

**Department of Art History and Archaeology  
Ph.D. Student Handbook  
2021-2022**

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## Preface

The Graduate Student Handbook is intended to explain the structure and requirements of the graduate art history program and inform students of resources available to them, but it is not a substitute for the information provided on the website for the Graduate School of Arts and Sciences: <https://gsas.columbia.edu>. General University policy, official program descriptions and course listings are presented in detail on the website. Where appropriate and useful, references to specific portions of the website are provided.

For additional information about University resources and services, students should consult: <https://www.essential-policies.columbia.edu/>.

All doctoral students in the Department of Art History and Archaeology should familiarize themselves with and follow the regulations of the university, GSAS, and the Department. **Please be aware that lack of knowledge about university, GSAS, and/or departmental rules and policies does not excuse students who fail to comply with these regulations.**

Departmental and GSAS policies are reviewed and updated regularly. The Department and GSAS reserve the right to make changes at any time.

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>

# Programs and Requirements in the Department of Art History and Archaeology

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## Ph.D. Program

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The Ph.D. Program is completed in three stages: the Master of Arts (M.A.) degree, the Master of Philosophy (M.Phil.) degree, and, finally, the Doctor of Philosophy (Ph.D.) degree.

Art History and Archaeology students are admitted under several areas of specialization: History of Western art (which includes Early Christian, Byzantine and Medieval art and architecture; Renaissance and Baroque art; Northern Renaissance art; 18th and 19th-Century European art; 20th and 21st-Century art; U.S. American art to 1945; and the History of Photography); Ancient art and archaeology (which includes Greek, Roman, and Ancient West Asian [Near Eastern] art and archaeology); East Asian art and archaeology; South Asian art and archaeology; the arts and architecture of the lands of Islam; Art and Architecture of the Americas until 1550 (“Pre-Columbian”); art and architecture of Africa and the African Diaspora, Native North American art, and the History of Architecture. These programs are detailed in **Appendix A**.

Within individual programs, students develop a primary field of specialization, **the Major field**, and a secondary field of study, **the Minor field** (or Minor fields for East Asian art and archaeology, see page 37-38 and 46-47). Students design their Major field in consultation with their advisor(s) and the Director of Graduate Studies (DGS). These fields of study are the subject of the M.Phil. examination (see **Appendix B**); the dissertation topic is usually related to the Major field.

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## M.A. Requirements

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Ph.D. students are expected to complete all requirements for the M.A. degree **before the end of their first year in the program** (*nota bene*: While GSAS rules and guidelines require that all students complete their M.A. degree before the end of their second year at the very latest, departmental guidelines are stricter to ensure timely progress in the Ph.D. program).

Students should register for a full-time Residence Unit (RU) each semester of the first year.

### Coursework

Students are required to take a total of **six courses** for E-credit (letter-grade) for the M.A. degree. In choosing their courses, students should consider the requirements for the M.Phil. program described later in the Handbook.

- All students in the Ph.D. program **must take** the Proseminar: Introduction to the Study of Art History (AHIS GR8000) in the first term in which they are enrolled.
- With the consent of their advisors and the Director of Graduate Studies, students may take courses in other departments in the history, culture, literature and philosophy of their area of interest. Please consult page 19 for more information.

During their first year in the Ph.D. Program, students are **not eligible** to participate in the Inter-University Doctoral Consortium.

**To ensure permission to continue in the Ph.D. program beyond the first year, students are urgently warned against the accumulation of incompletes in their M.A. coursework.** Students who hold more than one mark of Incomplete (IN) are not considered to be in good academic standing. Please consult *Incompletes* on page 14).

## Language Requirements

Proficiency in **one foreign language** relevant to their program of study must be demonstrated in order to complete the M.A. degree. For specific information on fulfilling the language requirements, please consult *Fulfilling Language Requirements* on page 11-12).

## M.A. Qualifying Paper

In lieu of a separate M.A. thesis project, students must file with the Department a paper written for one of their seminar courses, taken in any semester of their first year. **This paper should be approved in writing by two readers: the seminar instructor and one other member of the full-time faculty.** If the paper topic is outside the areas of specialization of other full-time faculty, the second reader may be an adjunct faculty member. The qualifying paper is not required to be any longer or more elaborate than a standard seminar paper, although both readers must approve it and may request revisions.

**Students should plan to submit their completed, approved qualifying paper to the Graduate Programs Manager either by May 1st to be granted the M.A. degree in May or August 31 (i.e. the official end of the first year of the Ph.D. program) for the October degree.** It is the student's responsibility to determine a timeline of submission with their two readers that will allow enough time to incorporate any comments and to make final revisions.

## First-Year Student Evaluation

A review of all first-year students by the department's faculty is undertaken at the end of the spring term to ensure satisfactory progress in the Ph.D. Program. Each student will then meet individually with the Department Chair and the Director of Graduate Studies to discuss their progress to the degree. In preparation, students should aim to complete all M.A. requirements (including the qualifying paper) by May 1<sup>st</sup> of their first year in the program. Students who are unable to finish their M.A. degree by the end of their first year (i.e. August 31) will be placed on departmental probation and are strongly advised to complete their M.A. qualifying paper by September 30<sup>th</sup> of their second year at the latest. **Failure to do so will result in dismissal from the Ph.D. program.**

## Receiving the M.A. Degree

Students complete an Application for Degree or Certificate near the end of the semester prior to the one in which they expect to fulfill the requirements for the M.A. Consult <http://registrar.columbia.edu> for specific application deadlines and degree dates. Students should submit the completed application to [diplomas@columbia.edu](mailto:diplomas@columbia.edu), cc'ing the Graduate Programs Manager. Ph.D. students may participate in the M.A. degree convocation in May of the academic year in which they receive the degree. The M.A. diploma will be mailed to the address indicated on the degree application.

## Residence Units

All doctoral students are required to complete a total of 6 Residence Units (see page 15). The Department of Art History and Archaeology does not generally allow exceptions to this rule. Students who are accepted into the Ph.D. program with a prior M.A. degree in Art History may request to be granted 2 Residence Units toward the required total of 6 Residence Units before they enter the program (please consult the Director of Graduate Studies). For further information, consult the GSAS website: <http://gsas.columbia.edu/content/residence-unit-and-other-registration-categories>.

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## *M.Phil. Requirements*

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Requirements for the M.Phil. degree vary by program subject area. All programs require a minimum of ten courses beyond the M.A. (usually 5 seminars and 5 electives, of which three electives at most may be taken for "R" credit), the M.Phil. oral examination, and proficiency in languages in relation to their subject area.

For detailed descriptions of the M.Phil. program subject areas, see the listings in **Appendix A**.

While each of the M.Phil. program subject areas has specific coursework requirements, the Department encourages students, after consultation with their advisors, to take a wide variety of courses, including relevant courses offered by other departments, and where appropriate, courses outside the University.

For a schematic summary of all M.Phil. program requirements, refer to *Suggested Structure for the Ph.D. Program* on page 10-11.

### **Second Year (commonly the first year of the M.Phil. Program)**

In the second year, students should continue their coursework while beginning to formulate their M.Phil. fields of specialization and their dissertation topics in consultation with their advisors. Students should enroll either in a seminar related to their dissertation interests or for an independent research (GR9001) tutorial with an appropriate member of the faculty.

Students are encouraged to travel during the summer following their second year to research the feasibility of their dissertation topics.

### **Second-Year Student Evaluation**

Second-year students are reviewed by the department's faculty at the end of the spring term and meet individually with the Department Chair and the Director of Graduate Studies to discuss the progress they have made. Students should also meet with their advisors to discuss progress, coursework, and teaching assignments and their ideas for a possible dissertation. **Students must clear all incompletes (see page 13-14) before registering for the third year.**

### **Third Year (commonly the second year of M.Phil. Program)**

In the third year, students should complete all course and language requirements for the M.Phil. degree and resolve any incompletes on their record by the end of the Fall semester, by December 31, and prepare for the M.Phil. examination (Orals), normally taken between the start of the spring term in January and April 15. Students who are sitting for the exam at an earlier time must likewise have fulfilled all M.Phil. course and language requirements and have resolved any incomplete coursework.

Candidates for the M.Phil. examination are encouraged to continue taking courses relevant to their special interests within the Department and the University. They should also seek frequent guidance from the faculty in the Major and Minor fields of the M.Phil. examination.

### **Language Requirements**

**The M.Phil. degree requires demonstration of proficiency in one foreign language in addition to the one required for the M.A. degree.** These two language requirements must be fulfilled before the M.Phil. examination (Orals) can be scheduled. While some M.Phil. subfields may require proficiency in an additional foreign language, proficiency in the third language does not need to be documented before the M.Phil. examination. For information on requirements for specific programs, see *Fulfilling Language Requirements* on page 11-12.

### **The M.Phil. Examination (Orals)**

In the semester prior to scheduling their M.Phil. examination (Orals), students should consult their advisor and the Graduate Programs Manager to ensure that they have fulfilled all necessary course and language requirements; **the M.Phil. examination can only take place after the completion of all course and language requirements.** The duration of the exam is 2 hours. Consult the Graduate Programs Manager for the necessary paperwork.

The candidate will be examined in the Major field and a Minor field with the intention of testing broad areas of knowledge. Students declare both Major and Minor fields in consultation with their advisors and the Director of Graduate Studies. **While students may suggest potential orals committee members, the advisor should select and contact faculty to serve on the committee.**

Typically, two faculty members serve as examiners in the student's Major field and one in the Minor field. A maximum of one examiner can come from outside of the Department or Columbia University.

**Please consult the *Orals Examination Guidelines* (Appendix B) for more information about the exam.**

### **Completion of M.Phil. Requirements**

Departmental fellowship support after the sixth semester is contingent upon the satisfactory completion of the M.Phil. degree and/or the successful defense of the dissertation proposal. **Please note that students who have not completed all M.Phil. requirements (coursework, language requirements, and orals) by April 15<sup>th</sup> of their third year in the program may not be considered for Art Humanities Teaching Fellowships for the following year.**

### **Receiving the M.Phil. Degree**

The Graduate Programs Manager prepares the application for the M.Phil. degree and obtains approval from the Director of Graduate Studies or the Department Chair upon completion of all program requirements. Consult the current academic calendar for degree conferral dates. Recipients of the M.Phil. degree do not participate in convocation or commencement; they do however receive a diploma, which will be mailed to the address on file with the Department office if not picked up in person (please make sure that your address information is up to date on SSOL).

### **Developing Dissertation Topics**

Students are expected to prepare and defend a dissertation proposal **within six months** of the completion of the oral examination. Please consult *The Dissertation Proposal* on page 8. **Dissertation proposals must, in any case, be defended by December 31<sup>st</sup> of the year in which the Oral Examination took place.** The summer travel grant offers an opportunity to investigate possible dissertation topics. Students are encouraged to apply for the departmental summer travel grant for the summer following their second year. 9000-level independent reading and research courses are designed specifically for the exploration and the development of dissertation topics. In addition, the Department sponsors dissertation workshops/colloquia for students, which are usually taken towards the end of their coursework.

**Per [GSAS](#), all work for the MPhil degree and the prospectus defense must be completed within four years from initial registration.**

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## ***Ph.D. Requirements***

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Once students have completed their M.Phil. degree requirements, they should begin to develop the primary requirement of the Ph.D.: the dissertation.

### **The Dissertation Proposal**

Students are expected to present their dissertation proposal **within six months** after completion of the M.Phil. oral examination. The Dissertation Proposal Defense may only take place after a successful M.Phil. examination (orals), **and must be defended by December 31<sup>st</sup> of the year in which the examination took place.** For example, if the M.Phil. oral examination takes place on April 15, the student must defend the Dissertation Proposal by September 15 at the latest. If the M.Phil. oral examination takes place on November

5, the student must defend the Dissertation Proposal by December 31 at the latest. While GSAS rules and guidelines require that all students defend their prospectus by the end of their fourth year at the very latest, departmental guidelines are stricter to ensure timely progress in the Ph.D. program. **Students who do not defend their proposal by December 31 will be asked to leave the program.**

The dissertation proposal must be presented to and approved by a committee of three members, including the faculty member who will serve as the student's dissertation sponsor. **While students may suggest potential prospectus committee members, the advisor should select and contact faculty to serve on the committee.** A maximum of one committee member can come from outside of the Department or Columbia University.

Every spring term, the Graduate Programs Manager sends information on dissertations in progress to the College Art Association for publication in the *Art Bulletin*.

Please contact the Graduate Programs Manager to schedule a defense of the dissertation proposal only **after the advisor has approved in writing the proposal for the defense.** Students must cc their advisor when contacting the Graduate Programs Manager about scheduling the defense. After successfully defending a proposal, a student must file their final, revised proposal with the department **no later than one month after the proposal defense.** This version must incorporate your committee's comments and reflect discussions during your defense. The student's advisor must approve the final proposal, and confirm their approval in writing with the Director of Graduate Studies and the Graduate Programs Manager. Approved dissertation proposals are submitted to the Graduate Programs Manager to be put on file in the student's record and made available to other graduate students should a student choose to share their work with their colleagues.

