**Timeline and Steps for Completion of Master’s Degree in Art History at Brooklyn College**

**SAMPLE TWO-YEAR SCHEDULE:  AN OVERVIEW OF THE M.A. REQUIREMENTS. [30 credit hours]**

* *A total of 30 credit hours are required for M.A. degree. Deficiencies and language courses must be completed in addition to these credits. 30 credit hours is equivalent to 10 courses.*
* Pass the **language exam** (or comparable summer institute courses) by the time of graduation

**YEAR ONE:**

***First Semester***

* Take **Art 7190G** (Method’s course)—when it is offered
* Take one additional course, for a total of two courses. (At least one course per semester is required during the first 2 years.)
* Take **Introductory Art History Exam**

***Second Semester***

* Take **three courses**
* Take **Introductory Art History Exam** for second time if failed the first time

**YEAR TWO:**

***First Semester***

* Take **three courses—**one might be an independent study with your advisor for your thesis; a course might be taken at the Graduate Center with permission of the deputy
* Choose a paper to revise for M.A. thesis—or develop a thesis topic with your advisor

***Second Semester***

* Take any remaining courses, including 1-2 units of **Art 7199G** (Independent Study with your Advisor for Research-Master's Thesis)
* Submit final draft of **Master’s Thesis** by **October 15** to your advisor for December graduation; submit revised final draft to second reader by November 15 for May graduation.
* Submit final draft of **Master’s Thesis** by **March 1** to your advisor for May graduation; submit revised final draft to second reader by April 15 for May graduation.

**SAMPLE THREE-YEAR SCHEDULE:  AN OVERVIEW OF THE M.A. REQUIREMENTS. [30 credit hours]**

* Pass the **language exam** (or comparable summer institute courses) by the time of graduation

**YEAR ONE:**

***First Semester***

* Take **Art 7190G** (Method’s course)—when offered
* Take one additional course, for a total of two courses. (At least one course per semester is required during the first 2 years.)
* Take **Introductory Art History Exam**

***Second Semester***

* Take **one** **or** **two courses**
* Take **Introductory Art History Exam** for second time if failed

**YEAR TWO:**

***First Semester***

* Take **one** **or** **two courses**

***Second Semester***

* Take **one** **or** **two courses**

**YEAR THREE:**

***First Semester***

* Take **one** **or** **two courses,** including an independent work course for the thesis
* Choose a paper to revise for M.A. thesis or develop a new topic with your advisor

***Second Semester***

* Take any remaining courses, including 1-2 units of **Art 7199G** (Independent Study with your Advisor for Research-Master's Thesis)
* Submit **Master’s Thesis** by March 1 to your advisor

**THE M.A. THESIS**

**Steps for Completion of M.A. Thesis**

* *By the end of the First Semester in the year you plan to graduate, select one of your class essays to revise and expand as your M.A. Thesis or choose a new topic with your advisor.* You should discuss the possibility of turning a paper into a thesis with your advisor and set up a research and writing plan together.
* By the end of the First semester, you should also begin appointing a committee of at least two faculty readers for your thesis, one of which is the student’s advisor.
* 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. With this form, you will also need the signatures of your first and second readers.
* In addition you need to fill out a form in our department with the thesis title. It must be signed by your first and second advisors
* Also after you have selected your advisor and chosen which paper to revise or topic to investigate for your thesis, you will set your writing/research plan for the next semester with your advisor.
* Please be aware that faculty members are not necessarily around during the summer. If you plan to graduate in the fall, you must check with your advisor if this is possible.
* After your thesis has been accepted, you must *file the formatted thesis by* the date determined by the college.

**M.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.
* The approximate length is **40 pages** (excluding footnotes, images, and bibliography) and should demonstrate the 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

**Review Process for Thesis**

* Your thesis—in its final draft--is due to your advisor by *the second month of the semester in which you plan to file.* For example, if you plan to finish in Fall semester, you need to send it to your advisor by October 1. If you plan to finish in Spring semester, you need to submit the final draft by March 1.
* At this time, the final draft of your thesis will be read by your advisor. There may be several rewrites at this point in the process. Then, *with your advisor’s permission*, you should provide the text to your other reader(s). This allows time for revisions, as well as any last minute changes that need to be made.

**Finishing the Thesis—The Final Stages**

* When you are finished, place two copies in appropriate binders, label them, and take them to your advisor. Your advisor should then complete and sign a form, Approval of Thesis. The Dean’s office has a copy of the guidelines for final submission. We would also like a digital copy of your thesis for our archive.
* You should bring the two copies of the thesis and the approval form to your graduate secretary 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.

**More Helpful Information about the Thesis**

* In the graduate office, there is a helpful pamphlet on thesis writing that we recommend you pick up.

**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*.

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|  | Introductory Art History Exam | Date Passed:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

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|  | Language Requirement:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Date Passed:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

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|  | Methodology Course (Art 738G) | 3 credits | Term Completed: \_\_\_\_\_\_\_\_\_\_\_\_\_ |

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|  | TOPICAL COURSE | CREDITS | TERM COMPLETED |
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|  | Thesis Credit Independent Study | \_\_\_\_ credits | Term Completed: \_\_\_\_\_\_\_\_\_\_\_\_\_ |

**Thesis Calendar**

[ ] Declare thesis topic and advisor Date:

[ ] File a *Submission of Thesis Title* 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: