

# Northwestern

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Department of **Art History**

**Graduate  
Student  
Handbook  
2016-17**

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Revised September 2016

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## Faculty

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## Faculty Assignments 2016-17

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### Department Chair

Jesús Escobar

### Committee on Graduate Affairs

Christina Kiaer <i>Director of Graduate Studies</i>	Rebecca Zorach <i>Graduate Placement Officer</i>	Krista Thompson <i>Admissions Coordinator</i>	S. Hollis Clayson <i>TA Coordinator</i>
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### Committee on Undergraduate Affairs

Christina Normore <i>Director of Undergraduate Studies</i>	Stephen Eisenman <i>Advisor to Northwestern Art Review</i>	Jun Hu <i>Member-at-Large</i>	Chris Bell <i>Senior Honors Thesis Committee Member</i>
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### Committee on Curriculum

Jesús Escobar <i>Department Chair</i>	Christina Kiaer <i>Director of Graduate Studies</i>	Christina Normore <i>Director of Undergraduate Studies</i>	Claudia Swan <i>Member-at-Large</i>
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### Committee on Lectures and Events

Jesús Escobar <i>Department Chair</i>	Thomas Love <i>Graduate Representative</i>	Sarah Estrela <i>Graduate Representative</i>
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## Staff

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## Graduate Students 2016-17

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### 1st Year Students

Jessy Bell  
Brian Leahy  
Margaret McLaughlin  
Alexandra Novozhenova  
Verena Ziegler

### 2nd & 3rd Year Students

Anna Dumont  
Sarah Estrela  
Laurel Garber  
Adrienn Káscor  
Tamar Kharatishvili  
Sandra Racek  
Alissa Schapiro  
Talia Shabtay  
Thomas Witschonke

### Ph.D. Candidates

Alison Boyd  
Antawan Byrd  
Emma Chubb  
Grace Deveney  
Ashley Dunn  
Douglas Gabriel  
Stephanie Glickman  
Xinran Guo  
Kevin Lam  
Jacob Leveton  
C.C. McKee  
Scott Miller  
Aisha Motlani  
John Paul Murphy  
Cassie Olien  
Julia Oswald  
Erin Reitz  
Rory Sykes  
Kathleen Tahk  
Emily Wood  
Xiao Yang

## Graduate Representatives

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Sarah Estrela  
Thomas Witschonke

## About the Program

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The Graduate Program in Art History offers a full-time Ph.D. degree that is designed to prepare our graduates for academic research and teaching, work in museums, and other careers in the visual arts. Areas in which we currently offer coursework and advising include Ancient, African American, African Diasporic, Asian, Early Modern, Global Modern and Contemporary, and Medieval.

Our department faculty is comprised of 14 full-time, tenure-line members, 1 postdoctoral fellow, and several affiliates from other departments and campus centers whose expertise expands the department's disciplinary offerings. The department's comparative and transdisciplinary orientation offers ample opportunity for innovative research, which is amplified by programs and clusters across the Weinberg College of Arts and Sciences (WCAS) and within The Graduate School (TGS).

Our highly ranked program is intellectually rigorous and committed to supporting students throughout their training. Roughly 35 graduate students enjoy close interaction with faculty members of worldwide renown who maintain active research and publishing profiles. Our curriculum is designed to make the most of our local resources, from courses at neighboring universities to holdings in Chicagoland libraries including the Newberry and Ryerson Libraries. The recently established Chicago Objects Study Initiative, funded by the Andrew W. Mellon Foundation, brings together scholars from Northwestern, the University of Chicago, and the Art Institute of Chicago (AIC) via shared programming that includes 1<sup>st</sup>-year graduate student coursework, internships and fellowships, and symposia open to a wider Chicago audience. Graduate students also garner experience working within departments at other local museums, including the Museum of Contemporary Art Chicago and Northwestern's own Mary & Leigh Block Museum of Art.

Generously supported by The Graduate School and the Weinberg College of Arts and Sciences, the department provides its Ph.D. students with full financial aid for five years as well as travel grants for conference presentations and archival research. In addition, the summer before their second year, graduates in our program travel abroad—Madrid, London, and Delhi have been recent destinations—for an intensive two-week faculty-led seminar. Such experiences are one part of the extensive scholarly training, mentorship, pedagogical guidance, and assistance on the job market that we provide for our graduate students. We are proud of our placement record as well as our record of national and international fellowships for pre-doctoral study.

Disclaimer: Information in this handbook and the department [website](#) jointly provide a wealth of resources—administrative and academic—for current graduate students and alumni. Please note that the Department of Art History reserves the right to change without notice any statement in this publication concerning, but not limited to, rules, policies, tuition, fees, curricula, and courses.

## *Graduate Program Guide*

### **Program Requirements**

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The Department of Art History offers only a Ph.D. program for graduate study. An M.A. is awarded to those students who successfully complete the 1st and 2nd year requirements in good standing, but students are not accepted for a terminal M.A. degree.

#### **Courses**

Students are in full-time residency for three years, during which time they take a minimum of 18 graded courses at the 400-level (certain 300-level courses may count towards this requirement). We encourage and promote interdisciplinarity, especially by way of coursework outside of the department in related fields and programs. Our course requirements are as follows:

##### **Major Field**

8 courses in the major field, 6 of which must be Northwestern or Committee for Institutional Cooperation (CIC; see p. 38) seminars. The advisor determines what counts towards the major field in correspondence with the student's proposed course of study. (For a list of recognized teaching fields, see the list of categories on the College Art Association website: <http://www.caareviews.org/dissertations>)

##### **Breadth Requirement**

4 courses in 3 major fields other than the student's own major field. All 4 of these courses must be standard Northwestern AH seminar offerings, and 2 must be in a geographic area of focus other than that of the student's major field. This is decided in consultation with the primary advisor.

##### **Required Courses**

###### **Critical Theories and Practices**

The same four-part course sequence is required of all students. This sequence aims to develop students' capacity for art-historical research and analysis while simultaneously cultivating their writing skills across a range of professional practices. The four-course sequence consists of:

AH 401 (Proseminar) is taken during the fall quarter of the 1st year. This course offers an introduction to the analysis of art and visual culture. It is expected that the course will survey a broad spectrum of issues that inform current work in the field and that it will cultivate analytic and writing skills.

AH 403 (Mellon Objects Study Seminar) is a required course for first year graduate students of the Departments of Art History at Northwestern and the University of Chicago. Meeting in the winter quarter, this course is team-taught by faculty from Northwestern and University of Chicago as well as the Andrew W. Mellon Academic Curator and other curators at the Art Institute of Chicago (AIC), where it meets. The course is funded by the Andrew W. Mellon Foundation.

