



# Department of History of Art

GRADUATE HANDBOOK



**THE OHIO STATE UNIVERSITY**  
COLLEGE OF ARTS AND SCIENCES

# TABLE OF CONTENTS

<b>TABLE OF CONTENTS</b> .....	<b>1</b>
<b>INTRODUCTION</b> .....	<b>3</b>
OVERVIEW OF THE PROGRAM .....	4
ADDITIONAL UNIVERSITY RESOURCES .....	4
DEPARTMENTAL AND UNIVERSITY GOVERNANCE .....	6
HISTORY OF ART GRADUATE STUDENT ASSOCIATION (HAGS) .....	6
CODE OF CARE .....	6
<b>POLICIES AND PROGRAM REQUIREMENTS</b> .....	<b>7</b>
<b>1. GENERAL REGULATIONS</b> .....	<b>7</b>
A. ADVISING .....	7
B. SEMESTER COURSE LOADS .....	7
C. LANGUAGES .....	8
D. HISTORY OF ART 6001 .....	8
E. ACADEMIC STANDARDS .....	9
F. ANNUAL REVIEW .....	9
G. PETITIONS .....	9
<b>2. THE MA PROGRAM</b> .....	<b>10</b>
A. INTRODUCTION .....	10
B. AREA LIMITS .....	11
C. REQUIREMENTS .....	11
<b>3. THE PHD PROGRAM</b> .....	<b>14</b>
A. INTRODUCTION .....	14
B. GENERAL REQUIREMENTS .....	14
C. CANDIDACY EXAMINATION .....	16
D. DISSERTATION .....	17
<b>GRADUATE ASSOCIATESHIPS AND FINANCIAL SUPPORT</b> .....	<b>20</b>
<b>1. FORMS OF SUPPORT</b> .....	<b>20</b>
A. UNIVERSITY FELLOWSHIPS .....	20
B. GRADUATE ASSOCIATESHIPS .....	20
C. OTHER SOURCES OF SUPPORT .....	20
<b>2. GRADUATE ASSOCIATESHIPS</b> .....	<b>21</b>
A. ELIGIBILITY, SELECTION, RENEWAL .....	21

B. RIGHTS AND RESPONSIBILITIES.....	21
C. TERMS AND BENEFITS .....	22
D. FUNDING.....	23
<b>FORMS, PROCEDURES, AND DEADLINES.....</b>	<b>24</b>
1. REGISTRATION AND FEES.....	24
A. REGISTRATION.....	24
B. AUDITING A COURSE.....	24
C. CHANGES TO SCHEDULE.....	24
D. FEES.....	24
2. INTERNSHIPS .....	25
3. END OF SEMESTER DEADLINE .....	25
<b>A SHORT HISTORY OF THE GRADUATE PROGRAM .....</b>	<b>26</b>
<b>RESOURCES FOR GRADUATE STUDENTS .....</b>	<b>28</b>
<b>APPENDIX A: STUDENTS ENTERING MA/PHD PROGRAM (WITHOUT AN MA) .....</b>	<b>30</b>
MA REQUIREMENTS.....	30
PHD REQUIREMENTS .....	31
<b>APPENDIX B: STUDENTS ENTERING PHD PROGRAM (WITH MA FROM ANOTHER INSTITUTION) .....</b>	<b>32</b>
PHD REQUIREMENTS .....	32
<b>APPENDIX C: THE RIGHTS AND RESPONSIBILITIES OF GRADUATE TEACHING ASSISTANTS IN THE DEPARTMENT OF HISTORY OF ART .....</b>	<b>34</b>
GTA RESPONSIBILITIES .....	34
GTA RIGHTS.....	36



*Graduate Student Field Trip to Pittsburgh's Mattress Factory and ICA Miller with Professor Kris Paulsen*

# INTRODUCTION

This department handbook is the primary faculty and student guide to the policies and procedures of the graduate program in the **Department of History of Art** at The Ohio State University. Questions arising from the material covered in this handbook should be addressed to the Chair of the Graduate Studies Committee.

**The Graduate School** is the governing body for graduate education at The Ohio State University. The Graduate School publishes an annual Graduate Handbook detailing the policies and procedures governing all graduate education at The Ohio State University. Students are bound by the terms and conditions detailed in the Graduate Handbook and failure to abide by these regulations may be grounds for dismissal. Departmental policies may not override the policies established by the Graduate School.

**The Graduate Handbook** may be found on the Graduate School's website.

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*Pomerene Hall houses the Department of History of Art*

## OVERVIEW OF THE PROGRAM

The Department of History of Art offers a full range of courses with particular depth and strength in East Asian, Classical, Medieval/Early Modern, Latin American, and Modern /Contemporary art. Course requirements are structured to develop broad substantive and methodological competence in the discipline as well as mastery of scholarship and research within the student's chosen field of concentration. Although the Department offers a number of basic courses in many periods and areas of art history, the Graduate Program places special emphasis on seminar work, whether specific to a particular area or designed to draw the resources of several different areas together around a specific theme or problem.

The Department awards teaching assistantships and believes that a broad range of teaching assignments is an important element of a student's professional training. Students are expected to be capable of teaching across the full range of introductory courses in the Department.

The Department of History of Art's Visual Resources Library (VRL) is a digital collection currently comprising over 45,000 images. This collection of digital assets was developed in collaboration with OSU's Web Media Collective. This web-accessible database of digital images was custom-built to facilitate new methods of teaching art history and is accessible to the entire university community for study, teaching and research. The VRL is accessible through a link on the homepage of the website.

## ADDITIONAL UNIVERSITY RESOURCES

The **Fine Arts Library**, with approximately 200,000 volumes covering all areas of the visual arts, is part of the University library system, which contains over 6,000,000 volumes. The Ohio State University library system is among the largest research libraries in the country. In addition, the OSU libraries participate in OhioLINK, a computer network of state university libraries, private research universities, and other information resources throughout Ohio. OhioLINK provides easy access to information and rapid delivery of library materials from more than 75 library locations in the state. OSU students can borrow materials, search numerous online databases, and take advantage of document delivery through OhioLINK. Also included in the library system is the **Billy Ireland Cartoon Library and Museum**, which contains, in addition to its massive collection of printed cartoons and cartoon-related materials, substantial collections of film posters and stills, and significant collections of 19th- and 20th-century photographs, daguerreotypes, and tintypes.

The **Wexner Center for the Arts** opened in November 1989. Conceived as a research laboratory for all the arts, it has emphasized commissions for new work and artist residencies since its inception. The building itself was Peter Eisenman's first major commission in the United States. The Wexner Center's multidisciplinary programs encompass performing arts, exhibitions, and media arts (film/video) and have focused on cutting-edge culture from around the globe.

The **Columbus Museum of Art** also offers curatorial internships to graduate students in the Department, as well as an active exhibition program. With its Howald, Schiller, Sirak, and Photo League Collections, the Museum is particularly strong in its holdings of American and modern European art. The rich holdings of the **Cincinnati Art Museum**, **Taft Museum of Art** in Cincinnati, **Cleveland Museum of Art**, **Dayton Art Institute**, **Butler Institute of American Art** in Youngstown, and **Toledo Museum of Art** are all within a few hours travel.

The **Resource Center for Medieval Slavic Studies**, together with the **Hilandar Research Library**, contains 4,000 Slavic manuscripts, and is the largest collection of medieval manuscripts on microform in

the Western Hemisphere. Of special interest are more than 1,200 manuscripts from different monasteries on Mount Athos, Greece, including the entire Slavic collection of Hilandar Monastery. The HRL, the largest repository of medieval Slavic Cyrillic texts on microform in the world, includes the holdings of 71 monastic, private, museum and library collections from 21 countries. There are over 4,000 Cyrillic manuscripts (more than a million pages), as well as over 700 Cyrillic printed books from prior to the year 1800 on microfilm. An additional 2,000 manuscripts are expected to be acquired in the next few years. The holdings range from the 11th to 20th centuries, with a particularly strong collection of manuscripts from the 14th to 16th centuries. About half of the manuscripts are East Slavic, with much of the remainder South Slavic in provenance.

