UNIVERSITY OF SOUTHERN CALIFORNIA
DANA AND DAVID DORNSIFE COLLEGE OF LETTERS, ARTS AND SCIENCES

DEPARTMENT OF ART HISTORY
PH.D. PROGRAM
GUIDELINES

Kate Flint, Chair
Ann Marie Yasin, Director of Graduate Studies
Jeanne Herman, Academic Advisor

Fall 2014 - Summer 2015
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

2014/2015
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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 an 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**

College support consists of a combination of fellowship and part-time appointments as Teaching Assistants, or Graduate Assistants. Research assistantships at the Getty Research Institute and other area institutions may be arranged in some cases.

**Faculty**

DANIELA BLEICHMAR, Associate Professor, Early Modern Visual Culture

KATE FLINT, Provost Professor, 19th- and 20th-Century Painting, Photography, and Visual Culture

SELMA HOLO, Professor, Museum Studies and Director, USC Fisher Museum of Art

EUNICE D. HOWE, Professor, 15th- and 16th-Century Art and Architecture

SUZANNE HUDSON, Assistant 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, 17th- and 18th-Century European Art

VANESSA SCHWARTZ, Professor, Modern Visual Culture

ANN MARIE YASIN, Associate Professor, Roman and Late Antique Art and Architecture

**Adjunct Faculty**

KAREN LANG, Associate Professor, Modern European Art

ALEXANDER MARR, Associate Professor, Early Modern European Art

RICHARD MEYER, Associate Professor, Modern and Contemporary Art
PROGRAM OF STUDY

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

Coursework

Instruction at the graduate level is expected to be pursued in seminars (500-level or above). AHIS 500 is required of all incoming students and should be taken in the first semester.

Major Field

Normally, five, 500-level graduate seminars in the USC Department of Art History are required. Of these 20 units, 4 units may be Directed Research. The program of study in the Major Field in Art History is determined in consultation with the student’s Major Field Advisor and Graduate Advisor.

Minor Field

One 500-level seminar is required for the Minor Field. This seminar must be taken with a member of the Art History faculty who is not the Major Field Advisor. This faculty member will serve as the Minor Field Advisor for the General Examination. The parameters of the minor field must be approved by both the Major and Minor field advisors.

Distribution Requirement

Two 500-level seminars, each with a distinct temporal period and geographic region as its focus, fulfill this requirement. These seminars must be taken with Art History faculty other than the student’s Major Field advisor and the professor of the Minor Field seminar. For students of Western art, this means taking a non-Western course; for students of Asian art, this means a course in Western art.

In cases where it is unclear how the topic of a seminar relates to the Distribution Requirement, the student should approach the professor at the outset of the course in order to ensure that the work they will undertake in the seminar is suitable to fulfill the distribution requirement. Failure to do so will invalidate the recognition of the seminar for the purposes of this requirement.

Please note that AHIS 501 does not fulfill the Distribution Requirement.

Outside Field

This requirement is fulfilled by the successful completion of at least two graduate seminars (a minimum of 6 units total) in a department (or departments) other than Art History at USC. Of these two seminars, one will
normally be taken with the faculty member who will serve as the Outside Field Advisor for the General Examination.

**Electives**

Remaining coursework is chosen at the student's discretion but is expected to consist of three graduate-level seminars or Directed Research. 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 Major 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 major 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.

Other University Requirements

- A total of 60 units earns the doctoral degree in art history, requiring at least three years, but no more than five 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; exceptions must be approved by the Graduate Advisor. Teaching Assistants are expected to use their summer tuition units by enrolling in Summer Session courses.

- 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" (http://catalogue.usc.edu/graduate-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 the department will only be able to fund a few departmental fellowships for the sixth year. 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 major or minor 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 Jeanne Herman, Student Advisor, no later than Monday of the same week. Results will be available on the Friday of Commencement.

