PH.D. PROGRAM
GUIDELINES

Fall 2015 – Summer 2016

Amy Ogata, Chair

(Ann Marie Yasin, Acting Chair Sept. 21-Dec. 11, 2015)

Ann Marie Yasin, Director of Graduate Studies
Adherence to these departmental graduate guidelines and the specified benchmarks and time frame therein, is a mandatory component of "satisfactory progress toward the degree." The departmental graduate guidelines supplement University policy as described in the Graduate School section of the USC Catalogue. They provide important information about the requirements of our program and will be considered a written warning about the grounds for dismissal. Students are expected to be familiar with these guidelines and with the USC Catalogue.

Department of Art History
University of Southern California
2015/2016
TABLE OF CONTENTS

OVERVIEW..........................................................................................................................5
  Master of Arts, Art History.................................................................................................. 5
  The Ph.D. program in Art History...................................................................................... 5
  Prerequisites for Admission............................................................................................... 6
  Financing Graduate Study................................................................................................... 6
  Faculty................................................................................................................................ 6
  Adjunct Faculty.................................................................................................................. 6

PROGRAM OF STUDY .........................................................................................................7
  Coursework.......................................................................................................................... 7
  Grading............................................................................................................................... 8
  Language Requirements..................................................................................................... 8
  Other University Requirements.......................................................................................... 8
  First Year Assessment......................................................................................................... 9
  Second Year Review ...........................................................................................................11
  Guidance Committee.........................................................................................................11

QUALIFYING EXAMINATION.............................................................................................12
  Schedule for the Qualifying Exam................................................................................... 12
  General Written Qualifying Examination........................................................................ 13
  Oral Qualifying Exam Colloquium.................................................................................... 13

DISSERTATION.....................................................................................................................13
  Dissertation Committee.................................................................................................... 13
  Enrollment Status ............................................................................................................. 14
  Dissertation Prospectus .....................................................................................................14
  Funding for Research, Travel and Dissertation Writing.................................................. 15
  Preparing and Filing the Thesis......................................................................................... 15
  Oral Defense..................................................................................................................... 16
  Dissertation Submission .................................................................................................... 16

ADVISEMENT......................................................................................................................18
  Director of Graduate Studies............................................................................................. 18
  Student Concerns ............................................................................................................. 18
Professional Development........................................................................................................... 19

APPENDICES............................................................................................................................. 20

APPENDIX I Ph.D. Degree Requirements Overview................................................................. 20

APPENDIX II  Sample Program of Study.................................................................................. 21
OVERVIEW

Master of Arts, Art History
The department does not accept applicants for a Master of Arts degree in art history. Although the MA is not offered as a terminal degree, students who leave the program after two years may be eligible for the MA. A minimum of 32 units is required and students must pass one language, the first-year examination, and the second year review, which includes the qualifying paper (the departmental equivalent of a thesis).

The Ph.D. program in Art History
The Department offers the doctoral degree in a wide-range of fields of Western and Asian art history from ancient to contemporary. The graduate program prepares students for university teaching, independent research and writing, and curatorial careers. The program is designed to provide students with a systematic knowledge of art history, including the intellectual and philosophical foundations of the discipline, and the specialized training needed to conduct advanced scholarly work. To this end, the department requires coursework in diverse areas of art history and in related disciplines.

The Ph.D. program in Art History draws its strength from a dynamic, highly productive faculty. Studying the object in its complex physical, cultural, and intellectual contexts, our faculty is committed to a historically situated and theoretically nuanced approach to art history and visual culture. Interests that range across the faculty include the historiography of art history, the institutional settings and politics of art, the study of word and image, investigations of sexuality, gender, race, ethnicity, and national identity, architecture and ritual, and the viewer's share in representation. Many of the faculty study objects and archives that lie beyond the traditional boundaries of art history, whether in terms of fashion, photography, advertising, design, landscape architecture, or performance. As a faculty, we are committed to a sustained dialogue between the traditions of art history and the innovations of new approaches and areas of inquiry. Active engagement in scholarly initiatives with other departments, programs, and schools at USC contributes to the vitality of the art history graduate program. The interdisciplinary initiative in Visual Studies, for example, brings colleagues from a variety of disciplines together in the form of lecture series, seminars and reading groups, and the team-teaching of graduate seminars. In addition to a lively interaction with faculty across the humanities and social sciences, graduate students in Art History benefit from small seminars, intensive interaction with faculty advisors, professional mentorship, a departmental lecture series, and an annual graduate student symposium, "Expanding the Visual Field." Topics of recent graduate student symposia have included "Art and the Mind: Neuroaesthetics, Phenomenology, and the Experience of Vision," "Drawn from Life," and "The Edges of the Body: Extremities of Knowledge in Antiquity and Beyond."

