Department of Art History and Archaeology

MA in Art History Program
Graduate Student Handbook

2021–2022

Columbia University
Art History and Archaeology
826 Schermerhorn Hall
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Preface

This handbook is intended to explain the requirements, registration procedures, and course information for the MA in Art History Program and inform students of resources available to them. However, it is not a substitute for the information provided on the website of the Graduate School of Arts and Sciences (GSAS), which can be accessed at: http://gsas.columbia.edu
Where appropriate and useful, references to specific portions of this website or other Columbia websites are provided in this handbook.

Essential policies for the Columbia community are available at:
https://www.essential-policies.columbia.edu/

COVID-19 Resource Guide for the Columbia Community:
https://covid19.columbia.edu/

International Student and Scholars Office COVID-19 FAQ for Students:
https://isso.columbia.edu/content/isso-covid-19-current-student-faqs

Requirements

MA in Art History

The Department of Art History and Archaeology offers a free-standing MA in Art History in the following fields of study:

Art and Architecture of Africa and the African Diaspora
Ancient Art and Archeology
      West Asian (Near Eastern)
      Greek
      Roman
East Asian Art and Archaeology
      Chinese Art and Archaeology
      Japanese Art and Archaeology
History and Theory of Architecture
      Ancient
      Early Christian, Byzantine, Medieval
      Renaissance and Baroque
      Modern
History of Western Art
      Early Christian, Byzantine, Medieval
      Renaissance and Baroque
      18th and 19th-Century European
      American (pre-1914)
History of Photography (pre-1900)
Art and Architecture of the Americas until 1550 ("Pre-Columbian")
South Asian Art and Archaeology
Arts and Architecture of the Lands of Islam

Students accepted in the Program are mentored by a faculty member in the proposed field of study.

Recipients of the free-standing MA in Art History will be considered for admission to the PhD Program only upon submission of a separate PhD application.

For the free-standing MA in Modern and Contemporary Art: Critical and Curatorial Studies (MODA), see the MODA Handbook.

Course Requirements

Coursework

- All students in the MA in Art History Program are required to accumulate 2 Residence Units (see *Registration Classifications* later in this handbook) and take a total of eight graduate courses plus two sections of the MA Thesis course. The breakdown is as follows:

- All students must take the MA Methods Colloquium in the fall semester.

- All students must take the Practices of Art History Colloquium in the spring semester.

- Also required for the MA in Art History are six courses at either the 8000-, 6000-, 5000- or 4000-level. Of these courses, no more than two should be taken for R-credit. Students who wish to take courses at the 2000-level must get the instructor's approval to take them at the 5000-level, either for a letter grade (which commonly involves additional course assignments) or for R-credit. Students may take up to two 2000-level courses at the 5000-level towards their course requirements, regardless of the grading option that they choose (letter grade or R-credit). 3000-level courses (undergraduate seminars) are generally closed to graduate students.

- All students must take two sections of the MA Thesis course during their final year in the Program.

Also note that:

- With the consent of their advisor, students may take courses in other Departments in the history, culture, literature, or philosophy of their field of study.

- To ensure permission to continue in the MA Program, students are warned against the accumulation of Incompletes in their coursework.

Language Requirements

Knowledge of one foreign language relevant to the field of study must be demonstrated in order to complete the MA Program. For specific information on fulfilling the language requirement, see *Language Requirement* later in this handbook.

Distribution Requirement

While there are no formal distribution requirements in the MA Program, students are strongly encouraged to take during their coursework at least one course outside of their geographical and/or chronological field at the 4000-level or above.

Completion of MA Requirements

Full-time students:
Full-time students must have completed all required coursework for the MA degree by the end of their first year and be given a favorable first-year evaluation to continue to the MA thesis stage. The MA thesis (and two sections of the MA Thesis course) must be completed in the second and final year in the Program.

Part-time students:
Part-time students must have completed all required coursework for the MA degree by the end of their third year and be given a favorable first, second-, or third-year evaluation to continue to the MA thesis stage. The MA thesis (and two sections of the MA Thesis course) must be completed no later than the fourth year in the Program.

Individual evaluation meetings with the MA Program Director are scheduled at the end of each academic year.

Receiving Your Degree and Diploma

Students must complete the Degree Application form near the end of the semester prior to the one in which they expect to fulfill the requirements for the MA degree. Degree application deadlines and the Degree Application form are available at: http://registrar.columbia.edu/content/application-degree-or-certificate. The MA diploma can be picked up in 205 Kent Hall; it will be mailed to the address indicated on the Degree Application form if it is not picked up.

