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## Department Mailing Address
1800 Sherman Avenue, Suite 4400
Evanston, IL 60201

## Department Email Address
art-history@northwestern.edu

<table>
<thead>
<tr>
<th><strong>Faculty</strong></th>
<th><strong>Department Core Faculty</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>S. Hollis Clayson</td>
</tr>
<tr>
<td></td>
<td>Huey Copeland</td>
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<tr>
<td></td>
<td>Stephen Eisenman</td>
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<td></td>
<td>Jesús Escobar</td>
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<td></td>
<td>Hannah Feldman</td>
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<td></td>
<td>Ann Gunter</td>
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<td></td>
<td>Jun Hu</td>
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<td></td>
<td>Christina Kiaer</td>
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<tr>
<td></td>
<td>Rob Linrothe</td>
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<td></td>
<td>Christina Normore</td>
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<td></td>
<td>Claudia Swan</td>
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<tr>
<td></td>
<td>Krista Thompson</td>
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<td></td>
<td>David Van Zanten</td>
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<thead>
<tr>
<th><strong>Affiliate Faculty</strong></th>
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</thead>
<tbody>
<tr>
<td>Christine Bell</td>
</tr>
<tr>
<td>Kathleen Bickford Berzock</td>
</tr>
<tr>
<td>Lisa Graziose Corrin</td>
</tr>
<tr>
<td>Douglas Druick</td>
</tr>
<tr>
<td>Richard Kieckhefer</td>
</tr>
<tr>
<td>Bilha Moor</td>
</tr>
<tr>
<td>Hamid Naficy</td>
</tr>
<tr>
<td>Lane Relyea</td>
</tr>
</tbody>
</table>
Faculty Assignments

Department Chair
Christina Kiaer

Director of Graduate Studies (DGS)
Rob Linrothe

Committee on Graduate Affairs
Rob Linrothe          David Van Zanten          Krista Thompson          Stephen Eisenman
                      Director of Graduate   Graduate Placement Officer  Admissions Coordinator  Member

Director of Undergraduate Studies (DUS)
Hannah Feldman

Staff
Anthony Opal          847-491-3230          aopal@northwestern.edu
                   Department Assistant
Mel Keiser            847-491-7077          mel.keiser@northwestern.edu
                   Program Assistant
# Graduate Students
## 2014-15

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### Graduate Representatives

Jacob Leveton  
Emily Wood

<table>
<thead>
<tr>
<th>First Year Ph.D. Students</th>
<th>Second &amp; Third Year Ph.D. Students</th>
<th>Ph.D. Candidates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Adrienn Káscor</td>
<td>Douglas Gabriel</td>
<td>Elizabeth Benjamin</td>
</tr>
<tr>
<td>Sandra Racek</td>
<td>Jacob Leveton</td>
<td>Emilie Boone</td>
</tr>
<tr>
<td>Alissa Schapiro</td>
<td>Rachel Levy</td>
<td>Alison Boyd</td>
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<tr>
<td>Talia Shabtay</td>
<td>Cameron McKee</td>
<td>Antawan Byrd</td>
</tr>
<tr>
<td>Thomas Witschonke</td>
<td>Scott Miller</td>
<td>Emma Chubb</td>
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<tr>
<td></td>
<td>Aisha Motlani</td>
<td>Grace Deveney</td>
</tr>
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<td></td>
<td>Michael Westfall</td>
<td>Ashley Dunn</td>
</tr>
<tr>
<td></td>
<td>Emily Wood</td>
<td>Faye Gleisser</td>
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<tr>
<td></td>
<td></td>
<td>Stephanie Glickman</td>
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<tr>
<td></td>
<td></td>
<td>Xinran Guo</td>
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<tr>
<td></td>
<td></td>
<td>Brynn Hatton</td>
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<tr>
<td></td>
<td></td>
<td>Tera Lee Hendrick</td>
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<tr>
<td></td>
<td></td>
<td>Kevin Lam</td>
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<td></td>
<td></td>
<td>Nicholas Miller</td>
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<tr>
<td></td>
<td></td>
<td>John Paul Murphy</td>
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<tr>
<td></td>
<td></td>
<td>Cassie Olien</td>
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<tr>
<td></td>
<td></td>
<td>Julia Oswald</td>
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<tr>
<td></td>
<td></td>
<td>Erin Reitz</td>
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<td></td>
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<td>Rory Sykes</td>
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<tr>
<td></td>
<td></td>
<td>Kathleen Tahk</td>
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<td></td>
<td></td>
<td>Maureen Warren</td>
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<td></td>
<td></td>
<td>Xiao Yang</td>
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</tbody>
</table>
About the Program

The Graduate Program in Art History offers a full-time Ph.D. 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 are: Modern and Global Contemporary, African American & African Diaspora, Early Modern, Asian, and Ancient & Medieval.