**University Libraries' Special Collections** collect, preserve, and promote the use of distinctive collections, unique resources and primary research materials. Our diverse collections are available for use by Ohio State University faculty and students as well as visiting scholars and the general public.

The Department cooperates with interdisciplinary programs offered at the University including the Center for Medieval and Renaissance Studies, programs in East Asian, Near and Middle Eastern, Byzantine, Slavic and Eastern European Studies, as well as the Departments of Comparative Studies, Women's Gender and Sexuality Studies, History, English, French and Italian, Philosophy, and Classics, and the interdepartmental programs in the Study of Religions, Classical Archaeology, and Film Studies.



*A view of the OSU campus and downtown Columbus*

## DEPARTMENTAL AND UNIVERSITY GOVERNANCE

Student participation in departmental, college, and university governance is intended to provide graduate students with an understanding of collegiate decision-making. Participation as a graduate student representative on one of the university or department committees, or at faculty meetings, can form an important part in a student's education as a potential member of a collegiate community.

Student representatives, elected by the graduate students, participate in the department meetings and on two department committees: the Diversity, Equity, and Inclusion (DEI) Committee, the Group for the Intellectual Life of the Department (GILD). The DEI Committee is responsible for advancing anti-racist efforts both within the Department and University and more broadly within the field of art history. GILD is concerned primarily with extra-curricular activities—workshops, lectures, and the like. In addition to serving on one of the committees mentioned above, students participate in activities related to the recruitment of future graduate students and new faculty. There is also an active History of Art Graduate Student Association.

Graduate students also have opportunities to participate in College and University committees outside the Department. The **University Council of Graduate Students** consists of representatives from academic units within the University. Its purpose is to provide a forum for the discussion of matters pertinent to graduate students and to communicate concerns to the Graduate School. Graduate students may also be asked to participate in other committees and councils of the University and may stand for election as representatives from their academic electoral unit to the University Senate.

### HISTORY OF ART GRADUATE STUDENT ASSOCIATION (HAGS)

The History of Art Graduate Student Association is a self-governed student organization comprised of current graduate students in the department. Our general goal is to continually provide lectures and events that are intellectually stimulating and professionally beneficial to students and members of the community. In addition, we hope to provide a place for our graduate students to build strong and lasting relationships with one another. We hold special lectures, workshops, and a bi-annual conference that focuses on our student's needs and interests. These opportunities allow us to actively participate in the community at OSU and beyond.

### CODE OF CARE

The Diversity, Equity and Inclusion Committee in History of Art is the steward of this living document that is routinely updated with departmental input. All members of the department are encouraged to suggest changes or updates to the committee or Chair of the department.

**The Code of Care** defines the values, principles, and actions that the students, faculty, and staff of the department of History of Art aspire to put into practice in our communal spaces, including classrooms, meetings, public lectures, and online forums.

# POLICIES AND PROGRAM REQUIREMENTS

## 1. GENERAL REGULATIONS

### A. ADVISING

The particular shape of any given degree program is the result of agreements among the student, advisor, the student's committee, and the Department Graduate Studies Committee. Beyond particular courses and course requirements, any such program is made up of field and area concentrations, examination formats, a thesis or qualifying papers, and a dissertation topic. Questions students may have before selecting an advisor should be directed to the Graduate Studies Chair.

**For the first year**, all incoming MA/PhD students are advised by a designated member of the Graduate Studies Committee. This is done to achieve uniformity of communication about the program and to allow a student time to become oriented to the Department and acquainted with the various members of the faculty before selecting an advisor. If a student is committed to a particular field, the student will be directed to the faculty in that field for additional consultation about the student's program.

As a general rule, a student will arrange, by mutual agreement, to work with the Graduate Faculty member whose field of scholarly concern is closest to that in which the student wishes to concentrate. **The selection of an advisor is made during the second semester in residence.** The Academic Program Coordinator will coordinate sending the Declaration of Advisor form via the University's authorized signature software, DocuSign. The student, advisor, and Graduate Studies Chair sign off on the student's selection of advisor via DocuSign, and a copy of the document is placed in the student's file. The Academic Program Coordinator contacts the Graduate School to have the advisor formally listed in the student's BuckeyeLink portal.

In case of the absence of the advisor for any length of time, an interim advisor will be chosen by student and advisor, with the approval of the Graduate Studies Committee.

### B. SEMESTER COURSE LOADS

The determining factor for graduate credit hour enrollment minimums is determined by both your appointment and your progress toward your degree.

Pre-candidacy graduate students who are receiving a **Graduate Teaching Associateship or other "GA Appointment"** must be registered for at least eight (8) graduate credit hours during each semester that a 50% or greater appointment is held.

Pre-candidacy graduate students who are on a **Graduate School Fellowship** (e.g., Graduate Enrichment, University Fellowship) must enroll in a minimum of twelve (12) graduate credit hours.

Post-candidacy graduate students are considered full-time by enrolling in three (3) graduate credit hours of HA 8999: Dissertation Research with their advisor.



Graduate Teaching Assistantships over the summer semester require a minimum enrollment of four (4) graduate credit hours.

***A note about meeting credit minimums:***

Graduate students may use HA 8193: Independent Study and HA 8999: Dissertation Research (used for reading for exams) and electives to meet minimums for their appointments, however, those do not count toward meeting academic course and seminar requirements for the degree.

More information on course loads can be found in *The Graduate School Handbook* [Section 3.1](#) including information on Pre-Candidacy Academic Leave and the Continuous Enrollment policy.

## **C. LANGUAGES**

In addition to the foreign language required for entrance, students who don't already have proficiency in a second foreign language are urged to acquire it as soon as possible; a minimum of two foreign languages is required of all PhD students. Specific research language requirements vary with fields and should be worked out with the intended advisor immediately upon acceptance.

Special language courses are available for graduate students in several departments. Credit earned in such courses does not count toward meeting the hour requirements for the degree. In addition, the credit earned in the 1000-level courses does not count towards the 8-hour minimum enrollment required for full-time graduate students. Language acquisition is to be pursued in addition to art history course requirements.

**Language Certification may be obtained in different ways:**

1. If a foreign language is taken as a class at this or another university, a transcript record (with a B grade or above) of one year's work, or its equivalent, is required.
2. If a foreign language is acquired in another fashion, a placement examination may substitute for a transcript; placement exams may be formal (as in the Princeton Exam or other certified testing procedures, such as those offered by the Department of East Asian Languages and Literatures) or informally administered by someone proficient who is outside of the Department of History of Art and who is authorized by the Graduate Studies Committee.
3. Other certification may be submitted for approval to the Graduate Studies Committee as circumstances dictate.
4. International students who have acquired English may count it as one of their languages.

## **D. HISTORY OF ART 6001**

**History of Art 6001: Historical and Conceptual Bases of Art History** is required of all students in the Department. It is offered in the fall semester most years and must be taken the first semester in residence (or in the second year if it is not offered during the first).

## **E. ACADEMIC STANDARDS**

Students accepted into the graduate program are expected to maintain a 3.6 GPA or better in all graduate course work; a 3.3 GPA is the minimum acceptable grade point average. Students whose grade point average falls below a 3.3 will be put on probation and will not be eligible for Graduate Teaching Appointments nor will they be eligible to graduate until they have achieved a 3.3 GPA. Students may not petition to have this requirement waived. There will be no exceptions.

## **F. ANNUAL REVIEW**

The Department of History of Art holds an annual review at which it examines and evaluates the progress of every graduate student in the Department. Since the review is essentially concerned with aiding the students in their progress, its results are usually positive. However, the review may also refer students whose work has been found unsatisfactory to the Graduate Studies Committee. The Committee may place individually appropriate requirements or stipulations on a student's program and request that these be met by a specific date (that is, in effect, "Departmental Probation"). These specifications will be made in writing, presented to the student, and placed in the student's advising file. A copy will also be sent to the Graduate School. If the conditions are not met to the satisfaction of the Graduate Studies Committee, its Chair will notify the Graduate School that the Department is unwilling to allow the student to continue in the program. These actions may be taken even when the student in question has maintained a satisfactory grade point average but has failed to meet other academic requirements.