Thesis Requirements

Developing Your Thesis Topic

Students should begin formulating their thesis topic in the semester prior to the one in which they intend to begin thesis research. The topic should be discussed with the intended advisor. During the summer or winter break (depending on the thesis start date), students should prepare a thesis proposal and submit it along with the Masters Thesis Proposal form to the Graduate Programs Manager on the designated deadline.

Thesis Proposal

The Masters Thesis Proposal form and actual thesis proposal are normally due during the first four weeks of classes in the semester in which students intend to begin their thesis. Students should contact their intended advisor to discuss their proposal well before it is due. The topic and advisor are approved only when a faculty member signs the form, thereby agreeing to be the advisor. The form is only an application and therefore any faculty member to whom it is submitted may either decline to be the advisor or require that students resubmit their proposal with suggested changes before agreeing to sign it. The form is available on the Department's website at: http://www.columbia.edu/cu/arthistory/graduate/ma-forms.html.

Guidelines for the Thesis

Content:
The MA thesis is a substantial piece of critical writing that develops an original argument about an important issue in art and art history. It should not just summarize existing literature on a topic, but make a new contribution to the literature through research and critical thinking. You may focus, for example, on an art work, a group of art works, an artist, an art movement, an art institution, an aesthetic idea/theory or historiography. It is better to write in depth on a relatively narrow topic than superficially on a broad topic. The thesis is distinct from a seminar paper; however, it may expand upon an existing seminar paper with the consent of the advisor. It should develop a topic in substantial depth, show a command of the existing literature, and be organized into chapters or sections that guide the reader through its argument. While exact length of the thesis is dependent upon the topic and selected methodology, as well as the requirements of the thesis advisor, the benchmark is about 40-80 pages of writing including footnotes (10,000-20,000 words), but excluding illustrations and bibliography.

Advisor:
Throughout the thesis year, students should meet regularly with their advisor to discuss their progress. The frequency of these meetings should be decided with the advisor. Students are responsible for scheduling them. (Note: If a student is working with a faculty member who has agreed to be their advisor but is on leave at some point during the process, students should arrange individually with them on how to keep in contact.) When appropriate, students may ask a faculty member from within or outside the Department (the latter with permission of the Director) to serve as a second reader. The second reader may offer initial suggestions at the proposal stage, but they generally do not assist in the research and writing process; their central role is to read and offer feedback on the final draft and confer with the faculty advisor on the final grade.

Schedule:
Generally speaking, students should aim to complete all research and begin writing during the first semester, and devote the second semester to completing the writing and revisions based upon advisor feedback. Students should set a date with their advisor for the submission of a complete rough draft of the thesis with plenty of time left for revision before the final draft is due. Students who do not arrange for a submitted draft early enough to allow appropriate time for advisor feedback and subsequent revisions risk not being able to graduate on time. It is the student's responsibility to be mindful of deadlines and time frames.

Final thesis:
The style of the thesis need not conform to the requirements of the Columbia University PhD dissertation office. A consistent and recognized format must be employed, however, especially with regard to citations and footnotes. Students are advised to employ such style as is standard for art history journals and seminar papers. Illustrations should be of excellent quality. Expectations vary between advisors; therefore, it is imperative that students discuss specific formal and organizational requirements with their advisor early in the writing process.

Submitting the Thesis

For graduation approval, all students must submit to the Graduate Programs Manager a final bound copy of the thesis and the MA Thesis Approval Cover Sheet signed by the advisor by the due date as determined by the Department of Art History and Archaeology. The form is available on the Department's website at: http://www.columbia.edu/cu/arthistory/graduate/ma-forms.html

Thesis Presentation Event

All the MA thesis writers are required to participate in the joint MA and MODA thesis presentation event during their thesis year. It is an opportunity for them to present their work to and receive feedback from peers and faculty; train in giving conference-type presentations; and keep momentum on the research and writing process, thus ensuring the timely completion of a quality thesis. The event includes 2 parts:

Part 1: theses-in-progress:
Part 1 takes place towards the end of the fall semester. Each student must give a 10-minute formal presentation (i.e., read a paper) of their thesis-in-progress. Each presentation is followed by 5 minutes of discussion/feedback. The presentation must include:
- an overview of the topic;
- a provisional thesis statement;
- a review of the conducted research;

- a description of the thesis structure (i.e., the different chapters/sections);
- and an outline of each chapter/section.

The presentation should be accompanied by images. A provisional thesis title should be emailed to the MA Program Director the week before the event.

