

**TULANE UNIVERSITY
NEWCOMB ART DEPARTMENT
ART HISTORY GRADUATE PROGRAM**

GUIDE FOR INCOMING GRADUATE STUDENTS, 2016-17

INTRODUCTION

This short guide is designed to welcome you to the Newcomb Art Department of Tulane University and to assist you as a new member of the art history graduate program. Please read these pages carefully and contact your adviser and the graduate coordinator if you have any questions. All the issues outlined below will be discussed during the first orientation meeting at the beginning of the academic year. More information can also be found online on the departmental website, including detailed descriptions of our faculty and the various degree requirements you must complete before graduation. You need to be familiar also with the guidelines posted on the SLA (School of Liberal Arts) Graduate Studies website <http://www2.tulane.edu/liberal-arts/graduate.cfm>. This guide begins with an examination of the general direction of your studies and will continue with most specific subjects.

The Graduate Coordinator is Elizabeth Boone (eboone@tulane.edu, 314-2204). She is the person to see regarding *academic* departmental issues involving TA assignments, general program requirements, etc. You will be going to your thesis adviser for your course selection, distribution requirements, and thesis. Alicia Dugas, the departmental administrator, and Molly LeBlanc, the administrative secretary, handle administrative items relevant to the department. Dean Ann Schumacher in the School of Liberal Arts handles university-wide administrative items such as stipend disbursement, health insurance, etc.

SELECTION OF SCHOLARLY TRACK AND ADVISER

Tracks

In your graduate studies you should select one of these two tracks:

Track I: ancient and early modern studies.

Track II: modern and contemporary studies.

Distribution requirements call for students in both tracks to take one class in each of the following three areas:

- 1) Classical, Byzantine, Medieval, Pre-Columbian
- 2) Renaissance, Baroque, Colonial Latin American
- 3) American; Modern Europe, US, Caribbean, and Latin America.

Also, you are expected to take three classes in your selected track with the art history faculty members teaching in the area that most closely relates to your own research, and who will most likely be on your thesis committee. MA students must take a total of eight classes at the 6000 and 7000 level, plus the thesis. In the first year, full time students must enroll in no fewer than three classes a semester; you can take the other two classes any time during your second year, usually one each semester while you are writing your thesis. With permission of your adviser, two of your classes can be outside of Art History.

Adviser

When selecting your adviser, organizing your research, and choosing your classes, keep in mind that only the tenured and tenured track faculty members are able to direct theses, although other faculty can serve on the committees. Visiting faculty do not direct theses, and affiliated faculty in other departments do so only in very selective cases, which require the approval by all tenure-track art history faculty. You can find the complete information about the art history faculty in our departmental webpage, but here is an abbreviated list:

Tenured/Tenure Track Faculty

Adrian Anagnost, Contemporary Art, Modern Latin American Art
 Elizabeth Boone, Pre-Columbian and Colonial Art of Latin America
 Mia Bagneris, African and African Diaspora (on leave fall 2016)
 Holly Flora, Medieval (on leave 2016-2017)
 Michelle Foa, Nineteenth-Century European
 Michael Plante, Twentieth-Century, American
 Stephanie Porras, Northern European Renaissance, Baroque (on leave fall 2016)
 Thomas F. Reese (Director of the Stone Ctr for Latin Am Studies), Colonial and Modern Latin American Art and Architecture

Professor of Practice, Visiting Faculty

Leslie Geddes, Visiting, Italian Renaissance
 Anton Schweizer, Professor of Practice joint with Asian Studies, and Director of Asian Studies; Asian, Japanese

Affiliated Faculty

Allison Emmerson, Classical Studies, Greek and Roman Art and Archaeology.
 Susann Lusnia, Classical Studies, Etruscan and Roman art and Architecture
 Emellia Oddo, Classical Studies, Greek Art and Archaeology

EXPECTATIONS

We expect students to keep an average of A- or A in their classes, write papers that articulate a personal and original scholarly voice, pro-actively lead and participate in class discussions, and

be part of the intellectual life of the department by attending lectures and other functions. It is worth repeating that we expect you to attend all departmental lectures in art history.

