



## **Art History M.A. Fact Sheet**

**2012-2013**

**[Updated 4/10/2013]**

The M.A. Fact Sheet contains important information that graduate students need to know about the program, advisors, and the M.A. thesis. Please read it carefully.

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## **1. Please Give the Art Department your Contact Information**

It is extremely important that we are able to contact you via email and phone. The Art Department may periodically need to contact you about administrative details related to your transcript, thesis, requirements, and deadlines. In addition, the Art Department needs your email for sending announcements about speakers, exhibitions, job and internship opportunities, and other Art Department events. If your contact information changes, please fill out a card (in the Art Department office) with your current address, phone and email. Also, please make sure that Kathy Smith, the graduate office secretary, has your contact information on file. Her contact information is at the end of this packet.

We encourage you to visit the department's blog ([brooklynartdept.wordpress.com](http://brooklynartdept.wordpress.com)) and Facebook page (**Art Department at Brooklyn College**).

## **2. Introduce yourself to your advisor**

You will be assigned an advisor when you begin the program. Introduce yourself to your advisor as soon as you are able to discuss your plans. At some point you will likely elect to change advisors and work with a faculty member whose specialization is aligned with your thesis research topic(s).

You should also inform your advisor of any of the following types of information: internships you receive, places you work, and goals beyond graduation.

## **3. General Introductory Exam**

All incoming *matriculated* students are required to pass an introductory exam, which will be given in the week prior to the beginning of Fall and Spring semesters. Even if you are accepted last minute to the program, please be aware that you still need to take the exam with the other students.

It is a pass/fail exam. A student has two chances to pass the exam: a passing grade for the first attempt is 75; a passing grade for the second attempt is 80. Two failing grades will result in the student being dropped from the program. The exam must be passed within the first year of matriculation.

The exam is comprised of slide identifications (1 pt.) and short answers about the work's significance (3 pts.).

- 1) Artist or Culture - ¼ point
- 2) Title - ¼ point
- 3) Date - ¼ point
- 4) Period, Style or School - ¼ point
- 5) Significance (3-4 major points) - 3 points (see below)

There are a number of different ways to answer the short answer/significance portion. Depending on the work, some are more relevant than others. You could discuss, for example:

- the artist (e.g., the place of the work in his/her career; his/her influence on other artists with the work).
- the subject (e.g., the theme, meaning, iconography; whether a new or recurring subject; part of a series; an innovation or new treatment).

- the historical importance (e.g., political, religious, or social relevance; turning point in art/architectural history; exhibition history).
- the style (e.g., distinctive personal characteristics; the use of particular techniques; how it fits into a particular movement or school; whether a revival or use of past periods).

**If you simply describe the work, however, you will get no credit.** If you are uncertain as to the difference between description and significance, ask yourself whether someone who never saw the work before and knew no art history would give the same answer (e.g., the work shows bright colors, or thick paint, or is carved wood).

If you write only generic statements that might apply to any work by the artist, culture, or artistic movement, you will receive, at best, partial credit.

### *Images for Study*

**Students are required to know all the images in Gardner's *Art Through the Ages: The Global Edition*.** Make sure that it is the Global edition, **not only** the Western edition. Any image contained within *Gardner's Global edition* could appear on the exam. *Gardner's* is available in the Art Library in many editions. A copy of Gardner's is also in the Art Dept. office. You can also find used copies online. Please make sure that you are using at least the 12<sup>th</sup> edition or newer when studying for the exam.

## **4. Language Requirement**

As of Fall 2012, students must pass a reading examination in French, German, Spanish or Italian. **French or German are required as disciplinary languages. However, if a student is going to work on a thesis topic that necessitates knowledge of Spanish or Italian for conducting research, then please consult with your advisor about taking an exam in this language.**

Program language examinations are approximately one hour and consist of one passage to be translated without the use of a dictionary, and one to be translated with dictionary assistance. The language exams are generally given at the beginning of each semester. The exam may be taken more than once. You should consult with your advisor about the language exam prior to scheduling it.

As an alternative, the CUNY Language Reading Program offers courses at the beginning, intermediate, and advanced levels during the academic year and in the summer. Students may fulfill their language requirement by completing, with a final grade of a B+ or above, two language courses in the same language (i.e., through the intermediate level) or by receiving an A- or better in the intermediate level course. Approved language courses elsewhere may be substituted with permission of the program chair. Entering students are encouraged to begin their study of language the summer before they matriculate and may take the language exams their first semester.

Please contact the Grad Center's language program for a schedule of courses. The phone number is 212/817-2081.

A student may petition the Art Department to waive the language requirement if the student meets the following two conditions: (1) the student is a native speaker of French, German, Italian, or Spanish and can demonstrate that they have studied in that language; and (2) the student is concentrating on a specialization where this language is appropriate. A petition form needs to be signed by the Graduate Deputy and submitted to the Committee on Graduate Admissions and Standards. The form can be found on the website for the Office of Graduate Studies or in the Art Department Graduate Office.