Part 2: final theses:

Part 2 takes place towards the end of the spring semester. Each student must prepare a 3 to 5-minute statement on something particularly significant they learned from their thesis. This can be something related to their choice of topic, the research process, their own contribution to the field, the broader significance of their thesis (i.e., what the student hopes a non-specialist would take away from it), inspiration for future work, etc. Each student's statement is followed by a conversation period. To encourage participation from all thesis writers during the conversation, each student is partnered with another thesis writer and is responsible for initiating the conversation following their partner's statement and vice-versa. The thesis final title should be emailed to the MA Program Director the week before the event.

Note: The above guidelines are subject to change. Thesis writers will be informed by the MA Program Director of the exact expectations well before parts 1 and 2 of the event take place.

MA students who are not yet at the thesis stage are strongly encouraged to attend both parts of the thesis presentation event, in anticipation of their own thesis year.

Full-Time and Part-Time Structures of the Program

For <u>full-time</u> students: 10 courses

Semester 1 1 Full-Time Residence Unit	Semester 2 1 Full-Time Residence Unit	Semester 3 1 Extended Residence Unit	Semester 4 1 Extended Residence Unit
MA Methods Colloquium Lecture Lecture Lecture or Seminar	*Practices of Art History Colloquium* Lecture Lecture Lecture or Seminar	MA Thesis I: Research Lecture or Seminar (optional)	MA Thesis II: Writing Lecture or Seminar (optional)

For <u>part-time</u> students (2-year option): 10 courses

Semester 1 0.5 Residence Unit	Semester 2 0.5 Residence Unit	Semester 3 0.5 Residence Unit	Semester 4 0.5 Residence Unit
MA Methods Colloquium Lecture Lecture	*Practices of Art History Colloquium* Lecture Lecture or Seminar	MA Thesis I: Research Lecture or Seminar	MA Thesis II: Writing Lecture or Seminar

For <u>part-time</u> students (3-year option): 10 courses

Semester 1 0.5 Residence Unit *(or 0.25 Residence Unit)*	Semester 2 0.5 Residence Unit *(or 0.25 Residence Unit)*	Semester 3 0.25 Residence Unit *(or 0.5 Residence Unit)*	Semester 4 0.25 Residence Unit *(or 0.5 Residence Unit)*	Semester 5 0.25 Residence Unit	Semester 6 0.25 Residence Unit
MA Methods Colloquium Lecture	*Practices of Art History Colloquium* Lecture	Lecture Lecture or Seminar	Lecture Lecture or Seminar	MA Thesis I: Research	MA Thesis II: Writing

For <u>part-time</u> students (4-year option): 10 courses

Semester 1 0.25 Residence Unit	Semester 2 0.25 Residence Unit	Semester 3 0.25 Residence Unit	Semester 4 0.25 Residence Unit	Semester 5 0.25 Residence Unit	Semester 6 0.25 Residence Unit	Semester 7 0.25 Residence Unit	Semester 8 0.25 Residence Unit
MA Methods Colloquium Lecture	*Practices of Art History Colloquium* Lecture	Lecture or Seminar	Lecture or Seminar	Lecture or Seminar	Lecture or Seminar	MA Thesis I: Research	MA Thesis II: Writing

For <u>full-time</u> students only: the Dual MA Program in Art History between Columbia University and Université Paris 1 Panthéon-Sorbonne (2-year Program)

Students interested in the Dual MA Program should consult with the MA Program Director. To be eligible, students must be registered full-time and are required to complete the Dual MA Program in 2 years.

14 courses

Semester 1 1 Full-Time Residence Unit	Semester 2 1 Full-Time Residence Unit	Semester 3 1 Extended Residence Unit	Semester 4 1 Extended Residence Unit
MA Methods Colloquium Lecture Lecture Lecture or Seminar	*Practices of Art History Colloquium* Lecture Lecture Lecture or Seminar	4 Courses at Paris 1 Panthéon-Sorbonne MA Thesis I: Research	MA Thesis II: Writing

Language Requirements

All Programs in the Department of Art History and Archaeology require proficiency in languages relevant to the field of study. MA students must demonstrate proficiency in one foreign language and should consult with their advisor at the beginning of their first year to determine the exact language requirement.

Language Examinations

Language exams must be taken in the respective Departments at Columbia University. These Departments offer regularly scheduled language exams (schedules are available on the respective websites) and students are responsible for signing up for a language exam directly with the relevant Department. Students should ensure that the language exam they sign up for will satisfy the language requirement for graduate students.

Language Examination Exception

For some languages, students' advisors may request that the exam be given within the Department of Art History and Archaeology. Students should therefore consult with their advisor beforehand.