If you are getting B grades on your assignments, it is a clear sign that your performance is not at the level where it should be. If your GPA reaches B- you will be placed on academic probation and you may lose your stipend and even your standing in the program. The faculty also reserves the right to put you on probation if you are not making satisfactory progress on your thesis.

Regardless of your grades, we expect you to speak with your thesis adviser and all your professors often in order to improve your performance and enhance your studies at Tulane. Your work is regularly evaluated by the full art history faculty as we consider our function to mentor you and help you thrive in our discipline. We are always available to meet with graduate students to discuss their progress. Continuous enrollment is required unless a student takes an approved leave (see SLA guidelines)

THESIS

The thesis demonstrates that graduate students are ready to independently and professionally produce long scholarly projects. You are solely responsible for moving your thesis project forward, which means that you must be aware of all the deadlines, and that you must produce the necessary prospectus, application grants, research, writing, and revisions on a timely fashion. The faculty is always here to help you whenever you need it, except perhaps during the summer months when faculty may go abroad (they may be available via email). However, it is up to you to make appointments, speak with your professors requesting whatever advice you may need, and work around their busy schedules. Plan ahead and make provisions for those times when things will be particularly busy for you and your adviser.

Thesis Prospectus

These guidelines are of a general nature and they should be discussed with individual advisers, since they need to be adjusted to specific research projects. Most proposals (3-5 pages) include a clear statement of the thesis, a brief review of the state of scholarship on the subject, and the proposed objectives for the research and writing of the thesis. The prospectus should also include a selected bibliography and images. Once the prospectus is approved by the thesis adviser, it can be forwarded to the full thesis committee for its approval.

Recommended Timetable for MA Students

You should work on a specific timetable for your thesis with your adviser, but the timetable below will give you an idea of how to plan your thesis and research over the course of the two-year degree.

First year

Fall Semester

Take three seminars in your study track with prospective graduate committee members or to fulfill the distribution requirements.

Take language exam this semester or next.

Spring Semester

Take three seminars in your study track with prospective graduate committee members or to fulfill the distribution requirements.

February 1: Select topic of thesis and thesis committee

March 1: Submit copy of the prospectus to your adviser

March 15: Submit travel grant applications

March 30: Submit finalized prospectus to thesis committee.

May 1: **Forward the prospectus and the committee's emailed approvals of the prospectus to Graduate Coordinator.**

Take language exam this semester if you did not take it in the fall.

Summer:

Carry out research and begin writing.

Second Year

Fall Semester

Take one class and register for thesis research.

First chapter: August 1

Second chapter: October 1

Third Chapter: December 1

Spring Semester

Take one class and register for thesis research

Complete an "Application for Degree" form by SLA deadline

First revised draft: January 1

Second revised draft: February 1

Final Draft goes to full committee: March 1

Defense: March 15

Last day to submit theses in final form: April 8, 2016

Graduate Deadlines

All the graduate deadlines are available online in the Graduate section of the SLA website <http://www2.tulane.edu/liberal-arts/graduate.cfm>.

You are responsible for knowing them, for paying the necessary fees in a timely manner, and for submitting applications for degrees and your dissertations or theses in final form.

TEACHING DUTIES

If you are on a stipend, you are expected to work as a teaching assistant or, on occasion, a research assistant. Your teaching duties will most likely involve helping a member of the faculty with a ARHS 1010 or a ARHS 1020 survey class. Depending on the professor, your duties may involve preparing and grading quizzes and tests, taking and keeping track of attendance, advising students on class matters, and other tasks as assigned.

We expect you to make these duties your top priority since you are getting paid for this work. Given that your work and study loads will be heaviest at the same time in the semester, you will have to budget your time carefully. Grading tests is very time consuming, so plan ahead and schedule enough time for your own research and writing!