## **5. Required Courses for the M.A. Program**

**30 Credits total** are required.

Students must complete 30 credits in Art History. Typically students take six courses (18 credits) in their area of concentration and four courses (12 credits) outside of their area.

Students must take our Method's course (ARTD 7190G). It will be offered every Fall semester, and you should take it as soon as you can.

A Library and Thesis workshop will be offered every Fall semester as well, and it is required for those in their 2<sup>nd</sup> or 3<sup>rd</sup> semester. For those students who enter in the Spring semester, you will take the Methods class and the Library and thesis workshop together in Fall semester (your second semester).

During the first two years, a minimum of 1 course per semester is required. This requirement may be waived by the program advisor. Every semester students will receive an emailed list of appropriate Brooklyn College courses, sent from the deputy chair. Any other courses require approval of the Deputy Chair in consultation with your advisor.

**Every semester students should have their course selections approved by their advisor or the deputy chair.** You can accomplish this through a meeting or by email.

A student is allowed to take 2 courses in other programs, including the Grad Center, but the choices must be approved by your advisor and the deputy chair. The courses must be on the graduate level. See item 7 for more information on Grad Center courses.

## **6. Grading**

A 'B' is the lowest acceptable grade for graduate work. If your average falls below a B, the student is placed on probation. Some students are accepted in a non-matriculated status: a B or better is required in their first three courses. These students' status will be reviewed when they complete 9 credits. If these students apply to the program and are accepted, then their credits count towards their degree.

## **7. Classes at the Graduate Center**

Students are encouraged to take courses outside of Brooklyn College at the CUNY Graduate Center. Students generally are not given permission to attend courses at the Graduate Center before their second year. **To take a Grad Center course you must first get permission from**

**the Deputy Chair or your advisor. Permission will only be granted to students who have taken at least 1 semester or courses and have received at least a B+ in each.** Students may only register for these courses just before the course begins (after GC students have registered). You will need to fill out a cross-registration form that must be signed by the Department Chair.

## **8. Writing a Thesis**

To complete the M.A. degree, students are expected to write a thesis. The Master's thesis should be an original piece of research, written in polished prose. A thesis typically emerges from a course paper, and it is **approximately 40 pages** (excluding footnotes, images, and bibliography). It should demonstrate your ability 1) to formulate a thesis 2) to carry an extended argument, and 3) to conduct original research. Theses must be formatted according to the guidelines for M.A. theses available at the dean's office.

You should discuss the possibility of turning a paper into a thesis with your advisor before beginning the process. In consultation with advisors, students will set up a research and writing plan in the year or semester before you plan to graduate. For example, if you plan to graduate at the end of Spring semester, you need to have a plan in place by the middle of the previous semester.

You must finish a completed final draft of your thesis by October 1 (Fall)/March 1 (Spring) of your last semester and hand it in to your first advisor. This will give you sufficient time to make revisions and submit the final version by the appropriate file date. A completed final draft means that you need to submit everything: titlepage, table of contents, all chapters and footnotes, images with captions, any appendices, and bibliography. Prior to this due date, you should be submitting portions of your thesis to your thesis advisor based on the schedule you devised in the previous semester.

Only *with your thesis advisor's permission* should you provide the thesis to your other reader(s). This allows time for revisions, as well as any last minute changes that need to be made.

In the graduate office, there is a helpful pamphlet on thesis writing that we recommend you pick up; it is also posted on the Art Department website. For more information on the thesis process, please refer to the **separate Art History packet on Thesis Guidelines**.

At the beginning of the semester in which you wish to graduate (at the latest), you will need to file a Submission of Thesis Title form, which can be found on the website for the Office of Graduate Studies or in the Art Department Graduate Office. **A student selects the first and second readers of their thesis and fills out the appropriate forms with our secretary and with the graduate dean's office.**

At the beginning of the semester in which you wish to graduate, you will also need to fill out a department form with the title of your thesis, as well as the signatures of your first and second readers.

When you are finished with your thesis, place two copies in appropriate binders, label them, and take them to your advisor. Your advisor should then complete and sign a form, titled

Approval of Thesis. You should bring the two copies and the approval form to your graduate deputy by the final due date for the semester in which you are planning to graduate. If everything is in order, the Graduate Deputy will sign the form and take one copy to the Office of Graduate Studies. After their approval, that copy will be placed in the Brooklyn College Library. The second copy will remain in your department.

**You should obtain credit for writing your thesis/qualifying paper research.** This credit is an independent study (7199G) taken with your advisor. Together you will set your writing/research plan for the semester. An independent study can be taken more than once.

**A Library and Thesis workshop will be offered every Fall semester as well, and it is required for those in their 2<sup>nd</sup> or 3<sup>rd</sup> semester.** For those students who enter in the Spring semester, you will take the Methods class and the Library and thesis workshop together in Fall semester (your second semester).