**Please take into consideration the following important GSAS regulation:**  
**In exceptional circumstances, and with a written rationale from the Director of Graduate Studies and sponsor and the approval of the Dean of GSAS, students may receive a final opportunity to defend their Dissertation Proposal before September 30 of the fifth year. Students who do so successfully by September 30 of the fifth year will receive the full Dissertation Fellowship retroactively. Students who do not pass their Dissertation Proposal Defense by September 30 of their fifth year will be terminated from their Ph.D. program. For students who are off-cycle (those whose fifth year of matriculation begins in January), the corresponding deadline will be February 28.**

### **Dissertation Progress Meetings**

Beginning in the semester following the defense of their Dissertation Proposal, GSAS requires students to meet once each semester with their sponsor and at least one other faculty member, in order to receive timely feedback on their dissertation work and regular support throughout the dissertation-writing process. GSAS sends emails to students to facilitate scheduling this meeting. The Department of Art History and Archaeology does not require students to schedule their first progress meeting until the end of the academic year that follows the semester of the Dissertation Proposal Defense. However, if students wish to schedule a progress meeting already during the semester following their Dissertation Proposal Defense, they are welcome to do so.

Students should consult with their sponsor or Director of Graduate Studies after the Dissertation Proposal Defense to identify the other faculty who will constitute, along with the sponsor, a committee that will meet regularly with them to provide feedback on their work. The reader(s) other than the sponsor may be from within the department or from another department, as recommended by the dissertation topic. Dissertation Progress Meetings should be scheduled each semester until the semester before the distribution of the defense to the larger thesis defense committee. These meetings will replace the annual Dissertation Progress Reports previously required of students and their sponsors. Students or faculty who are not physically on campus in a given semester may use their preferred video-conferencing platform to participate.

Please note that it is the student's responsibility to schedule Dissertation Progress Meetings in consultation with their advisor.



If you have any questions or concerns about Dissertation Progress Meetings, please write to the GSAS Office of Student Affairs at [gsas-studentaffairs@columbia.edu](mailto:gsas-studentaffairs@columbia.edu).

### **The Dissertation Workshop**

Per GSAS guidelines, humanities and social science departments created dissertation workshops to provide an enabling structure for all post-M.Phil. students between their fourth and seventh years. Faculty and individual subfields in the Department of Art History and Archaeology organize various opportunities through colloquia and workshops for students to present their work at least once a year to circulate work and receive feedback.

### **The Dissertation**

The dissertation is to be prepared and defended in accordance with the regulations of the Graduate School of Arts and Sciences (GSAS). Questions regarding dissertation format, defense, and deposit should be addressed to the Dissertation Office, 107 Low Library (854-6723) at [dissertations@columbia.edu](mailto:dissertations@columbia.edu). Please consult and review the guidelines with your advisor on the GSAS web site: <http://gsas.columbia.edu/dissertations>.

Students must get their sponsor's approval to distribute and defend in writing, and notify the Graduate Programs Manager. The Graduate Programs Manager schedules the doctoral examination ("defense") and submits the "Application for the Dissertation Defense" form to the Dissertation Office before a student plans to defend.

Students are not eligible to defend unless they are registered for either Extended Residence or Matriculation & Facilities in the semester of distribution. If the student holds a teaching or research position, he or she must be registered for Extended Residence.

The Dissertation Defense Committee is comprised of five faculty members: three faculty members from the Department of Art History and Archaeology (including the sponsor) and two other faculty members, one of whom must come from outside of the Department or Columbia University. Occasionally, specialists from outside the University may be asked to serve as an examiner at the discretion of the student's advisor in consultation with the Director of Graduate Studies and the Dissertations Office.

The Dissertation Defense Committee is chosen by the advisor/sponsor in consultation with the Director of Graduate Studies and the Dean of the Graduate School of Arts and Sciences. **Per GSAS regulations, students do not contact faculty or participate in the selection of the dissertation defense committee.**

The Graduate School of Arts and Sciences expects students to complete the dissertation within four years of completing the M.Phil. degree (i.e. the seventh year). Despite the expectation of completing the Ph.D. within seven years, doctoral students are nevertheless allowed up to nine years of [continuous registration](#) to satisfy all requirements for the doctoral degree, during which time they are required to maintain full-time status. (Official leaves of absence stop the clock and periods of parental accommodation are excluded.) Students who do not complete all requirements for the doctoral degree by the end of the ninth year will no longer be considered to be GSAS doctoral degree candidates, and will be notified accordingly in writing by GSAS. Note that the ninth year ends on May 31. Students so notified may appeal this determination within thirty days of receipt of notification. Extensions may be granted only with the approval of the sponsor and the Dean (please consult the [GSAS website](#) for details).

For additional information regarding degree requirements for the M.A., M.Phil., and Ph.D., refer to the GSAS website.

## Suggested Structure for the Ph.D. Program

|  |                              |               |            |                          |           |                              |  |           |   |           |  |
|--|------------------------------|---------------|------------|--------------------------|-----------|------------------------------|--|-----------|---|-----------|--|
| <p style="text-align: center;"><b>First year</b></p> <table style="width: 100%; border: none;"> <tr> <td style="text-align: center;"><b>Fall</b></td> <td style="text-align: center;"><b>Spring</b></td> </tr> <tr> <td style="text-align: center;">Proseminar</td> <td style="text-align: center;">Seminar-E</td> </tr> <tr> <td style="text-align: center;">Seminar-E</td> <td style="text-align: center;">Seminar-E</td> </tr> <tr> <td style="text-align: center;">Lecture-E</td> <td style="text-align: center;">Lecture-E</td> </tr> </table> <p>Unless Advanced Standing has been granted, students should aim to apply for the M.A. degree by the spring of the year following their entry into the Ph.D. program. Students should plan to submit their completed, approved qualifying paper to the Graduate Programs Manager either by May 1st to be granted the M.A. degree in May or August 31 (i.e. the official end of the first year of the Ph.D. program) for the October degree. Please consult <i>M.A. Requirements</i> on page 4-5.</p> <p>Students should pass the first language exam.</p> | <b>Fall</b>                  | <b>Spring</b> | Proseminar | Seminar-E                | Seminar-E | Seminar-E                    | Lecture-E  | Lecture-E | <ul style="list-style-type: none"> <li>◇ For the M.A. degree, students are required to take six courses for letter grades (E credit), at least four of which must be seminars (including the Proseminar).</li> <li>◇ If students decide to take lecture courses to fulfill the M.A. requirements, not more than one course can be taken at the undergraduate level for credit. Please note that undergraduate courses will count for lecture credit.</li> <li>◇ Students are permitted to take additional courses during their first year. These will count towards the M.Phil. requirements.</li> <li>◇ Two examiners must read and sign off on the M.A.-Qualifying Paper.</li> <li>◇ Students should apply for grants for language study and/or research through GSAS and the Department.</li> <li>◇ Students can count <u>one</u> “bridge seminar” (i.e. AHIS GU4500-level courses) as “graduate seminar” credit towards their M.A. degree requirements. All other “graduate seminar” credits have to be taken at the 8000 level.</li> </ul> |           |  |
| <b>Fall</b>  | <b>Spring</b>                |               |            |                          |           |                              |  |           |   |           |  |
| Proseminar   | Seminar-E                    |               |            |                          |           |                              |  |           |   |           |  |
| Seminar-E  | Seminar-E                    |               |            |                          |           |                              |  |           |   |           |  |
| Lecture-E  | Lecture-E                    |               |            |                          |           |                              |  |           |   |           |  |
| <p style="text-align: center;"><b>Second year</b></p> <table style="width: 100%; border: none;"> <tr> <td style="text-align: center;"><b>Fall</b></td> <td style="text-align: center;"><b>Spring</b></td> </tr> <tr> <td style="text-align: center;">Seminar-E</td> <td style="text-align: center;">Seminar-E</td> </tr> <tr> <td style="text-align: center;">Seminar-E</td> <td style="text-align: center;">Seminar-E</td> </tr> <tr> <td style="text-align: center;">Lecture-E</td> <td style="text-align: center;">Lecture-E</td> </tr> <tr> <td style="text-align: center;">Lecture-R</td> <td style="text-align: center;">Lecture-R</td> </tr> </table> <p>Students are assigned a Teaching Fellowship in both semesters.</p> <p>Students should pass the second language exam.</p> <p>Please consult <i>M.Phil. Requirements</i> on page 6-7.</p> <p><u>Note:</u> Specific courses and language requirements may vary slightly by M.Phil. program. Please consult <b>Appendix A</b>.</p>   | <b>Fall</b>                  | <b>Spring</b> | Seminar-E  | Seminar-E                | Seminar-E | Seminar-E                    | Lecture-E  | Lecture-E | Lecture-R   | Lecture-R | <ul style="list-style-type: none"> <li>◇ Most M.Phil. programs require a minimum of five seminars for E-credit and allow up to three lecture courses to be counted for R-credit.</li> <li>◇ Second-year students are encouraged to begin formulating dissertation topics and optional bibliographies for oral exams.</li> <li>◇ In the summer following the second year, students are encouraged to investigate possible dissertation topics by travelling to assess archival resources, museum collections, and to meet scholars in the field.</li> <li>◇ Students should apply for grants for language study and/or research through GSAS and the Department.</li> <li>◇ Students can count <u>one</u> “bridge seminar” (i.e. AHIS GU4500-level course) as “graduate seminar” credit towards their M.Phil. degree requirements. All other “graduate seminar” credits have to be taken at the 8000 level.</li> <li>◇ Students can count up to <u>two</u> “bridge seminars” (i.e. AHIS GU4500-level courses) as “graduate seminar” credits towards their M.Phil. degree requirements if they did not count a bridge seminar towards their M.A. degree graduate seminar requirements. All other “graduate seminar” credits have to be taken at the 8000 level.</li> </ul> |
| <b>Fall</b>  | <b>Spring</b>                |               |            |                          |           |                              |  |           |   |           |  |
| Seminar-E  | Seminar-E                    |               |            |                          |           |                              |  |           |   |           |  |
| Seminar-E  | Seminar-E                    |               |            |                          |           |                              |  |           |   |           |  |
| Lecture-E  | Lecture-E                    |               |            |                          |           |                              |  |           |   |           |  |
| Lecture-R  | Lecture-R                    |               |            |                          |           |                              |  |           |   |           |  |
| <p style="text-align: center;"><b>Third year</b></p> <table style="width: 100%; border: none;"> <tr> <td style="text-align: center;"><b>Fall</b></td> <td style="text-align: center;"><b>Spring</b></td> </tr> <tr> <td style="text-align: center;">Seminar-E</td> <td style="text-align: center;"><i>Take M.Phil. Exam</i></td> </tr> <tr> <td style="text-align: center;">Lecture-R</td> <td style="text-align: center;"><i>Apply for fellowships</i></td> </tr> </table> <p>Students are assigned a Teaching Fellowship in both semesters.</p> <p>Students should pass any additional language requirements as stipulated in the appropriate M.Phil. program description. Please consult <b>Appendix A</b>.</p>   | <b>Fall</b>                  | <b>Spring</b> | Seminar-E  | <i>Take M.Phil. Exam</i> | Lecture-R | <i>Apply for fellowships</i> | <ul style="list-style-type: none"> <li>◇ One seminar may be taken at the 9000-level to do an independent research project related to a student’s prospective dissertation topic.</li> <li>◇ Students must complete all necessary course and language requirements before sitting for the M.Phil. examination (Orals). Please consult <i>The M.Phil. Examination (Orals)</i> on page 7.</li> <li>◇ Students should schedule the presentation of a dissertation proposal to a committee of three faculty members within six months of completing the M.Phil. Oral Examination. Please consult <i>The Dissertation Proposal</i> on page 8.</li> </ul> |           |   |           |  |
| <b>Fall</b>  | <b>Spring</b>                |               |            |                          |           |                              |  |           |   |           |  |
| Seminar-E  | <i>Take M.Phil. Exam</i>     |               |            |                          |           |                              |  |           |   |           |  |
| Lecture-R  | <i>Apply for fellowships</i> |               |            |                          |           |                              |  |           |   |           |  |

**Post-M.Phil.:**

- Post-M.Phil. students must register for Matriculation and Facilities (or Extended Residence if students hold a Teaching Fellowship) each semester prior to their dissertation defense.
- GSAS Research Excellence Dissertation Fellowships are awarded to post-M.Phil. students (typically in the fifth year) with approved dissertation proposals only (consult *Dissertation Support* on page 22).
- Post-M.Phil. students are expected to present their work once a year at the Dissertation Workshop or at an equivalent venue.
- Post-M.Phil. students are strongly advised to apply for external fellowships. Please refer to the [External Fellowship Policy](#) page on the GSAS website.
- Post-M.Phil. students may also apply for departmental dissertation fellowships (consult *Dissertation Support* on page 22) or departmental Teaching Fellowships, which provide financial support and the experience of teaching Art Humanities, part of Columbia's undergraduate core curriculum.

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## Fulfilling Language Requirements

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All programs in the Department of Art History and Archaeology require reading proficiency in languages relevant to their subject area. Students should consult with their advisors regarding languages required for their field. For Ph.D. students, all language requirements are defined with their advisors no later than the end of the first year.

Ph.D. students are required to demonstrate proficiency in one language to earn the M.A. degree and additional language(s) as required for the M.Phil. (a minimum of two), although as many as five may be required in certain areas of study.

A student has fulfilled their language requirement if they 1) pass the stand-alone proficiency exam; or 2) pass a Rapid Reading and Translation final exam with an A-level grade (A-, A, or A+); or c) if they pass an Intermediate II final exam with a passing letter grade. International students who study art related to their native culture may request an exemption. Please read below for further information.