Students may also fulfill the language requirements with one of the following options:

"Native Speaker" Language Exemption:
Foreign students focusing on a field related to their native culture and whose native language is not English may be granted exemption from the language requirement by their advisor. If granted exemption, students must submit a signed Language Exemption form to the Graduate Programs Manager. The form is available on the Department's website at:
 http://www.columbia.edu/cu/arthistory/graduate/ma-forms.html

Language Courses:
In lieu of a proficiency exam, students can also take language courses to fulfill their language requirement. Students must successfully earn a passing letter grade at the Intermediate II level to demonstrate proficiency.

Summer Language Courses in Paris or Venice:
A passing letter grade in summer intensive courses offered through Columbia's Paris and Venice programs and the School of Professional Studies Summer Sessions will also satisfy the language requirement.

Some language departments offer Rapid Reading and Translation or Accelerated Reading courses. These courses focus more on translation, as opposed to speaking, listening, and writing. Practices vary by language department, but students must earn an A-grade (A-, A, or A+) in these courses to count towards the degree requirements. If a student earns a lower grade, the student must take the language department's proficiency exam. Please consult the Graduate Programs Manager for more details.

Please note that language courses do not count towards MA coursework.

Non-native English Speakers

For information about the American Language Program (ALP) and Writing Center, see page 21 in this handbook.

Registration & Course Information

Registration Classifications

Residence Unit (RU)

In order to graduate, all students must accumulate 2 Residence Units (RUs). A Residence Unit is the basic classification of registration for students who are currently enrolled in courses at the University. Registering for a full RU classifies students as full-time for the duration of the semester regardless of their actual course load.

Students registered for **1 RU** in any given semester may take four or more courses; additional tuition is charged per point if students register for more than 20 points of credit (unless specific courses require additional fees).

Students registered for **½ RU** in any given semester may take up to three courses and students registered for **¼ RU** in any given semester may take up to two courses.

Extended Residence (ER)

MA students who have completed the required **2 RU**s must register for Extended Residence (ER). Students in ER are allowed to take up to 20 points of credit a semester.

Students holding a visa must register for a full Residence Unit or Extended Residence to maintain their visa status.

RU and ER Registration Procedure

The registration procedure for Residence Units and Extended Residences is the same as for online course registration, described later in this handbook.

Continuous Registration Requirement

Students in all degree Programs are required to register in each semester until all degree requirements have been completed or until the time-to-degree limit has been reached. Students are exempt from the requirement to register continuously only when granted an official leave of absence by the Graduate School of Arts and Sciences' Office of Student Affairs.

Leaves of Absence

A leave of absence allows students who must interrupt their studies for a compelling reason—for example, a sustained medical condition that prevents attendance or a personal matter requiring absence from campus—to be exempt from the Continuous Registration requirement. Information on leaves of absence is available at: https://gsas.columbia.edu/student-guide/policy-handbook/leaves-absence-withdrawals-and-reinstatement/leaves-absence.

Advising

Each student is assigned a faculty advisor upon entrance to the Program. Advisors are responsible for supervising and approving students' curriculum. Because of the importance of making appropriate and well-informed decisions, it is vital for students to keep in communication with their advisor. Questions about requirements not addressed in this handbook may be addressed to the MA Program Director, Director of Graduate Studies, or Graduate Programs Manager.

Advisor and Registration

At each registration period, students should consult with their advisor to discuss and obtain approval of their coursework for the coming semester.

Course Registration Procedures

There are currently three different periods during which students may register for courses and registration status. Registration for incoming GSAS students usually occurs in late August/early September.

- Advance registration for continuing students takes place in the middle of April for the fall semester and at the end of November for the spring semester.

- Normal Registration takes place during a three-day period at the beginning of each semester.

- Late Registration (Chage of Program period) occurs during the first two weeks of classes (the Registrar may assess a late fee during this period if registering for tuition category).

Online course registration procedure

To register for courses for which they can register online, students should take the following steps:

- Determine registration appointments by logging on to SSOL at: https://ssol.columbia.edu/
  This requires a university network ID (UNI), which is assigned by the Registrar's Office.

- Consult Vergil (https://vergil.registrar.columbia.edu) or the online Directory of Classes (http://www.columbia.edu/cu/bulletin/uwb/home.html) for five-digit registration call numbers and course numbers necessary for the online registration process.

- Register online by logging on to SSOL during their registration appointments.