We are a mid-size department, with 13 full-time faculty members, 1 full-time senior lecturer, a Mellon Postdoctoral Fellow, visiting lecturers, and several affiliated faculty who expand the department's disciplinary offerings. Our Department's comparative and cross-disciplinary orientation offers ample opportunity for interdisciplinary work, which is amplified by programs and clusters across the Weinberg College of Arts and Sciences and within The Graduate School (TGS).

Our highly ranked program is intellectually rigorous and committed to supporting students throughout their training. Roughly 25 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 at the Newberry Library, and a newly formed consortium with the University of Chicago (UC) and the Art Institute of Chicago (AIC), which brings our students into focused contact with objects in the museum’s collection. Our graduate students also have the opportunity to 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.

The graduate pages of this handbook and the Department website (www.arthistory.northwestern.edu) in the “Graduate” tab, jointly provide a wealth of resources—administrative and academic—for current students and alumni. They are also intended to introduce prospective students to our doctoral program by providing faculty profiles, departmental philosophy, and application requirements. Potential applicants are advised to fully acquaint themselves with these materials and to contact our Program Assistant (PA), at art-history@northwestern.edu, with any questions not answered in these pages or the website.
Program Requirements

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. program.

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. 32) 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 normal 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 major 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, (Object Study Seminar) a required course for first year graduate students of the Departments of Art History at Northwestern and the University of Chicago beginning with the cohort entering in 2014-15. Meeting in the winter quarter, this course is team-taught by faculty from Northwestern and University of Chicago Departments of Art History as well as curators at the Art Institute of Chicago (AIC), where it will meet. It 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 revise 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
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 Moscow, Paris, Amsterdam, Madrid, London and Delhi. These 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; first 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 “Good Standing”, p. 15).

**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. 15) 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  
2014-15

<table>
<thead>
<tr>
<th>First Year Ph.D. Students</th>
<th>Required Action</th>
<th>Deadlines</th>
</tr>
</thead>
<tbody>
<tr>
<td>AH 401 (Proseminar)</td>
<td>Register</td>
<td>Start of Fall Quarter</td>
</tr>
<tr>
<td>Selection of Primary Adviser</td>
<td>Submit form (Primary Advisor Declaration)</td>
<td>End of Spring Quarter</td>
</tr>
<tr>
<td>1st Language Exam</td>
<td>Arrange exam (Contact PA)</td>
<td>Start of Spring Quarter or before</td>
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<tr>
<td></td>
<td>Pass exam</td>
<td>End of Spring Quarter</td>
</tr>
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</table>

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<thead>
<tr>
<th>Second Year Ph.D. Students</th>
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</thead>
<tbody>
<tr>
<td>AH 402 (Writing Seminar)</td>
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<td>Ph.D. Qualifying Paper</td>
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<th>Third Year Ph.D. Students</th>
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<tbody>
<tr>
<td>Select Exam Committee</td>
</tr>
<tr>
<td>2nd Foreign Language Exam</td>
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<td></td>
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<tr>
<td>Qualifying Exams</td>
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<tr>
<td>Dissertation Prospective</td>
</tr>
<tr>
<td>Event</td>
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<tr>
<td>-------------------------------------------</td>
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<tr>
<td>Colloquium</td>
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<tr>
<td><strong>Ph.D. Candidates</strong></td>
</tr>
<tr>
<td>Submit Dissertation Progress Assessment Form</td>
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<tr>
<td>Dissertation Defense</td>
</tr>
<tr>
<td>Submission of dissertation to committee</td>
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<tr>
<td>…for December degree</td>
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<tr>
<td>…for June degree</td>
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<tr>
<td>…for August degree</td>
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<tr>
<td>Ph.D. Application for degree forms due</td>
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<tr>
<td>…for December degree</td>
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<tr>
<td>…for June degree</td>
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<tr>
<td>…for August degree</td>
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<tr>
<td>Submission of dissertation to TGS</td>
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<td>…for December degree</td>
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<tr>
<td>…for June degree</td>
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<td>…for August degree</td>
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Registration

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 fulltime 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/ 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 “Resources” tab.
**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 department will contact them to let the instructor know that a written paragraph discussing the student’s performance is required of the instructor at the end of quarter. The specifics of registration according to year in the program are as follows:

**Year One**

<table>
<thead>
<tr>
<th></th>
<th>Fall</th>
<th>Winter</th>
<th>Spring</th>
<th>Summer</th>
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<tr>
<td>Course</td>
<td>3-4 units of coursework</td>
<td>3-4 units of coursework</td>
<td>3-4 units of coursework</td>
<td>3 units of ART_HIST 590 (or coursework)</td>
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**Year Two**

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<th>Summer</th>
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<tbody>
<tr>
<td>Course</td>
<td>3-4 units of coursework</td>
<td>3-4 units of coursework</td>
<td>3-4 units of coursework</td>
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**Year Three**

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<tr>
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<th>Fall</th>
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<th>Summer</th>
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<tbody>
<tr>
<td>Course</td>
<td>3-4 units of coursework</td>
<td>3-4 units of coursework</td>
<td>3-4 units of coursework</td>
<td>1-3 units of TGS 500</td>
</tr>
</tbody>
</table>

**Year Four-Nine**

- 3 units of TGS 500 if funded
- 3 units of TGS512 if unfunded

**Independent Study**

Students in their first 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 attaining agreement from the faculty member who will supervise the independent study. In the third year, as 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 chair as needed. In some cases these may be assigned in conjunction with the preparation of the PhD Qualifying Examination.
Required Evaluations

The faculty evaluates the grades and progress of all students in coursework and TA-ing at the end of each quarter with written evaluations of their performance and their promise as potential Ph.D. candidates. 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 second through terminal years are expected to meet with their advisors to discuss their progress to degree and file an annual progress report (see below).

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 a) an opportunity to respond and, b) if appropriate, an opportunity to remediate, with explicit instructions as to how to do so.

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 3.7 (A-) to remain in good academic standing in the program while engaged in coursework. They must also complete the Required Evaluations indicated above 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. 24)
Doctoral students who have not passed the qualifying exam by the end of their third year, or who have not completed the dissertation prospectus by the end of the fourth 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).

Qualifying Paper
By May 1 of the 2nd year, all students submit a 25-page Qualifying Paper (QP), which is evaluated by committees of three full-time AH faculty members that have been designated by the Committee on Graduate Affairs. Typically, each committee is comprised 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 from papers written for AH courses at Northwestern during the 1st four quarters and develops it during the winter quarter AH_402 Writing Seminar of the 2nd year. Students may pass the QP with or without honors. If a QP does not pass, it may be resubmitted to the entire AH Faculty by October 1 of the following year. If this does not pass, the student is not invited to re-matriculate after the 3rd year. Examples of successful papers are available upon request.

Language Exam
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 program. In some circumstances, additional language competency may be required.

The 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 be excused from a department-conducted 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 the 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 advisor agrees 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 file.

**Qualifying Exams**

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 Art, 19th Century Art, Caribbean Art, Early Modern (Northern or Southern), History of Modern Architecture, Chinese Art, African Diaspora, 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 whence 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. 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 adviser 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 PhD 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 “PhD 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 “PhD 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.”

**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 dissertation committee
of their intent to have an open defense 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

Primary Advisor
First year students are advised by the DGS, who meets with all first 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 early fall 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 PhD Qualifying Examination Committee, although this does not mean she must necessarily administer the “major field” exam. The student should confer with the adviser about the development of the field bibliographies and about the composition of the PhD Qualifying Examination 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 adviser about any additional questions regarding the form or substance of the examinations and prospectus.
Professional Development

As a part of graduate training and as a part of preparing to enter the profession, 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. In consultation with the primary advisor, at a certain stage, different for each graduate student and field of study, conference paper proposals should be made to conference organizers, so as to begin giving and even organizing papers and panels.

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 or scholars in the future.

Every graduate student admitted to the Department of Art History on funding 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 Lottery
Each quarter graduate students conduct a lottery for the following quarter’s TA slots and produce a draft plan that is then approved by the Chair and the Curriculum Committee faculty at the next scheduled faculty meeting. The goal is to insert a choice as much as possible, and to seek a balance between choosing and being assigned. Some TA assignments may be amended by the faculty through the first week of classes to adjust for the difference between projected and actual class sizes. A provisional list of course offerings for each year (subject to minor changes) is also provided on the Department of Art History Homepage. Advisors should be consulted on student choices.