The Department strongly encourages students to pursue higher levels of language learning even after they have fulfilled their M.A. and M.Phil. language requirements. Students should strive to achieve advanced proficiency in order to effectively communicate while doing fieldwork and living in another country at the dissertation stage.

### Proficiency Exams

Proficiency exams should be taken in the respective departments at Columbia University that offer regularly scheduled language examinations. Language departments will send a notification to the Graduate Programs Manager stating the results of the exam. These exams test a student's ability to read and conduct research in a foreign language. The exam may exceptionally be administered by a faculty member of the department: **the approval of the Director of Graduate Studies is required in this case.** Please note that some M.Phil. programs may require students to study a language for a number of semesters and show their proficiency by taking these language courses for letter grades.

### Language Courses

In lieu of a proficiency exam, students can also take language courses during the academic year to fulfill language requirements. Students must successfully earn a passing letter grade at the Intermediate II level to demonstrate proficiency.

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

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 M.A. and M.Phil. coursework.

### **“Native Speaker” Language Exemption**

International students who follow a program related to their native culture may request exemption from one of the language requirements. **This process must involve an interview with a faculty member in the Department or language program director who can attest to a student's fluency.** Please consult the Graduate Programs Manager and the Director of Graduate Studies.

# Registration Procedures and Course Information

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## Advising

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Each student is assigned a faculty advisor upon entrance to the program. Advisors are responsible for approving and supervising students' individual programs and completion of requirements in consultation with the Director of Graduate Studies and the Graduate Programs Manager. Because of the importance of making appropriate and well-informed decisions, it is vital for students to keep in communication with their advisors. Any concerns about requirements should be addressed to the Director of Graduate Studies and the Graduate Programs Manager. The department asks each Ph.D. student to declare his or her advisor, and reciprocally asks professors to declare their acceptance of the student, by **May 1** of the first year. In some cases (for example, a professor's sabbatical during the student's first year), it will be necessary to delay the decision until **December 1** of the second year. But rarely will it be delayed beyond that point. The advisor agrees to see the student through the oral examination for the M.Phil. degree. Usually, after a successful M.Phil. Examination, the same advisor will continue to direct the Ph.D. dissertation. Sometimes there will be a change of advisor at an advanced stage, and some dissertations will be co-sponsored. These arrangements should be declared formally by the time of the defense of the thesis proposal. Students must inform both the Graduate Programs Manager and the GSAS Dissertation Office in writing of any changes to their advisor after the proposal defense. Students who wish to switch advisor may do so only if a faculty member agrees in writing to accept them as advisees. The choice of the new advisor has to be consistent and compatible with the student's academic and scholarly trajectory.

### Advisors and Registration

For each registration period, students should consult their faculty advisors to discuss and gain approval of their course schedules for the coming semester.

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## Registration Procedures

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There are two different periods during which students may register for courses and registration status:

- **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. Students should register during advance registration for the proper tuition category to insure timely disbursement of their stipends.
- **Late Registration (Change 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.

Please note that all forms of registration with the Office of the Registrar are conducted on-line on SSOL.

Students should take the following steps to register:

- Consult with primary advisor and the current GSAS website to determine the state of the student's academic progress within the program. Students must obtain their advisor's approval of their course selection. For undergraduate courses, students must obtain approvals from the instructor, their advisor, and the Director of Graduate Studies (please refer to *Course Categories* on **page 17**). Admission to 8000-level graduate seminars is through application only.
- Consult the on-line [Directory of Classes](#) for registration call numbers and course numbers necessary for the on-line registration process.
- After completing the above, students may register on-line by logging on to their SSOL account at <https://ssol.columbia.edu/> during their registration appointments.

- For **complete instructions on how to register on SSOL** and more details on Ph.D student registration, please **consult the following page on the GSAS website:** <https://gsas.columbia.edu/student-guide/policy-handbook/phd-registration>. **Additional instructions can be found here:** <https://www.registrar.columbia.edu/content/registering-classes-and-appointment-times>.

### **Adding and Dropping Courses after the Change of Program Period**

Once students are registered, there is a period during which they may add and/or drop courses without academic or financial penalty. 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 a student's transcript. Change of Program period dates and deadlines are included in the current academic calendar. Please consult the following page for instructions:

<https://www.registrar.columbia.edu/content/post-change-program-adddrop-period>.

Additional questions related to adding and dropping should be directed to [registrar@columbia.edu](mailto:registrar@columbia.edu).

### **Receiving Grades**

Students may look up their grades by logging on to SSOL at <https://ssol.columbia.edu/>. Grades are usually entered into the Registrar's system within a day after the professor informs the registrar of the final grades.

### **R-credit**

R-Credit (Registration Credit) allows a student to attend a lecture and participate in class without being assigned a qualitative grade. Students are expected to meet attendance requirements and complete any written assignments required by the instructor for R credit. Students for the class and are given the registration grade of "R" at the end of the term to indicate satisfactory completion. Rules for incompletes apply also to R-credit courses. Seminars generally may not be taken for R-credit. To file for R credit, please consult page 19-20.

### **Incompletes**

While students who have completed most requirements for a course but need additional time to finish a final research paper may request an incomplete grade (IN) from an instructor, the accumulation of such incomplete grades (IN) is strongly discouraged. Students who accumulate incomplete grades are placed on academic probation. **Please note that 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; e.g., a student who receives an Incomplete in the Fall 2021 semester will have until June 30, 2022 to submit the outstanding work. If a student does not submit the outstanding work by these deadlines, the mark of IN will be changed to an F, which will not be subject to change at a later date.** Second-year students must resolve all INs before registering for the third year. Students planning to take their M.Phil. examination must resolve all INs before the spring of their third year in order to take their orals exam.

### **Changing Grades**

Incorrect grades resulting from clerical errors, completion of incompletes, etc., may only be changed by instructors. Faculty members should contact the Office of the Registrar for grade corrections.

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## **Registration Classifications**

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For a complete guide on residence units and other enrollment categories, please see <https://gsas.columbia.edu/student-guide/policy-handbook/registration/residence-unit-and-other-enrollment-categories>.

### **Residence Unit (RU)**

A Residence Unit (RU) is the basic classification of registration for students who are currently enrolled in courses at the University. Registering for full RU classifies student as full-time for the duration of the semester regardless of his/her actual course load.

A student registered for **one RU** in any given semester may take up to 20 points of credit without additional cost beyond regular tuition and fees (unless specific courses require additional fees). It is recommended that full-time graduate students take no more than four courses for letter grades per semester for the first two years of their required coursework.

- Ph.D. students are expected to register for one RU each semester until they have earned six residence units, regardless of their expected course-load.

### **Extended Residence (ER)**

Ph.D. students who have completed the required six RUs and hold teaching fellowships must register for Extended Residence. Students who fulfill degree requirements, such as the M.Phil. examination, a language examination, or the dissertation proposal must be registered for a Residence Unit or Extended Residence during the semester they sit for an exam or defend the proposal. Students registered for Extended Residence may take up to 20 points of credit.

### **Matriculation and Facilities (M&F)**

Students who have completed the M.Phil. but are not ready to defend their dissertations must register for Matriculation & Facilities each semester (unless they are registering for ER). This registration status allows students to use Columbia University resources (e.g., libraries, computer labs, etc.) without additional cost, but does not cover further the cost of coursework. Students who are not teaching for the university and hold GSAS dissertation fellowships, departmental dissertation fellowships, external fellowships register for M&F. Students who are self-funded must also register for M&F.

### **Continuous Registration Policy**

All students pursuing a degree in GSAS must be continuously registered, meaning that they must register every fall and spring with the University in order to continue their program. Students who fail to register but wish to continue with the program will be charged a re-admission fee equivalent to the cumulative amount of M&F tuition for the number of semesters missed, unless they have been granted an official “Leave of Absence.” This policy also applies to students who have withdrawn from the program but have worked on any degree requirements, including dissertation research.

**This policy maintains even when students are not taking courses and/or are preparing their dissertations.**

Additionally, students enrolled in the Ph.D. program **must** enroll as “full-time students” until they have completed their M.Phil. This is to ensure timely completion of course and program requirements as well as to prevent problems with financial aid eligibility, loan repayment, university housing, health insurance, and immigration status. For further information regarding registration status and policies, see the GSAS website.

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## Leaves of Absence and Withdrawal

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Students who must interrupt studies for a compelling reason -- for example, sustained ill health -- may be granted a **leave of absence**. For more information on leaves of absence, see <http://gsas.columbia.edu/leaves>.

- Note that students on leaves of absence are not registered at the University for that time period and **may not use University facilities** (including the libraries and computer labs) for that period without making special arrangements with the Registrar's Office (which may require the payment of Matriculation and Facilities fees or the purchasing of library visitation passes through Butler Library).
- Fellowships, health insurance, health services, housing and other services will be terminated once a leave has been granted. Students going on a medical leave of absence should consult the Academic Records Officer in the Graduate School of Arts and Sciences prior to requesting a leave.

Students who **withdraw** from the program in the event of an emergency may be readmitted by submitting a simple form of readmission well before the beginning of the semester in which they intend to return. Students will need the full support of one faculty member who will inform the Director of Graduate Studies that they will take on advisement/sponsorship of the student. For more information on withdrawals and reinstatements, see

<https://gsas.columbia.edu/student-guide/policy-handbook/leaves-absence-withdrawals-and-reinstatement/withdrawals>.

- Note that students who withdraw are not registered at the University for that time period and may not use University facilities (including the libraries and computer labs) and do not receive health insurance, housing or any other services from the University.
- Students who continue working on their dissertation or any other degree requirement will be charged retroactive M&F registration for the semesters during which they worked on these requirements, as deemed appropriate by the Graduate School of Arts and Sciences.
- Students who withdraw when there is no emergency will need to reapply to the program.

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## Cross-Registration with Other Institutions

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### Inter-University Doctoral Consortium for Ph.D. Students

Ph.D. students may supplement their course requirements through the Inter-University Doctoral Consortium (which includes the NYU-Institute of Fine Arts [IFA], City University of New York [CUNY], Fordham University, the Graduate Faculty at the New School University, Princeton University, Rutgers University, and Stony Brook University). GSAS allows a maximum of two courses to be credited toward the student's M.Phil. course requirements per semester, and it is expected that those classes taken are presently and in the near future not available at Columbia. **This program does not operate during the summer.**

First-year students are **not permitted** to participate in the Inter-University Doctoral Consortium.

To participate in the consortium, students must fill out two applications: the IUDC Registration Form and Columbia's online IUDC application. These applications should be completed before, or during registration and copies returned to appropriate parties as indicated. For the applications and further information about the Inter-University Doctoral Consortium, see <https://gsas.columbia.edu/student-guide/policy-handbook/inter-university-doctoral-consortium-iudc>.

### The Ivy Plus Exchange Scholar Program for Ph.D. Students

In addition to the above-mentioned schools, Ph.D. students have the opportunity to take courses through the Exchange Scholar Program at: Brown University, University of California at Berkeley, University of Chicago, Cornell University, Harvard University, Massachusetts Institute of Technology, University of



Pennsylvania, Princeton University, Stanford University, and Yale University. This program does not operate during the summer.

To participate in the Ivy Plus Exchange Scholar Program, students must fill out an application, which is available on the GSAS website. This application should be completed before registration. For further information about the Exchange Scholar Program, see <https://gsas.columbia.edu/student-guide/policy-handbook/exchange-scholar-program>.

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## Academic Records

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### The Office of the University Registrar

The Office of the University Registrar keeps official University records of students, including coursework, registration status, degrees conferred, and addresses. Students can access this information by logging on to their SSOL at <https://ssol.columbia.edu/>. Information listed on SSOL does not constitute official documentation.

Most University offices utilize addresses and telephone numbers listed on SSOL. Students should therefore 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.

Students may obtain their grades and registration through SSOL. Official transcripts may be obtained on-line through SSOL.

**Proof of Enrollment**, or **Academic Certification**, which is often required for loan purposes, may be obtained via SSOL.

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## Course Categories

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### Lectures

Graduate lectures are numbered at the 4000 and 6000 levels in the Department of Art History and Archaeology are lecture courses. 4000-level courses are intended for mixed constituencies of graduate students and advanced undergraduates. 6000-level courses are primarily for graduate students. Student contribution to a lecture course may not be as demanding as in a graduate seminar course, although these courses do require significant term papers and/or examinations.

- **Students should note that they may count no more than one undergraduate-level course (2000-3000 levels) toward their degree unless specifically approved by their advisors and the Director of Graduate Studies.** If permission is granted, the Graduate Programs Manager must be informed.
- 3000-level courses are undergraduate seminars reserved for upper-class undergraduate art history majors and are generally unavailable to graduate students. Graduate students wishing to enroll in these courses should speak first to the instructor, their advisor, and the Director of Graduate Studies. If permission is granted, the Graduate Programs Manager must be informed. Please note that undergraduate seminars will count for graduate lecture credit; they cannot count for graduate seminar credit.

### Graduate Seminars

Graduate seminars (8000-level courses) 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.

- Note program requirements on the number of seminars needed to complete the program.
- Students must apply to the Department in order to be considered for admission to a seminar. Links to seminar applications can be found on the Department's course offerings page for each semester. Enrollment in all seminars is managed by the Department. Students cannot automatically enroll in the course and instead must add themselves to the waitlist. Faculty admit students from the waitlist and finalize the course's roster via SSOL.