Waitlist system

For the following courses, students should add themselves to the waitlist through SSOL; then the instructor will approve them, thus completing the registration process:

- Core Graduate Courses (MA Colloquia).

- Bridge and graduate seminars. Prior to adding themselves to the waitlist for bridge (4000-level) and graduate seminars (8000 level), students must fill out an application. Applications are normally due around August 1 for the fall semester and around December 1 for the spring semester.
  The application form is available on the Department's course listing page: http://www.columbia.edu/cu/arthistory/courses/.

Other procedures

- 2000-level lectures taken at the 5000-level. Students who wish to take a 2000-level lecture must get the instructor's approval to take it at the 5000-level, either for a letter grade (which commonly involves additional course assignments) or for R-credit. Once approval is given, students must have the instructor sign the form available on the Department's website at: http://www.columbia.edu/cu/arthistory/graduate/ma-forms.html. The signed form should be submitted to the Graduate Programs Manager, who will then instruct students on how to register online for the 5000-level course. **Students should *not* register for 2000-level courses online.**

- Undergraduate seminars (3000-level) and independent research (9000-level). Please consult with the Graduate Programs Manager.

- For more complicated registration processes such as cross-registration between Columbia schools after the change of program period, students should use fill out this form: http://registrar.columbia.edu/sites/default/files/content/reg-adjustment.pdf

Additional information about registration procedures is available at:
http://registrar.columbia.edu/content/registration-and-enrollment#registering
and
https://gsas.columbia.edu/student-guide/policy-handbook/registration

Questions about registrations procedures should be directed to the Graduate Programs Manager.

Adding and dropping courses after registration

Students may add and/or drop courses through SSOL, without penalty, during the change of program period (i.e., the first two weeks of classes for the fall and spring semesters). Students are not charged tuition for courses dropped during this time, and dropped courses do not appear on their transcript.

After the change of program period, students may continue to add or drop courses through SSOL until the final deadline to add or drop a course (consult the Academic Calendar for the deadline). Courses may be added during this time only with the instructor's approval. Courses dropped during this time are charged at full tuition but do not appear on students' transcript.
Consult http://registrar.columbia.edu/content/dropping-courses for details on adding and dropping courses after the change of program.

Not attending classes or sending a notification to the instructor does not constitute dropping a course. Students who stop attending a course without formally dropping it by the deadline will be assigned a letter grade based on the same criteria as students who complete the course.

R-credit

R is a non-evaluative grade that confers credit for registration without designating an A-F letter grade. Enrolling in a class for R-credit is not the same as taking a class on a Pass/Fail basis or as an auditor. It appears on SSOL and on official transcripts. A limited number of courses may be taken for R-credit. Before electing to take a course for R-credit, students should consult the MA Program Director to learn whether the course will count toward their degree requirements. They should also confer with the instructor of the course to obtain permission to take it for R-credit and discuss the requirements for earning the R grade. Ideally, these requirements should be put in writing, as in an e-mail. Instructors will be able to select the R at the end of the semester, when submitting grades.

Requests for R are handled directly between students and instructors any time from the start of the semester until the eleventh week of classes (see the Academic Calendar for the precise deadlines each term).

Courses taken for R-credit are applied toward the calculation of Residence Units for billing purposes in the same way as courses taken for a letter grade.
Additional information about R-credit is available at:
https://gsas.columbia.edu/student-guide/policy-handbook/grading-system#r

Incompletes

Accumulation of Incompletes is strongly discouraged. However, occasionally, students who have met all the requirements for a course but need additional time to finish a major research project for exceptional reasons satisfactory to the instructor may request an Incomplete. In any event, students are strongly encouraged to resolve all Incompletes as soon as possible as they may affect their academic standing, as explained here:
https://gsas.columbia.edu/student-guide/policy-handbook/good-standing

For a course in the Arts and Sciences, if the student does not submit the outstanding work by the deadline specified here, the mark of IN will be changed to an F, which will not be subject to change at a later date. For Incompletes earned in the fall semester, the deadline for students to submit their outstanding work is the June 30 that immediately follows. For Incompletes earned in the spring semester or summer term, the deadline for students to submit their outstanding work is the December 30 that immediately follows. Departments and instructors may set an earlier deadline for completion of the outstanding work; in such cases, that deadline will supersede the GSAS deadline. Leaves of absence approved by GSAS stop the clock on Incomplete deadlines.
Additional information about Incompletes is available at:
https://gsas.columbia.edu/student-guide/policy-handbook/grading-system

Academic Records

Office of the University Registrar

The Office of the University Registrar keeps official University records of students. Students can access this information by logging on to SSOL. Information listed on SSOL does not constitute official documentation.