AH 402 (Writing Seminar) is taken during the winter quarter of the 2nd year. The course emphasizes and exercises the varied forms of writing and research that constitute the work we do, both as scholars in the humanities broadly conceived and as historians of art and visual culture more specifically. While students will practice writing in multiple formats (including, for instance, abstracts, exhibition and book reviews, bibliographic essays, wall texts, and short critical responses), the course is primarily geared toward helping students transform a previous seminar paper into their 2nd-year Qualifying Paper. It is not intended to result in a new research paper.

AH 406 (Dissertation Prospectus Seminar) is typically taken during the spring quarter of the 3rd year. It provides advanced students an opportunity to refine their dissertation project, introducing them to the mechanics of formulating a prospectus and grant proposals.

#### Summer Seminar Abroad

In the summer before the beginning of their second year, graduate students travel abroad together for an intensive two-week, faculty-led seminar. Recent destinations have included Amsterdam, Cape Town, Delhi, Moscow, and Paris. These seminars are generously supported by The Graduate School and the Weinberg College of Arts and Sciences. The course earns credit, and is structured as a regular course with a seminar paper that is usually submitted early in the fall

of the second year. Typically, the summer seminar takes place in late August or early September; 1st years students should keep these dates in mind when applying for other summer programs.

### **Independent Study**

Typically, students register for at least 1 credit of AH 499 with their dissertation advisor in the fall of the 3rd year. Students often register for 2 additional AH 499 with either the advisor or other members of the examination committee over the course of the 3rd year in order to prepare for their examinations and dissertation prospectus colloquium. Students should consult with their advisors in the quarter prior to the start of the Independent Study.

### **Full Time Status**

The remainder of the credits necessary to maintain full-time status (defined as 3 credits per quarter) in the 2nd and 3rd years are made up by elective courses, Independent Studies (AH 499), TA credits (AH 570) – of which each student can take one in the 2nd year and up to two in the 3rd year, provided no two are taken during the same quarter – and AH 590 (Advanced Research). Typically, students complete their seminar work by the end of the fall quarter of the 3rd year so that they can focus on their exams and dissertation prospectus, written in the spring of the 3rd year. (See below under “Grade Policy, Satisfactory Progress, and Good Standing,” p. 17).

### **Credit for Courses Taken at Other Graduate Institutions Prior to Matriculation**

After completing four quarters in good standing, students may petition their advisor and the DGS for the transfer of up to three course credits towards the Ph.D. for graduate work conducted at another university. Based on the student's program, and in consultation with the DGS, the advisor will determine which, if any, requirements these credits will satisfy (i.e. major field or breadth requirements). Transfer credits may not be used for any course within the four-part Critical Theories and Practices sequence or the Summer Seminar.

### **Awarding of an M.A.**

The Department of Art History only accepts students seeking a Ph.D. The M.A. in Art History is not designed as a terminal degree, but it is awarded to

all students who successfully complete the 1st and 2nd year requirements in good standing (see p. 17) and apply for the degree with TGS. Students in good standing must have completed all the necessary coursework, and must not have Incomplete (Y) or NR grades on their record. They must have completed at least one of their language certifications in order to be eligible for the M.A. Students must apply for the degree by the date specified in the Academic Calendar: it is not awarded automatically. For more on the application process, see “Master’s Degree Requirements” on the TGS website.

Besides coursework, other program requirements are listed in the following section on milestones and further described in the subsequent sections.

## Graduate Student Milestones 2016-17

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<b>First Year Ph.D. Students</b>	<b>Required Action</b>	<b>Deadlines</b>
AH 401 (Proseminar)	Register	Start of Fall Quarter
Selection of Primary Advisor	Submit form (Primary Advisor Declaration)	End of Spring Quarter
1st Foreign Language Exam	Arrange exam (Contact PA)	Start of Fall Quarter
	Pass exam	Exams also offered at start of Spring Quarter
<b>Second Year Ph.D. Students</b>		
AH 402 (Writing Seminar)	Register	Start of Winter Quarter
Ph.D. Qualifying Paper	Submit	May 1, 2017
<b>Third Year Ph.D. Students</b>		
Select Exam Committee	Consult with advisor, submit form	By end of 2 <sup>nd</sup> full week of classes in Fall
2nd Foreign Language Exam	Arrange exam (Contact PA)	Start of Fall or Spring Quarter
	Pass Exam	Before June 2017
Qualifying Exams	Arrange with Advisor & PA	Winter Quarter
Dissertation Prospectus Seminar	Register	Start of Spring Quarter
Dissertation Prospectus Colloquium	Arrange with Advisor & PA	End of exam week, Spring Quarter

**Ph.D. Candidates**

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Submit Dissertation Progress Assessment Form	Submit to Primary Advisor Annually	End of the 1st week of classes, Fall Quarter
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5th Year Chapter	Submit to Dissertation Committee	Before the end of Spring Quarter in the 5th Year (required beginning with incoming class of 2016)
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Dissertation Defense	Arrange with Advisor, Committee, & PA	At least one month before degree conferral
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Submission of dissertation to committee		
...for December degree		6 weeks before defense; consult advisor and dissertation committee
...for June degree		6 weeks before defense; consult advisor and dissertation committee
...for August degree		6 weeks before defense; consult advisor and dissertation committee

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Ph.D. Application for degree forms due		
...for December degree		November 4, 2016
...for June degree		April 14, 2017
...for August degree		July 14, 2017

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Submission of dissertation to TGS		
...for December degree		December 2, 2016
...for June degree		May 5, 2017
...for August degree		August 4, 2017

## Registration

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Registration is required of all graduate students from the quarter of entry until the quarter of completion of the degree, including summers. Students' quarterly stipends and health insurance are dependent on full-time status, so graduate students must register in a timely way, well before each quarter begins, usually a month to ten days before the first day of a quarter (watch for TGS and CAESAR reminders).

The University's on-line registration system is called CAESAR and is accessible at [www.northwestern.edu/caesar/](http://www.northwestern.edu/caesar/) or via the top line of the Northwestern University homepage. In CAESAR, which requires a NetID and Password, course listings and descriptions can be found, as well as information on courses with prerequisites. To enroll in an Art History course requiring permission, students must obtain a permission number from the PA prior to registering. That number must be entered when you register. A provisional list of course offerings for each year (subject to minor changes) is also provided on the Department of Art History homepage under the "Find Courses" section.

## Registration Requirements

Registration is required of all graduate students from the quarter of entry until the quarter of completion of the degree, including summers. Failure to register will negatively affect a student's receipt of quarterly stipends. You must inform the department before the TGS deadline for registration of all courses you register for outside the department, including the department name, title and number of the course, and instructor's name. The specifics of registration according to year in the program are as follows:

### Year One

Fall	Winter	Spring	Summer
3-4 units of coursework	3-4 units of coursework	3-4 units of coursework	3 units of ART_HIST 590 (or coursework)

### Year Two

Fall	Winter	Spring	Summer
3-4 units of coursework	3-4 units of coursework	3-4 units of coursework	3 units of TGS 590 (or coursework)

### Year Three

Fall	Winter	Spring	Summer
3-4 units of coursework*	3-4 units of coursework*	3-4 units of coursework*	3 units of TGS 500 (or coursework)*

### Year Four-Nine

3 units of TGS 500 if funded\*\*  
3 units of TGS 512 if unfunded\*\*

#### \*Year Three

Students in year three may continue taking coursework, including Independent Study courses. If total coursework is less than three units in a quarter, students should also enroll in TGS 500, which does not require a permission number, and automatically "tops up" student course load to three units. Students should consult with their primary advisor about coursework before enrolling.