Our faculty enjoys close ties with the major art museums and research institutions in the Los Angeles area, including the J. Paul Getty Museum, the Getty Research Institute, the Huntington Library & Art Galleries, the Los Angeles County Museum of Art, the Museum of Contemporary Art, the Japanese American National Museum, the Norton Simon Museum, the Skirball Cultural Center, and the museums in Exposition Park – as well as our own Fisher Museum and the Pacific Asia Museum in Pasadena. Graduate seminars frequently draw inspiration from current exhibitions or the material in local collections. These seminars, often conducted at the study centers of these institutions, offer a stimulating atmosphere where students engage first-hand with works of art. Los Angeles is characterized by a vibrant contemporary arts scene and diverse cultural offerings.
Students in the history of art are encouraged to take full advantage of the course offerings in the humanities and social sciences at USC and the rich intellectual and cultural life of Los Angeles.

**Prerequisites for Admission**

Majoring in art history as an undergraduate is a desirable but not a mandatory criterion for admission to the PhD program. The USC graduate program in art history admits only those students who are judged to be of Ph.D. caliber and who intend to complete the doctorate.

When considering applicants for admission, we look for the best fit between our faculty and the student's interests. All aspects of a candidate's academic record are important: we consider particular skills, including writing and research ability, for which the writing sample is an important indicator, as well as foreign language proficiency. Grade point averages and test scores are also considered because they help to round out the picture provided by other aspects of the dossier.

**Financing Graduate Study**

USC support for Ph.D. studies consists of a combination of fellowship and part-time appointments as Teaching Assistants, or Graduate Assistants.

**Faculty**

DANIELA BLEICHMAR, Associate Professor, Early Modern Visual Culture
KATE FLINT, Provost Professor, 19\(^{th}\) and 20\(^{th}\)-Century Painting, Photography, and Visual Culture
JENNIFER GREENHILL, Associate Professor, 19\(^{th}\)- and 20\(^{th}\)-Century American Art and Visual Culture
SELMA HOLO, Professor, Museum Studies and Director, USC Fisher Museum of Art
EUNICE D. HOWE, Professor, 15\(^{th}\)- and 16\(^{th}\)-Century Art and Architecture
SUZANNE HUDSON, Associate Professor, Modern and Contemporary Art
SONYA LEE, Associate Professor, Chinese Art and Architecture
MEGAN LUKE, Assistant Professor, Modern Art, Architecture, Art Writing
CAROLYN M. MALONE, Professor, Medieval Art, Architecture and Archaeology
AMY OGATA, Professor, Modern Design and Material Culture
JOHN POLLINI, Professor, Classical Art and Archaeology
HECTOR REYES, Assistant Professor (Teaching) of Art History, 17\(^{th}\) - and 18\(^{th}\)-Century European Art
VANESSA SCHWARTZ, Professor, Modern Visual Culture
ANN MARIE YASIN, Associate Professor, Roman and Late Antique Art and Architecture

**Adjunct Faculty**

KENNETH LAPATIN, Adjunct Professor, Curator of Ancient Art, Getty Villa
CLaire Lyons, Adjunct Associate Professor, Curator of Ancient Art, Getty Villa
ALEXANDER MARR, Adjunct Associate Professor, Early Modern European Art
RICHARD MEYER, Adjunct Professor, Modern and Contemporary Art
MIYA MIZUTA, Adjunct Assistant Professor (Teaching), East Asian Languages and Cultures
CHRISTINA YU YU, Adjunct Assistant Professor, Director USC Pacific Asia Museum
PROGRAM OF STUDY

Specific programs of study are determined in consultation with the Director of Graduate Studies and the student's Primary Advisor; these programs are based on the student's interests and the fulfillment of Departmental requirements.

Coursework
It is expected that the majority of coursework is to be pursued in graduate-level seminars (500-level or above). In order for a 400-level course to count toward degree requirements it must be taught by a tenure-track faculty member; student must enroll in AHIS 599 with the instructor of record and work out in consultation with him/her a supplemental syllabus (with higher requirements than those for undergraduates in the 400-level course).

AHIS 500 (Methods and Theory of Art History) is required of all incoming students and should be taken in the first semester of the first year. AHIS 593 (Practicum in Teaching, 2 units) should be taken in the Fall semester of the second year in the program (which is expected to be a TAship year).

The program of study in the Primary, Secondary and Outside Fields is determined in consultation with the Director of Graduate Studies and the student’s Primary Field advisor. Formal approval is required before students may proceed to the second-year review (see below).

Primary Field
Your Primary Field is considered your broad area of specialization (for example, as it would be defined in an academic job ad: e.g. Modern, Early Modern, Asian, or Roman Art). Normally, four graduate-level courses in this field are required (minimum 16 units).

Secondary Field
This field is a secondary area of expertise that may, but need not, complement the student's Primary and/or Outside field. Primary and Secondary Fields should be intellectually distinct sufficient to avoid redundancy. Two graduate-level courses are required for the Secondary Field (8 units). It would be expected that at least one of these would be taught by the Art History faculty member who will serve as the Secondary Field Advisor for the Qualifying Examination. The parameters of the Secondary field must be approved by both the Primary and Secondary field advisors and the Director of Graduate Studies.

Outside Field
This requirement is fulfilled by the successful completion of one graduate seminar (4 units) in a department other than Art History at USC. The faculty member with whom the course is taken will normally be expected to serve as the Outside Field Advisor for the Qualifying Examination.

Distribution Requirement
The department feels that an integral part of intellectual formation is the capacity to engage with artistic traditions from periods and cultures different from one's primary area of specialization. To this end, two graduate-level courses, one each in 1. a distinct cultural and 2. a distinct temporal perspective (see definitions below) from your Primary Field are required. These courses may be taken as part of the student's Secondary
Field, electives, etc. (in other words, courses may be "double counted" toward both the distribution course requirement and a Secondary Field, for example).

- Cultural perspective would normally, but need not, be thought of in terms of eastern/western artistic traditions (e.g. for a student focusing on European or American art, the art of Asia or Colonial Latin America would be considered a distinct tradition).
- Temporal perspective is defined in terms of pre- and post 1800. If the student's Primary Field is 19th-century art or later, at least one course in pre-19th-century art is required, and vice versa.

Approval for counting classes toward the distribution requirement must be obtained from both the DGS and the Primary Field advisor.

Please note that AHIS 500 (Methods and Theories of Art History) and AHIS 593 (Practicum in Teaching) do not fulfill the Distribution Requirement.

Electives
At least five additional courses (minimum 18 units) of graduate-level coursework are to be chosen at the student's discretion. However, at least 8 units of elective coursework must be taken in the Department of Art History.

Grading
The Graduate School’s minimum requirement for the overall grade point average is 3.0. In fact, the Art History faculty expects significantly better work from all graduate students.

In addition to seminar grades, professors submit written course evaluations for each participant. Grades and evaluations become part of the student’s file.

Language Requirements
Students must demonstrate proficiency in two foreign languages relevant to their specific field (see below) in order to advance to candidacy for the doctoral degree. Students are expected to have passed at least one of the required language exams by the fall of their second year in the program, and they are advised to have passed the second required language exam by the beginning of their third year. Depending on the student’s dissertation topic, additional language training beyond this minimum standard may be necessary. Students should consult with their Primary Field Advisor regarding the language training appropriate to successful completion of their advanced research.

Proficiency is determined by examinations offered by the Department. Departmental language examinations determine the student’s working knowledge of standard vocabulary and grammar as well as his or her ability to translate the foreign language into English.

The departmental language examinations take a standard form: students are given three hours in which to translate a passage into English, with the aid of a dictionary. (For modern European languages, the passage will be 750-1000 words in length.)

- For students of Western art, two modern European languages appropriate to the student's primary field of study are required.
For students of Ancient Art, German and one ancient language (Latin or Greek) are required.
For students of Medieval Art, two modern European languages, or one modern European and one ancient language are required.
For students of Asian art, one European language and one Asian language, or two Asian languages are required.

Foreign language examinations are offered at the beginning of the fall and spring semesters. These examinations may only be taken on the time and date scheduled by the Department and approved by the Department Chair.

Successful completion of USC’s Course in Reading French or German (FREN 020x or GERM 020x) will satisfy the Art History department’s Ph.D. requirement in that language. [Note that these courses are not necessarily offered every semester. Students should consult the appropriate department for more information].

Incoming students are strongly encouraged to sit at least one language exam in the fall of their first year.

Progress toward meeting language requirements is included in the faculty's annual assessment of students' overall progress toward degree. Students must satisfy foreign language proficiency requirements before scheduling their Qualifying exams.

Other University Requirements

- A minimum of 60 units is required for the doctoral degree in art history, requiring at least three years of full-time study after beginning graduate work at USC. A minimum of 24 units must be completed in residence at USC.

- If the student enters with an M.A. degree from another institution, then a maximum of 16 units are transferable; these units must be approved by the Art History Director of Graduate Studies and The Graduate School.

- The minimum course load for full-time status is 6 units per semester; students may take up to 12 units per semester. Students who receive tuition assistance are expected to make full use of their tuition awards each semester during the academic year; exceptions must be approved by the Director of Graduate Studies.

- Continuous registration, with the exception of summer, is mandatory unless a leave of absence (the University allows a maximum of two years) is approved by the Department of Art History and The Graduate School.