### **Bridge Seminar Policy**

Graduate students in the Department of Art History and Archaeology can count up to two "bridge seminars" (i.e. AHIS GU4500-level courses) as "graduate seminar" credits towards their M.A./M.Phil. degree requirements. Of these two courses, only one can be counted as a "graduate seminar" credit towards the M.A. degree. If a student did not count a bridge seminar towards their M.A. degree, then two bridge seminars can be counted towards the M.Phil. degree. All other "graduate seminar" credits have to be taken at the 8000 level.

### **Independent Research**

Independent research courses may be taken by students seeking to work on specific research projects or art historical problems. Students preparing their dissertation topics are encouraged to enroll in independent research courses. Independent research courses must be supervised and graded by a faculty member.

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

- 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., G9200 "Problems in Greek & Roman Art") which are supervised by faculty in the relevant program. These courses will be entered into the system once the department staff 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.
- Students are required to obtain instructor approval in order to register for independent research courses. Students cannot automatically enroll in the course and instead must add themselves to the waitlist. The instructor will then add them to the course from the waitlist.

### **Electives**

Students are permitted to take additional courses at or below the 2000 level (beyond the one 2000- or 3000-level course allowed for the M.A.) as electives, which will not be credited toward their programs. Since tuition for a full RU covers a large number of courses, taking electives in addition to required graduate courses is common.

- Language courses are often taken as electives to help students learn new languages and prepare for their language proficiency exams. Instructor permission and in-person registration are required for all language courses. Students are encouraged to register early for language courses.
- Students may also take additional courses for "R" credit as electives.

## Courses in Other Departments

All students who wish to have courses in other departments count towards their degree must receive written approval from their faculty advisor and the Director of Graduate Studies.

Please note that other departments in the Arts and Sciences may have different course numbering systems for seminars. If you wish to take a course that is designated as a seminar but has a 4000 or 6000-level numeration, please inquire with the instructor to make sure that the evaluation criteria in this class are equivalent to 8000-level graduate seminars in the Department of Art History and Archaeology (e.g. that a 6000-level course in one department is the highest numeration for graduate seminars).

In order to receive approval, please do the following:

- Send an e-mail (with the course syllabus attached) to your faculty advisor and the Director of Graduate Studies cc'ing the Graduate Programs Manager to ask for approval for the course to be counted as a degree requirement.
- If the faculty advisor and the Director of Graduate Studies grant approval, the Graduate Programs Manager will note the decision in the student's record and the student may proceed with registration.

### GSAPP Courses:

Only seminars taught by full-time faculty in the GSAPP Ph.D. program count (no more than 2) for the M.A. Seminars in GSAPP taught by adjunct faculty members or faculty in other divisions of GSAPP (historic preservation, city planning, etc.) cannot be counted without prior approval of the student's advisor in writing to the student and copied to the Director of Graduate Studies and Graduate Programs Manager.

Please consult **Appendix D** for more information on certificate programs in the Center for Comparative Media (CCM), the Institute for Comparative Literature and Society (ICLS), and the Institute for Research on Women, Gender, and Sexuality (IRWGS).

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## Grading Options

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

### E-Credit (Letters Grades)

E-Credit (letter grades) is the default credit classification for taking a course. Students taking a class for E-credit are required to do all 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 and participate in class without being assigned a qualitative grade. Students are expected to attend each class and complete any written assignments required by the instructor for R credit. Students are given the registration grade of "R" to indicate satisfactory completion. Rules for incompletes apply also to R-credit courses. Seminars generally may not be taken for R-credit.

- Before electing to take a course for R credit, students should first consult the Graduate Programs Manager to ascertain that the course will count toward their degree requirements. They should also confer with the instructor of the course to obtain permission to take the course for R credit. At this time, students should discuss any specific assignments the instructor may have in lieu of regular E-credit course requirements.

- R credit falls under “Letter Grade” in SSOL. Students register for the class per normal registration procedures. Upon instructor approval, students should send an email to the Graduate Programs Manager, cc’ing the instructor, stating that a given course will be taken for R credit.
- A limited number of approved R-credit courses are counted toward a student’s program, as dictated by their programs’ requirements (see **Appendix A**).
- Students cannot retroactively change a course to R-credit. Any course where the assigned grade is an Incomplete cannot receive a grade of “R” if no R-credit form was submitted.

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## Columbia University Summer Sessions

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Each summer, the School of Professional Studies offers two sessions of summer coursework. The Summer Session course offerings are usually available in February and can be found on the Directory of Classes.

- Adjunct faculty teaches 2000- or 4000-level Art History courses.
- Summer Sessions are an especially good resource for taking intensive language courses.

### Credit from Summer Sessions

Ph.D. students may not earn RUs from the Summer Session, since courses are taught on a per-point, part-time system, but may apply required graduate-level courses toward their program provided that they have obtained prior approval from their advisor and the Director of Graduate Studies. Undergraduate-level language courses may be taken if the language is required for the student’s degree program and approval from the Director of Graduate Studies is obtained prior to registration. Students who have been offered a teaching fellowship (and are registering for ER or one RU) in the **fall** following the summer in question, may have their summer tuition waived by the Graduate School by submitting an Application for Summer Tuition Credit to the Graduate Programs Manager. More information on Columbia Summer Sessions can be found here: <https://summer.sps.columbia.edu/courses/summer-courses>.

### Teaching in the Summer

Post-M.Phil. students with at least one year of experience teaching *Art Humanities: Masterpieces of Western Art* are eligible to apply for a limited number of positions to teach *Art Humanities* during the Summer Sessions. Application instructions are sent to students in the spring term.

# Financial Aid

The University offers a number of fellowships to incoming students. In addition, the Department of Art History and Archaeology tries to support as many continuing students as possible by a combination of fellowships and teaching appointments. Fellowship opportunities, including departmentally administered fellowships, University fellowships, and outside fellowship programs are summarized below.

The Department awards financial aid to students at all academic stages: GSAS Instructional and Research Fellowships (excluding Preceptorships) and Summer Grants are intended for students at the pre-M.Phil. stage; Dissertation Fellowships, Core Preceptorships, and Matriculation and Facilities (M&F) and Health Fees Coverage (available to students awarded outside funding, see below) are intended for post-M.Phil. students who are within the seven-year time-to-degree limit.

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## Multi-Year Fellowships

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Graduate Student Fellowships are awarded upon admission to the program, based on previous and expected high academic performance.

Most admitted students receive Dean's Fellowships beginning in the first year; these multi-year fellowships continue for five years. The second, third, and fourth years of the GSAS funding package are Teaching Fellowships. The fifth year of the GSAS funding package is the GSAS Dissertation Fellowship.

Unless admitted with Advanced Standing, Dean's Fellows are not required to hold service positions associated with their awards during their first year in the program. Beginning in the second year, students usually hold instructional or research positions, which constitute part of their fellowship (the components of these departmental fellowship positions are listed below). Specific benefits and conditions of fellowships vary by award and are detailed in the award letter.

Continuation as a Graduate Student Fellow from year to year is dependent on the highest level of academic performance.

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## Teaching Fellowships

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All second and third-year students are eligible for GSAS Teaching Fellowships. Application instructions are available from the Graduate Programs Manager at the beginning of the spring semester and are due by late March for appointments effective the following academic year.

The GSAS Fellowship application process requires students to also apply for outside funding. Please see this page for more information: <https://gsas.columbia.edu/index.php/external-fellowship-policy>.

Departmental appointments include the following (students should also consult *Teaching Guidelines, Appendix C*):

1. Reader/Grader
2. Section Leader
3. Barnard Teaching Fellow
4. Art Humanities Teaching Fellow

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## Summer Funding

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GSAS provides students in Arts and Sciences programs annual summer research stipends or research salaries as part of the multi-year funding package (5 years) for doctoral students. **Students must be in good standing, have no incompletes on their transcript from the fall semester, and must be making satisfactory academic progress in order to receive this funding.** Students who have banked an academic year of their multi-year GSAS fellowship funding may not use a banked summer of GSAS support beyond the summer of their seventh year.

Students may concurrently apply for a tuition reimbursement for language study (up to \$1500) abroad at an accredited institution in the country of their summer travel grant. In some cases, a specialized language study program in the United States may also be eligible for tuition reimbursement. Note: students may reapply for a second reimbursement if they did not exhaust their \$1500 award and claim the difference.

Additional summer funding opportunities include research fellowships at Reid Hall in Paris and Casa Muraro in Venice, the Dr. Lee McCormick Edwards Summer Fellowship, Sakıp Sabancı Summer Fellowships in Turkish Studies, and the Cathedral Fund Fellowship at the Royal Academy in London.

Students are encouraged to seek other external sources and fellowships for summer funding. GSAS no longer imposes a cap on external summer funding. Students who receive an external fellowship that is awarded explicitly for the months of June, July, and August will also receive their GSAS summer stipend.

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## Dissertation Support

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### GSAS Research Excellence Dissertation Fellowships

The Department receives funds for dissertation fellowships from the Graduate School of Arts and Sciences as part of the five-year funding package for doctoral students. GSAS Research Excellence Dissertation Fellowships are awarded to post-M.Phil. students with approved dissertation proposals only. Students who successfully defend their proposal and deposit the final version of their prospectus by the Monday after Spring Break are eligible to take their dissertation fellowship in the following year.

### Departmental Dissertation Fellowships

A number of endowments enable the Department of Art History and Archaeology to award its own dissertation research fellowships. These include the Rudolf Wittkower Fund, the Howard Hibbard Fund, the C.V. Starr Foundation Fund, the Pierre and Maria Gaetana Matisse Fund, and the Ary Stillman Fund. These awards are open to post-M.Phil. students with approved dissertation proposals in years 6 and 7 only. Applications are typically due during the Monday after Spring Break in March.

Note: Students can apply for and use a Departmental Dissertation Fellowship either in year 6 (to stay in the field for another year in the absence of an external fellowship) or in year 7 (as a finishing fellowship). If a student receives the Departmental Dissertation Fellowship in year 6, the student becomes ineligible for the award in year 7.

### University Dissertation Fellowships

University Fellowships are awarded to graduate students throughout Columbia University, provided that they have not exceeded the seven-year time-to-degree limit. These fellowships are limited in number and highly competitive. Please see this page on the GSAS website: <https://gsas.columbia.edu/student-guide/financing-your-education/internal-fellowships>. Applications are usually due in February.

Some major fellowship opportunities open to graduate students in Art History and Archaeology are:

**CU Traveling Fellowships:**

A number of CU traveling fellowships are awarded each year to students who a) have been awarded their M.Phil. degree, b) have an approved dissertation proposal, c) require extensive research abroad, and d) are within the seven-year time-to degree limit. Rarely does GSAS award these fellowships to students in their seventh year as they are research fellowships and the seventh year is considered the final write-up year.

**Reid Hall and Lurcy Fellowships:**

These fellowships are open to post-M.Phil. students with approved dissertation proposals for dissertation research in France. Students must be within the 7-year time-to degree limit. Rarely does GSAS award these fellowships to students in their seventh year as they are research fellowships and the seventh year is considered the final write-up year.

**Outside Dissertation Fellowships (Departmentally Nominated)**

It is the student's responsibility to seek outside fellowships and all students who receive Columbia funding are required to apply for outside fellowships. The Department will assist students in obtaining outside funding by notifying them of various kinds of awards, deadlines, and application requirements. In addition to the fellowships described below, the GSAS website (<https://gsas.columbia.edu/student-guide/financing-your-education/external-fellowships>) has information on other fellowships.

**Students must be nominated by the Department for the following predoctoral fellowships outlined below. Applications are submitted to the Department on the Monday after Labor Day for award in the following year. Application information and further information about specific fellowships is available from the Graduate Programs Manager. Please consult each respective website for more details on these fellowships.**

**National Gallery of Art (CASVA) Fellowships:**

Applicants must be at the post-M.Phil. stage and have an approved dissertation proposal. These fellowships are intended to support doctoral dissertation research. Most of these fellowships require a year of residence at the Center for Advanced Study in the Visual Arts, National Gallery of Art, in Washington, DC. Specific National Gallery fellowships include the following:

- The David E. Finley Fellowship, (Western Art; 3 years)
- The Paul Mellon Fellowship, (Western Art; 3 years)
- The Samuel H. Kress Fellowship (European Art; 2 years)
- The Wyeth Fellowship, (American Art; 2 years)
- The Ittleson Fellowship, (Non-Western Art; 1-2 years)
- The Andrew W. Mellon Fellowship, (Non-Western Art; 2 years)
- The Robert H. and Clarice Smith Fellowship, (Dutch, Flemish, or related; 1 year)
- The Chester Dale Fellowship, (Western Art; 1-2 years)

**Kress Fellowships:**

The Samuel H. Kress Foundation provides several fellowships for predoctoral art history students. These include research fellowships at the following foreign institutions:

- Florence: Kunsthistorisches Institut / Institute for Art History
- Leiden: Leiden University Centre for the Arts in Society (LUCAS)
- London: Courtauld Institute of Art & Warburg Institute (jointly administered)
- Munich: Zentralinstitut für Kunstgeschichte / Central Institute for Art History
- Paris: Institut national d'histoire de l'art (INHA) / National Institute for the History of Art
- Rome: Bibliotheca Hertziana

**Dedalus Foundation Dissertation Fellowship:**

The Dedalus Foundation Dissertation Fellowship is awarded annually to a Ph.D. candidate at a university in the United States who is working on a dissertation related to painting, sculpture and allied arts from 1940-

1991, with a preference shown to Abstract Expressionism.