#### \*\*Funded vs Unfunded

In the 4th year and beyond, students enroll in TGS 500 if they are

receiving funding, whether from the University or an external grant/fellowship. If they are not receiving any funding, then TGS 512 is the appropriate enrollment (and they will be billed for \$100/quarter).

For additional details, you may want to view the Ph.D. Timeline, section 12.7 of the TGS policy guide (<http://www.tgs.northwestern.edu/about/policies/phd-degree-requirements.html>).

#### Independent Study

Students in their 1st year of the doctoral program are not expected to register for Independent Study, nor are they encouraged to do so. Second year graduate students should register for no more than one Independent Study (ART\_HIST 499) in any one quarter, after obtaining approval from the faculty member who will supervise the Independent Study. In the 3rd year, in preparation for Qualifying Exams, graduate students may register for more than one Independent Study in consultation with their primary advisor.

#### Research Course

Students may be assigned a Research course (ART\_HIST 590) by the DGS or Chair as needed. In some cases these may be assigned in conjunction with the preparation of the Ph.D. Qualifying Examination.

## Required Evaluations

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Department faculty evaluate academic progress of all students in coursework and TA assignments at the end of each quarter with written performance evaluations. These evaluations will be uploaded to each student's GSTS file under the Documents tab. Students evaluated as not being in good standing (see below) will receive notification from the department and will meet with the DGS to assess possible remedies. The DGS meets quarterly with every 1st year student to discuss coursework and progress. Students from their 2nd through terminal years are expected to meet with their advisors to discuss their progress to degree and file an annual progress report (see below).

### **Graduate Student Tracking System (GSTS)**

In order for the department to have a transparent, centralized location to document student progress through the program, during the first week of each academic year, students are required to update their information on the Committee, Plan of Study, Academic Progress, and Research Project tabs in GSTS (<https://gsts.northwestern.edu/site/login>).

To assist with these yearly updates, a department-specific user guide is available through the Graduate>Resources for Current Students section of the department website. The department will also hold a yearly training session and open lab where students can receive assistance from the PA and/or TGS administrators for updating these files. Please note that milestones have to be updated by the department (if you receive notifications from GSTS of an overdue milestone you have already passed, please contact the PA).

### **Annual Progress Report**

All students in the graduate program will receive an annual progress report at the end of the spring term. Students will receive this report regardless of their matriculation in the program (e.g., students who are post-candidacy). These reports may include a review of the student's progress toward the completion of the degree, including GPA, completion of milestones, recognition of external fellowships and grants received, participation in conferences and performances, and intended progress for the following year. If progress has not been satisfactory, students will be made aware of the problems and provided with an opportunity to respond and, if appropriate, an opportunity to remediate, with

explicit instructions as to how to do so.

### **Grade Policy, Satisfactory Progress, and Good Standing**

Grade Policy, Satisfactory Progress, and Good Standing Good standing is determined by the faculty and the DGS. All students in the graduate program must maintain a cumulative GPA of 3.5 (between a B+ and an A-) and have no more than three incomplete grades to remain in good academic standing in the program while engaged in coursework. Cumulative GPA as calculated by the Department does not include grades of introductory language courses (first to third year level). Such language courses may be taken as overload, and do count in the official TGS cumulative GPA. For TGS, the minimum required cumulative GPA to maintain good standing is 3.0. Students must also complete the Required Evaluations indicated in this document in a timely and successful manner. Students who fall below the GPA requirement in any academic year will be placed on probation by The Graduate School and the Department of Art History. The student will have two quarters (not including summer quarter) to resume satisfactory academic standing. The DGS will notify the student in writing that he or she is on probation, and The Graduate School will be notified. At the end of the probationary period, progress will be reviewed. If a student cannot re-establish satisfactory academic standing during the two probationary quarters, the student will become ineligible to receive funding and will be dismissed from the program and TGS. Following TGS regulations, the student will be informed by writing within five business days of the determination, including the effective date of the exclusion and a clear statement of the reasons for dismissal. (See “Grounds for Dismissal from the Program,” and “Appeal Process” on p. 27)

Doctoral students who have not passed the qualifying exam by the end of their 3rd year, or who have not completed the dissertation prospectus by the end of the 4th year are not making satisfactory academic progress and will be placed on academic probation by TGS. Good standing after admission to candidacy is also determined by the faculty and the DGS. It is based on making satisfactory academic progress, including research and writing, towards the completion of the dissertation. Annual progress reports to the primary advisor and the DGS are required, as are annual reports to the student and to TGS. Failure to make satisfactory progress as determined by either TGS or the Department faculty will result in probation or exclusion (dismissal).

### **Foreign Language Exams**

Students must pass two foreign language reading proficiency exams before taking the Qualifying Exam or being advanced to candidacy. One of these language exams (or its equivalent; see below) must be completed by the end of spring quarter in the 1st year and, typically, is either French or German. The second

language is selected by the student and advisor in relation to the student's plan of study. In some circumstances, additional language competency may be required. Language exams are scheduled twice during each academic year, once during the first week of the fall quarter and once the first week of the spring quarter. Graduate students planning to take an exam must contact the PA at least one month ahead of time.

The foreign language examination is a written exam in which students are required to translate and/or summarize two passages of text. The passages used for the examinations are substantial passages of an art historical, literary, or critical nature, and represent a level of difficulty expected at the end of a second year of study of the language. Dictionaries may be used. If the student does not pass an exam, she or he may retake it.

Students may also be excused from a department-administered foreign language examination if they submit evidence to the DGS that they have passed a language examination while in a graduate program at another institution within three years prior to admission to the graduate program at Northwestern University.

Students may be excused a department-conducted language examination if they submit evidence to the DGS that they have taken the equivalent of two years of college credit in a foreign language at the undergraduate level, with a grade of B or better, within two years prior to entrance into the graduate program at Northwestern University, or during their matriculation in the program, as long as their advisors agree that their language skills are sufficient for dissertation research.

Notification of passing or failure of a department-conducted language exam, and the acceptance of documentation of prior work as outlined above will be sent by email as soon as possible after the examination by the DGS. Evidence of fulfillment of the language requirements will be placed in the student's GSTS file.