Time Limit for Degree Completion: As stated in the USC Catalogue, "The time limit for completing the doctoral degree is eight years. For students who earned an applicable master’s degree within five years prior to admission to the doctoral program, the time limit for completing the doctoral degree is six years from the date of admission to the doctoral program. An academic department or program may grant an extension of one semester at a time, up to a maximum of two years. For Ph.D. students all extensions must also have the approval of the dean of the degree program." [https://catalogue.usc.edu/graduate-2-2/grad-req/]. The
Department of Art History anticipates that all students will finish in six years. The student is expected to obtain outside funding beyond the fifth year of the USC award since internal funding beyond the five-year package is highly competitive and cannot be guaranteed. Moreover, after five years in the program, the student will usually be responsible for paying USC’s mandatory tuition each semester and his/her own health insurance.

**First-Year Assessment**

It must be taken before the completion of 24 units of coursework (i.e. before the end of the first year of coursework).

**Goals**

It is intended to demonstrate general art historical skills, independent thinking and knowledge of the history of the discipline, including current issues. A vital component of the First Year Assessment Exam is visual inquiry, distinct from the Second-year Review, which examines research skills.

**Content and Nature of Examination**

The student makes a slide presentation (10-15 minutes in length) based on close visual analysis of 1-2 objects of his/her choice. The object selected need not be tied to a particular seminar paper, nor to the primary or secondary field.

Students are also required to submit one-page abstracts of their presentations, and annotated bibliographies of 3-4 pages in length. The most helpful sources should be marked with asterisks on the bibliographies. The presentation is intended to provide students with the opportunity of demonstrating a capacity for in-depth investigation of specific works of art and visual culture. The presentation should not be slanted towards stylistic analysis, but instead employ any number of relevant art historical tools, for example a social and historical context for the object, discussion of methodological and historiographic issues, iconographic or symbolic interpretations etc. The faculty will respond to the presentation, ask questions and provide feedback for a period of 15-20 minutes. Thus the duration of the Assessment Exam is ½ hour.

**Scheduling**

In general, the exam is scheduled for spring semester on the Wednesday of the second week of final exams. The one-page abstract and annotated bibliography must be submitted to the Department Office Manager no later than Monday of the same week. Results will be available on the Friday of Commencement.

**Grading:**

1. If a grade of high pass or pass is earned: The student completes this portion of the Ph. D. requirements. After successful completion of other program requirements (coursework, foreign language and second year-review), the student is eligible to advance to the Qualifying Exam and Proposal defense.

2. A grade of low pass or fail can either result in probation or dismissal from the program, to be determined by the faculty during the end-of-year student evaluation and communicated in writing by the DGS in the student's annual progress report letter. No retakes of the 1st-year assessment are permitted.
Second-Year Review

The Second-Year Review Committee formally reviews the progress and performance of every student in the Second-Year Review. The review is intended to ensure that all students are making satisfactory and timely progress toward the doctoral degree.

Field of Study Statement
The process of the Second-Year Review begins in week 5 of the fourth semester when students are required to submit a statement (max. 3 pages, double-spaced) of rationale for the configuration of Primary, Secondary and Outside fields that explains how the student sees them as preparing him/her for the dissertation and profession. The DGS and the Primary Field advisor must sign-off on the Field of Study Statement before submission of it along with the following additional materials to the Second-Year Review committee (due week 8 of the semester).

Annual Progress Report
The Annual Progress Report provides a self-assessment, including courses taken, grades earned, and an outline of the ways in which the student will meet outstanding course requirements.

Qualifying Paper
By the end of the 8th week of the semester, students are required to submit to the Second-Year Review Committee a revised seminar paper of approximately 20-25 pages in length, not including endnotes, bibliography, and illustrations. The qualifying paper should demonstrate the student’s capacity for original thought and research, skills for critical thinking and analysis, ability to use primary source materials, and proficiency in writing and presentation.

Second-Year Review Meeting
After the Field of Study Statement, Statement of Progress and the Qualifying Paper have been submitted and reviewed, the student meets with the Graduate Studies Committee. The purpose of the review is three-fold:

- To review progress to date through the evaluation of the qualifying paper, seminar grades, course evaluations from professors, language examinations, and teaching assistant evaluation forms.
- To allow the student the opportunity to discuss the Ph.D. examination fields, the constitution of the dissertation committee, and his or her plans for the dissertation project.
- To provide guidance and mentorship for the student at the mid-point of his or her graduate training.

As part of the review process, the Second-Year Review Committee provides recommendations for the student. Plans for the dissertation project and proposed Examination Fields and Committee are discussed and evaluated.

The Second-Year Review Committee writes a summary of the committee’s findings and suggestions for future progress. This document, which will become part of student’s dossier, is also made available to the student.

Guidance Committee

In conversation with the Primary Field Advisor and the Director of Graduate Studies, the student identifies faculty members who will serve on the Guidance Committee.
The Guidance committee is composed of at least five members; a minimum of three, including at least one tenured member, must be from the student's home department, and one must be a faculty member from outside the student's home department.