Grading:
1. 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. Grade of fail: The student is given a written warning that he/she is not making satisfactory progress towards the degree and must earn a pass (or better) on a retake exam in order to remain in good standing in the program. The retake exam will be given by the middle of the next fall semester. Its outcome results in the following actions:
   a. if the retake exam is graded pass or better, the student continues work towards the Ph. D.
   b. if low pass is earned, the student may either proceed to complete the requirements for an M.A. or, on occasion, at faculty discretion, a conditional invitation to continue to the Ph.D. may be offered.
   c. if the exam is failed, the student is dismissed from the Ph.D. program, but at faculty discretion may complete a master’s degree.
SECOND-YEAR REVIEW

The Graduate Studies 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.

Statement of Progress

The process of the Second-Year Review begins at the beginning of the fourth semester, when the student submits a Statement of Progress Form (sample forms are available from the Department of Art History Office) to the Academic Advisor, who will verify that all requirements have been completed.

In the Statement of Progress Form, the student provides an overview of his or her progress to date. The Progress Review Form also 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

At the midpoint of the fourth semester, students are required to submit to the Graduate Studies 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 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 Graduate Studies Committee provides recommendations for the student. Plans for the dissertation project and proposed Examination Fields and Committee are discussed and evaluated.

The chair of the Graduate Studies 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 Major Advisor, 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 who must be from the student's home department and one who must be a faculty member from outside the student's home department. Normally, all members of the guidance-dissertation 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.

Major and Minor Field should be intellectually distinct sufficient to avoid redundancy, but may be complementary. Major and Minor Field advisors must meet together with the student prior to the fields being defined. 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 members are up to the discretion of the student.

QUALIFYING EXAMINATION

The Qualifying Examination generally takes place during the spring semester of the third year, or no later than the semester following the completion of 56 units of course work, which is to say all coursework and other requirements including language requirements. After passing the Qualifying Examination, the student advances to candidacy for the Ph.D.

The Qualifying Examination tests the student’s command of the objects, historiography, and critical methodologies of his/her major, minor and outside fields of study. The Qualifying Examination consists of three parts: the submission of a description of the dissertation project; the general, written examinations in the major, minor and outside fields; and a colloquium with the General Examination Committee. Students are expected to be enrolled in GRSC 800 at the time of the Qualifying Examination. The University does not accept GRSC 800 for degree credit.

Schedule for the Qualifying exam:

Students must schedule the qualifying exam for the end of the spring semester of the second year or no later than the second week of September of the third year. The student should schedule a meeting with major and minor field advisors present. The main purpose is to define the content and parameters of the two fields.

At least four weeks prior to the date of the General Examination (determined by the student in consultation with committee members), the following material must be submitted to the Academic Advisor:
(1) Approved bibliographies for major, minor and outside fields. The academic advisor will circulate the bibliographies to all committee members.
(2) Form signed by the three advisors giving approval for the exam to go forward.

At least two weeks prior to the Qualifying Examination, the dissertation prospectus must be submitted to the Academic Advisor who will circulate it to all committee members. Major, minor and outside advisors must submit exam questions to the Academic Advisor two weeks before the written examination.

**General Examination**

Students are tested on their major, minor and outside fields through a series of written examination questions designated by the faculty member in charge of each field. Students take the exam on a computer provided by the Department of Art History.

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

**Dissertation Prospectus**

The dissertation prospectus outlines the proposed dissertation project and presents a working bibliography. It should be sent to the Qualifying committee two weeks before the Qualifying exam after being discussed with and reviewed by the primary advisor. 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. 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.

This important document, which should be between 2,000 and 2,500 words in length, serves as the intellectual ground plan for the dissertation research and as the basis for future grant writing. In preparation of the prospectus, the student should arrange to speak regularly with the individual members of the Qualifying 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)
Qualifying Colloquium

The Colloquium is scheduled to take place approximately one week after the second day of the written examinations. All committee members must be present. The student meets for two hours with the committee who evaluate the written examinations and conducts an oral examination of the student’s major, minor and outside fields.

Dissertation Committee

On successful completion of the 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.

DISSERTATION

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.

Funding for Research, Travel and Dissertation Writing

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 a 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 major advisors on appropriate fellowships and the preparation of application materials.