### **Qualifying Paper (QP)**

By May 1 of the 2nd year, all students submit a 25-page Qualifying Paper (QP) to the DGS in digital form (pdf). This paper is then evaluated by a committee composed of three full-time AH faculty members designated by the Committee on Graduate Affairs. Typically, each committee consists of the student's advisor and two other faculty members, such that each QP is read by experts with a suitably wide range of interests. The student selects the QP topic from among papers written for AH courses at NU during the first four quarters and develops it in the AH 402 Writing Seminar in the 2nd year. Students are advised to consult

their primary advisor when choosing which topic to work on, though the topic need not have originated as a seminar paper in a course with the advisor or address their intended subfield. Students are also encouraged to share the paper with the primary advisor. Examples of successful papers are available upon request.

QPs must demonstrate an advanced level of art historical research, rigorous analysis, convincing argumentation, and mastery of the discipline's (or subfield's) conventions of citation and illustration necessary—and thus *qualifying*—for continuing doctoral studies in the Department of Art History. The committee assigned to evaluate an individual QP will recommend to a quorum of faculty one of four outcomes (see below). The faculty at the QP meeting will discuss the committee's recommendation, and any other faculty members who have read the paper can contribute to the final decision made by the faculty at the meeting. The possible outcomes are:

- Pass
- Pass with honors (deemed of exceptional quality)
- Pass but copy edit and fix grammar errors and minor content emendations by 15 June.
- Revise and resubmit by 1 September. The resubmission will be read by the entire AH Faculty. If this does not pass, the student is not invited to re-matriculate after the 3rd year.

The results of the faculty's QP evaluation will be communicated to individual students in a timely manner by the DGS as appropriate—generally through email or a meeting. Students who have passed and those who need to revise and resubmit will be encouraged to get feedback (which may take the form of written comments or a discussion) from the individual committee members. Students who are required to revise and resubmit should meet with their advisor, the DGS, and any other appropriate faculty member (as recommended by the advisor and the DGS) to clarify what aspects of their paper require revisions.

### **Qualifying Exams (QE)**

It is expected that in winter quarter of the 3rd year, all students take a three-hour oral Ph.D. Qualifying Exam. The exam is administered by a three-person committee chosen by the student in consultation with their advisor. Two members of the committee must be full-time AH faculty and one must be tenured. The exam is planned by the fall quarter of the third year and is based on field bibliographies generated by the student in consultation with the advisor and

appropriate committee members. Exam lists must be established and approved by the fall quarter of the third year. Each member of exam committee oversees one field of the exam according to the following categories:

- The major field, which adheres to a recognized teaching field, e.g. 20th Century, 19th Century, Caribbean, Early Modern, History of Architecture, Medieval, etc.
- The field of concentration within the major field. This concentration varies according to course of study. It may be, for instance, a theoretical model, a precise historical moment, a genre of production, or even an individual artist. Normally, this is the area from which the dissertation develops and the bibliography is constructed with an eye to the formulation of a viable prospectus.
- A secondary field or thematic topic, meant to be complementary to the major field. This field is developed by the student in consultation with his or her advisor.

Students may pass the exam with honors or without. The committee will notify the student of the passing of the exams following a faculty-only discussion after the exams. If the student does not pass the oral exam, a two-week, take-home, written exam is assigned for each field not passed. If the written evaluation is not passed, the student is not eligible to re-matriculate.

The length of the bibliographies varies by field, but generally, bibliographies for the major field include in the vicinity of 50 titles, while those for the concentration within the major and the secondary field have half this number.

### **Dissertation Prospectus and Colloquium**

The dissertation is the final requirement for the Ph.D. and is intended to represent a substantive contribution to the field based on the student's original research and analysis. It is supervised by the advisor with input from other members of the dissertation committee. This committee is comprised of three Northwestern faculty, selected by the student and the advisor, who also chairs the committee, in the winter quarter of the 3rd year. Often, this is the same committee as the exam committee. Unless otherwise approved by the chair, at least two of the committee members are from the AH department and two must be tenured.

After passing the oral examinations, students write an eight to ten-page dissertation prospectus (plus bibliography) in the spring of the 3rd year. This is

written in close consultation with the advisor and is refined in AH 406 Dissertation Prospectus Seminar (see “Program Requirements”). The prospectus is meant to present a clear vision of the student's project, the objects/issues on which it focuses, and the contribution it stands to make to the field. The prospectus should include:

- an overview of the project and the principle questions that motivate it
- brief chapter outlines or principal components of the argument including methodology/ies
- a purposeful account of the "state of the field"
- a research plan
- a substantial bibliography indicating the primary sources necessary for conducting research on the topic

The proposal is defended in a colloquium with the dissertation committee. (It must be conveyed to the committee members in time for them to read it carefully well ahead of time.) The colloquium is held before the end of exam week in the spring quarter of the 3rd year. The committee's approval or disapproval of the prospectus will be conveyed to the student immediately following the end of the colloquium. Once the proposal is defended and passed (after any required revisions have been submitted and approved by the committee), the student is advanced to candidacy if all other requirements including 3 languages have been met (see below). This typically occurs at the end of the 3rd academic year (in June); exceptionally, with departmental approval, it is done in the 4th. It must be done before the end of June in the 4th year or the student will be dismissed from the program.

Examples of dissertation proposals from the Department of Art History are available upon request. Students should consult with their advisor about any additional questions regarding the form or substance of the examinations, prospectus and dissertation.

It sometimes happens that changes in the dissertation committee (as established with the Ph.D. Dissertation Proposal Colloquium Completion Form) are necessary after admission to candidacy. Such changes can be registered on the annual “Dissertation Progress Assessment Form” which the primary advisor signs off on.

### **Admission to Candidacy**

After passing the oral examinations, completing language competency requirements, writing a dissertation prospectus and having it passed in a colloquium with the dissertation committee with the signing of the “Ph.D. Dissertation Proposal Colloquium Completion Form,” a graduate student will be admitted to candidacy. All required revisions to the dissertation prospectus, as well as all other requirements must be completed before admission to candidacy can take place.

Once a student is admitted to candidacy, an annual “Ph.D. Dissertation Progress Assessment Form” must be filled out by the candidate. It is due to the primary advisor by the end of the first week of classes in the Fall Quarter. The primary advisor must then sign the form, indicating approval of progress, and it is to be filed with the DGS. The form can be found on the Departmental website in the Graduate section under “Resources for Current Students.”

### **5th Year Chapter**

Before the end of spring quarter of the 5th year, a candidate is expected to have completed an acceptable draft of at least one chapter of the dissertation. Candidates should submit a copy to their primary advisors, and to the members of their committee. The chapter need not be “defended” in a meeting with the committee, nor is it awarded a pass/not pass grade. Nevertheless, the chapter is to be vetted by the entire committee which is required to give feedback to the author within a reasonable amount of time to be determined by the main advisor depending on timing and availability of the committee members, but ideally within a month of submission. Approval by individual committee members will be communicated to the main advisor who will let the candidate know whether the chapter requires substantial revisions. Failure to submit an approved chapter by the end of spring quarter of the 5th year will cause the student to no longer be in good standing with the Department. The chapter should not be an introduction to the dissertation project as a whole. Although it should be tightly argued and include proper citations, it is not immutable: after further research and writing, the vetted version may be subject to change within the context of the final dissertation.