The five members of the committee include the advisors of the Primary, Secondary and Outside Fields (see field definitions above). The outside member is defined as a person from a discipline different from that of the student's department, i.e. neither a joint-appointment nor a “courtesy” appointment, and whose own department affiliations are different from that of the student. The two other Guidance Committee members are up to the discretion of the student. Students should expect that all five committee members read the written exams and contribute to the oral exam.

Normally, all members of the Guidance committee must be at the rank of assistant professor or above in departments offering the Ph.D. degree at USC. In exceptional cases, faculty in departments or schools not offering the Ph.D. degree; research, adjunct, tenure track and emeritus faculty; and faculty from other universities may be acceptable as members of guidance committees. Such exceptions are rare and must be approved on an individual basis by the dean of the degree-conferring unit.

QUALIFYING EXAMINATION

The Qualifying Examination tests the student's command of the objects, historiography, and critical methodologies of his/her primary, secondary and outside fields of study. The Qualifying Examination consists of two parts: the general, written examinations in the primary, secondary and outside fields; and an oral colloquium with the Qualifying Examination Committee within two weeks of the written exams.

Students are expected to be enrolled in GRSC 800 during the semester of the Qualifying Examination. The University does not accept GRSC 800 for degree credit. After passing the Qualifying Examination the student advances to candidacy for the Ph.D. (and is considered ABD, "all but dissertation").

Schedule for the Qualifying Exam

The Qualifying Examination is expected to take place during the spring semester of the third year, or no later than the semester following the completion of 52 units of course work, which is to say all coursework and other requirements including language requirements, apart from the dissertation itself (and 8 units of dissertation writing, AHIS 794abcd). In order to schedule the Qualifying Exam the student must have their preliminary bibliographies approved by their committee.

In order to achieve this, the following schedule is recommended: written exams to be taken by ninth week of the semester (i.e. by Spring Break) of year 3 in the program; oral colloquium with Qualifying Exam Committee to be scheduled within two weeks thereafter.

At least two weeks prior to the date of the written exams, the following material must be submitted to the Departmental Administrator for distribution to the Qualifying Committee:
(1) Final bibliographies for primary, secondary and outside fields.
(2) Form signed by the three field advisors giving approval for the exam to go forward.
(3) A brief description (4 double-spaced pgs. max.) of the student's dissertation project to serve as a discussion document in the oral portion of the exam (in advance of the submission of the dissertation prospectus in the following semester).

General Written Qualifying Examination

Students are tested on their primary, secondary and outside fields through a series of written examination questions designated by the faculty member in charge of each field.

Students take the exam in two consecutive days in the Department of Art History.

Students use a departmental computer to write the exams. During the written exams, students may consult any books they wish to have on hand and hard-copies of their bibliographies and notes (the exam, in other words, is "open book," however internet access is not permitted).

- (Day 1) Part 1: Student is asked to respond to two of three questions from the broad area of study within the Primary Field. [6 hours, 3 hours each question]
- (Day 2) Part 2: Student is asked to respond to two of three questions from the Secondary Field. [3 hours]
- (Day 2) Part 3: Student is asked to respond to two of three questions from the Outside Field. [3 hours]

Oral Qualifying Exam Colloquium

The Qualifying Colloquium is usually scheduled to take place approximately one week after the second day of the written examinations and must take place within two weeks of the completion of written examinations. It is administered on campus, and all committee members must be present (with prior approval obtained from the Vice Provost for Graduate Programs at least two weeks in advance, one member, not the primary advisor, may take part remotely by video conference). The student meets for two hours with the committee who conduct an oral examination of the student’s primary, secondary and outside fields and discuss the plans for the dissertation project.

Students must pass the Qualifying exam before proceeding to defend the prospectus.

DISSERTATION

Dissertation Committee

On successful completion of the Qualifying Exam colloquium, the student is advanced to candidacy for the doctoral degree. At this time, the student is required to form a dissertation committee consisting of a minimum of three tenured or tenure track USC faculty, two of whom must be from the home department (at least one of whom must be tenured) and an outside member from a different PhD granting department at USC.
Enrollment status

After advancing to candidacy and while working on the prospectus and dissertation, students are expected to be enrolled in AHIS 794 (Doctoral Dissertation), 2 units, each semester, except summer sessions until all degree requirements are completed. No more than eight units of credit in 794 may be received, regardless of the number of semesters in which the candidate may be required to enroll. Department or program approval is required for registration in 794.

Dissertation Prospectus

The dissertation prospectus outlines the proposed dissertation project and presents a working bibliography. The prospectus sets the dissertation project within the historiography of the topic and it points out the ways in which the project will range beyond what has previously been written. This important document serves as the intellectual ground plan for the dissertation research and as the basis for future grant writing. In conceiving the prospectus, it is therefore crucial that the student has a clear understanding of the central questions of the dissertation as well as the methodologies that he or she will employ in order to examine these questions. Two weeks after the submission of the prospectus, students will meet with the Dissertation Committee in an oral colloquium to defend the project.