**Carter Manny Award:**

Established in 1996 by the Graham Foundation, the Carter Manny Award supports the completion of outstanding doctoral dissertations on architecture and its role in the arts, culture, and society. The only pre-doctoral award dedicated exclusively to architectural scholarship, the Carter Manny Award recognizes emerging scholars whose work promises to challenge and reshape contemporary discourse and impact the field at large.

**Outside Dissertation Fellowships (Department Sponsorship Not Required)**

The following dissertation fellowships do not require departmental sponsorship. For more comprehensive information on these and other external dissertation fellowships, please consult the department's Predoctoral Fellowships Database: <https://learn.columbia.edu/predoctoral-fellowships>. The following presents a spectrum of agencies that have awarded fellowships to students in this Department.

|  |  |
|--|--|
| <b>American Academy in Rome</b><br>7 East 60th Street<br>New York, NY 100221001<br>(212) 7517220                           | <b>Luce/ACLS (American Art)</b><br>633 Third Avenue<br>New York, NY 10017-6795<br>(212) 697-1505                                   |
| <b>American School of Classical Studies at Athens</b><br>6-8 Charlton Street<br>Princeton, NJ 08540-5232<br>(609) 683-0800 | <b>Metropolitan Museum of Art</b><br>1000 Fifth Avenue<br>New York, NY 10028-0189<br>(212) 570-3710                                |
| <b>Dumbarton Oaks</b><br>1703 32nd Street N.W.<br>Washington, D.C. 20007<br>(202) 339-6401                                 | <b>Rotary Foundation</b><br>1560 Sherman Avenue<br>Evanston, IL 60201<br>(847) 866-3000  |
| <b>Fulbright IIE and Fulbright-Hays</b><br>Columbia University Office of Financial Aid<br>107 Low Library<br>(212) 8546727 | <b>The Japan Foundation</b><br>152 West 57th Street, 39th Floor<br>New York, NY 10019<br>(212) 4890299                             |
| <b>The Camargo Foundation</b><br>400 Sibley Street, Suite 125<br>St. Paul, MN 55101-1928<br>(202) 302-7303                 | <b>American Academy in Berlin</b><br>14 East 60 <sup>th</sup> Street, Suite 604<br>New York, NY 10022<br>(212) 588-1755            |
| <b>International Research and Exchanges Board</b><br>2121 K Street NW, Suite 700<br>Washington, DC 20037<br>(202) 628-8188 | <b>Smithsonian Institution</b><br>P.O. Box 37012, Victor Bldg, Suite 9300 MRC 902<br>Washington, D.C. 20013-7012<br>(202) 275-0655 |
| <b>Georgia O'Keeffe Museum</b><br>217 Johnson Street<br>Santa Fe, NM 87501<br>(505) 946.1000                               | <b>Gladys Kriebel Delmas Foundation</b><br>521 Fifth Avenue, Suite 1612<br>New York, NY 10175-1699<br>(212) 687-0011               |
| <b>Archaeological Institute of America</b><br>656 Beacon Street<br>Boston, MA 02215-2006<br>(617) 353-8705                 | <b>American Schools of Oriental Research</b><br>656 Beacon Street, 5th floor<br>Boston, MA 02215-2010<br>(617) 353-6570            |
| <b>American Research Institute in Turkey</b><br>33rd and Spruce Streets<br>Philadelphia PA 19104-6324<br>(215) 898-3474    | <b>Social Science Research Council</b><br>810 Seventh Ave<br>New York, NY 10019<br>(212) 377-2700                                  |
| <b>American Association of University Women</b><br>1111 Sixteenth St. N.W.<br>Washington, DC 20036<br>(800) 326-2289       |  |



## **Matriculation and Facilities (M&F) and Health Fees Coverage**

The Department will cover Matriculation and Fees (M&F) and health fees for students in years 6 and 7 who hold departmental dissertation fellowships. GSAS will cover Matriculation and Fees (M&F) and health fees for students in years 6 and 7 who hold external dissertation fellowships:

<https://gsas.columbia.edu/index.php/external-fellowship-policy>.

Subject to GSAS review and approval, GSAS will also cover M&F and health fees for students in years 6 and 7 with Art Humanities Teaching Fellowships.

Advanced Ph.D. students in years 6-7 who accept a full-time job while on a departmental fellowship will be asked to return half of the fellowship funds to the Department if the starting date falls before the mid-term date. The Department will cover M&F and health fees for the semester during which the hiring occurs. Since GSAS requires continued registration until the distribution of the dissertation, employed students need to continue to register. M&F and health fees beyond the semester of hire are the sole responsibility of the student.

**Subject to availability of funds**, the Department will reimburse retroactively M&F and health fees for students in year 8 who hold Departmental Service Fellowships or significant (full-time) external fellowships and distribute in time to defend and receive a May degree (typically, by early February).

**Subject to availability of funds**, the Department will also reimburse retroactively M&F and health fees to all students in year 8 without external awards or fellowships who distribute in time to defend and receive a May degree (typically, by early February).

If a student in year 8 has a full-time job and their salary is less than the sum of a standard Columbia fellowship + health insurance + fees, **subject to availability of funds**, the Department will reimburse their M&F and health fees as well. If the salary is higher than that sum, the student will pay M&F and health fees for themselves.

**The Department cannot cover M&F and health fees for students in year 9**, with or without external fellowships.

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## **Conference Travel Funds**

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The GSAS Conference Matching Travel Fund helps GSAS students in Arts and Sciences programs to present a paper or poster at national and international conferences. Awards from the Conference Matching Travel Fund may be used to defray the cost of registration, travel, and lodging.

In order for a student to receive an award from the Conference Matching Travel Fund, the department or program must first approve a student's application and provide funds to defray expenses. GSAS will then match the funds provided by the department, up to a maximum of \$300.

There is a limit of one travel award per academic year, and a maximum of two awards during a student's career at Columbia. The award is not guaranteed, and requests are considered on a first-come, first-served basis. If applications exceed available funds, students who have not received an award in previous years will have priority.

Students must submit complete applications to the Graduate Programs Manager.

For more information, please visit: <https://gsas.columbia.edu/student-guide/professional-development/gsas-conference-matching-travel-fund>

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## Campus Employment

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### Work Study Positions

Students eligible for Federal Work Study should note that a number of work study positions are available within the Department. Positions are posted on the Student Financial Services website ([https://columbia.studentemployment.ngwebsolutions.com/JobX\\_FindAJob.aspx](https://columbia.studentemployment.ngwebsolutions.com/JobX_FindAJob.aspx)). Students are also encouraged to inquire directly with faculty to see whether they are looking for assistance. Work study eligibility can be determined by writing to [gsas-finaid@columbia.edu](mailto:gsas-finaid@columbia.edu) and questions regarding work study positions and procedures can be directed to the Financial Coordinator. Please see **Appendix E** for more details.

## Additional Resources

Following is a description of some of the resources available to students through the Department, the University, and the City of New York:

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### Departmental Resources

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#### Department Office

The Department Office suite, in 826 Schermerhorn, includes the offices of the Chair, the Director of Academic Administration and Finance, the Graduate Programs Manager, the Administrative Manager, and the Coordinator for Undergraduate Programs. There is also an adjoining conference room where M.Phil. examinations, dissertation proposal and defenses, and departmental meetings take place. 653C Schermerhorn Extension includes the offices of the Business Manager and Financial Coordinator.

Faculty mailboxes are located in the Departmental Office. Graduate student mail folders are located in the Stronach Center.

The Graduate Programs Manager (854-4507) coordinates activities such as graduate student record keeping; scheduling of M.Phil. examinations, dissertation proposal meetings, and language examinations; degree certification; admissions; fellowship application, and graduate registration.

#### Media Center for Art History (MCAH)

The Media Center for Art History, located in 825 Schermerhorn Hall, supports the visual imaging needs of the Department. Contact the MCAH (854-3044) for borrowing policy and procedures. Please visit: <https://learn.columbia.edu/>.

#### Wallach Art Gallery

The Miriam and Ira D. Wallach Art Gallery, located on the fourth floor of the Lenfest Center for the Arts on the Manhattanville campus, was inaugurated in 1986 and is presenting a varied program of exhibitions each year. Most exhibits are planned and curated by faculty and graduate students. The Gallery also sponsors public lectures and symposia in conjunction with its exhibitions.

Day-to-day operations of the Gallery are the responsibility of the Gallery Director and Chief Curator, Betti-Sue Hertz, who is assisted by a small professional staff and graduate student interns. Many students in the Department of Art History and Archaeology intend to pursue museum or gallery careers, and for them to participate in the operation of the Gallery provides an opportunity to gain professional experience. Support staff includes work-study students. . Please visit: <https://wallach.columbia.edu/>.

#### Fora

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 Departmental 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.)

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### Miscellaneous Student Resources

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#### Career Officer

A faculty member serves as Career Officer with the goal of developing the professional skills of advanced Ph.D. students. The Career Officer holds a series of workshops in the Fall semester and individually coaches

students for grant and job interviews in the Spring semester. These workshops target practical skills from writing grant proposals and cover letters to conducting campus interviews. The goal is to prepare students for academic positions as much as for positions at museums and other cultural institutions. A typical workshop consists of a discussion followed by an exercise of collective editing. All Ph.D. students, regardless of year and specialization, are welcome to attend the workshops, but fourth-year students are expected to attend regularly in order to be eligible for interview coaching in the subsequent semesters. (Please note that the Department has a protocol for holding mock interviews, applications for which can be found [here](#).) AHAGA provides crucial feedback for the activities of the Career Officer.

### **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 mail folders. 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.

### **Graduate Student Mail Folders**

Folders for graduate student in residence are allocated in the Graduate Student Lounge in the Stronach Center. **Please do not use the Department address to receive personal mail, packages or bills.** The Department is not adequately staffed to distribute large quantities of student mail and we cannot be held responsible for mail.

If you do not have a folder, please notify the Graduate Programs Manager.

### **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.

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## **University Resources**

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### **Libraries**

Columbia University has the nation's fifth largest academic library system, with holdings of over 7.5 million volumes, 67,400 currently received serial titles and archives, manuscripts, micro-forms, videos, and a growing number of electronic resources. 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. Contact the Library Information Office (LIO) in 201 Butler Hall (854-2271).

Library items obtained since 1981 are catalogued on CLIO, an on-line service. CLIO can be accessed, browsed, and searched from on and off-campus through library terminals or Columbia's home page (click on Libraries). Information on access and use of CLIO is available in all libraries.

For more information on library services and resources, contact the Library Information Office (LIO) in 201 Butler Hall (854-2271).

### **Avery Architectural and Fine Arts Library**

Avery Library (854-3501) collects books and periodicals in architecture, historic preservation, art history, painting, sculpture, graphic arts, decorative arts, et al. Most of these materials are non-circulating and must be used within the library. The library contains over 250,000 volumes and receives 1500 periodicals. The drawing and manuscript collection holds over 400,000 drawing and original records.

### **GSAS Compass**

GSAS Compass helps doctoral and master's students in the Arts and Sciences to identify, work toward, and achieve their post-graduation career goals. For more information, please see: <https://gsas.columbia.edu/graduate-life/career-development>.

### **GSAS Writing Studio**

The GSAS Writing Studio is dedicated to supporting Arts and Sciences doctoral students in the process of writing the dissertation. Workshops, consultations, and writing support groups and resources are offered every semester. Please see the following for more information: <https://gsas.columbia.edu/graduate-life/gsas-writing-studio>.

### **Writing Center**

The Writing Center provides writing support to undergraduate and graduate students. In one-on-one consultations and workshops, our consultants offer feedback and strategies to help you improve at every stage of your writing, from brainstorming to final drafts. Please see the following page for more information: <https://www.college.columbia.edu/core/uwp/writing-center>.

### **Columbia University Information Technologies (CUIT)**

CUIT is the University office for academic-related computer usage, located in 202 Philosophy Hall (854-1919, ext. 3). This office provides e-mail account creation, consulting for computer questions, and distributes "shareware" software for off-campus access to Columbia-net as well as virus protection programs for both PCs and Macintoshes. Basic e-mail accounts are free to registered students and provide full access to internet resources; email accounts can be set up on-line by visiting the *Computing and Email* link on the Columbia home page.

CUIT conducts workshops in various topics of computer and software use, which are free and open to the university community. Information regarding on-campus student computer labs, account creation, and policies is described in the GSAS website. For additional information and scheduling, contact the CUIT Computer Support Center, which can be reached through the Columbia University Web Page.

## **Columbia-Net**

The University has a large central computing system, which provides E-mail, on-line university information, and access to the internet. The system may be accessed by on-campus terminals and via modem from off-campus. For more information, contact the CUIT Helpdesk, 202 Philosophy Hall.

The Department has a homepage listing departmental events, news, and information: <http://www.columbia.edu/cu/arthistory>.

## **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, please consult the following CUIT page: <https://cuit.columbia.edu/computer-system-recommendations>.

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## **Outside Resources**

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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, the Museum of Modern Art, and the New York Historical Society, special facilities are available for students.

The Department often offers courses of instruction by adjunct professors who are also museum curators. These seminars frequently meet at museums to allow students the opportunity to study collections first-hand.