The chapter will be used as a check-in with the committee indicating progress toward the degree, in order to write strong letters of recommendations for fellowships based on knowledge of progress to degree, and to ensure that feedback on progress is not left to the final stages of the dissertation.

Please note: This requirement goes into effect for students entering the program in Fall 2016 and thereafter.

## **Dissertation and Defense**

When the student and advisor agree that the dissertation is ready, it is defended at an oral defense with the complete committee. Normally, this is before the end of the 7th year. (The TGS requirement is before 9 years.) The candidate should inform all Art History faculty members of the date and location of the defense at least three weeks before it is conducted. Candidates may choose to invite specific non-Art History faculty or graduate students; they may also choose to invite all current AH graduate students to attend as witnesses (not participants). Candidates should notify the chair of their dissertation committees of their intent to have an open defense (i.e. with current Art History graduate students and/or non-Art History faculty) at least two weeks in advance.

For requirements regarding preparation and style of the dissertation, the doctoral candidate should consult The Graduate School's material on the preparation and submission of the dissertation where the PDF "Checklist for Doctoral Degree Completion" is available for download. If the dissertation does not conform to these instructions, it will not be accepted by The Graduate School. Please note also that students must complete the online Ph.D. Final Exam Form, accessible through CAESAR, prior to the defense.

## **Selection of Advisor and Committees**

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### **Primary Advisor**

1st year students are advised by the DGS, who meets with all 1st year students at the time of pre-registration. At the end of the 1st year, students select an advisor in their major field who typically becomes the chair of the QE and dissertation committees. From this point forward, the advisor oversees the student's course of study, although the DGS meets with each student in residence at least one time per year to ensure progress is made at the appropriate pace. The responsibility to meet departmental and university requirements remains that of the student.

The primary advisor has many roles to play, as has already been indicated in the description of the program requirements. Among them are overseeing registration, course selection, and degree progress. Another of the important tasks of the primary advisor is to counsel the student on grant proposals appropriate to the particular field and stage of the students' research. The department is committed to providing all of our graduate students with support and assistance in the process of applying for external funding for dissertation research in the 4th year and beyond. We maintain an up-to-date database of all fellowships for which our students might be eligible, and solicit self-nominations for grants and fellowships that require departmental nomination in the late spring of each year. A member of the full-time faculty serves as Graduate Placement Officer, offering encouragement and advice in the process of applying for external funding as well as for jobs. (See the Additional Information section of the Handbook for more on fellowships.)

### **Ph.D. Qualifying Examination and Dissertation Committees**

The primary advisor generally serves as the chairperson of the Ph.D. Qualifying Examination Committee, although this does not mean she must necessarily administer the "major field" exam. The student should confer with the advisor about the development of the field bibliographies and about the composition of the committee. The Declaration of Qualifying Exam Committee Form must be submitted to the Department by the Ph.D. student by the second week of the fall quarter of the 3rd year.

Students should consult with their advisor about any additional questions regarding the form or substance of the examinations and prospectus.

## Professional Development

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As a part of a graduate student's professional training as an art historian, students are expected to attend conferences, participate in graduate development workshops, and attend guest lectures and performances on campus, especially those sponsored by the department.

### **Professional Development Programs at The Graduate School**

The Graduate School (TGS) offers research support services, international programs, fellowships, and grants to current graduate students. More information can be found at the TGS webpage, under Professional Development.

### **Graduate Teaching and Research Assistantships**

Teaching Assistantships (TAs) offer graduate students the opportunity to hone their pedagogical, administrative, leadership, interpersonal, and communication skills by performing various roles and tasks: building rapport with students, mastering course content, leading discussion sections, grading exams and assignments, and performing research, etc. These opportunities provide graduate students with invaluable experience to develop and practice personalized methods of instruction, advising, and mentoring, as well as to strengthen students' ability to prepare and present course materials with clarity and understanding. TAs foster supportive learning environments by encouraging students' active participation in the learning process and modeling their own enthusiasm for course material. The active participation of graduate students in the TA assignment process (see below) furthers these goals as involvement in and ownership of the process helps to ensure that graduate students will develop the broad skill set within and beyond their particular research interests that will be required of them as faculty members and future scholars.

Every graduate student admitted to the department on funding provided through The Graduate School is required to serve as a Graduate Teaching or Research Assistant (RA). RAs work with designated faculty advisors on academic projects and are structured around students' learning outcomes. Students are assigned Teaching and Research Assistantships in their 2nd, 3rd, and 4th years of funding. In special circumstances, it is possible for students to take their 4th year as a fellowship year, and their 5th year as a TA year. Consultation with and approval by the primary advisor, DGS and Chair is necessary.

## TA Caucus

Each quarter graduate students conduct a mandatory caucus for the following quarter's TA slots and through open dialogue, produce a draft plan that is subject to approval by the Chair and the Curriculum Committee. The purpose of the Caucus is to supply the faculty with a recommendation for TA placements, eliminating the need—omitting exceptional cases—for further scheduling work on the part of faculty. A provisional list of course offerings for each year (subject to minor changes) is provided on the department website.

### TA Caucus Guidelines

1. A caucus begins with a quarterly matrix of TA needs prepared by the Committee on Curriculum and the DA. Graduate students will, through open dialogue, arrive at a consensus regarding TA placement.
2. Graduate students are required to consult with their advisors on course placements in advance of the caucus. In this way, the caucus system will balance the logic of pursuing degree studies with graduate student preference.
3. On a day established by the Chair and the graduate student representatives (the earliest possible), graduate students will convene a mandatory caucus meeting to complete the TA matrix for the following term.
4. Graduate students are required to register for classes in advance of the caucus in order to participate in the assignment process. Graduate students who have not done so will not be prioritized. For the spring caucus, this includes registration for both summer and fall quarters.
5. The Chair has the final say regarding TA assignments and it is possible that adjustments will have to be made due to class-scheduling needs. To the extent possible, every effort will be made to respect the caucus recommendations.

A list of resources for new and continuing TAs can be found on the Department website under Graduate>Resources for Current Students>Resources for Teaching Assistants. For more on RAs, see the TGS website under Guidelines for Research Assistants.

## Grounds for Dismissal from Program

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Students who fail to meet the minimum requirements may be dismissed from the program. Grounds for dismissal include, but are not limited to:

- Unsatisfactory completion of milestones
- Falling below the required minimum GPA
- Failure to make satisfactory progress toward completion of the dissertation, including submission of the 5th Year Chapter (for graduate students entering in Fall 2016 and beyond).

For more information on satisfactory progress, please see above under “Required Evaluations” (p. 16) and “Grade Policy, Satisfactory Progress, and Good Standing” (p. 17).