The final draft of the dissertation prospectus must be submitted to the Dissertation Committee no later than October 15 after passing the Qualifying Exams in the spring (if the Qualifying exams were passed in the fall semester, the dissertation prospectus must be submitted by the following March 15).

The prospectus document must include the following three parts:
- 1000-1500-word précis of dissertation project
- Expanded project description (12-15 pgs. in 12-pt Times New Roman font) that also includes a description of methodology, research plan, and chapter breakdown
- Bibliography

The oral prospectus defense should be take place approximately 2 weeks after the submission of the prospectus. All members of the dissertation committee are expected to be present, though remote participation via video conferencing may be arranged when necessary.

In preparing the prospectus, the student should arrange to speak regularly with the individual members of the Dissertation Committee, especially the principal advisor.

For suggestions on the preparation of the prospectus, see:
Kate Turabian, A Manual for Writers of Terms Papers, Theses, and Dissertations (Chicago: University of Chicago Press, 1993)
Funding for Research, Travel and Dissertation Writing

The Department seeks to support all reasonable requests for travel related to research, e.g. visits to archives or papers presented at conferences. However, because our funds are limited, we cannot guarantee full reimbursement of all requests. With that in mind, we expect students to apply for matching funds from the Graduate Student Government (GSG) (up to the maximum that they give out).

Eligible travel and research expenses include:
-- Conferences to give papers or participate in panels (including registration fees).
-- Specific research needs, e.g. visit to archives, galleries, collections, or libraries.
-- Language study or short summer courses relevant to doctoral research.
-- CAA travel and related costs when specific sessions are key to research (funding may cover the registration fee, but not the cost of CAA membership).
-- Travel and related costs for job interviews at CAA and other national conferences (such as AHA, AIA/SCS or ASA) – these receive very high priority!

Applications for Art History Department Graduate Student Research Awards will be considered on a twice yearly basis, in September/October (for winter-spring semesters) and in March/April (for summer-fall semesters). Specific due dates vary year-to-year, but fall within those parameters. Application Guidelines will be distributed annually.

As the costs of graduate training and foreign study continue to rise and University resources come under increasing pressure, students are urged to exert individual initiative in securing funding from outside sources.

The Department of Art History is part of the VSRI Fellowship Writing Workshop early in the fall semester in anticipation of annual fellowship deadlines. Students requiring departmental nomination for fellowships are required to attend this workshop; those students who are applying for fellowships that do not require departmental nomination would surely gain valuable advice from the Fellowship Writing Workshop. Students should plan ahead for fellowship deadlines by consulting with their principal advisors on appropriate fellowships and the preparation of application materials.

Preparing and Filing the Thesis

During the research and writing of the dissertation, it is crucial for the student to initiate and maintain regular communication with the Dissertation Committee chair, and to keep the chair apprised of his or her progress. Since most students are not in residence at USC during this phase of their graduate training, the Department requires the submission of an annual progress report each spring that outlines the research the student has completed to date, the stage of the draft of the thesis manuscript, a description of the work to be accomplished, and a plan (with a time line) for the completion of the project.

For suggestions on accomplishing the writing of the dissertation, see:
The Graduate School provides a schedule of dates by which requirements must be met for conferral of the doctoral degree at commencement in May or for receiving the degree in August or December: [http://www.usc.edu/schools/GraduateSchool/current_thesis_dissert_03.html](http://www.usc.edu/schools/GraduateSchool/current_thesis_dissert_03.html)

Students planning to meet a given deadline for conferral of the Ph.D. must submit a final draft to the Dissertation chair at least six weeks before that deadline. Because it is understood that the student will keep the Dissertation chair apprised of his or her progress, it is also understood that the Dissertation chair will read and evaluate successive drafts of the dissertation. Students should not expect a Dissertation chair to accept a final draft if the chair has not already seen earlier versions and has had an opportunity to suggest changes.

It is the responsibility of the student to consult with the Dissertation Committee members regularly. Once the chair of the committee has determined that the dissertation is close to completion, the student must give the dissertation to the secondary readers at least four weeks before the University deadline.

**Oral Defense**

It is the student’s responsibility to obtain information on deadlines and format from the Graduate School well in advance of the defense. The date of the oral defense is set in consultation with the members of the Dissertation Committee. The oral defense provides an opportunity for the student to meet together with all the members of the dissertation committee and to receive their thoughts and criticisms. Since, if the student pursues an academic career, it is understood that the dissertation will most likely develop into a book project, the oral defense also offers the student a forum in which to begin to consider the dissertation project in these terms.