For this annual review, students are required to submit an academic progress report, which will be supplied by the graduate program coordinator at the appropriate time. This report will consist of a summary of progress made toward the degree and a short statement regarding plans for the coming year.

## **G. PETITIONS**

The Graduate Studies Committee is the final arbiter within the Department of all matters pertaining to the graduate program. Its policies are directed toward enabling students to make timely and intellectually satisfactory progress toward their degrees and so it is open to petition in cases where those policies and their underlying intention may be in conflict.

It is also possible in certain cases to petition the Graduate School directly, either with the support of the Graduate Studies Committee or in appeal of its decisions. In such cases, students should seek the advice of the Chair of the Graduate Studies Committee.

## 2. THE MA PROGRAM

### A. INTRODUCTION

Although the Department offers both the Master of Arts and Doctor of Philosophy degrees, the MA is awarded in partial fulfillment of the requirements for the PhD. The Department does not admit students who wish to work solely toward the Master's degree.

The Department offers two MA plans (note that both require that the student satisfy the Department's requirements for foreign language; see p.9).

#### PLAN A

30 hours of graduate credit (including 6001 and four seminars) with a minimum of 18 hours in the Department of History of Art; a thesis; and a one-hour oral examination on the thesis.

#### PLAN B

[NB: This is the option most frequently exercised within the department:] 30 hours of graduate credit (including 6001 and four seminars), with a minimum of 18 hours in the Department of History of Art; and two Qualifying Papers (hereafter QPs), each of which must be approved by a primary and secondary reader. The primary and secondary readers must be different for the two papers, so that a total of four faculty members will be involved in the reading and evaluation of the QPs.

Credits taken during the first two years beyond those required for the MA (under either Plan A or Plan B) may be used toward the PhD course requirements.

#### **Time Limitations:**

All requirements for the MA must be completed within 4 semesters of regular (non-Summer) enrollment, that is before the end of the Spring semester of their second year. Those MA students who do not complete these requirements before the first day of the Autumn semester of their third year may lose good standing in the program. Under special circumstances, the Graduate Studies Committee may extend this limitation.

In the beginning of the semester that the student plans to graduate with the MA, he/she/they will need to submit an **Application to Graduate** on GradForms before the deadline. Please see the graduation calendar for the deadlines: <https://gradsch.osu.edu/calendar/graduation>.

## B. AREA LIMITS

Although the Department does not have specific area requirements, all students entering the Master's program in the Department of History of Art must consult with their advisors to develop a curricular plan that embraces courses addressing the art of a wide diversity of subject areas. Thus, for example, a student of Western art history should not only know his/her/their own area but also know something of the larger sweep of Western art, not to mention the art of regions beyond Europe and North America. Likewise, those students studying Asian or Latin American art should study regions beyond the boundaries of their own focal civilizations/eras as well. Ideally, students should enroll in seminars with a minimum of four different professors.

## C. REQUIREMENTS

### PLAN A

1. The student will select the advisor under whose direction the thesis will be written. Faculty members may serve as thesis advisors outside their area of special competence only on the approval of the Graduate Studies Committee.

The student should begin to define a thesis topic as soon as is practicable. In selecting a topic, both the student and advisor must keep in mind that the topic should be of sufficiently limited scope to allow the thesis to be finished by the end of the two-year period expected for the completion of the MA degree. The thesis will be prepared according to the most recent edition of the *MLA Handbook for Writers of Research Papers*, or K.L. Turabian's, *A Manual for Writers of Term Papers, Theses and Dissertations* and must comply with the formatting requirements published in the *Graduate School Handbook*, **"Guidelines for Formatting Theses, Dissertations and D.M.A. Documents."**

2. The thesis topic will be defined by mutual agreement of the student and advisor, and the student will prepare a brief thesis proposal, containing a statement of the subject and the proposed methods and aims.
3. After the thesis advisor has approved the proposal, the advisor and the student will select a second reader from the Graduate Faculty and request participation as early as possible. The second reader will ordinarily be on the Graduate Faculty of the Department of History of Art but may be from another department if this is appropriate for the particular thesis topic and if the Graduate Studies Committee approves.
4. The thesis advisor and the second reader constitute the student's Examination Committee. It will be the responsibility of this committee to approve the thesis and to conduct the oral examination.
5. The student's Examination Committee may request assistance from other members of the Graduate Faculty whose names may be added to the committee in accordance with the policies of the Graduate School.
6. A draft of the thesis must be approved by the student's committee before the student may take the Master's oral examination. The Application to Graduate form (students must choose the thesis option for Plan A on the form) must be submitted online through **GradForms** and signed by the student's advisor and the Graduate Studies Chair no later than the second Friday of the semester in which graduation is expected.

7. Upon satisfactory completion of the Master's oral examination and the submission of the final copy of the thesis, the student's advisor and committee will sign the Report on Final Document form online through [GradForms](#).

### **Field Examination for Plan A**

When examinations are scheduled during the student's course of study is a matter left up to the student and the readers of each examination. In any event, the Graduate Program Coordinator must be notified two weeks in advance of the date and a room properly reserved.

1. The Master's field examination for students following Plan A will consist of the thesis.

The advisor and second reader(s) will read the examination and report the results to the student and the Graduate Chair in writing within two weeks. Evaluations will be judged either satisfactory or unsatisfactory. The completed exam itself as well as the evaluation of the readers must be filed by the primary advisor in the student's permanent file.

If the written examination is judged unsatisfactory, the student may retake it. In the event of a second failure, it will be considered that the student has failed the examination as a whole and the student will be required to withdraw from the graduate program.

2. The oral examination is intended to be a test of the student's knowledge of the area of the thesis and its immediate context.
  - A. The examination is taken during the semester in which the student plans to graduate and after the student has received approval on the final draft of the thesis. A student must be registered for at least three credit hours during the semester this examination is taken.
  - B. The examination is given by the student's advisor and other readers of the thesis.
  - C. The examination lasts approximately one hour.
  - D. The student's advisor and committee members will report the results of the exam on the Report on Final Documentation form online through GradForms. The final copy of the thesis is filed online with the Graduate School.
  - E. If the oral examination is failed, the student will be allowed to take the examination a second time. In the event the student fails the examination twice, he/she/they will not be permitted to take another examination.

### **PLAN B**

1. Each Qualifying Paper will demonstrate the student's ability to (1) formulate and productively address art historical questions or problems, (2) conduct a thorough survey of the available literature, including material outside the discipline and/or in foreign languages, (3) assess this material critically, and (4) write fully annotated scholarly prose. The two QPs usually will be 5000-7000 words of text and will develop out of seminar papers. The format will follow the most recent edition of *MLA Handbook for Writers of*

*Research Papers* or K.L. Turabian, *A Manual for Writers of Term Papers, Theses and Dissertations*. It is suggested the student complete one of the QPs before the beginning of the second year (over the first summer session, for example) leaving only the second QP for the subsequent year.

2. Topics for a QP generally will be determined by the student and a member of the faculty with whom the student has worked in the area of the topic. A second reader will be chosen by the student with the agreement of the first reader.
3. The **Application to Graduate** form (students must choose the non-thesis option for Plan B on the form) must be submitted online through GradForms and signed by the student's advisor and the Graduate Studies Chair no later than the second Friday of the semester in which graduation is expected. All of the QP readers must be declared on the committee portion of this form.
4. After all four readers have passed the QPs, all four readers will sign the Report on Final Examination form on **GradForms** notifying the Graduate School that the examination requirements for the Master's degree have been satisfactorily completed.



*Graduate Student Field Trip to Pittsburgh's Mattress Factory and ICA Miller with Professor Kris Paulsen*

## 3. THE PHD PROGRAM

### A. INTRODUCTION

The PhD program in the Department of History of Art requires proven competence in several different fields of concentration and the completion of a dissertation prospectus and colloquium prior to the writing and defense of the dissertation itself. The more particular requirements of both the Graduate School and the Department are outlined below.