### **Appeal Process**

The appeal process for students who have been dismissed or excluded for academic reasons will follow appeal procedures consistent with those set for academic dishonesty cases. Specifically, the student must make an appeal to the Dean of TGS in writing within ten days of the dismissal or exclusion date. Any supporting materials must be provided with the written appeal.

See the TGS webpage on “Satisfactory Academic Progress.”

### **TGS Conference Travel Grants (CTG)**

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A Conference Travel Grant (CTG) provides funds to doctoral students (generally in their 2nd year and beyond) to help defray the costs associated with presenting research at conferences. A general overview of the grant as well as eligibility requirements can be found on TGS's website under "Conference Travel Grant."

#### **Award Details**

The maximum travel grant is \$1,000 for a domestic conference (\$800 from TGS combined with \$200 from the Department of Art History) or \$1,200 for a foreign conference (\$800 from TGS combined with \$400 from the Department of Art History). This amount can be used towards one conference or multiple conferences in a single academic year. Students are eligible for a maximum of two CTGs over the course of their graduate career. Additional funds might be available from the department for advanced graduate students who should petition the Chair directly with requests.

It is the responsibility of the student to fund travel costs beyond departmental and Graduate School awards. (If you are a member of an Interdisciplinary Cluster, there may be some funding available through them; check with the Cluster Director.) Furthermore, the student is responsible for booking and paying for flights, the cost of which may be wholly or partially reimbursable based on funds awarded to the student.

#### **Instructions**

1. Go to the TGS website under "Conference Travel Grant"
2. Logon using your NetID and password. If you cannot access the site, please send an email to [gradfund@northwestern.edu](mailto:gradfund@northwestern.edu) with the following information: Name, NU email address, NetID, Student ID.
3. Once you have logged in, be sure to review all the required fields to make sure you have all the required information you need on hand. You can only fill out and submit an application once.
4. Once you have all the information you need, please fill in all the fields. Upload a copy of your invitation to present and statement of support from your

advisor, and a copy of your unofficial transcript (which can be downloaded from CAESAR as a .pdf, or you may cut and paste the information into a Word document). Please note, however, that the online application will change the name of your documents once you upload them.

5. Click “Add Conference Travel Grant – Student.”
6. An email confirmation will then be sent to you and the appropriate department contact for your program. (If you receive an error message, do not resubmit. Email [gradfund@northwestern.edu](mailto:gradfund@northwestern.edu) and let them know that you attempted to submit a CTG, but received an error message).

Once you have submitted the online application form, the PA will automatically receive a copy and the program will be asked to endorse the application. Program approval indicates that the department has vetted the application and agreed to provide its share of the funds as indicated above. The requested dollar amounts of the department’s and school’s commitment should be provided on the application.

Please note that Art History does not require a separate CTG application. Your delimitation of expenses on the application will be sufficient.

### **TGS Deadlines for CTGs**

Grants are viewed and awarded starting September 1 for the following academic year ending on June 30 (or when funds are depleted). No applications will be reviewed or awarded between June 30 and August 31.

Funds for travel that takes place after September 1 cannot be awarded until the new fiscal year (after September 1).

Students must apply at least two months prior to the conference. Support for travel to conferences happening in August require substantially earlier applications.

Under no circumstance will approval be given retroactively if an application is submitted after the conference has begun.

## **Additional TGS Funding Opportunities**

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### **Cluster Programs**

If you are a member of an Interdisciplinary Cluster, additional funding may be available for either travel for conference or dissertation-related research. Check with the Cluster Director.

### **TGS Graduate Research Grant (GRG)**

GRGs are intended to help Ph.D. and MFA students in historically underfunded disciplines (including Art History) meet expenses related to scholarly research and creative endeavors. GRG applications are reviewed based on:

- Significance of the research project or aesthetic exploration to thought and knowledge in the applicant's field. The innovation and impact of the proposed work must be clearly communicated.
- Clarity and quality of the project proposal. The research project must be clearly articulated, including the methodology, potential outcomes, interpretation and alternative approaches.
- Extent of research or creative work already completed and the likelihood that the applicant will complete the proposed project in a timely fashion
- Quality and breadth of the applicant's preparation and the potential or demonstrated productivity of the applicant

The maximum award amount for a student over the course of his or her graduate career at Northwestern is \$3,000. Awards are for a twelve-month period (beginning from the date funds are awarded) and require that a final report be submitted at the end of the award period. Recipients of grants are determined at the quarterly meetings of the University Research Grant Committee (URGC). Decisions are based on the committee's final evaluations and the availability of funds.

Deadlines are the third week of fall, winter, and spring quarters. While the student composes and compiles the required application, and must get a letter of recommendation from the primary advisor, the application is actually submitted to TGS electronically by the PA.

For a full description of the application process and requirements, including a cover sheet, 5-page description, itemized budget, CV, transcript, letter from

advisor, please see the TGS website under “Graduate Research Grant.”

## Departmental Graduate Travel Fellowships: Shanley Funds

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The department offers Barbara Smith Shanley Graduate Travel Fellowships as a source of funding to support graduate travel, for which students may apply during the 2nd year of study to use over the summer. These fellowship funds were created with the expressed purpose of allowing students to conduct research, visit collections, and carry out other scholarly activities directly related to the formulation of a dissertation topic. To qualify, students must be in good standing and have been in the program for three consecutive quarters.

### Award Details

Funding for the award is limited. Each year, the department's faculty determines an amount to be disbursed. The Chair issues a call for applications in March and the Committee on Graduate Affairs is charged with reviewing applications. Funds are then distributed as equitably as possible among the applications received. Students in the 1st or 3rd year of study may apply for funds, but priority will be given to 2nd-year students.

### Instructions

Prepare a one-page PDF that includes the following two items:

- A paragraph stating your project and how it relates to future research in the department (i.e., your evolving dissertation)
- A brief budget for the project

The PDF should be sent to the PA at: [art-history@northwestern.edu](mailto:art-history@northwestern.edu).

### Deadline

Notification of the deadline will be included in departmental communications well in advance of the deadline (typically early April). All applications should be emailed to the PA by noon on the deadline. This deadline will allow the CGA to decide on grants in a timely manner so that you can proceed with summer research plans.

## Outside Fellowships Requiring Departmental Nominations

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Each year in the spring quarter, graduate students have the opportunity to self-nominate for fellowships that require departmental nominations. These self-nominations—in the form of a list of fellowships for which a student seeks nomination and a well-crafted narrative of the project tailored to each fellowship for which nomination is sought—are due to the DA by 1 June. The nominations will be determined by the faculty at the June faculty meeting, and nominated students are expected to work on the complete application over the summer. The full application (including narrative, plan of study, etc.) is due to the DGS by 15 September. It will be reviewed, constructive feedback provided, and given final approval by faculty members in the early fall quarter.