**Dissertation Submission**

This portion of the Department of Art History PhD Program Guidelines adheres strictly to the policies of USC and the Graduate School and is subject to change at any time. It is the student’s responsibility to seek and obtain up-to-date guidelines as the time for his/her dissertation submission approaches. The following steps in the sequence for dissertation submission may be found on the Graduate School Thesis Center website, [http://www.usc.edu/schools/GraduateSchool/current_thesis_dissert.html](http://www.usc.edu/schools/GraduateSchool/current_thesis_dissert.html).

Registration in dissertation coursework is required for at least two semesters and provides the necessary continuous enrollment until the dissertation has been submitted to the Graduate School. The requisite course is AHIS 794 Doctoral Dissertation.

**Sequence for Submission**

**Step 1: Before the defense**
Download the Appointment/Change of Committee form. Complete this form well in advance of the defense date, as it requires the signature of the school dean. Scan a copy of the signed form and save in PDF format.

Step 2: Thesis Center profile and date of defense
Create a profile in Thesis Center, the Graduate School’s thesis and dissertation online processing website. Enter the date of your defense in the field provided.

Step 3: Defend dissertation
Defend your dissertation and make any changes to your manuscript that your committee requires. Monitor the progress of the electronic Approval to Submit form through your Thesis Center profile.

Step 4: SED and Document Checklist
Take the Survey of Earned Doctorates (SED). Only the first section is required. Save the emailed completion receipt as a PDF. By the Documentation Deadline in the given term, upload the completed Appointment/Change of Committee form and Survey of Earned Doctorates (SED) certificate to your Thesis Center “Document Checklist” page. Confirm that all committee members have registered their decisions on the electronic Approval to Submit form in the Thesis Center system by the Documentation Deadline. Once the expected term of degree conferral has commenced, the Thesis Coordinator will verify the checklist items and send an email confirmation that the manuscript may be uploaded. Normally, this takes 2-3 business days. At this time, the manuscript processing fee will be applied to the student’s account in OASIS. The fee is $115 (subject to change) for doctoral students. Please note that submissions made past the deadline will not be processed until the beginning of the subsequent semester.

Step 5: Upload
Upload the manuscript to your Thesis Center profile in the form of a single PDF file before the Upload Deadline. The upload deadline pertains to the initial upload of the manuscript. The Thesis Coordinator will review the manuscript for format and presentation and send a notification email should any changes be required. Normally this takes place within 3 weeks during peak submission times.

Step 6: Formatting Revisions
Make any requested formatting revisions and upload the revised manuscript to the Thesis Center profile a second time. An email confirmation will be sent after manuscript formatting has been approved, after which the USC Digital Library will send an email requiring the student to confirm manuscript publishing information. At this point, students will be able to upload any necessary supplemental media files to accompany the PDF thesis or dissertation manuscript.

Step 7: USC Digital Library Confirmation
Confirm dissertation publishing information with the USC Digital Library. This is the final step required for degree conferral. The degree will normally be officially posted within one month.

Early Submission Option
Students are exempted from the requirement to register in AHIS 794 in a given semester if they submit the necessary documentation, have a complete Approval to Submit form, and upload the manuscript to the Graduate School by 5:00 pm PST on the add/drop deadline in that semester. It is recommended that a student
submit the necessary documents and have a completed Approval to Submit form at least a week before the add/drop deadline in order to allow time to upload the manuscript.

ADVISEMENT

Director of Graduate Studies

The Director of Graduate Studies serves as the initial advisor for incoming students. This DGS meets individually with students to ensure that they are familiar with the program requirements and launched on an appropriate course of study. When the student decides on a Primary Field, the Primary Field Advisor serves as the student's principal advisor. Students are expected to consult with their advisors at least once per semester.

The Faculty reviews the student’s performance at the end of each year. Grades, written seminar evaluations, teaching assistant evaluations, and annual progress report self-evaluations are considered in the review. Continuation in the program and fellowship support is contingent on satisfactory progress.

Student Concerns

The Department Chair and the Director of Graduate Studies offer an open forum at which students can raise their concerns and suggestions. Additionally, students are urged to communicate with their Faculty Advisor and the Director of Graduate Studies regarding their experience and progress in the program. Students also have the option of consulting with their Graduate Student Representative in the Department of Art History and having him or her act on their behalf in the airing and resolution of any concern.