Receiving Grades

Students may obtain their grades by logging on to SSOL. Grades are accessible through SSOL within two days after the instructor informs the registrar of the final grades. Grades are obtained by these means only.

Changing Grades

Incomplete or incorrect grades (resulting from clerical errors, etc.) may only be changed by instructors.

Transcripts

Transcripts are issued by the Registrar's Office and should be ordered through SSOL. Details are available at: http://registrar.columbia.edu/content/request-transcript

Student Contact Information

Most University offices utilize addresses and telephone numbers listed on SSOL. Students should inform both the Department and the Registrar's Office of any address and telephone changes. Addresses and phone numbers may be changed on SSOL, but the Department should be informed in person or in writing.

Academic certification

An academic certification is an official document provided by the Registrar's Office verifying dates of attendance, award of degree, and/or student status (full-time or part-time) by semester. It is typically requested for health insurance, visa, employment, or credit verification purposes. There is no fee for this service. Details on how to obtain an academic certification are available at: http://registrar.columbia.edu/content/certifications

Course Categories

2000- and 3000-Level Courses: Undergraduate Lectures and Seminars

2000-level courses are undergraduate lectures and 3000-level courses are undergraduate seminars. They tend to be rather general and introductory. Undergraduate lectures (2000-level) may be open to graduate students (see *Course Requirements* earlier in this handbook), while undergraduate seminars (3000-level) are generally closed to graduate students. MA students wishing to enroll in undergraduate seminars should contact the instructor. If permission is granted, the Graduate Programs Manager must be informed.

4000-Level Courses: Bridge Lectures and Seminars

4000-level courses are either bridge lectures or bridge seminars. They are intended for mixed constituencies of graduate students and advanced undergraduate students. Contribution to a bridge lecture may not be as demanding as in a bridge seminar, although they do require significant term papers and/or examinations.

5000-Level Courses: MA Only Courses

5000-level courses are for MA students only. Students in the MA in Art History Program are required to take two 5000-level courses: the MA Methods Colloquium and the Practices of Art History Colloquium (see *Course Requirements* earlier in this handbook).

6000-Level Courses: Graduate Lectures

6000-level courses are primarily for graduate students. Contribution to a graduate lecture may not be as demanding as in a graduate seminar, although they do require significant term papers and/or examinations.

8000-Level Courses: Graduate Seminars

Graduate seminars are more intensive and demand more of students. Enrollment in seminars is limited. All seminars include discussion and reports by students. Requirements will vary, but students should expect to complete a substantial research project to receive credit.

Independent Research

Independent research courses may be taken by students seeking to work on specific research projects or art historical problems. Independent research courses must be supervised and graded by a faculty member.

Independent research courses are recorded at the 9000-level courses and count as seminars toward the degree.

- The GR9001 independent research course may function as a tutorial in a specific area not otherwise covered by courses in a given semester. Students may use such courses to explore a field and/or the state of research or a specific topic, under the supervision of a faculty member.

- The Department offers advanced research courses in specific subject areas (e.g., GR9200 "Problems in Greek & Roman Art"), which are supervised by faculty in the relevant field. These courses will be entered into the system once the Graduate Programs Manager is requested to do so by the student or faculty member.

- Students may coordinate other independent research courses directly with the faculty member with whom they wish to study. The Graduate Programs Manager must be informed.

Grading Options

There are two basic types of course credit in the Graduate School of Arts and Sciences.

Letter Grade

Letter Grade is the default credit classification for taking a course. Students taking a class for a Letter Grade are required to do all the work described in the course syllabus and meet attendance

policies. Students are assigned a qualitative letter grade once all requirements for the course are completed.

R-Credit

R-credit (Registration Credit) allows a student to attend a lecture, or occasionally a seminar, and participate in class without being assigned a qualitative grade. It confers credit for registration and appears on official transcripts. Students are expected to meet attendance requirements for the class and are given the registration grade of R to indicate satisfactory completion. Should there be written assignments required by an individual instructor, students should keep in mind that such work will not receive a letter grade. However, rules for Incompletes apply even to R-credit courses.

For more information on R-Credit, see *Course Registration Procedures* earlier in this handbook.

Pass/Fail

Courses taken for Pass/Fail do not count toward the degree.

Resources

Departmental Resources

Department Office

The Department office, located in 826 Schermerhorn Hall, includes the offices of the Chair, the Departmental Administrator, the Graduate Programs Manager, the Undergraduate Program Coordinator, and the Administrative Manager. There is also an adjoining conference room where departmental meetings take place. 653C Schermerhorn Extension includes the offices of the Business Manager and Financial Coordinator.