### B. GENERAL REQUIREMENTS

#### GRADUATE SCHOOL REQUIREMENTS

1. The Graduate School requires that the PhD program consist of a minimum of 50 graduate credit hours beyond the MA program and a total of 80 graduate credit hours beyond the BA.
2. A minimum of 24 graduate credit hours above the Master's degree must be completed at this University.
3. If the Master's degree was earned at another university, the Graduate School requires that it be transferred to this University. You can do so using the **Transfer of Graduate Credit** form on GradForms.
4. A minimum of two consecutive pre-candidacy semesters or one semester and a summer session with full-time enrollment must be completed while in residence at this University.
5. The candidacy examination may be taken or begun at any time thought appropriate by the student's candidacy examination committee and Graduate Studies Committee but must be completed at least one semester before a student can defend and graduate. The student must be in good standing in the Graduate School and registered for at least three graduate credit hours each semester or term in which any part of the candidacy examination is taken. Students who plan to take the candidacy examination during the summer term are responsible for making certain that committee members are on duty in the summer.
6. Following candidacy, students are required to follow the Graduate School's **continuous enrollment policy** and must be continuously enrolled for at least three (3) credit hours every semester (summer session excluded) until graduation.

#### DEPARTMENT REQUIREMENTS

1. At least six courses beyond those required for the MA must be graduate seminars.
2. Normally, at least five of these courses will be taken in the Department of History of Art, while the sixth could be taken in another discipline. However, students may, with their advisor's approval, petition the Graduate Studies Committee to take more seminars in other departments and fewer in History of Art. The seminars in the

Department may include course work in any area. Students who come to the Department with an MA from another program are required to take the graduate proseminar, HA6001, which shall count towards the student's six seminar requirement (however, those students who earned their MA in the department cannot count 6001 as one of their six post-MA seminars). It is noted that non-seminar courses cannot be used towards the seminar requirement, although they may be used to fulfill graduate school and departmental credit hour requirements when taken as an 8000-level course. Credit for HA8193 will only be accepted when the Departmental Special Studies Contract specifies that such work is acceptable; this action requires the signature of the Graduate Studies Chair. Petitions, made jointly by the student, the advisor, and the faculty member involved (if not the advisor) for retroactive acceptance of HA8193 courses to meet the seminar requirement will be accepted by the Graduate Studies Committee for only two regular semesters (excluding summer) after the term in which the contract is made, and only under extraordinary circumstances. Students may only take one HA8193 course in lieu of normal department seminars. To do so, they must fill out a petition form. Exceptions may be allowed in special cases by the Graduate Studies Committee.

3. Normally, a maximum of 20 hours of cognate studies will be allowed depending on the individual program as developed by the student in conjunction with the advisor.
4. A student is normally expected to (continuously) enroll primarily in HA8999 after satisfactorily completing the candidacy examination. It is recommended that the student also take eight (8) hours of HA8999 prior to entering candidacy. However, in order to count toward the degree, these hours must be taken solely to find, define and research a dissertation topic and must be taken after the student has completed the MA degree. No hours of HA8999 taken by MA students will count toward either degree.
5. In addition to the course requirements for the MA degree, students must take seminars with a minimum of four different faculty members during their tenure in the PhD program. Those students entering the PhD program with a MA in a cognate field that has been accepted as background for Art History need only fulfill the post-MA requirements.
6. A minimum of two languages related to the field of concentration is mandatory for the PhD. Additional languages, to be decided upon by the advisor in conjunction with the student and, if necessary, the Graduate Studies Committee, may be required. Students working in Asian or other Non-Western areas are expected to have one or more field languages. Refer to Part 1, C., for specifics.
7. If a PhD student has not entered with a MA from this Department, area requirements listed under Part 2, B. must be fulfilled.



## C. CANDIDACY EXAMINATION

### GENERAL INFORMATION CANDIDACY EXAM

1. The Candidacy Examination will be conducted in accordance with the policies and guidelines published by the Graduate School in the *Graduate School Handbook*. The Candidacy Examination will consist of four parts: written examinations on a general field, a complementary field, and a special field, as well as an oral examination.
2. Ideally, by the end of his/her/their first year in the PhD program, the student, in conjunction with his/her/their advisor, will have chosen an Examination Committee. The committee must be comprised of four separate members of the Graduate Faculty at Ohio State, at least two of whom must be from History of Art. Before beginning the written portion of the Candidacy Examination, the student will submit to the Graduate Studies Committee a Declaration of PhD Candidacy Committee Form, signed by all members of the Examination Committee. In addition to specifying the members of the committee, and the general, complementary, and special fields (see C.2 below), the date the written portion will begin and the date of the expected completion of all portions of the written exam should be given.
3. The Graduate Program Coordinator must be notified at least three (3) weeks in advance of the test dates. The examination should normally take place during the Fall or Spring semesters, not during the summer, winter, or spring breaks.
4. In accordance with Graduate School regulations, once begun, the student has the right to complete all portions of the examination, both written and oral. However, in the event of failure of the written examination or any portion of it, the student may elect to have an “unsatisfactory” reported to the Graduate School and to repeat the examination or portion of it prior to taking the oral examination. Since failure of the written examination or any portion of it reflects deficient preparation in the areas to be examined during the oral, the student is advised to attempt satisfactory completion of the written examination prior to taking the oral exam. If the Examination Committee judges on the basis of the written examination that the oral examination should not be taken, the student has the right to waive taking the oral examination or to proceed. If the student decides to waive the oral examination, a written statement to the Examination Committee must be made requesting a waiver. The Examination Committee will then record an “unsatisfactory” on the Candidacy Examination Report and return it with a copy of the student’s waiver request to the Graduate School.

### WRITTEN EXAMINATION

1. It is expected that the student will take the examination over the **course of seven days at home, producing no more than 2500 words for each of the three exams, for a total of 7500 words**. The student will normally take the examination upon completion of all course work, but the examination may be advanced or postponed, depending on the student’s preparation as judged by his/her/their Examination Committee.
2. The student will have three examinations, in a General Field, Complementary Field, and Special Field, as defined below:

- **General Field:** The student and advisors will jointly identify a general area of specialization, broadly defined and reflecting in scope the areas of specialization typically expected of someone entering the profession. The examination over this general field will be comprehensive in scope, requiring broad knowledge of the area as a whole.
- **Complementary Field:** The student's Examination Committee, in conjunction with the student, will also identify a complementary field, contiguous with or in some other sense complementary to, the general field. Its parameters are to be set by the Examination Committee, again in consultation with the student, and may be defined in either geographic/chronological terms or otherwise (so that a student might have sculpture or psychoanalytic theory, e.g., as a complementary field).
- **Special Field:** The Special Field is to be directly related to the student's chosen dissertation topic or at least to the conjunction of interests out of which the dissertation is likely to come. Here again the exact scope and nature of the exam will be determined by the student's entire 4-person Examination Committee.

## ORAL EXAMINATION

1. The oral examination normally must be completed within one month of the written portion and must be scheduled with the Graduate School two weeks in advance. The **Application for Candidacy** form must be submitted online through **GradForms** and signed by the student's advisor and the Graduate Studies Chair by the two-week deadline. Any forms submitted and not signed by the two-week deadline will result in a change in examination date in order to meet the two-week deadline.
2. The student is considered to have passed the Candidacy Examination only when the decision of the Examination Committee is unanimous. The decision of each examiner must be indicated by signature on the Report On Candidacy form online at GradForms. If a failure is recorded, the student may be permitted to take a second oral examination if the Advisory Committee recommends it and sets conditions for such a re-examination, such as retaking the written examinations or any portion of them, prior to retaking the oral examination. No candidate will be permitted to take the Candidacy Examination more than twice.

## D. DISSERTATION

### COMMITTEE

The Dissertation Committee is composed of the advisor and at least two other authorized Graduate Faculty members, one of whom must be from the Department of History of Art. Selection of the Committee members is the responsibility of the advisor and is subject to the policies of the Graduate Studies Committee. The Dissertation Committee should be established as early as possible.