The galleries of art dealers offer an ever-changing series of exhibitions in which the works of the most recent artists, as well as of the more established ones, can be seen. Various private collections in New York, through the courtesy of their owners, are often made accessible to students under the guidance of their instructors.

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## **Research Abroad**

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Students are encouraged to explore opportunities for studying abroad relevant to their programs. Summer Travel Grants (see *Financial Aid* section for more information) are designed to aid students in such endeavors, especially for dissertation research. Guidance for students traveling abroad as part of their studies and dissertation work can be found on Columbia's Global Travel website: <https://globaltravel.columbia.edu/>.

Columbia University also maintains a facility in Paris, Reid Hall, which offers yearly dissertation summer travel fellowships (described in the *Financial Aid* section).

Students traveling to Rome may apply for library passes at the American Academy in Rome.

Students traveling to Athens may apply for library passes at the American School of Classical Studies at Athens.

In general, before traveling abroad contact the Director of Graduate Studies and the Graduate Studies Manager who can provide you with letters in order to possibly obtain access to university and research libraries.

Full-time students traveling and conducting research abroad may contact [Craig Knobles](#) in 301 Philosophy hall (854-289) to have a blue-seal letter prepared for them. This letter of introduction will help students obtain access to libraries and collections overseas.

### **Università IUAV di Venezia**

The University has a student exchange agreement with the IUAV in Venice. Students who wish to take coursework at IUAV must demonstrate an adequate knowledge of Italian. Exchanges are for one semester, or in special cases, for one academic year. Interested students should contact the Graduate Programs Manager and the Director of Graduate Studies.

# **Appendices**



## Appendix A: M.Phil. Programs

The M.Phil. program subject areas are described as follows:

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### Ancient Art and Archaeology

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**Program of study:**

We offer West Asian (Near Eastern), Greek, and Roman art history, architectural history, and archaeology. Each student's individual program is to be determined in consultation with the student's advisor and the Director of Graduate Studies.

**Fields of specialization:**

One Major and one Minor field to be chosen in consultation with the student's advisor and the Director of Graduate Studies. Work is encouraged in related fields: Greek, Latin, Akkadian and Sumerian languages and literature, ancient history, philosophy, epigraphy, or anthropology. A Minor field can also be focused on an adjacent geographical region or time period.

**Course requirements:**

A minimum of ten courses beyond the M.A. degree, of which seven must be taken for E credit. Five of those seven are usually seminars or advanced research courses. A maximum of three lectures can be taken for R-credit and applied toward the degree, but R-credit courses may not be in the Major field. Students must also have taken graduate courses for letter grades, at the 4000-6000 level, in at least three of the following fields: ancient, medieval, Renaissance & Baroque, and modern; and at least one graduate level course for a letter grade in a non-Western field within the department. A course in a Non-Western field is defined as a course taken in one of the following M.Phil. programs/fields: East Asian Art and Archaeology, South Asian Art and Archaeology, the Arts and Architecture of the Lands of Islam, Art and Architecture of the Americas until 1550 ("Pre-Columbian"), African and African Diaspora Art and Architecture, Native North American Art and Archaeology. Students who do not have sufficient background in the relevant philological or historical fields for their areas of research may be required to take related courses in those fields.

**Languages:**

A reading knowledge of two modern languages other than English, such as German, French, Italian, Modern Greek, Turkish, or Spanish and demonstrated competence in two ancient languages, often Greek and Latin or Sumerian and Akkadian. Required languages are to be determined in consultation with the advisor by the end of the first year.

**Fieldwork:**

Students are encouraged to participate in archaeological field projects in consultation with the advisor.

**Examinations:**

A comprehensive oral examination covering the Major and Minor fields of specialization is required by the third year. Students must satisfy all course and language requirements prior to scheduling the oral examination. **Please consult the *Orals Examination Guidelines* (Appendix B) for more information about the exam.**

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### History of Western Art

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**Program of Study:**

Includes all subject fields in European and American Art History from Late Antiquity to the Present.

**Fields of specialization:**

A Major field, which will include a previously determined subject of concentrated attention, and a Minor field, will be chosen in consultation with the student's advisor and the Director of Graduate Studies. With

the approval of the student's advisor and the Director of Graduate Studies, the Minor field may be in another program in the Department of Art History and Archaeology or another department of the University.

**Course requirements:**

A student must take a minimum of ten courses after satisfaction of requirements for the M.A. degree. The student must take seven of these for E-credit. Five of those seven are usually seminars or advanced research courses. Students must also have taken graduate courses for letter grades, at either the M.A. or M.Phil. level, in at least three of the following fields: Ancient, Medieval, Renaissance and Baroque, Modern, and at least one graduate-level course for E-credit in a non-Western field. The Department defines a course in a Non-Western field as a course taken in one of the following M.Phil. programs/fields: East Asian Art and Archaeology, South Asian Art and Archaeology, the Arts and Architecture of the Lands of Islam, Art and Architecture of the Americas until 1550 ("Pre-Columbian"), African and African Diaspora Art and Architecture, Native North American Art and Archaeology.

**Languages:**

By the end of the first year, the student must show a reading knowledge of two foreign languages and, in some fields, a third language, determined in consultation with the student's advisor.

**Examinations:**

The student is required to pass a comprehensive oral examination covering both fields of specialization. In addition, students must satisfy all course and language requirements before scheduling the oral examination. **Please consult the *Orals Examination Guidelines* (Appendix B) for more information about the exam.**

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## History of Architecture

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**Program of Study:**

We offer course work in aspects of architectural history across time periods and geographies. Each student's individual program is to be determined in consultation with the student's advisor and the Director of Graduate Studies.

**Fields of specialization:**

For the M.Phil. degree, a Major field and a Minor field are to be selected in consultation with the student's advisor and the Director of Graduate Studies. The Minor field may be outside the Department or in another field within the Department of Art History and Archaeology.

**Course requirements:**

A minimum of ten courses are required beyond the M.A. degree, of which seven must be taken for E-credit. Five of those seven are usually seminars or advanced research courses. Students must show that they have taken a course for letter grade in each of the following chronological periods of architectural history: pre-400 CE, 400–1400, 1400–1800, 1800–1900, and 1900–present. No more than two of these can be fulfilled in undergraduate lecture courses at Columbia, or by presenting syllabi and written work from B.A. or M.A. coursework at another college and university to be approved by the Director of Graduate Studies. Coursework must also include study in at least one geographical area outside the student's Major field. Non-architects may take courses in design, visual studies, and/or building science in the Graduate School of Architecture, Planning, and Preservation with the joint approval of their advisor and that school (although such courses do not count for graduate credit toward the degree).

**Languages:**

A reading knowledge of two languages is required for the M.Phil. degree. One of these should be a European language, other than English, in which substantial scholarly literature can be mastered: French, German, Italian, or Spanish. A second language may be either another of those four or a language appropriate to the primary field and future dissertation research area. Required languages are to be determined in consultation with the advisor by the end of the first year.

**Examinations:**

A comprehensive oral examination is required in both fields of specialization. Students must satisfy all course and language requirements before scheduling the oral examination. **Please consult the *Orals Examination Guidelines* (Appendix B) for more information about the exam.**

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## **Art and Architecture of the Americas until 1550 (“Pre-Columbian”)**

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**Program of Study:**

Emphasizes interdisciplinary training, a firm grounding in historical, archaeological, and object-based research methods, as well as current art historical approaches and theories for the study of the art and architecture of the Americas until about 1550. The program of study is to be determined in consultation with the advisor and the Director of Graduate Studies.

**Fields of Specialization:**

Students training in this area will have a Major field in Art and Architecture of the Americas until 1550 (“Pre-Columbian”) and a Minor field among other fields offered within the Department, both to be determined in consultation with the advisor and the Director of Graduate Studies. Students are encouraged to choose an intersecting Minor field that will extend the dimensions of their expertise as scholars, including but not limited to later periods of the arts of the Americas, other areas of ancient or premodern art, or other areas of “Non-Western” or postcolonial art history.

**Course Requirements:**

A minimum of ten courses, of which seven must be taken for E-credit. Five of those seven are usually seminars or advanced research courses. One course each year should be in a related field outside the Department. Students in this field are encouraged to take classes in the Archaeology program within Anthropology and in Latin American and Iberian Cultures (LAIC).

**Languages:**

A reading knowledge of Spanish and a second foreign language chosen in consultation with the advisor is required for the M.Phil. degree. Beyond these requirements, it is expected that all students will continue to develop advanced proficiency in spoken and written Spanish during the course of the degree program. It is also expected that students will study at least one Indigenous American language related to their dissertation research (e.g., Nahuatl, Yucatec Maya, Quechua, etc.) through at least one summer or semester-long language class in the New York City area, elsewhere in the US, or in Latin America, during the course of the degree program. Funding may be available from the FLAS Fellowships program or other sources (see page X).

**Fieldwork:**

Students are encouraged to participate in archaeological field projects in consultation with the advisor.

**Examinations:**

A comprehensive oral examination covering both Major and Minor fields of specialization. Students must satisfy all course and language requirements before scheduling the oral examination. **Please consult the *Orals Examination Guidelines* (Appendix B) for more information about the exam.**

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## **Native North American Art**

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**Program of Study:**

Emphasizes interdisciplinary and interregional studies, a firm grounding in historical, textual and object-based research, current art historical approaches and theory as well as deep engagement with Indigenous epistemologies and methodologies. The program of study is to be determined in consultation with the advisor and the Director of Graduate Studies.

**Fields of Specialization:**

A Major field in Native North American Art and a Minor field from among other fields offered within the Department to be chosen in consultation with the student's advisor and the Director of Graduate Studies. Students are encouraged to consider a Minor field that will prepare them to teach a comparative history of the arts of the Americas or of global Indigenous art, such as Art and Architecture of the Americas until 1550 ("Pre-Columbian"), African and African Diaspora, or U.S. American. Depending on the student's research area, and with the approval of the advisor and the Director of Graduate Studies, one field may be drawn from another relevant program at the university.

**Course requirements:**

A minimum of ten courses, of which seven must be taken for E-credit. Five of those seven are usually seminars or advanced research courses. One course each year should be in a related field outside the Department.

**Languages:**

A reading knowledge of two foreign languages, one of which should be European. French and/or Spanish are strongly recommended. With approval from the advisor, students can fulfill one language requirement with mastery of an indigenous spoken language.

**Examinations:**

A comprehensive oral examination covering both fields of specialization. Students must satisfy all course and language requirements before scheduling the oral examination. **Please consult the *Orals Examination Guidelines* (Appendix B) for more information about the exam.**

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## Art and Architecture of Africa and the African Diaspora

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**Program of Study:**

Emphasizes interdisciplinary training, a firm grounding in historical research, and current art historical approaches and theory. African Diaspora is defined as the cultures of peoples of African descent worldwide living outside of the African continent. Each student's individual program is to be determined in consultation with the student's advisor and the Director of Graduate Studies.

**Fields of Specialization:**

Two fields consisting of the Major field (African and/or African Diaspora) and a Minor field drawn from another relevant program in the department or in the university, such as history, literature, anthropology, religion in consultation with the student's advisor and the Director of Graduate Studies.

**Course Requirements:**

A minimum of ten courses beyond the M.A. degree, of which seven must be taken for E-credit. Five of the seven are usually seminars or advanced research courses. Students are encouraged to take courses for credit in related fields outside the Department.

**Languages:**

All students of African art must demonstrate proficiency in two of the following languages: French, German, Portuguese, Arabic. With the advisor's permission, an African language suitable for dissertation research may be substituted for one of the above.

All students of African Diaspora art history must demonstrate proficiency in two of the following languages: Spanish, French, Portuguese. Another language may substitute one of the above, with the advisor's permission.

**Examinations:**

A comprehensive oral examination covering both fields of specialization. Students must satisfy all course and language requirements prior to scheduling the oral examination. **Please consult the *Orals Examination Guidelines* (Appendix B) for more information about the exam.**

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## **Arts and Architecture of the Lands of Islam**

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**Program of study:**

Emphasizes interdisciplinary and interregional studies, the global context of the visual cultures of the world of Islam with extensive research on medieval aesthetic thoughts and the field's specific colonial historiography as well as its post-colonial and national hurdles. A firm grounding in historical and/or textual research, current art historical approaches and theory, as well as training in traditional object-based skills and the study of the history of collections of the arts of Islam. The program of study is to be determined in consultation with the advisor and the Director of Graduate Studies.

**Fields of specialization:**

One Major and one Minor field to be chosen in consultation with the advisor and the Director of Graduate Studies. Minor fields include all other fields offered within the Department. Work is encouraged in related fields, as well: literature, history of Islam, philosophy and anthropology.

**Course requirements:**

A minimum of ten courses beyond the M.A. degree, of which seven must be taken for E-credit. Coursework normally includes four seminars, two independent research courses at the 8000- or 9000-level, and four lecture courses, two of which may be taken for R-credit. Students are encouraged to take courses in related fields outside the Department.

**Languages:**

A reading knowledge of two languages. One language, typically Arabic, Persian, Turkish, or possibly Hebrew, is intended to give the student access to primary sources relevant to their research. The second language shall be chosen among those needed for an active engagement with secondary literature. The student may apply the language used to fulfill the M.A. requirement toward the M.Phil. degree, provided it is relevant. The language must be two years of study or the equivalent of that as long as there is a proof of proficiency. Required languages are to be determined in consultation with the advisor.