Julia Oswald, a graduate student who helped implement the lottery system, describes it as follows: “The approved TA matrix is circulated in advance of the lottery and each person is asked to come with their top three choices in mind. The lottery is structured so that rising 3rd years choose first, then 2nd years, followed by 4th years and beyond. We isolate the cohorts and randomly draw names one by one, each person choosing the TA-ship of their preference from the available slots (the matrix is projected and the organizer fills in the slots as we go). If there is an obvious class that someone needs to TA for, i.e. something in their field that they have never had an opportunity to teach, they can make a special appeal at the start of the lottery, and we usually just give it to them and just exclude them from the lottery. We attempt to accommodate all students in scheduling, but if someone cannot be there, they can submit their top three choices via email and the lottery organizer acts as a proxy when their name is drawn.”

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

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 GPA
• Failure to make satisfactory progress toward completion of the dissertation

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

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)

CTGs provide funds to doctoral students (generally in their second year and beyond) to help defray the costs associated with presenting 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 $900 for a domestic conference ($800 from TGS combined with $200 from the Department of Art History) or $1000 for a foreign conference ($800 from TGS combined with $300 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 such travel grants over the course of their graduate career.

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 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 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. However, please do not send expect more than $200 from AH for a domestic conference or $300 for a foreign conference in a single academic year.

**TGS Deadlines**
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

Cluster Programs
If you are a member of an Interdisciplinary Cluster, additional funding may 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 PhD 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 is 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

The department offers The Barbara Smith Shanley Graduate Travel Fellowship as a source of funding to support graduate travel, for which students may apply during the second year of study at Northwestern to use over the summer. The Barbara Smith Shanley Graduate Travel Fellowship fund was 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 first or third year of study may apply for funds, but priority will be given to second-year students.

Instructions
Prepare a one-page PDF that includes two items:

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

The PDF should be sent to the PA, at: art-history@northwestern.edu.

Deadline
All applications should be emailed to the PA by Friday, 4/3/15 at noon. 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

Each year in September, graduate students have the opportunity to self-nominate for fellowships that require departmental nominations. These self-nominations—in the form of a one page proposal which includes a brief description of the research project as well as a list of fellowships for which a student seeks nomination—are due to the Department Assistant (DA) by the end of September, at which point the nominations will be determined by the faculty.

Writing such nominations should be taken very seriously; it is advisable to send them to the advisor for feedback well in advance of the deadline so that revisions can be made. Ask your advisor for examples of successful self-nominations and grant proposals.

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

The one page, single-spaced proposal should include one-paragraph abstract of the project, a paragraph on progress to date (research and writing completed, publications if relevant), and a list of those fellowships for which the student is self-nominating, along with a brief explanation of how each fits the project.

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 fellowship 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, an current CV, clear instructions on where or how the letter is to 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

During your tenure as a student, you will occasionally travel to attend conferences or conduct research/fieldwork. If you have received funding to support such travel, through CTGs, GTGs, 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 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 xxxxxxxxxx0592, 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

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 Department Assistant 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, should always be included with receipts for reimbursement, regardless of whether the cost of airfare will be reimbursed. Boarding passes are welcome to include as additional documentation.

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.

**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

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 adviser, 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

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 one- to two-quarter positions at the Art Institute of Chicago (AIC) depending on departmental teaching needs. During the time they are engaged in such fellowships they should register for AH 496: Arts Internship.

NU/AIC Internship Guidelines

At the beginning of the quarter prior to that in which the student plans to begin an AIC internship—either October 1, January 1, or April 1—each interested student should submit a one-page double-spaced statement of research interests to the DGS. This document should include an account of the student's previous museum experience, how museum research will benefit his or her academic work, and what contacts, if any, the student has already made with a prospective curator or other museum professional who would serve as the student's primary supervisor at the AIC.

In the event that there are more AIC internship requests than can be accommodated in a given quarter—usually no more than 2—the CGA will give priority first to those students who have already identified a project and a primary museum supervisor, second to those whose dissertation work would benefit immediately from work at the Institute, and third to those who have not previously held an internship. The CGA will then forward the list of internship requests to the AIC, which will match students based on available projects, with the aim of finalizing the internship list in tandem with the Department’s TA Lottery and the input of the Graduate Representatives.

At the end of the internship period, the primary supervisor at the museum provides a brief written evaluation—4-5-sentences—of the student's performance that is included in his or her departmental file.
Intern-Fellowships at the Mary & Leigh Block Museum of Art

Graduate Fellowships at the Block Museum provide opportunities for students to work closely with curators, faculty, scholars, artists, and the museum’s director on exhibition projects and publications. Fellows 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. Fellows 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 Fellows to participate fully in all of its activities in operations. Fellows 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. Fellows are 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 catalogue, 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. Graduate Block Fellows will be exempt from the TA requirement during that year.

Application Instructions
Announcements for the position will be made in spring 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 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.”
Appendix

Graduate Forms

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

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