## PROSPECTUS

The candidate, working with the Dissertation Committee, will prepare a written prospectus. Students must fill out a prospectus approval form and have written their prospectus and had it approved within three months of the completion of exams. The prospectus normally includes the following:

1. An introduction containing a complete statement of the purpose or objective of the planned dissertation, including but not limited to a statement of the problem to be addressed and its significance to the study of Art History and related areas.
2. A review of the present state of knowledge of the topic as represented by current literature.
3. A statement of the research methods and strategies to be used.
4. A provisional outline.

## COLLOQUIUM

Colloquium presentation of the prospectus should be scheduled not more than one month after the written prospectus has been approved by the committee. The colloquium is in no sense an examination but is simply the public presentation of a project whose terms have been approved by the relevant Dissertation Committee. Its only purpose is to bring the project into full departmental view. On completion of the colloquium a student is properly described as “ABD” (All But Dissertation). To schedule the colloquium and attain a room, students must turn in their signed prospectus approval form to the graduate program coordinator at least 2 weeks prior to the proposed colloquium date. They must also submit an image and the title of the talk to the graduate program coordinator. The date of the colloquium should be determined in conjunction with the student’s advisor and candidacy committee and with regards to the Department’s ability to attend.

## DISSERTATION

The dissertation is a scholarly contribution of knowledge in the student’s field of specialization. By conducting the research and by writing the dissertation, the student is expected to demonstrate a high level of knowledge in his/her/their field and the capability to function as an independent scholar.

The student must complete the dissertation within **five calendar years** of the completion of the Candidacy Examination. If a student fails to submit the final copy of the dissertation document to the Graduate School within five years of being admitted to candidacy, the candidacy is canceled. In such a case, with the approval of the advisor and the Graduate Studies Committee, the student may take a Supplemental Candidacy Examination. If this Supplemental Candidacy Examination is passed, the student is readmitted to candidacy and must then complete a dissertation within two years. The same procedures for filing for candidacy with the graduate school apply for the

supplemental exam. Students are required to register for a minimum of three graduate credit hours during the semester in which they plan to graduate.

The student must submit his/her/their doctoral dissertations electronically through OhioLINK, the state's library network, including a typed draft of the dissertation to his/her/their Dissertation Committee for review and prepared in compliance with format requirements published in the *Graduate School Handbook*. Approval, indicated by the signatures of the Committee, certifies that the dissertation is of sufficient merit to warrant holding the Final Oral Examination.

## **DISSERTATION DEFENSE**

The student in conjunction with his/her/their advisor and committee will decide on the deadlines for submitting the draft of his/her/their dissertation for review. Once the draft has been approved by the committee a date and time for the final oral defense will be chosen. Students must then consult with the Graduate Program Coordinator to arrange for a room. The student will then submit his/her/their Application for Final Examination form through **GradForms**. This form must be submitted and signed by the advisor and defense committee no later than 2 weeks before the intended defense date. Failure to submit this form and signatures by the deadline will result in a change in the defense date and time in order to comply with the Graduate School rules. The defense should normally take place during the Fall or Spring semester, not during the summer, winter, or spring breaks.

The Final Oral Examination is held after the Dissertation Committee has approved the draft of the dissertation. This exam is to cover the content of the dissertation research on which the written document is based and to dwell more on principles and historical perspective than on factual data. The Final Oral Examination seeks to test originality, independence of thought, and capacity to synthesize and interpret.

The student's Final Oral Examination Committee is composed of members of the student's Dissertation Committee and the Graduate School Representative. Other Graduate Faculty members and graduate students may attend the examination. Responsibility for conducting and evaluating the Final Oral Examination, however, rests exclusively with the student's Final Oral Examination Committee (the Dissertation Committee and the Graduate School Representative). At the end of the exam the advisor and committee will submit the results of the oral portion of the exam on the Report on Final Examination form online through **GradForms**. The advisor and committee (including the Graduate School representative) will determine if the dissertation is complete at the end of the oral exam. If no changes are needed at that time the committee will report their results on the Report on Final Document form online through **GradForms**. If revisions are needed, the form will be signed when the final document has been submitted to the committee.

# GRADUATE ASSOCIATESHIPS AND FINANCIAL SUPPORT

## 1. FORMS OF SUPPORT

The two principal forms of student support in the Department of History of Art at The Ohio State University are University Fellowships and Graduate Associateships (GA).

### A. UNIVERSITY FELLOWSHIPS

University Fellowships are awarded by and subject to the rules of the Graduate School. Students who wish to be considered for a University Fellowship must indicate this interest on the application form at the time of application for admission to the program. Further information on University Fellowships can be found on the Graduate School website and application materials.

### B. GRADUATE ASSOCIATESHIPS

Graduate Associateships are awarded by the Department of History of Art within the guidelines established by the Graduate School. See section 9.0.1 in the *Graduate School Handbook* "[GA Associates](#)" for further information.

### C. OTHER SOURCES OF SUPPORT

#### GA APPOINTMENTS WITH OTHER UNIVERSITY UNITS

Students in the History of Art sometimes hold GA positions awarded by other units within the University, such as the library system, the Wexner Center for the Arts, or various centers or institutes around campus. Typically, students find and apply for these positions themselves. The relevant regulations, conditions of eligibility, renewal, and so on, are set by the employing unit.

#### TRAVEL AND RESEARCH SUPPORT

Various research and research travel grants are available through the Department, the College of Arts and Sciences and the University.

At the department level, Pyne, Snow, and Murnane research awards are granted via the Graduate Studies Committee. Calls for applications for these awards usually occur two times a year, once in Autumn semester and once in Spring semester.

At the college level, College of Arts and Sciences Graduate Small Research Grants are available through the dean's office.

At the university level, Foreign Language and Area Studies (FLAS) awards supporting foreign language research are awarded on the basis of university-wide competitions.

## FELLOWSHIPS AND DISSERTATION SUPPORT

Presidential Fellowships, normally applied for during the final year of work on the dissertation, are awarded twice annually on the basis of university-wide competition and nominees are submitted by the Graduate Studies Committee. Alumni grants for graduate research and scholarship (AGGRS) are available several times throughout the year. Various other awards such as the Ray travel award, Coke grants, and the Howe award are also available.

Advanced students will typically seek dissertation support from such external agencies as CASVA, the Fulbright program, or the Kress Foundation. Further information about such opportunities, and particularly about sources specific to a given field or fields, is best obtained from the advisor.

## 2. GRADUATE ASSOCIATESHIPS

### A. ELIGIBILITY, SELECTION, RENEWAL

1. The Department's policy is to support, to the extent possible, students who continue to demonstrate achievement both as students and as Graduate Associates. However, resources do not always permit this and advanced doctoral students past their promise of funding, in particular, are advised to actively explore or pursue outside funding.
2. Annually, towards the end of the Spring semester, the Department conducts a review of all students in the program. The faculty recommendations following this review are forwarded to the Graduate Studies Committee which then submits its recommendations, including its recommendations from the pool of entering students, to the Chair. The faculty and Graduate Studies Committee will typically consider academic performance and degree progress as well as teaching evaluations when determining teaching assignments.
3. In general, the Chair will consult closely with the Graduate Studies Committee Chair in making associateship appointments. It is recognized that in some circumstances this may not be possible.

### B. RIGHTS AND RESPONSIBILITIES

#### GENERAL RIGHTS

1. Within the limitations of Graduate School policy and relevant departmental policies, the responsibilities of a GA are established by the supervising faculty or staff member.
2. Questions or grievances should be addressed to the Chair or other representative of the Graduate Studies Committee Chair. Grievances not resolved by this process follow the procedure outlined in the *Graduate School Handbook*. All first-time GAs in the Department of History of Art are required to attend all assigned sessions of the University teaching orientation which takes place before the start of Autumn semester. GAs will ideally take the departmental GTA practicum (HA6015) two times.

## GTA RIGHTS

1. Graduate Teaching Associates in the Department of History of Art teach and grade undergraduates only.
2. The Department recognizes several distinct teaching assignments:

Graders normally grade undergraduate tests and papers, manage review materials, and administer make-up exams, and may meet with students about minor problems and questions; graders are often asked to lead review sessions prior to exams.

