentation of the thesis to which all faculty members in the School and fellow graduate students in Art History are invited.
 Date for final presentation: _____
12. **MA Completion Form to Graduate Division.** Be sure to remind the Graduate Advisor to file the MA completion form after your lecture!
 Reminder Given: _____

PLEASE NOTE THE UNIVERSITY'S "RECENCY POLICY." ACCORDING TO GRADUATE DIVISION POLICY, COURSES ON YOUR OFFICIAL PROGRAM OF STUDY LAPSE AFTER 7 YEARS AND MUST BE VALIDATED FOR RECENCY. THE CLOCK STARTS TICKING WHEN YOU TAKE A COURSE LISTED ON YOUR OFFICIAL PROGRAM. FOR EXAMPLE: A COURSE ON YOUR OFFICIAL PROGRAM TAKEN FALL 2005 IS GOOD THROUGH FALL 2012. THEN IT LAPSES. IT IS A POLICY OF THE SCHOOL OF ART, DESIGN AND ART HISTORY THAT IF ANY COURSE LAPSES FOR RECENCY BEFORE A STUDENT COMPLETES THE DEGREE PROGRAM, THE STUDENT MUST ENROLL IN THE COURSE AND RE-TAKE IT. THERE ARE NO EXCEPTIONS TO THIS RULE.