**Examinations:**

A comprehensive oral examination. A student must satisfy all language requirements before scheduling the oral examination. **Please consult the *Orals Examination Guidelines* (Appendix B) for more information about the exam.**

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## **East Asian Art and Archaeology**

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**Program of study:**

Emphasizes interdisciplinary and interregional studies, a firm grounding in historical research, current art historical approaches and theory, as well as training in traditional connoisseurship skills through study of the numerous collections of East Asian Art in and around New York City.

**Fields of specialization:**

Three fields consisting of one Major and one Minor field within the Department of Art History and Archaeology and another Minor field, which may be in the Department of East Asian Languages and Cultures, such as history, literature, or religion. Japanese art before the 1850s and Japanese art since the 1850s can count as separate fields. Depending on the student's research area, and with the approval of the advisor, the outside department may be one other than the Department of East Asian Languages and Cultures.

**Course requirements:**

A minimum of ten courses beyond the M.A. degree, of which seven must be taken for E-credit. Coursework normally includes four seminars, two independent research courses at the 8000- or 9000-level, and four lecture courses, two of which may be taken for R-credit.

**Languages:**

Prior to entry into the program, students should have completed at least three years of study in the East Asian language of specialization. All students in Chinese art must demonstrate proficiency in modern and classical Chinese, as well as a reading knowledge of modern Japanese. Students in Japanese art before the mid-19<sup>th</sup> century are required to demonstrate proficiency in modern and classical Japanese and are encouraged to take at least one semester of Kambun, or one year of classical Chinese. Students in Japanese art after the mid-19<sup>th</sup> century are strongly encouraged to study classical, Japanese Kambun, and/or classical Chinese. Language proficiency in the East Asian language(s) can be demonstrated either through coursework or examination, as approved by the advisor. All students must pass a certifying examination demonstrating a reading knowledge of French, German, Spanish, Portuguese, or Italian, or other modern languages, pending advisor approval.

**Examinations:**

A comprehensive oral examination covering the Major field and two Minor fields of specialization. Students must satisfy all course and language requirements before scheduling the oral examination. **Please consult the *Orals Examination Guidelines* (Appendix B) for more information about the exam.**

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## South Asian Art

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**Program of study:**

In addition to courses offered through the Department, students are encouraged to take courses in other departments of the University. Each student's individual program is to be determined in consultation with the student's advisor and the Director of Graduate Studies.

**Fields of specialization:**

For the M.Phil. degree, one Major and one Minor field, to be chosen in consultation with the student's advisor and the Director of Graduate Studies by the end of the first year. The Minor field may be in another program in the Department of Art History and Archaeology.

**Course requirements:**

A minimum of ten courses beyond the M.A. degree. Five of the ten must include a combination of seminars and independent research courses at the 8000 or 9000 level, taken for E credit. A maximum of three lectures can be taken for R-credit and applied toward the degree. Special permission from the advisor and the Director of Graduate Studies is required, if R-credit courses belong to the Major.

**Languages:**

A reading knowledge of one South Asian language. The student may apply the language used to fulfill the M.A. requirement toward the M.Phil. degree, provided it is relevant. The language must be two years of study of Sanskrit, or one year of Sanskrit and one year of Hindi-Urdu, Tamil, or other appropriate language that could be with the approval of the advisor East Asian or European. In certain cases, the advisor may require the student to demonstrate reading knowledge of a second or even third language. Required languages are to be determined in consultation with the advisor by the end of the first year.

**Examinations:**

A comprehensive oral examination. A student must satisfy all language requirements before scheduling the oral examination. **Please consult the *Orals Examination Guidelines* (Appendix B) for more information about the exam.**

# Appendix B: Oral Examination Guidelines

## Intellectual Purpose

The oral examination is a very real threshold in the curriculum between course work and the doctoral dissertation. As such it represents the point at which students demonstrate a synthetic and critical command of a broad range of scholarly material, knowing both works of art and architecture and the major art historical interpretations of them. The examination is thus a demonstration of competence in a given field of art history not a live-performance of a final examination in the material covered by any particular course in the department's curriculum. This is particularly important to stress in relationship to the Minor, where department practice is for a single examiner.

The Major field should emphasize a degree of mastery in a broad area, consistent with both future specialization and, more immediately, the field of the proposed dissertation. That competence should extend to the demonstration of a synthetic point-of-view and of a voice consistent with the development of a colleague in a field of art history.

The Minor field generally is characterized by a lesser range and depth, but should be sufficiently broad to demonstrate the ability of the candidate to offer a solid undergraduate survey. The relationship of the Major to the Minor varies according to the cultures of various subfields. In all cases the Major and Minor are distinct in period of coverage. While some subfields encourage adjacencies, others specifically encourage or require a certain degree of distance; these are outlined below. Students uncertain of whether they are conceiving a Minor in the spirit of these guidelines should consult the Director of Graduate Studies.

## Scheduling the exam and M.Phil. Requirements

Students normally take the oral examination in the sixth semester, but are eligible to do so only after all other M.Phil. requirements have been fulfilled (i.e. all incompletes resolved, language examinations passed). **All M.Phil. requirements, other than the Orals examination, must be completed no later than one month prior to the exam date. April 15<sup>th</sup> is the deadline by which students must pass their orals exam in order to be eligible for Art Humanities Teaching fellowships for the following year.** For M.Phil. Degree Requirements, please see: <https://gsas.columbia.edu/student-guide/policy-handbook/requirements-mphil-degree>.

## Preparation for the examination

Most students allow themselves three to four months to prepare for the oral examinations. The first step is to declare the field of the Major and Minor (for the exception in East Asian Art and Archaeology and Art, see Appendix A, page X), to have those fields approved by the individual examiners and the overall configuration of the fields and examiners approved by the Director of Graduate Studies. **A form for this purpose is available from the Graduate Programs Manager and should be filed no later than October 15<sup>th</sup> in the semester preceding the term in which the student proposes to take the oral exams.** Upon approval of the configuration of examiners and fields students may find it helpful to work out basic bibliographies to give shape to their study. Faculty shall review a draft of this bibliography early in the process, as well as meet with students to discuss strategies for mastering an overview of a broad period and a command in depth of any given emphases or node at the heart of either Major or Minor fields. It cannot be underscored enough that this bibliography is a way of mapping the field for the purpose of study, it does not represent the absolute boundaries of the student's knowledge or engagement with the field; knowing a subject involves as much a sense of what lies immediately to the edge of peripheral vision in a particular framing as it does a command of what lies inside the frame chosen. In other words, **the bibliography is a tool for study, it is not a contract limiting the discussion that will take place in the examination.**

## The Exam

The examination is taken in a single period of two hours, allowing for **no less than 30 and no more than 40 minutes per examiner** (see below for exception in East Asian Art and Archaeology). All examiners are present for the whole period of the examination and deliberate on the student's overall performance upon completion of the examination. In cases of a weak performance in part of the examination the student may be asked to complete the examination with a written question or questions addressing those weaknesses. Fourteen days will be allowed for this written part to be taken at the student's convenience. In cases where a student fails both parts of the examination, the examiners will determine whether and when the examination will be re-scheduled; students may sit for the examination one more time. Upon completion of the examination the examiners are asked to make two judgments: whether the student has passed the examination and thus may be granted the M.Phil. degree, and whether or not the student may proceed to the writing of a dissertation. Students admitted to the dissertation are expected to defend a dissertation proposal within six months of the completion of the oral examination.

## Topics and Philosophy by Field

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### Ancient Art and Archaeology

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#### Philosophy:

In the large field of Ancient art, architecture, and archaeology, there are compelling intellectual and practical reasons to encourage contiguous areas for the Major and Minor fields. For candidates majoring in one area of ancient art history, it is reasonable to expect knowledge and competence in the so-called contiguous areas, as legitimate parts of a real, historical, culturally and often retrospectively interactive continuum; in addition, junior scholars in these various subsets of Antiquity are often called upon to exhibit a general range of knowledge both in their course-offerings and in their research.

#### The Major field:

- Ancient West Asian (Near Eastern) Art and Architecture (9<sup>th</sup> millennium BCE – 3<sup>rd</sup> century CE)
- Greek Art, Architecture, and Urban Design (11<sup>th</sup> century BCE to 4<sup>th</sup> century CE)
- Roman Art, Architecture, and Urban Design (6<sup>th</sup> century BCE to 4<sup>th</sup> century CE)
- Italian/Etruscan Art and Architecture (9<sup>th</sup> century BCE to 1<sup>st</sup> century CE)
- Late Antique/Early Christian/Byzantine Art and Architecture (3<sup>rd</sup> to 9<sup>th</sup> century CE)

#### The Minor field:

- Ancient West Asian (Near Eastern) Art (9<sup>th</sup> millennium BCE – 3<sup>rd</sup> century CE)
- Ancient West Asian (Near Eastern) Architecture (9<sup>th</sup> millennium BCE – 3<sup>rd</sup> century CE)
- Greek Art (11<sup>th</sup> century BCE to 4<sup>th</sup> century CE)
- Greek Architecture and Urban Design (11<sup>th</sup> century BCE to 4<sup>th</sup> century CE)
- Roman Art (6<sup>th</sup> century BCE to 4<sup>th</sup> century CE)
- Roman Architecture and Urban Design (6<sup>th</sup> century BCE to 4<sup>th</sup> century CE)
- Italian/Etruscan Art and Architecture (9<sup>th</sup> century BCE to 1<sup>st</sup> century CE)
- Late Antique/Early Christian/Byzantine Art and Architecture (3<sup>rd</sup> to 9<sup>th</sup> century CE)

#### Note:

With the approval of the advisor and the Director of Graduate Studies, students may pursue a second Minor in a non-contiguous field outside of art history, not necessarily subject to examination, but as a cluster of related courses.



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## Early Christian, Byzantine and Western Medieval Art and Architecture

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### **Philosophy:**

Because medievalists are expected to teach broadly and outside any narrow specialization, students are encouraged to read robustly in their Major field—on monuments as well as historiography, theories, and critical methods central to medieval studies—and to complement it with at least one Minor that enriches their expertise across the period’s wide-ranging geographic and temporal scope. For their research and pedagogical interests, students may wish to focus entirely on pan-European topics within the medieval field, heeding the guidelines below to avoid redundancies, or choose a Minor from an outside but adjacent field, such as the arts and architecture of the lands of Islam.

### **The Major field:**

The Major field is understood as one of the conventional divisions of art history within the 1200-year period of the Middle Ages (300–1500 CE), should embrace a substantial geographical area, include several centuries, and cover more than one medium (architecture and monumental sculpture; the pictorial and minor/luxury arts, etc.). Typically, the Major field would conform to the following divisions:

Early Christian/Early Medieval Art and Architecture in the West (ca. 300–1000)

Early Christian/Byzantine Art and Architecture in the East (ca. 300–1450)

Western Medieval Art and Architecture (ca. 900–1500)

It is understood that the above list is subject to adjustment. In some cases, we anticipate that temporal and geographic boundaries will need to be adjusted to account for special interests that transgress disciplinary divisions and traditional boundaries of subfields. The Early Christian/Byzantine/Western Medieval fields may be sub-divided if a case is made for increased intensity of study. However, students are expected, in all cases, to provide a clear demonstration of the breadth of their knowledge in the Major field.

In consultation with their advisor and the Director of Graduate Studies, and in response to the special interests of the candidate and examiners, the candidate may declare a special problem or intellectual crux (“node”) within one of the above areas of study. Such a “node” might harness the themes of current art historical debate allowing the candidate to undertake the exploration of a theme or a historiographical problem that pertains to the intended doctoral dissertation.

### **The Minor field (for students majoring in Early Christian/Byzantine/Western Medieval Art and Architecture):**

Students with a Major in Early Christian/Byzantine/Medieval Art and Architecture can decide to expand their field expertise by choosing a Minor in one of the three categories listed above. In such cases, it is understood that the Minor will have to focus on a culture, period, or medium that is distinct from the culture/period/media chosen for the Major. For example: a student in Western Medieval Art and Architecture (ca. 900–1500) may choose a Minor in Early Christian/Early Medieval Art and Architecture (ca. 300–1000) or Early Christian/Byzantine Art and Architecture (ca. 300–1450) and vice versa, but in this case, the examination topics need to be distinct and broad enough to warrant the choice. If in doubt, please consult with your examiners and the Director of Graduate Studies.

### **The Minor field (for students majoring in other M.Phil. programs or subfields in the History of Western Art):**

Students whose Major is in other M.Phil. fields or subfields in the History of Western Art can choose a Minor in one of the three categories above. The student will take responsibility for a body of material that is substantially more restricted than in the Major, and may be limited to a single medium; a single country (for instance Early Christian or Byzantine architecture; French or German twelfth- and thirteenth-century monumental sculpture, Carolingian or Ottonian manuscript illumination). As with the Major field, the student may define an intellectual crux within the Minor field (an example might be the historiography and conceptual implications of the so-called “Antique Revival” of the twelfth century). It is understood that intellectual linkages may be constructed between the themes of the Major and Minor.

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## Renaissance and Baroque Art and Architecture

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### **The Major field:**

For a **Major in the Italian Renaissance or Baroque periods**, students are expected to command a knowledge of at least one century, and should cover two of the three arts of painting, sculpture, and architecture, with an emphasis on one of them. Printmaking may be included as an additional field, but should not substitute for one. Students are also expected to be familiar with the major theoretical and critical texts of the period as well as with the significant art historiographic and theoretical scholarship in the field.