Recitation leaders, most frequently attached to 2000-level courses, lead discussion sections, usually twice a week in addition to their grading duties, and in general play a significantly more active role in the conduct of the course; on occasion they may be asked to lecture.

More advanced graduate students may be assigned as instructor or co-instructor to an evening course or a branch campus course. The Department is actively interested in creating more opportunities of this kind, particularly for those that would enable doctoral students to teach in their area of academic specialization.

3. Graduate students teaching in the Department of History of Art are regularly evaluated by the faculty member(s) and lecturers with whom they are working or, where relevant, by a member of the faculty selected by the Graduate Studies Committee.
4. GTAs are required to distribute discursive evaluations in all of their courses. These will be available for distribution from the front office during the final weeks of the semester and must be completed using class time. GTAs are also required to turn in all exams and coursework not collected by students at the end of each semester. Coursework and exams must be alphabetized and be clearly labelled with the course number, instructor's name, GTA's name and section.

## C. TERMS AND BENEFITS

1. Graduate Associates in the History of Art are provided tuition and stipends in accordance with University policy, Graduate School guidelines, and available funding.
2. GTA stipends are set by the College and are reviewed annually by the College.
3. GTA appointments are 9-month appointments including the Autumn and Spring semesters that include a tuition waiver, 85% of health insurance and most fees. Students who have an Autumn and Spring appointment with the Department can take summer credit hours without paying tuition; students interested in doing so should speak to the Graduate Studies Chair prior to enrollment.
4. Some Summer GTA appointments are available. These appointments are dependent on departmental needs, GTA experience, and available funding. See [Section 11.1](#) of the *Graduate School Handbook*.
5. GTA salary is taxable income and therefore needs to be declared. In the case of some fellowships research assignments, this salary may be considered tax-exempt; further

information on these matters is available from the Graduate School or the University Tax Office in Human Resources.

## D. FUNDING

1. Students entering the graduate program at the MA-level are typically offered six years of GTA support.
2. Students entering the program with an MA in art history are typically offered four years of GTA support.
3. External support (i.e., from non-OSU fellowships and grants) do not count against these limits.



*Graduate Student Field Trip to Cleveland Museum of Art with Professor Karl Whittington*



# FORMS, PROCEDURES, AND DEADLINES

## 1. REGISTRATION AND FEES

### A. REGISTRATION

Registration for courses happens by logging into [BuckeyeLink](#) and clicking on “My Buckeye Link.” Information about registration window appointments will be located in this portal. Students are encouraged to meet with their advisor to approve their schedule.

If a student plans to take HISTART 8193 Individual Studies or HISTART 8999 Dissertation Research, he/she/they may obtain the class # for said instructor from the Academic Program Coordinator and enroll online. The class numbers for these courses will change each semester.

Students should check their statement of account prior to the first day of the semester and bring any questions to the Academic Program Coordinator.

### B. AUDITING A COURSE

If a student opts to audit a course, he/she/they must submit a signed [Course Enrollment Permission Form](#) OR an e-mail from the professor’s OSU e-mail account approving the student to audit the course to the [grad-schoolregistrationservices@osu.edu](mailto:grad-schoolregistrationservices@osu.edu), copying the Academic Program Coordinator. If the student has already enrolled in the class, he/she/they **must not** drop the course (the auditing change will be made once the form is submitted). If the student has not enrolled, he/she/they will be enrolled when the form is processed. Audited hours do not count towards the degree hour requirements.

### C. CHANGES TO SCHEDULE

In order to change one’s schedule after the first Friday of the semester, forms must be obtained from the main office. Adding a class requires a [Course Enrollment Permission](#) form or an e-mail from the professor’s OSU e-mail account to the [grad-schoolregistrationservices@osu.edu](mailto:grad-schoolregistrationservices@osu.edu), copying the Academic Program Coordinator.

After the second Friday of the semester, the Course Enrollment Permission form must also be signed by the Department Chair, or the email chain must include both instructor and Department Chair. Schedule changes are not permitted after the third Friday of the semester except by petition via GradForms.

### D. FEES

Fee statements are available in [BuckeyeLink](#). If the fees are not paid by the deadline indicated on the statement, late payment penalties will be imposed (deadlines are also printed in the Master Schedule).

Students on appointment (Fellowship or GTA) will have their fees paid by the University via a fee payment authorization sent to the Office of Fees and Deposits. Any penalties incurred are the responsibility of the student, as are parking fees and insurance premiums, and library fines.

## 2. INTERNSHIPS

Internships are frequently available for credit to students at museums and galleries at the University and in the Columbus area (e.g., The Wexner Center, Columbus Museum of Art, etc.) and often serve as useful pedagogic introductions to the intellectual and practical lives of museums, galleries, and other curatorial spaces. Students who take up such internships can receive some academic credit in most circumstances. When such opportunities arise, those interested should speak to the Graduate Studies Chair and their advisor regarding the opportunity, ideally prior to starting the internship.

## 3. END OF SEMESTER DEADLINE

A student who does not meet published graduation deadlines for the MA or PhD, but who does fulfill all degree requirements by the last business day prior to the first day of classes for the following semester, may graduate the following semester without registering or paying fees if he/she/they have chosen End of Semester on their Application to Graduate or notified the graduate school that he/she/they would like to use the **End of Semester** option by emailing [grad-schoolgraduationservices@osu.edu](mailto:grad-schoolgraduationservices@osu.edu).



*"The Oval" green space at the heart of Ohio State's campus*

# A SHORT HISTORY OF THE GRADUATE PROGRAM

At most state universities, graduate studies in history of art have struggled to emerge from Fine Arts programs devoted primarily to vocational instruction in the studio arts and crafts and in art education. This was eminently the history at The Ohio State University. Here, the Fine Arts program of instruction was unusually large, comprehensive, and studio oriented. It was one of the earliest established in a land-grant university, flourishing well before World War I. It offered instruction in virtually all the media of arts and crafts, pioneering in the development of teacher training in the arts and becoming known for its advanced curriculum, especially in painting and in ceramics. In this program, the history of art was taught as a necessary adjunct. By the 1930s and 1940s the OSU School of Fine and Applied Arts had a combined faculty of over forty members, the majority being practicing artists of professional standing. The school had the privilege of granting graduate degrees, including the PhD degree, to qualified candidates in the studio arts as well as in traditional academic subjects. In this program some fifty students, mostly painters and ceramicists, earned doctor's degrees. Some twelve to fifteen PhD degrees were granted in art history before 1950, with dissertation studies mainly in the field of American art, architecture, and folk art.

In 1968, during a comprehensive reorganization of the University and the founding of the College of the Arts, History of Art was recognized as an independent academic unit and encouraged to develop a full-fledged instructional program of high quality. With this new mission, the procedures and standards of our graduate degree program were clearly separated from those in studio art and art education and were defined as comparable and competitive with established art history graduate programs at other American universities. In this period, the curriculum was revised and upgraded in accordance with our new goals, and our program of course offerings was considerably expanded, particularly in the various areas of Asian art, and in Eastern European and African art. The faculty was gradually increased to eighteen regular members, each with specialized fields of instruction and research. Major efforts were made to involve the study of art history in various interdisciplinary programs in the University and to participate in regional and national academic organizations. Fortunately, the Department was able to provide greatly expanded and improved resources for instruction and research in the Visual Resources Library and in the photographic collections and visual archives. It was able to assist in the development of a fine arts library of the very first order and with a superior curatorial staff and a distinctive and admirable physical facility.