A graduate student workshop on writing successful grant proposals will be arranged every spring quarter with the Office of Fellowships. It is required that graduate students fully participate in the workshop at least once during their on-campus residency, though students are strongly encouraged to participate every year. In addition to consulting with their advisors, all those graduate students who are writing fellowship applications, including but not limited to those chosen for departmental nominations, should work with the Office of Fellowships, including over the summer, to sharpen their application narratives. If you wish also to receive feedback on applications for major fellowships that do not require departmental nomination, the art history faculty would be happy to provide it.

Graduate students are expected to consult with their primary advisors at every stage about their choice of topic, about which fellowships are most suitable, and about the composition of the applications.

For a list of fellowships and more information, see the downloadable PDF titled “Art History Graduate Fellowship Nomination Guidelines” provided on the Department website under Graduate>Resources for Current Students>Funding Resources.

### Best Practices for Letters of Recommendation

Most research fellowships require letters of recommendations from the student’s primary advisor, and sometimes others as well. Be aware that your primary advisor will have many letters to write during “application seasons.” Best practice is ask your advisor(s) to write for you well before the deadline; if they agree,

expect to provide them with all the information they will need to write a letter of recommendation, including a precise explanation of the fellowships to which you are applying (for example, not just “the Kress” as there are several Kress fellowships), a website address that explains it further, a draft of your application statement, a current CV, clear instructions on where or how the letter is best sent, the deadline, and to whom the letter is to be addressed. Requests left to the last minute (i.e. less than a week before they are due) are unlikely to be written, certainly not cheerfully. The more considerate of your advisor you are in this matter, the more professional the advisor can confirm that you are.

# Travel Policy and Reimbursement Procedures

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## University Travel Policies

During your tenure as a student, you will occasionally travel for the Summer Seminar, to attend conferences, or conduct research/fieldwork. NU requires all graduate students traveling abroad to follow additional requirements for their safety and protection.

### Insurance Requirement

Students traveling abroad must obtain NU's HTH Worldwide international insurance coverage. Note that the international coverage benefit in the Northwestern student AETNA plan, which is administered by On-Call, is inadequate. Graduate students traveling with a Northwestern-sponsored group should check with their group leader to determine if insurance is being purchased on their behalf.

### U.S. Department of State (DOS) Travel Warning

If your destination is a location currently under as U.S. DOS Travel Warning, you are required to:

- Provide a written description of your proposed travel activities, including faculty or staff approval, as well as your flight itinerary and accommodations bookings, to the primary department or unit sponsoring your travel.
- Obtain appropriate signatures for [Graduate Student Travel Release](#) and submit to [globalsafety@northwestern.edu](mailto:globalsafety@northwestern.edu). This form is accessible through the Office of Risk Management Travel Policies page: [www.northwestern.edu/global-safety-security/travel-policies/graduate-students.html](http://www.northwestern.edu/global-safety-security/travel-policies/graduate-students.html).

### International Students

International students and scholars must comply with all overseas travel requirements outlined by the International Office, or risk facing detention by the Department of Homeland Security Customs and Border Patrol (CBP) officials upon return to the U.S. (see [www.northwestern.edu/international/living-working/travel-restrictions/index.html](http://www.northwestern.edu/international/living-working/travel-restrictions/index.html)). The Office of Global Safety and Security (OGSS) has no authority over the CBP and cannot intervene on a traveler's behalf.

## Reimbursement Procedures

If you have received funding to support such travel, through CTGs, GRGs, and most other support except the Shanley funds, expenses will be turned in to the department office for reimbursement. The general principle to be on the safe side and make reimbursement as easy and timely as possible is simply to document all expenses as fully as possible and keep all receipts.

All expenses must be turned in to the department upon return from your trip. Expenses turned in 90 days or more after your return will require a request for exception from the WCAS Dean's Office and are not guaranteed for approved reimbursement.

All receipts need to show proof of payment. Original itemized receipts for meals are required for reimbursement.

Most reimbursement requests are for conference or research travel, so be sure to include:

- Receipt from airline, showing proof of payment (i.e. Mastercard xxxxxxxxxxxx0592, and your name in billing info)\*
- Receipt for conference registration
- If you presented, include a copy of the conference program, or the letter of invitation
- Receipt from hotel for lodging
- Itemized meal receipts, if any
- Cab receipts, if any

\*Please note that flights may be booked through the department travel agent, a process facilitated by the PA. We strongly suggest making use of this resource, as the department can pay directly for the flight, eliminating the need for a student to wait for reimbursement. The travel agent also automatically assists in rescheduling if a flight is cancelled by the airline. To book a flight with the department travel agent, send an email to Ajay Gidwani (AjaydG@aol.com) cc'd to the PA, with arrival/departure information, your full name and gender as it appears on your government issued i.d., and your birthdate.

If there are other expenses, or if you have questions, see the DA in the department office.

Turn in these documents to the DA, who will prepare the expense report. You will be contacted when it is ready for signature. The expense report will first require approval by the Chair; it will then require approval by TGS and finally Accounts Payable. Once fully approved, your reimbursement will be paid out in the next pay cycle to your direct deposit account. Depending on the date of submission, this can be between 4 to 6 weeks.

If you have a Graduate Research Grant or other substantial grant from TGS (such as a fellowship from an Interdisciplinary Cluster), see the DA to discuss how expenses will be handled.

### **Considerations to Expedite Reimbursements**

Use of the following guidelines should be considered when making purchases or requesting reimbursements.

#### **Airfare**

The University prefers air travel at the most reasonable and economical rate. Travelers are strongly encouraged to book well in advance to secure the lowest fares. Evidence of travel, in the form of a confirmation from the airline and indicating proof of payment in addition to boarding passes (screen shots are acceptable for electronic boarding passes), should always be included with receipts for reimbursement, regardless of whether the cost of airfare will be reimbursed.

If you have received prior approval and funds, airline tickets can be purchased by the PA, who can pay the travel agent directly with a chart string, thus not requiring reimbursement or burdening the student financially with upfront costs (see p. 36)

#### **Meals**

Travelers should use reasonably priced restaurants and dining rooms. If using a credit or debit card, keep the receipt with tip and signature as well. For group meals, be sure to include the names and affiliations of those who joined you on the back of the receipt.

For more details about Northwestern University's Travel Policy and Procedures, see the "Travel, Entertainment & Courtesy" PDF downloadable from the Northwestern University homepage.

## **CIC Traveling Scholar Program**

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The Committee on Institutional Cooperation (CIC) Traveling Scholar Program enables doctoral-level students at any CIC university (fifteen major universities, including NU, University of Chicago, University of Illinois, University of Michigan, University of Wisconsin-Madison, Rutgers University) to take advantage of educational opportunities—specialized courses, unique library collections, unusual laboratories—at any other CIC university without change in registration or increase in tuition. A student who wishes to become a CIC Traveling Scholar must first consult with his or her host advisor, who will determine whether the off-campus opportunity is likely to enhance the student's education and ascertain that it is not, in fact, available on the host campus. Each Traveling Scholar may spend up to two semesters or three quarters on the host campus, regardless of the number of courses taken. Should you need further information, please go directly to the CIC program website: search “CIC Traveling Scholar Program” or “Taking Courses at Other Universities” in the TGS website search box.