If any matter cannot be resolved or if the student is uncomfortable raising the issue within the Department, the university has structural mechanisms to address student concerns, such as the Graduate School’s Graduate Student in Residence, the Office of the Dean of Academic Programs in the College of Letters, Arts and Sciences, and the university-wide organization, the Graduate and Professional Student Senate (GPSS). Information about GPSS can be found on the internet at:

http://gsg.usc.edu/

The following description of the organization comes from the GPSS site:

The Graduate and Professional Student Senate is the official voice of the graduate and professional student body. Elected officers and department representatives tackle issues specific to graduate students and provide venues for interaction beyond the academic realm. Our funding comes from your programming fees, and we use this money to provide advocacy, social and community service events, the spring interdisciplinary conference, and many other services and events throughout the year.
Professional Development

The Department of Art History is committed to mentoring students and to helping them develop into successful professionals. Teacher training, the Fellowship Application Workshop, and other professionalization workshops are designed to help students meet their professional goals. It is also expected that students will play an active role in the intellectual life of the department and university by regularly attending and contributing to events organized on campus both within and outside of their primary areas of expertise.

The College Art Association (CAA; www.collegeart.org) is the professional organization for art historians (and artists) in the United States. The annual conference of the CAA offers the primary opportunity for art historians to present their scholarship, to network with other professionals and graduate students, and to interview for jobs in the field.

It is highly recommended that students try to attend a CAA conference early in their academic career in order to familiarize themselves with the organization, and with the current questions that animate the discipline of art history and the scholarship in their particular field. The recently established Student and Emerging Professionals Committee of the CAA caters to the needs of graduate students and aims especially to help them transition successfully to professional positions.

At the dissertation stage, it is recommended that candidates apply to present their research at an annual conference. Doing this at a separate stage from interviewing for jobs allows students to focus exclusively on their presentation and to gain recognition of scholarly work that will serve them well when they seek employment.

In addition, the Student and Emerging Professionals Committee of the CAA caters to the needs of graduate students and aims especially to help them transition successfully to professional positions: http://www.collegeart.org/committees/student

The following text provides a useful, general overview of the professional life of an academic:

## APPENDICES

### APPENDIX I  Ph.D. Degree Requirements Overview

<table>
<thead>
<tr>
<th>COURSES</th>
<th>OTHER REQUIREMENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Methodology (4 units)</td>
<td>AHIS 500</td>
</tr>
<tr>
<td>Primary Field (16 units)</td>
<td>4 seminars</td>
</tr>
<tr>
<td>Secondary Field (8 units)</td>
<td>2 seminars</td>
</tr>
<tr>
<td>Outside Field (4 units)</td>
<td>1 seminar</td>
</tr>
<tr>
<td>Electives (18 units)</td>
<td>5 seminars</td>
</tr>
<tr>
<td>Teaching Practicum (2 units)</td>
<td>AHIS 593</td>
</tr>
<tr>
<td>Distribution: cultural (4 units) and temporal (4 units) perspectives (units may be double-counted in secondary, outside or electives)</td>
<td>2 seminars</td>
</tr>
<tr>
<td>Dissertation Writing (8 units)</td>
<td>AHIS 794abcd</td>
</tr>
<tr>
<td>TOTAL (MINIMUM):</td>
<td>60 units</td>
</tr>
</tbody>
</table>
## APPENDIX II  Sample Program of Study

<table>
<thead>
<tr>
<th>Year/Semester*</th>
<th>Coursework</th>
<th>Additional Requirements</th>
<th>Funding Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>I Fall</td>
<td>AHIS 500 (4 units) Seminar (4) Seminar (4)</td>
<td>Language Exam I</td>
<td>Fellowship</td>
</tr>
<tr>
<td>Spring</td>
<td>Seminar (4) Seminar (4)</td>
<td>FIRST-YEAR ASSESSMENT</td>
<td></td>
</tr>
<tr>
<td>II Fall</td>
<td>AHIS 593 (2) Seminar (4) Seminar (4)</td>
<td>Language Exam II</td>
<td>TAship</td>
</tr>
<tr>
<td>Spring</td>
<td>Seminar (4) Seminar (4)</td>
<td>SECOND-YEAR REVIEW</td>
<td></td>
</tr>
<tr>
<td>III Fall</td>
<td>Seminar or directed reading (2-4) Seminar (4) Seminar (4)</td>
<td></td>
<td>Fellowship</td>
</tr>
<tr>
<td>Spring</td>
<td>Seminar (4) Seminar (4) [or GRSC 800 (0)]</td>
<td>QUALIFYING EXAMS</td>
<td></td>
</tr>
<tr>
<td>IV Fall</td>
<td>AHIS 794a</td>
<td>PROSPECTUS</td>
<td>TAship</td>
</tr>
<tr>
<td>Spring</td>
<td>AHIS 794b</td>
<td>DISSERTATION</td>
<td></td>
</tr>
<tr>
<td>V Fall</td>
<td>AHIS 794c</td>
<td>DISSERTATION</td>
<td>Fellowship</td>
</tr>
<tr>
<td>Spring</td>
<td>AHIS 794d</td>
<td>DISSERTATION (DEFENSE)</td>
<td></td>
</tr>
</tbody>
</table>

* Seminars may also be taken during the Summer Session