OFFICES & MAILBOXES

Room 107 in the basement of the Menschel Art History Wing in the Woldenberg Art Center is the communal space for art history graduate students. You will also have a mailbox in 202 Woldenberg (studio wing). Please contact the office manager for keys to the relevant facilities and to obtain supplies or equipment needed in the art history Graduate Student Room (room 107). Do remember to check your mailboxes regularly as the faculty will often communicate with you through them.

LANGUAGE EXAMS

MA students are expected to complete their language requirement in their first year, over the summer, or early in the second year; ideally prior to your major research. The language for the exam will be chosen in consultation with your adviser and will generally be the most relevant language for your research. There are two language classes (normally free of charge) available during the summer term for French and German through SLA. The Stone Center offers an exam in Spanish, and those of you who wish to take that exam should contact the center directly. Exams for other languages (French, German, Italian) are offered by various art history faculty. When you have selected your language (if it is not Spanish), it is your responsibility to notify the graduate coordinator that you are ready to take the test, and she will arrange for the test to be given. The language exam consists of translating with the aid of a dictionary an art historical text (chosen by the faculty giving the exam) in two hours time.

ART HISTORY GRADUATE ASSOCIATION / AHGA

During your first semester the other graduate students will introduce you to the AHGA. The AHGA organizes activities for the students and can request funds from various sources to invite scholars to lecture at Tulane University. Meetings are often held in the Graduate Student Room in the basement of the Menschel Art History Wing.

TRAVEL & RESEARCH STIPENDS

The art department offers limited travel funds for students seeking to give papers at professional or graduate student conferences. There is often some funding for well-presented research

projects. Applications for conference travel—in the form of a one-page narrative and an itemized, detailed budget—should be sent to the Graduate Coordinator at least a month before the conference. Applications for research projects (usually conducted over the summer) should be submitted to the Graduate Coordinator by the deadline (usually March 15); this application includes a 1-2 page narrative, a detailed and itemized budget, and prior approval of your thesis adviser.

WORKS IN PROGRESS Presentations

Graduate students who are working on their thesis may be invited to give a talk in the Works in Progress series. This lecture series is geared mostly towards the art history community at Tulane and features scholarly papers and open discussions of the subjects presented. Graduate students should consider an invitation to present their work an excellent way to receive valuable feedback on their thesis projects. In recent years, advanced Ph.D. students have participated in the series.

VISUAL RESOURCE CENTER

Please become familiar with our VRC, located in room 309, and its curator, Francine Stock, who will help you with your image needs.

GALLERIES AND LOCAL CULTURAL INSTITUTIONS

The Newcomb Art Museum, located between the art history and the studio wings of Woldenberg, is the art museum of Tulane University and organizes exhibitions of local and national importance. The Carroll Gallery in the studio wing of Woldenberg Art Ctr is the department's own space, and holds shows of student and faculty work throughout the year. The curator is Laura Richens.

New Orleans has many other exciting cultural institutions, including the New Orleans Museum of Art, the Historic New Orleans Collection, the Louisiana State Museum, the Contemporary Art Center, and the Odgen Museum of Southern Art. There are commercial and artist-run spaces throughout the city, clustered especially around Julia Street, and St Claude Avenue. All of them will greatly enhance your studies at Tulane.

HURRICANE PREPAREDNESS

Please follow the instructions in the university website and check your email for instructions from your professors if a hurricane is approaching. If you need to evacuate do the following before your leave: empty your refrigerator and leave it open, unplug all your appliances, and shut off the gas. Keep all your important documents handy during the hurricane season and make sure you can have access to whatever medication you may need while you are away. If you have pets, you must take them with you. Evacuations normally take a few days but can extend longer.

Evacuations are usually mandatory when we are facing large hurricanes but tropical storms and small hurricanes in the area should not be too troublesome. Also, beware of heavy rain, as the city floods easily after a heavy downpour. In such situations, be careful where you drive and where you park your car, especially around campus.

[revised 10.5.2016]