## Internships

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Internships at museums and other art institutions provide invaluable training and experience, particularly for those students interested in pursuing curatorial work. To facilitate such engagements, our Department allows graduate students to intern at local institutions—in general 2 days or 15 hours per week—as a way of fostering first-hand experience with objects and fulfilling their teaching fellowship responsibilities. Students may apply for one-year internships at the Block Museum of Art or for the year-long Andrew W. Mellon Curatorial Internship at the AIC. The call for nominations and specific application instructions for both of these internships are issued in the winter. During the time they are engaged in such fellowships they should register for AH 496: Arts Internship.

### **Andrew W. Mellon Curatorial Internship**

This internship is for an Art History graduate student in his/her 2nd, 3rd or 4th year of study. Positioned at the early stages of the dissertation process, this internship has the potential to aid the fellow in formulating a research agenda oriented towards object-based concerns. The intern will work within a curatorial department at the AIC for approximately ten hours per week for ten months from September to June (funding is covered through August) under the supervision of both the Mellon Academic Curator and the host department's curatorial staff, assisting with the current research needs of the department. Beyond writing, an intern can be assigned any work that advances department exhibition or publication projects.

Preference is given to students entering into the 3rd or 4th year of the program in Fall 2017. An intern will be considered based on fit with the AIC's collections and ongoing projects. All applicants must commit to participating in bi-weekly Fellows meetings, and Fellows will be expected to participate actively in COSI-related symposia and events. An intern receives a regular TGS stipend and a travel allowance of \$2,000 per year to attend professional meetings and undertake research in foreign and U.S. museums and archives; this allowance may also be used for museum-related travel. The fellowship includes tuition, fees, and health insurance. The Mellon Curatorial Internship is considered outside funding and so the year can be banked. If an intern is in residence the following year, his/her funding will carry TA expectations.

Application guidelines will be issued in winter and generally consist of the following elements: 1) Dissertation project (or potential dissertation area)

description (maximum of 1 page); 2) Letter of Interest (max. 2 pages) explaining the value of object-based experience at the AIC for your dissertation (or dissertation plans) and future scholarship. Please identify *specific areas of the AIC's collection and curatorial staff* that are of interest, although we cannot promise requested placements; 3) CV (including foreign language competence); and 4) Brief letter of endorsement from your advisor or the DGS.

## **Mary and Leigh Block Museum of Art Graduate Fellowship**

A Graduate Fellowship at the Block Museum provides opportunities for a student to work closely with curators, faculty, scholars, artists, and the museum's director on exhibition projects and publications. The Fellow will support exhibition development, including checklist research, writing interpretive labels, and work on catalogues. They will also have the opportunity to curate an exhibition drawn from the permanent collection based on their own research. Exhibitions may address a specific topic or exhibition-making itself, considering critically how a fresh approach or methodology "reframes" objects or the museum experience. A Fellow may also support faculty and student use of the museum's Eloise W. Martin Study Center, connecting the Block's collection to teaching and learning at Northwestern.

The Block encourages the Graduate Fellow to participate fully in all of its activities in operations. A Fellow may attend internal departmental and staff meetings, as well as museum events such as symposia, lectures, and film screenings. They will take part in discussions regarding acquisitions and future museum projects. They are invited to meet artists-in-residence and learn about the commissioning of new art. They will also be included in staff field trips to regional museums and private collections. The Block Graduate Fellowship provides direct experience with the curatorial process and may be of particular value to students who wish to investigate how their academic work might translate into museum careers in future. Students committed to careers as university-based art historians will also benefit from the Fellowship. A Fellow is encouraged to think of the Block as a laboratory for testing ideas germane to a potential dissertation topic or as a site for research connected to a graduate seminar. In some cases, original research may translate into a contribution to a museum catalog, an important step in establishing a publication record. Exhibitions also provide a meaningful bridge between scholars and a broader public, making new thinking in the field accessible beyond the academic community. Finally, supporting faculty use of the Study Center may lead to innovative thinking about how to use works of art in teaching across disciplines.

### **Position Requirements**

Applicants must be Northwestern University graduate students in Art History. The position requires strong research and writing skills and a desire to think creatively in a collaborative work environment. Innovation and willingness to think outside the box (and the Block!) are core values. Block Fellows must also be comfortable communicating effectively with diverse constituencies about the museum's exhibitions, collection, and programs. Attention to detail and computer literacy are essential.

The nine-month Fellowship begins with the academic year in September and ends in June. Fellows work fifteen hours per week except holidays, midterms, and finals. The Fellowship includes a stipend and tuition waiver equal to a Teaching Assistantship. A Graduate Fellow will be exempt from the TA requirement during that year.

#### Application Instructions

Announcements for the position will be made in winter for the following academic year. Applications should include a cover letter describing your interest in the Fellowship, research goals, and career aspirations, along with a current CV. Applicants should highlight any specific qualifications or coursework that they feel make them a strong candidate.

## Graduate Interdisciplinary Cluster Initiative (ICI)

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Graduate students in the Humanities and related fields are encouraged to participate in the Interdisciplinary Cluster Initiative, a program designed to help graduate students during their academic career at Northwestern by fostering connections with students and faculty in other programs with whom they might have natural intellectual affinities. Among the most relevant clusters which recent graduate students have participated in are:

- African Studies
- Asian Studies
- British Studies
- Classics
- Critical Theory
- Gender and Sexuality Studies
- Medieval Studies
- Rhetoric and Public Culture
- Science Studies

Interdisciplinary clusters in different areas of intellectual inquiry have been developed by faculty across schools and programs and will provide a second intellectual home for incoming and current graduate students. Clusters offer their own discrete courses as well as sponsor a number of activities and events for students and faculty.

Students interested in pursuing dedicated interdisciplinary study should visit the ICI website for more information about the intellectual activities of these programs. Prospective students have the opportunity to select on their application to graduate school the cluster with which they would like to affiliate, though choosing a cluster is not a requirement for admission. Students may affiliate with a cluster at any point during their study at Northwestern.

A complete list of current interdisciplinary clusters and more information can be found on the TGS website; search “Interdisciplinary Cluster Initiative.”

## **Graduate Forms**

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The following forms for graduate students are available on the Department website at <http://www.arthistory.northwestern.edu/graduate/resources/forms.html>:

- Graduate Student Progress Form (DOC)
- Ph.D. Primary Advisor Declaration Form (PDF)
- Ph.D. Qualifying Exam Committee Declaration Form (PDF)
- Ph.D. Qualifying Exam Completion Form (PDF)
- Ph.D. Dissertation Proposal Colloquium Completion Form (PDF)
- Ph.D. Dissertation Progress Assessment Form (PDF)
- Ph.D. Final Exam (Defense) Form (PDF)