Additional resources regarding the preparation of fellowship applications are available on the internet, including the following recommended site:

www.gsas.harvard.edu/academic/fellowships/essays.html
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:


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

- Day of the Defense:
You need to bring two forms to the defense: the Signature Page and the Approval to Submit Defended and Final Copy of Doctoral Work. You should also bring any forms that are missing, or any forms missing signatures (for example, if there is no original Change of Committee form, the committee will need to sign a new one at the defense). Remember, the Signature Page must be signed at the defense. The Approval to Submit form is both signed by the committee and dated at the defense if there are no recommended revisions. If there are recommended revisions, it is signed and dated upon completion of corrections.
• Corrections:
After the Defense, you will most likely need to make corrections based on the committee’s recommendations. Only after the Approval to Submit Defended and Final Copy of Doctoral work form has been signed and dated by the committee members, do you return to the Academic Advisor. This can take anywhere from one to three months. If there are no corrections at the defense, you should make an appointment with the Academic Advisor immediately.

After Corrections have been approved and the Approval to Submit Defended and Final Copy of Doctoral work form has been signed and dated, you must give forms 1-6 listed below to the Academic Advisor.

1. Copy of receipt proving payment of mandatory Publication Fee
2. Documentation Review Form (signed and dated by advisor)
3. Copy of Approval to Submit Defended and Final Copy of Doctoral work form
4. Original Signature page (no copies allowed)
5. Copy of most recent Appointment of Committee/ Change of Committee form
6. Complete Survey of Earned Doctorates online
7. ***Copy of Verification of Completion of Requirements for the Doctoral Degree (this form can be submitted by the academic advisor up to three weeks after the student is given permission to upload. You are not required to submit this form as part of the initial document review or before you upload your manuscript).

(All of these forms can be found on the Graduate Website)

Once you have the dissertation chairperson’s approval to submit (i.e. when all recommended revisions are not only completed, but also given the official ok), you can go ahead and gather/finalize the forms and submit them. Until then, you cannot do anything other than start a submission profile online.

• Filing with The Graduate School:

To file a dissertation with the Graduate School, you must first submit all of the above forms, except the Copy of Verification of Completion of Requirements for the Doctoral Degree. Forms 1-6 must be submitted together in person by you to the Graduate School office. There, the assistant will quickly verify on a checklist that all required forms were submitted. After that, you will need to wait until The Graduate School's thesis and editing committee can verify that everything is correct and follows procedure (your academic records are checked). That review is done on a first come, first serve basis and sometimes, it can take as long as four weeks.

Please note: The Graduate School will not accept any paperwork until you have started a submission profile on The Graduate School website. This is the first thing the assistant will ask when you submit paperwork, so please be sure to do this beforehand. The profile can be started immediately after the defense and well before any paperwork has been submitted.

• The Student and the Graduate School:
Other than form number 7 above, at this point, everything is between you and the Graduate School. Once the Graduate School has notified you via e-mail that you have been cleared to upload your manuscript, please remind the Academic Advisor that within three weeks of receipt of the email the Verifications for the Completion of the Requirements for the Doctoral Degree form must be completed and submitted to The Graduate School.

The Verifications form is required for all students who submit a thesis or dissertation to the Graduate School. A student's thesis or dissertation completion date will not be entered on the system (even if the manuscript has been approved by the Thesis Editor) until this form is completed, signed and submitted to the Graduate School.

The Verifications form is available at:
http://www.usc.edu/schools/GraduateSchool/current_guidelines_forms_05.html

Once a student officially submits and uploads a dissertation manuscript, it is locked and frozen by the Graduate School for any further content corrections. At the time of submission, the student has 3 months to make corrections on the format, etc. in order to meet the conferral date deadline of a particular semester. The Graduate School will notify the student if format corrections are necessary.

For example:
If May 2014 is the anticipated spring graduation date, the student should upload his/her manuscript by February 1 in order to maximize the three months available for corrections. If the student uploads his/her dissertation thereafter, but prior to the deadline of midnight on April 1, 2012, there is no opportunity for required corrections. Moreover, uploaded manuscripts are read on a first-come first-served basis, and there is the possibility that the graduation date will be deferred until the summer. Note that if the Graduate School requires corrections, the student is placed at the bottom of the line for review. Thus it is imperative that a student upload his/her dissertation with The Graduate School at the very earliest date.