Faculty mailboxes are located in the Department Office.

The Graduate Programs Manager coordinates activities such as graduate registration, seminar applications, graduate student record keeping, and admissions.

The Media Center for Art History

The Media Center for Art History is located in 824 Schermerhorn Hall.
For more information, please visit: https://learn.columbia.edu

The Miriam and Ira D. Wallach Art Gallery

The Miriam and Ira D. Wallach Art Gallery aims to contribute to Columbia University's long-standing tradition of historical, critical, and creative engagement in the visual arts. Modeled on a laboratory, the gallery presents exhibitions and related programming that reflect the diversity of interests and approaches to the arts at Columbia and embody the University's high standards for research and instruction.

Operating under the auspices of the Department of Art History and Archaeology, the Gallery was established in 1986 through the generosity of Miriam and Ira D. Wallach. Since that time, many exhibitions covering a broad range of art-historical periods and styles have been initiated by the Gallery, with graduate students, faculty, and other scholars serving as curators.

The Wallach Art Gallery is located in the Lenfest Center for the Arts, 615 West 129th street (enter from West 125th street). For more information, please visit: https://wallach.columbia.edu

Fora and Special Series

Three faculty Fora offer occasional lectures and receptions to bring outside scholars to campus and create a community of scholars in the metropolitan area. Consult the Department website for upcoming events of the *Robert Branner Forum* (Medieval Art and Architecture), the *Howard Hibbard Forum* (Renaissance and Baroque Art and Architecture), and the *Collins/Kaufmann Forum* (Modern Architecture). For more information on the Fora and Special Series, please visit: http://www.columbia.edu/cu/arthistory/calendar/forums.html

Miscellaneous Student Resources

Graduate Student Government

Students in the Graduate School of Arts and Sciences are represented by two councils, both of which facilitate communication between graduate students and the Columbia administration through meetings with Carlos J. Alonso, Dean of GSAS and Vice President for Graduate Education. For more information, please visit: https://gsas.columbia.edu/graduate-life/student-life-well-being/graduate-student-government

AHAGA (Art History and Archaeology Graduate Association)

The purpose of AHAGA is to unite and strengthen the Art History and Archaeology graduate community. The Council serves as a resource for AHAGA members by organizing networks for peer support, building and sustaining streamlined communication among students, faculty, and staff, and maintaining and disseminating institutional memory.

Graduate Student Lounge

The Graduate Student Lounge in the Stronach Center is available for quiet study, meeting, and relaxation for members of the Department. This room is frequently used for departmental receptions and houses graduate student folders and bulletin boards. The lounge is located on the east end of the eighth floor of Schermerhorn Hall, is open to students during regular Department Office Hours.

E-Mail

Graduate Students receive departmental and general information via their Columbia University emails. Please remember to notify the Graduate Programs Manager of any address change.

Bulletin Boards and Display Cases

Bulletin boards in the hallway outside the Department office announce the upcoming University and Department sponsored lectures, events, etc., events held in New York, as well as internship and study abroad postings. A bulletin board in the office posts announcements received by the Department of current art historical, archaeological, and curatorial job searches.

University Resources

Libraries

Columbia University is among the nation's top 10 largest academic library systems, with holdings of over 7.5 million volumes, 67,400 currently received serial titles and archives, manuscripts, electronic resources, videos, and microfilms. The collections are organized into 22 libraries, each generally supporting a specific academic or professional discipline.

Library services, including borrowing privileges, are available to all currently registered students, faculty, and staff. Reading privileges are available to alumni. Privileges are also available to spouses and domestic partners of students.

Library items obtained since 1981 are catalogued in CLIO: https://clio.columbia.edu/catalog
For information on library services and resources, contact the Library Information Office (LIO) in 201 Butler Hall (tel. 854-7309).

Avery Architectural & Fine Arts Library

Avery Architectural & Fine Arts Library collects books and periodicals in architecture, historic preservation, art history, painting, sculpture, graphic arts, decorative arts, etc. Most of these materials are non-circulating and must be used within the library. The library contains over 250,000 volumes and receives 1,500 periodicals. The drawing and manuscript collection holds over 400,000 drawings and original records.

In addition to Columbia Libraries, the many collections and libraries of New York City provide opportunities for further study and research. Students have free access to most of these. In several, such as the Watson Library of the Metropolitan Museum, the Frick Art Reference Library of the Frick Collection, the Museum of Modern Art, and the New York Historical Society, special facilities are available for students.