The Department's maturity as an independent academic unit was most fully realized in the early years of the twenty-first century when the separate colleges of Arts and Humanities were combined into today's College of Arts and Sciences. With that change, the Department's resources were brought into line with those of other full-fledged humanities departments at the University. The focus of the Department's teaching and research has continued, moreover, to evolve in line with changes in the larger discipline. Whereas Asian art has long been a noted strength of the Department, with South and East Asia as particular foci, faculty retirements and hiring have reconfigured it today as one of the preeminent centers for the study of East Asian Modern and Contemporary art. Areas of strength in Classical, Medieval, and Early Modern European art have been maintained and recently supplemented by expertise in the larger Early Modern world, especially as regards the study of the Pre-Columbian, Colonial, and Postcolonial Latin America areas—areas in which the University as a whole is strong but had not been taught in the Department. Established excellence in Modern and Contemporary art, a focus undergird by the presence of the Wexner Center for the Arts on campus, has continued to develop upon its deep faculty resources, as well. In the future, the Department will seek to expand again into those areas temporarily vacated by retirement, such as African, Islamic, and South Asian art.

During the history of the OSU History of Art graduate program, enrollments have averaged about forty students a year, with approximately two-thirds of these in active residence. Over a hundred students have now completed PhD degrees in a wide range of historical fields. Yet, having determined to fund every graduate student admitted, the Department has grown increasingly selective, too. One result of this determination is that its graduates now occupy important positions in research, teaching, and curation both in the United States and abroad. At the current moment, the OSU Department of History of Art has achieved a respected status in the academic program of the University and has attained a competitive rank among graduate art history programs in the country.



*The front entrance of Pomerene Hall*

# RESOURCES FOR GRADUATE STUDENTS

Being a graduate student can be one of the most rewarding and challenging times of your life. But you are not alone in this journey! Here are just a few resources that can help you meet your needs and navigate life at Ohio State and in Columbus. If you have any questions about these or other resources, feel free to ask the department staff or fellow graduate students for advice and insight.

## **Graduate student grievances:**

When concerns arise or persist, the graduate student ombudsperson is an impartial resource that can help graduate students explore options in resolving their concerns. Generally, graduate students should aim to address and resolve concerns within their department. Graduate students are encouraged to discuss concerns with their advisor first. If concerns remain, graduate students should then reach out to the program graduate studies chair. Further unresolved concerns should be communicated to the department chair. If the concerns cannot be resolved internally within the department, the graduate student is encouraged to contact the assistant dean for graduate studies within the College of Arts and Sciences. In situations where the student believes the issue has not been resolved within the College, they can request further review from the Graduate School.

## HEALTH RESOURCES

### **Ohio State Counseling and Consultation Services**

Provides comprehensive individual and group mental health services, psychoeducational prevention, and outreach programming to currently enrolled graduate students. All enrolled students are eligible for 10 free counseling sessions per academic year. CCS also works with spouses/partners of students who are covered by the Comprehensive Student Health Insurance and offers couple's counseling. To schedule an appointment: (614) 292-5766.

### **Wilce Student Health Center**

Your main resource for student health care. Offers primary care, health screening services, referrals, prescription services, vaccinations, radiology, and OBGYN services. To schedule an appointment: (614) 292-4321 or [shs@osu.edu](mailto:shs@osu.edu).

### **Ohio State Student Wellness Center**

Offers education and assistance in balancing the “nine dimensions of wellness,” including information on nutrition, financial coaching, and free HIV/STI testing.

### **RUOK? Buckeyes**

An anonymous, interactive questionnaire designed to identify if you are at-risk of suicide and resources to seek assistance. Hotline assistance is available 24/7.

### **Buckeye Food Alliance**

The food pantry is open to all Ohio State Students and provides fresh produce, pantry staples, meat and dairy products, personal care items and more.

### **Suicide Prevention Services and National Suicide Prevention Lifeline**

(614) 221-5445 or (1-800) 273-8255

## UNIVERSITY & TEACHING RESOURCES

### **The Graduate School**

The governing body of your graduate program. They dictate and detail policy and procedures.

### **The Registrar**

The registrar keeps the academic calendar for each semester and is a vital resource for forms.

### **Ohio State Library Services**

Your resource for research and scholarship.

### **Fine Arts Library**

Your specialized library for research and scholarship.

### **Office of Distance Education and eLearning**

ODEE provides assistance and resources to online instructors.

### **College of Arts and Sciences Technology Services | ASC Tech**

ASCTech provides IT and technical assistance to all of the instructors within the College of Arts and Sciences. For immediate assistance: (614) 688-4447 or [asctech@osu.edu](mailto:asctech@osu.edu)

### **Office of the Chief Information Officer | OCIO | IT Help and Support**

The OCIO is the broad university tech support provider. They have walk in hours at the Thompson Library and the Tech Hub, offer online and phone assistance, and provide classroom IT assistance. [ocio.osu.edu/help](http://ocio.osu.edu/help) Main line: (614) 688-4357

### **CarmenCanvas**

Ohio State learning management system and online course platform.

### **Teaching and Learning Resource Center**

You may find answers to your [questions concerning Carmen](#) at the Teaching and Learning Resource Center, among other resources.

### **Michael V. Drake Institute for Teaching and Learning**

UITL supports and advocates for all who teach at Ohio State. UITL provides both professional development opportunities and multiple resources to assist instructors.

### **Classroom Services**

Classroom Services manages the technology and support for classroom spaces. They would be the point of contact for AV issues inside the classroom. Classroom help line: (614) 247-4357

## HOUSING RESOURCES

### **Office of Student Life**

Offers a variety of student services related to off campus living.

### **University Housing**

The University offers specific graduate and professional student housing.

### **Columbus neighborhoods**

Columbus is often referred to by the boroughs and neighborhoods that make up the city. The

# APPENDIX A: STUDENTS ENTERING MA/PHD PROGRAM (WITHOUT AN MA)

## MA REQUIREMENTS

### 30 graduate credit hours total (5000-8000 level)

- Proseminar (HA6001)
- 4 graduate seminars (7000-8000 level)
- 10 additional credit hours at the graduate level (5000-8000)
- MA Thesis or 2 Qualifying Papers

### SEMINARS FOR MA

COURSE NUMBER	SEMESTER	CREDITS
HA 6001 - Proseminar		4
Grad Seminar (7000-8000 level)		4
Grad Seminar (7000-8000 level)		4
Grad Seminar (7000-8000 level)		4
Grad Seminar (7000-8000 level)		4

### ADDITIONAL CREDITS/ELECTIVES FOR MA (10 CREDIT HOURS)

COURSE NUMBER	SEMESTER	CREDITS

## LANGUAGE STUDY AS APPROPRIATE

COURSE NUMBER	SEMESTER	CREDITS

## MA THESIS OR 2 QUALIFYING PAPERS

COURSE NUMBER	SEMESTER	CREDITS

## PHD REQUIREMENTS

**50 graduate credit hours total** (including independent studies/dissertation/research)

- 6 graduate seminars beyond MA coursework
  - Normally at least 5 in the Department, with at least 4 different faculty members
- PhD exams
- Colloquium
- Dissertation

## SEMINARS FOR PHD

COURSE NUMBER	SEMESTER	CREDITS
Grad Seminar (7000-8000 level)		4
Grad Seminar (7000-8000 level)		4
Grad Seminar (7000-8000 level)		4
Grad Seminar (7000-8000 level)		4
Grad Seminar (7000-8000 level)		4
Grad Seminar (7000-8000 level)		4



# APPENDIX B: STUDENTS ENTERING PHD PROGRAM (WITH MA FROM ANOTHER INSTITUTION)

## PHD REQUIREMENTS

**50 graduate credit hours total** (including independent studies/dissertation/research)

- 6 graduate seminars beyond MA coursework
  - Normally at least 5 in the Department, with at least 4 different faculty members
- PhD exams
- Colloquium
- Dissertation
- Language study as appropriate

### SEMINARS FOR PHD

COURSE NUMBER	SEMESTER	CREDITS
HA 6001 - Proseminar		4
Grad Seminar (7000-8000 level)		4
Grad Seminar (7000-8000 level)		4
Grad Seminar (7000-8000 level)		4
Grad Seminar (7000-8000 level)		4
Grad Seminar (7000-8000 level)		4

### ADDITIONAL CREDITS/ELECTIVES FOR PHD (NO SPECIFIC HOURS REQUIRED)

COURSE NUMBER	SEMESTER	CREDITS

### LANGUAGE STUDY AS APPROPRIATE

COURSE NUMBER	SEMESTER	CREDITS

# APPENDIX C: THE RIGHTS AND RESPONSIBILITIES OF GRADUATE TEACHING ASSISTANTS IN THE DEPARTMENT OF HISTORY OF ART

GTAs are bound by the rules and regulations under Section 9 of *The Graduate School Handbook*, “[GA Associates](#).”