## **9. Advisors**

**Each student is assigned an advisor upon entry to the program.** If a student decides, in consultation with their initial advisor, to change topics or that another faculty member's expertise is more germane to their thesis topic, then a change of advisors/readers may be warranted. However, students may not change advisors at the end of the process or without reason and approval of their advisor. If students wish to change advisors at this late date then they must change their thesis topic as well.

## **10. Internships**

Internships may be taken for course credit with the approval of the department. Students need to set up their own internships. Information about available internships can be found in the Career Notebook in the Art Office (5306 Boylan); internship announcements are also posted in the Art Department blog (**[brooklynartdept.wordpress.com](http://brooklynartdept.wordpress.com)**) and **Facebook** page. Once you have secured an internship, please see Professor Ball about getting it approved and filling out the proper paperwork. You will need a faculty advisor to oversee the internship. At the completion of the internship, a letter from your supervisor at the institution where the internship was completed is necessary for a faculty member to assign you a grade.

If you receive an internship, please inform the department.

## **11. Teaching Assistantships**

Each semester one or two Teaching Assistantships for our department are offered with a stipend (finances permitting). Responsibilities are set by the supervising faculty member, but they typically include attending class, providing extra help for students, grading papers and tests, and completing some administrative duties. Some lecturing experience will be given to the TA as well. A call for applications will be announced at the end of the semester prior to the Assistantship.



## **12. Museum Education Certificate Program** *(to begin soon, but not in effect as of Fall 2013)*

The certificate in Museum Education is open to matriculated students in the M.A. Art History program and can be completed alongside the Master's Degree. Students will learn various methods of teaching in museum environments, including the production of curricular materials. Tools used by museum educators including new technologies will be explored. Students will gain real-world experience and contacts to aid in future job placement.

The certificate requires an additional 12 credits, 6 credits of which will be completed in two internships in Museum Education, to be completed during the semester and/or during the summer. The other 6 credits will be taken in two intensive seminars (Museum Education I and II) to be completed in the January term between the Fall and Spring semesters.

Internships already taken for the M.A. do not count towards the museum certificate program.

## **13. Conferences and Symposium**

The department encourages students to consider submitting papers to graduate conferences and symposia. If you are interested in delivering a paper in such a venue, then please consult with your advisor. He or she will assist you in crafting and practicing the talk, both of which are crucial to do prior to the paper's delivery. The Brooklyn College Art Department also hosts an annual Art History Graduate Student Symposium in the Spring semester. All M.A. students are welcome to submit apply for consideration. A call for papers will be sent with details. Typically, you will need to write an abstract of your talk to be considered for the symposium. If you are accepted, you will work with your advisor to write the talk.

A good resource for graduate student conferences can be found here: <http://members.efn.org/~acd/resources.html>. Emails sent to graduate students will often also contain local conferences of interest to students.

## **14. Post-Graduation**

The department would like to be informed of what paths our graduates take after graduation. Please inform the department of this path, whether a Ph.D. or other arts-related career.

## **15. Helpful Contacts:**

1. **Deputy Chair for the MA program in Art History:** Professor Mona Hadler  
[mhadler@brooklyn.cuny.edu](mailto:mhadler@brooklyn.cuny.edu)
2. **Chair, Art Department:** Professor Michael Mallory (5306 Boylan):  
[mmallory@brooklyn.cuny.edu](mailto:mmallory@brooklyn.cuny.edu)
3. **Graduate Office Secretary:** Kathy Smith (5144 Boylan): [artmfa@brooklyn.cuny.edu](mailto:artmfa@brooklyn.cuny.edu)

## **16. Graduate Art History Society**

To become a member of the graduate art history society, please contact the executive committee at [gahsociety@gmail.com](mailto:gahsociety@gmail.com) and join their facebook page (<https://www.facebook.com/pages/Graduate-Art-History-Society/1651782721629343>). The group organizes activities, lectures, and other events for M.A. art history students. It is composed only of Art History grad students.



## ART HISTORY M.A. DEGREE REQUIREMENTS CHECKLIST

Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Email: \_\_\_\_\_

Phone Number: \_\_\_\_\_

### Requirements

*30 credit hours are required to complete the M.A., in addition to the M.A. Thesis.*

	Introductory Art History Exam	Date Passed: _____
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	Language Requirement: _____	Date Passed: _____
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	Methodology Course (Art 7190G)	3 credits	Term Completed: _____
	Library and Thesis Workshop	required	Term Completed: _____

	<u>OTHER COURSES</u>	<u>CREDITS</u>	<u>TERM COMPLETED</u>

	Thesis Credit Independent Study	credits	Term Completed: _____
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### Thesis Calendar

[ ] Declare thesis topic and advisor	Date: _____
[ ] File a <i>Submission of Thesis Title</i> form	Date: _____
[ ] Signatures of first and second reader for the department	Date: _____
[ ] Writing plan has been approved by advisor	Date: _____
[ ] Copy of approved thesis placed in the Office of Grad Studies	Date: _____