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 Major Field, the Major 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 semester. Grades, written seminar evaluations, teaching assistant evaluations and statements of research accomplishments are considered in the evaluation. Continuation in the program and fellowship support is contingent on satisfactory progress.
Academic Advisor

The Academic Advisor serves as the liaison between the student and the Department of Art History. She also plays a key role in helping students navigate university policies, procedures and requirements. That being said, it is expected that students will take responsibility for their program of study.

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://www.usc.edu/org/gpss/index.htm.

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.

This organization has adopted a university recognized Graduate Students Bill of Rights and Responsibilities that guides the standards and practices of all graduate students at USC. For a copy of this document, see: http://www.usc.edu/org/gpss/rights_and_responsibilities.htm.

PROFESSIONAL DEVELOPMENT

The Department of Art History is committed to mentoring students and helping them develop into successful professionals. Teacher training, the Fellowship Application Workshop, and the Dissertation Prospectus Workshop are designed to help students meet their professional goals.

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.

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

# APPENDICES

## APPENDIX I  
**Sample Program of Study**  
For a student entering with the BA degree

<table>
<thead>
<tr>
<th>Semester</th>
<th>Coursework</th>
<th>Degree Requirements</th>
<th>Evaluation</th>
</tr>
</thead>
<tbody>
<tr>
<td>I</td>
<td>Fall</td>
<td>AHIS 500 (4 credits) Seminar (4) Seminar (4)</td>
<td>Language Exam I</td>
</tr>
<tr>
<td></td>
<td>Spring</td>
<td>Seminar (4) Seminar (4) Seminar (4)</td>
<td>Language Exam I</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>II</td>
<td>Seminar (4) Seminar (4)</td>
<td>Language Exam II</td>
</tr>
<tr>
<td></td>
<td>Fall</td>
<td>Seminar (4) Seminar (4)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Spring</td>
<td>Seminar (4) Seminar (4)</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>III</td>
<td>Seminar (4) Seminar (4) Or GRSC 800 (1)</td>
<td>Meeting about minor and major fields</td>
</tr>
<tr>
<td></td>
<td>Spring</td>
<td>Seminar (4) Seminar (4) Or GRSC 800 (1)</td>
<td></td>
</tr>
<tr>
<td>Semester</td>
<td>Coursework</td>
<td>Degree Requirements</td>
<td>Evaluation</td>
</tr>
<tr>
<td>----------</td>
<td>------------</td>
<td>---------------------</td>
<td>------------</td>
</tr>
<tr>
<td>IV</td>
<td>Fall</td>
<td>Dissertation Research</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Spring</td>
<td>Dissertation Research</td>
<td>Annual Review</td>
</tr>
<tr>
<td>V</td>
<td>Fall</td>
<td>AHIS 794 (1)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Spring</td>
<td>AHIS 794 (1)</td>
<td>Annual Review</td>
</tr>
<tr>
<td>VI</td>
<td>Fall</td>
<td>AHIS 794 (1)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Spring</td>
<td>AHIS 794 (1)</td>
<td>DISSEPTION Oral Defense</td>
</tr>
</tbody>
</table>

* Seminars may also be taken during the Summer Session.*
### Sample Model of Coursework

<table>
<thead>
<tr>
<th>REQUIREMENTS</th>
<th>AREAS OF STUDY (geographical scope is global)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>BCE to 1400 (Ancient to Medieval)</td>
</tr>
<tr>
<td>Methodology</td>
<td>AHIS 500</td>
</tr>
<tr>
<td>Major Field</td>
<td>5 seminars</td>
</tr>
<tr>
<td>Minor Field</td>
<td>1 seminar</td>
</tr>
<tr>
<td>Distribution Requirement</td>
<td>1 seminar in EARLY MODERN</td>
</tr>
<tr>
<td>For students of Western Art, one of these two seminars must be in a non-Western field.</td>
<td></td>
</tr>
<tr>
<td>For students of Asian art, one seminar must be in Western art.</td>
<td>1 seminar in MODERN</td>
</tr>
<tr>
<td>Outside Field</td>
<td>2 seminars</td>
</tr>
<tr>
<td>Electives (8 units)</td>
<td>3 seminars or directed research</td>
</tr>
<tr>
<td>TOTAL COURSES</td>
<td>14 seminars</td>
</tr>
</tbody>
</table>