GTAs are required to read through this section and direct questions to the Academic Program Coordinator (Gabrielle Stephens, [stephens.182@osu.edu](mailto:stephens.182@osu.edu)) and/or the Graduate Studies Chair (Professor Jody Patterson, [patterson.1187@osu.edu](mailto:patterson.1187@osu.edu)).

## GTA RESPONSIBILITIES

### WORKLOAD

GTAs in History of Art are appointed at 50 percent time with an average load of 20 hours per week over the duration of the appointment period. Please keep a log of your hours and contact the instructor of the course or, in the case of independent teaching, the Chair of the Department, if your workload exceeds 20 hours. Please note that GTA appointments with other departments and/or appointments that exceed 50 percent may have different expectations.

### ATTENDANCE

It is assumed that GTAs will attend every meeting of the course to which they are assigned, unless they are unwell. If they find that they must miss a class or recitation section they should contact the instructor of the course immediately or, in the case of independent teaching, the Chair of the Department, so that appropriate arrangements can be made. For more information on this issue, please see the “Departmental Policy regarding GTA absences” which has been posted to Carmen). *Please note: GTAs are required to remain in Columbus and be available for service for the duration of the course to which they have been assigned (from the first day of classes to the last day of exams for each semester). Requests for exceptions should be discussed with the Department Chair or Graduate Studies Chair.*

### PROMPTNESS

Please arrive a few minutes early to help set up the classroom (both in lecture and in recitation), i.e., to check projectors, podium, microphone, lights, distribute hand-outs, etc. In case you encounter any problems, it will be helpful to have the number of the Classroom Services Helpline entered into your cell phone **614-688-4357 (HELP), option 4**. For less pressing matters, you may also email [classroomhelp@osu.edu](mailto:classroomhelp@osu.edu) or submit an [online request through ODEE](#)

### ACCESSIBILITY

Please ensure the students in your class or recitation sections have your e-mail address; you must use your official OSU email for all contact and correspondence. While we do not require GTAs to hold weekly office hours, we do expect you to make yourself available to students by appointment and to respond to emails within 48 hours. Please do not communicate with students using your personal email or cell phone.

## **PHOTOCOPYING/SCANNING**

All course-related copying and scanning should be ordered from the front office. Please email [historyofart@osu.edu](mailto:historyofart@osu.edu) with your request with some lead time.

## **GRADING**

Graders and recitation leaders are responsible for the grading of all assignments, unless otherwise specified. Deadlines for grades should be made known to GTAs early in the term so that they may organize grading responsibilities into the rest of their schedules. End of semester grade deadlines are stipulated by the University. Please check the Registrar's website under "Important Dates and Deadlines" for grading deadlines each semester. GTAs serving as online graders may expect to do more grading than GTAs leading in-person recitation sections; online courses often have more short assignments, like response papers or discussion posts, to make up for the lack of recitation sections.

## **GRADING TIMELINE**

Shorter assignments, such as quizzes or response papers, should generally be graded within one week; exams should generally be graded within two weeks. GTAs should be attentive to grading deadlines at the end of the semester, particularly the earlier deadlines for graduating students. If for any reason you are unable to meet grading deadlines, please contact the instructor of the course or, in the case of independent teaching, the Chair of the Department. *Please note:* Graduate students may not grade the work of other graduate students. If you discover that a graduate student is enrolled in a course for which you are the grader, alert the instructor so that he/she/they can arrange to do the grading.

## **EXAM REVIEWS**

Reviews for the exams in the 2000-level courses are normally conducted during the recitation sections. Graders for other courses may be asked to organize and conduct short review sessions before the mid-term and final exams; these reviews are usually held outside regular class hours and are thus optional for the students enrolled in the class.

## **MAKE-UP EXAMS**

A GTA may be asked to arrange and proctor make-up exams; if this occurs, the timing of the make-up should be arranged well in advance to avoid conflicts with the rest of the GTA's schedule. Students are guaranteed a quiet place to take a make-up exam. Please schedule an exam space by emailing [historyofart@osu.edu](mailto:historyofart@osu.edu). Do not use the Graduate Reading Room as a make-up exam space.

## **LECTURING**

Although some instructors like to offer GTAs the opportunity to lecture once or twice a semester as a learning experience, GTAs are not to be used as substitute teachers (i.e., to fill in for instructors during an absence), nor are they to be asked to proctor exams alone. GTAs are there to assist the instructors, not to replace them.

## **ONLINE TEACHING**

When teaching courses that are fully online, prompt communication and feedback are particularly important. GTAs should respond to student emails within 48 hours (preferably 24 hours).

## **TRAINING**

New GTAs are required to attend the University's GTA orientation, offered once per year in August. The Academic Program Coordinator will provide details. Students who cannot complete the orientation will be asked to repeat it the following year. GTAs are encouraged to avail themselves of the resources provided at the [ODEE Teaching and Learning Resource Center](#).

## **CARMEN/CANVAS**

GTAs are required to use the Carmen/Canvas platform for their courses in the ways deemed appropriate by the instructor, i.e., for grading assignments, submitting final grades, providing feedback, communicating with students, etc. Regular trainings on how to best utilize Carmen/Canvas are run by the Teaching/Learning Resource Center, and basics on how to get started can be found [here](#).

## GTA RIGHTS

### **WORKLOAD**

GTAs are expected to undertake 20 hours of work per week on average for their designated role. Please keep a log of your hours and contact the instructor of the course or, in the case of independent teaching, the Chair of the Department, if your workload exceeds 20 hours.

### **GUIDANCE**

All GTAs are to receive adequate guidance and preparation from instructors. Instructors of the 2000-levels should meet with GTAs at least once a week to discuss what is to be covered in the recitation sections. Instructors who have been assigned graders should meet with students at least once per semester to discuss grading rubrics and policies. In the case of independent teaching, instructors should have a designated faculty member to contact in case questions or issues emerge. Students teaching or co-teaching their own evening or summer versions of courses should consult with one of the faculty members who regularly teaches that course, to receive feedback on their proposed syllabus, choice of assignments, etc., before the class begins. Although the degree of detail will vary from instructor to instructor (e.g., some may suggest broad topics to cover, others may specify which images to show), GTAs should never feel at a loss about what to do in their sections. In all cases, *if you are feeling uncertain, please ask for help*. Multiple GTAs for a single class often find it helpful to plan their recitation sections together. Instructors with graders are also required to provide their TAs with adequate guidelines for grading exams or other assignments, such as rubrics, meetings to go over grading expectations, or sample graded work.

### **MENTORING**

Recitation leaders should be observed in the classroom by the instructor. The instructor should stay for the entire 55-minute class and offer prompt feedback to the GTA, either in verbal or written form. Independent instructors are generally observed in the same fashion by a member of the Graduate Studies Committee, although they may stay for only a portion of an 80-minute class. GTAs have the right to access the written evaluation of their performance required of every instructor supervising GTAs at the end of the semester and to respond to this evaluation in writing if they desire. Both of these documents—the instructor's original evaluation and the GTA's response—will become part of the annual departmental graduate review.

### **GENERAL SUPPORT AND ASSISTANCE**

GTAs can expect assistance from instructors with any conflicts that arise—e.g., disciplinary problems, conflicts over grades, etc. **Please report all problems to your instructor as soon as they occur.** In exceptional cases (i.e., those in which the GTA does not feel comfortable taking up an issue with the instructor), he/she/they may appeal to the Graduate Studies Committee, by contacting the chair of this committee (Professor Jody Patterson, [patterson.1187@osu.edu](mailto:patterson.1187@osu.edu)) or the instructor of HA6015. All such consultations will remain confidential as requested.



*Graduate Students Led Tours on Campus in Conjunction with the Unveiling of the Roy Lichtenstein Sculpture*