Columbia University Information Technology (CUIT)

Columbia University Information Technology (CUIT) provides Columbia students, faculty, and staff with central computing and communication services, including email. CUIT also manages an array of computer labs and provides a variety of technical support services.
For more information, please visit: https://cuit.columbia.edu

Discounts on Computer Purchases

Columbia University has special arrangements with Dell and Apple for computer purchases. In order to take advantage of the discounts offered by these companies, students will should meet with the Department Financial Coordinator.

American Language Program

The American Language Program (ALP) provides wide-ranging, high-quality academic courses in English as a Second Language. Founded in 1911, ALP is one of the oldest English-as-a-Second-Language Programs in the United States, offering a carefully integrated sequence of courses to students who wish to improve their command of English.
For more information, please visit: http://sps.columbia.edu/alp

Writing Center

The Writing Center is open to any person directly affiliated with Columbia University. The Center's approach is to attend to both the short-term goal of improved papers and the long-term goal of improved writing, critical thinking, and reading skills.
For more information, please visit: https://www.college.columbia.edu/core/uwp/writing-center

Career Development: GSAS Compass

GSAS Compass is a new initiative in the Graduate School of Arts and Sciences that offers a variety of career development services tailored to master's and doctoral students, including career development workshops, employer events, networking opportunities, and one-on-one advising. For more information, please visit: https://gsas.columbia.edu/graduate-life/career-development

Appendix A: Part-time Graduate Work Guidelines

If you have been offered a position—even if it's outside the Art History Department—please consult with the Administrative Manager or the Director of Academic Administration and Finance, <u>before</u> you accept the position and start working. We need to make sure that funds are available, you have the correct work authorization, and you are set up correctly in the payroll system to get paid on time.

❖ Full-time MA and PhD students are eligible to work an average of 20 hours/week during the academic year. If you are a PhD student on an instructional appointment (i.e. Teaching Fellowship) you may not spend more than 20 hours/ week on responsibilities associated with your fellowship *and* those associated with any other activity within or outside Columbia for which you are compensated. If you hold a Dissertation Fellowship or a first-year Dean's Fellowship (which have no service responsibilities) you may spend up to ten hours per week on non-fellowship activities.
Graduate student part-time work can be administrative (getting books from library, copying and scanning, organizing payments etc.) or research-related (field-specific research, compiling bibliography, corresponding with museums, etc.) In the Department of Art History and Archaeology compensation starts at $20/hour and is commensurate with skills and experience.

❖ Full-time MA students who are US citizens or permanent residents may be eligible for Federal Work Study. Interested MA students must contact GSAS Office of Financial Aid to determine eligibility, and must complete additional documents with the Federal Work Study Office. In the Department of Art History and Archaeology Work Study compensation starts at $15/hour and is commensurate with skills and experience.

❖ During break periods –winter break, spring break, and summer break—students on appointment may work a maximum of 20 hours/week. Short term hires (i.e. Casuals and Work Study) may be eligible to work more hours. Please see the Administrative Manager or the Director of Academic Administration and Finance for more information.

❖ The Department encourages faculty supervisors and graduate student hires to prepare a memo of understanding with each other before starting work. This should include a brief description of the responsibilities, pay rate, and timeline, and periodic check-ins. The Administrative Manager or the Director of Academic Administration and Finance are happy to help with this.

Visa Holders

The allowable hours may vary for Student Visa Holders, please confirm with the International Students and Scholars Office about the hours you are allowed to work.

Helpful Links

https://gsas.columbia.edu/student-guide/teaching/teaching-and-research-appointments
http://www.columbia.edu/cu/vpaa/handbook/studentofficers.html
https://isso.columbia.edu/content/campus-work-f-and-j-students
https://humanresources.columbia.edu/content/student-casual-employees
https://sfs.columbia.edu/content/work-study-overview

Appendix B: Teaching Assistant Positions at Barnard College

In exceptional occasions, MA students may have the opportunity to work as Teaching Assistants for an undergraduate lecture at Barnard College. There are two types of teaching positions.

A **Reader/Grader (RG)** works with the professor grading undergraduate work and generally assisting in the smooth running of the course.

A **Section Leader (SL)** is responsible for two sections of a large lecture course, including weekly discussion meetings and grading.

While these opportunities, along with other job and internship announcements, are announced to the entire MA-student body via the Graduate Programs Manager, **please note that only MA students in their second year who have completed the majority of their degree requirements are eligible for these positions.**

The professor at Barnard will oversee the review and selection process in consultation with the MA Program Director.