For a **Major in the Northern Renaissance or Baroque periods**, students are expected to command a knowledge of at least one century, and should cover two of the four arts of painting, printmaking, sculpture and architecture, with an emphasis on one of them. Tapestry, glass painting or the so-called minor arts may be included as a special field but should not substitute for one. With the approval of their advisor and the Director of Graduate Studies, students may choose which country or combination of countries they wish to study. Students are also expected to be familiar with the major theoretical and critical texts of the period as well as with the significant art historiographic and theoretical scholarship in the field.

For a **Major in the Iberian Renaissance or Baroque periods**, students are expected to command a knowledge of at least one century, and should cover two of the three arts of painting, sculpture, and architecture, with an emphasis on one of them. Students are also expected to be familiar with the major theoretical and critical texts of the period as well as with the significant art historiographic and theoretical scholarship in the field.

For a **Major in art of the Early Modern Americas**, students are expected to command a knowledge of at least one century, and should cover two media, with an emphasis on one of them. Students are also expected to be familiar with the significant art historiographic and theoretical scholarship in the field.

With the approval of their advisor and the Director of Graduate Studies, students may combine two different regions within their Major.

### **The Minor field:**

For students wishing to offer a Minor in any one of these areas, knowledge of only one of the arts in any of the centuries concerned will be sufficient. Students will also be expected to have a basic knowledge of the historiographic and theoretical scholarship in the field of their choice. The Minor must be in a different area than the Major.

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## Modern Art (1700 to the Present)

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### **Europe 1700-1900**

#### **Philosophy:**

The field of Europe 1700-1900 studies the history of European visual arts, and their relationships with the visual arts of Africa, North and South America, Asia, and the Pacific Islands. These arts include all media, usable or not. Coursework with other members of the art history faculty whose fields cover this period is encouraged, as is relevant coursework in other departments.

#### **The Major field:**

In this field, specialists are expected to be able to teach European art of the “long” eighteenth and nineteenth centuries in a global perspective. For a Major in the field of Europe 1700-1900, students should therefore concentrate on developments in at least two European countries and their colonies. The exact temporal, geographic, and thematic parameters of their study should be determined in consultation with the advisor, and will ideally reflect one or more areas of focus for dissertation research. The oral examination emphasizes a combination of broad survey knowledge (key artists, works, media, and primary texts) and critical engagement with major art historical, critical, and theoretical works in the field.

**The Minor field:**

A Minor in this field could be constructed with a focus on a specific region, genre, time period, or historiographic topic defined in consultation with the advisor. Students are expected to have a command of the essential primary, secondary and theoretical literature within the chosen frame.

**Twentieth and Twenty-First Century Art****Philosophy:**

Develop a broad knowledge of modern and contemporary art in Europe, the United States, and internationally.

**The Major field:**

The Major field should cover a broad range of problems in the development of modern and contemporary art, extending from its origins in the nineteenth century to the art of the present day. It should cover developments in Europe and the United States, though the Department expects knowledge of some global modern practices. The Major can examine painting, photography, film, sculpture, and the various objects produced by avant-garde, neo-avant-garde, and contemporary art movements. It should cover the central works of, and secondary literature on, several if not all the major modernist movements of the twentieth century (e.g., cubism, dada, constructivism, surrealism, abstract expressionism, minimalism and beyond). The Department requires a thorough knowledge of the primary literature through which these movements were formulated (manifestos, related periodicals, etc.) and the important primary critical and theoretical texts of modernism. The student should focus the choice of secondary literature on eliciting the central methodological issues raised by the interpretative strategies employed. There can be a node, or focus, within the Major. The node can be a topic within twentieth-century art, or it can reach back into the nineteenth century to explore the genealogy of modern performance, for example, or the origins of photography. If a student studying a twentieth and twenty-first-century Major chooses a nineteenth-century Minor, the Minor should extend further into the eighteenth century.

**The Minor field:**

The student can construct the Minor field around a more limited historical time frame (e.g., 1900-1968), and/or focus on one country's art. The Department expects students to have a command of the essential primary, secondary and theoretical literature within the chosen time frame. The student can create a Minor field from an emergent area of scholarship not delimited by traditional historical or stylistic parameters.

**U.S. American Art to 1945****Philosophy:**

U.S. American art to 1945 history recognizes the significance of the region's geographical, political, economic and social conditions on the production and reception of works of art and architecture. While past scholarship has focused on discerning exceptional qualities in the cultural production of the United States, current trends recognize that the visual and material culture of this continent reflects a history of colonialism, slavery and immigration, and of economic and political modernization that is frequently shared across national borders. Young scholars in this field are expected to have a basic familiarity with colonial and postcolonial artistic developments in what is now the United States, including works by both Native and African-Americans. Scholars are increasingly being asked to recognize the significance of Spanish Colonial and Latinx Arts in North America as well. This examination field is designed to prepare students to participate in this scholarly field.

**The Major field:**

Because of the shape of the field, students generally prepare for examination in U.S. American art from 1875-1945. Students are expected to recognize developments in painting, sculpture, photography and, where applicable, architecture, and be conversant with historical and current critical art historical literature. They should gain familiarity with both European-American works and the artistic contributions of indigenous artists and members of African American, Latinx and immigrant groups engaged with mainstream artistic

culture. Students should be familiar with the historical and current critical literature associated with that field. In consultation with their advisor and the Director of Graduate Studies, students can choose to develop a reading list with one examiner that extends beyond these dates back into the colonial or further into the modern period and/or engage with the arts of Canada, Mexico and the Caribbean. While a general knowledge is required, students are expected to develop a particular familiarity with a formal, theoretical and/or cultural issue central to their field, which may be declared as a “node.”

**The Minor field:**

Any of the Major fields listed in the previous paragraph can be taken as a Minor field. In addition, students minoring in North American art can choose to focus on a single century (18<sup>th</sup>, 19<sup>th</sup> or 20<sup>th</sup>). Again, a general familiarity with achievements in painting, sculpture, photography and architecture is expected, and students are expected to have a sense of the historical and current critical literature associated with their fields.

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### **History of Architecture**

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**Philosophy:**

Students specializing in the history of architecture must offer both a Major, which covers a broad range of their field of study, and a Minor distinctly different in time period, geography, and/or subject matter. Students who are preparing for a career within academia must be able to teach broadly, outside any narrow specialization. For this reason, examinees must show an ability to discuss architectural monuments and theories across a range of periods and/or cultures.

**The Major field:**

The Major will cover a wide area of the chosen field, as defined by time period below, and will be examined with the ethos that the candidate would be able to teach a college level course on the subject, thus students must be conversant not only with key bibliography, but also critical architectural monuments and theories from the time period that constitutes the Major field. Students with a Major in a period before 1800 should work with relevant faculty members to define the temporal and geographic scope of their exam, but they are expected to cover at least two hundred years of material. Those focusing on later periods must address, within their chosen century, a broad geography that goes beyond a single cultural area or nation state. When appropriate, Major fields may extend beyond the indicated time periods.

- Architecture before 400
- Architecture 400 to 1400
- Architecture 1400 to 1800
- Architecture 1800 to 1900
- Architecture since 1900

**The Minor field:**

The Minor can be tailored to the individual student’s emerging goals in either teaching and/or research, though it should not be a sub-set of material from the Major field. The Minor field might be an aspect of architectural history that is remote in either time or geography from the Major field; a theoretical or methodological frame that is interdisciplinary; or a topic in the history of art other than architecture to be examined by an appropriate faculty specialist. It is also possible to present a Minor field from another Department in the University.

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### **Art and Architecture of the Americas until 1550 (“Pre-Columbian”)**

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**Philosophy:**

In this Major field, doctoral students are expected to develop a broad facility with the arts and architecture of the American hemisphere from around 1500 BCE until about 1550 CE. The oral examination emphasizes: (1) the ability to teach and/or curate the arts of this expansive area in broad strokes; (2) understanding of the historiography of the field, its relationships to anthropology and archaeology, and the later histories that have

shaped contemporary perspectives on the early art and architecture of the Americas; and (3) mastery of a Major field (see below).

**The Major field:**

Major fields are not predetermined for this field but are developed in consultation with the advisor. Generally, the Major field is defined by a broad region (e.g., Mesoamerica, the Maya area, the Caribbean, the Central Andes, the US American Southwest, the Mississippian area, the Amazon, etc.) and a time period (at least several centuries). Major fields are not limited to particular media or subject matter. Examples of Major fields include: Art and Architecture of Central Mexico (1200 to 1550 CE) or Art and Architecture of the Central Andes (1200 BCE to 600 CE).

**The Minor field:**

An area within the Art and Architecture of the Americas until 1550, with a focus on a specific region and period, *as well as* a particular medium, subject, theoretical approach, or historiographic topic, defined in consultation with the advisor and the Director of Graduate Studies.

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### **Native North American Art**

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**Philosophy:**

Students are expected to be familiar with the major traditions of cultural areas of what is now the United States and Canada (including the Northeast, southeast, Plains, Southwest, Plateau, California, Northwest, and Arctic) from 1600 to the present. In addition, students should understand the historiography of this field, including the histories of collecting and the development and transformation of Indigenous material cultural traditions in relationship to settler colonialism. The examination is expected to balance assessment of a students' understanding of major monuments in the field with a discussion of current approaches to the study, display and interpretation of these works. Reading lists should include a substantial amount of material written by Native scholars, curators and artists and should incorporate relevant readings from the interdisciplinary field of Indigenous Studies

**The Major field:**

There is only one Major field in Native North American Art. However, students can work with the two Major field examiners to develop a particular familiarity with a particular research area or current critical issue in the field, which may serve as an emphasis in a general reading list or be declared as a "node."

**The Minor field:**

Native North American art with a focus on a specific field, genre, time-period, country, or regional cluster developed in consultation with their advisor and the Director of Graduate Studies.

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### **Art and Architecture of Africa and the African Diaspora**

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**Philosophy:**

Due to professional requirements in this rapidly evolving specialization, the oral examination is expected to strike a balance between broad survey knowledge and the "state of the field," those texts that have shaped both the content and theory of African and/or African Diaspora art. Depending on the student's research area, and with the approval of the advisor and the Director of Graduate Studies, one of the examiners may be drawn from another program or department in the university.

**The Major field:**

There are two Major fields, within which the student will also be responsible for a particular emphasis related to the dissertation topic.

**The Minor field:**

For the Minor field, students are encouraged to show mastery of a subject substantially different from the Major fields (culturally and historically) or to develop a concentration in theory and criticism relevant to prepare the dissertation.

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## Arts and Architecture of the Lands of Islam

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### **Philosophy:**

Emphasizes interdisciplinary and interregional studies, the global context of the visual cultures of the world of Islam with extensive research on medieval aesthetic thoughts and the field's specific colonial historiography as well as its post-colonial and national hurdles. A firm grounding in historical and/or textual research, current art historical approaches and theory, as well as training in traditional object-based skills and the study of the history of collections of the arts of Islam.

### **The Major field:**

The art, archaeology and architecture in the lands of Islam with a focus on a specific field, time-period, country and/or region. Colonial and post-colonial art and archaeology in the lands of Islam. History of collecting and display of the arts of Islam.

### **The Minor field:**

It is understood as non-contiguous with the Major. The student will take responsibility for a body of material that is substantially more restricted than in the Major, and may be limited to a single span of time or cultural space, with a specific emphasis defined by student and examiner. Students are also encouraged to seek a Minor in Medieval European art, Byzantine Art and East and South Asian art, or to develop Minors in theory, aesthetic and criticism covering methodological concerns of the Arts and Architecture of the Lands of Islam.

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## East Asian Art and Archaeology

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### **Chinese Art**

#### **Philosophy:**

The oral examination for Ph.D. candidates in Chinese Art will consist of two Major fields (one examiner, one hour), and two Minor fields (2 examiners, 30 minutes each). For the Major fields, the students will be expected to demonstrate a command of the monuments and historiographic issues of a wide swath of the history of Chinese art. Coverage of two of the three Major fields (listed below) will ensure that students have a broad enough foundation to teach survey courses and a wide range of undergraduate and graduate seminars in the future. Within one of the Major fields, the student will be responsible for a particular emphasis related to the dissertation topic.

Students in Chinese Art shall present two Minors, one of which will be within the department of Art History and Archaeology, in most cases Japanese art, although other fields such as Korean or South Asian art may be selected with the approval of the advisor and the Director of Graduate Studies. The other Minor field will be in the Department of East Asian Languages and Cultures, such as history, literature or religion. The latter component of the oral examinations will ensure that a student develops sinological research skills and engages their specialty in an interdisciplinary manner.

#### **The Major field:**

- Chinese Art and Archaeology before 960
- Chinese Art and Archaeology 960 to 1644
- Chinese Art and Archaeology since 1644

#### **The Minor fields:**

- **In the Department of Art History and Archaeology:**
  - Japanese Art and Archaeology up to 1850
  - Japanese Art and Archaeology since 1850
- **In EALAC:**
  - Chinese Literature
  - Chinese History

- Chinese Religion or philosophy

**Note:**

The exact content of each field is to be determined in consultation with the examiner.

## **Japanese Art**

**Philosophy:**

The oral examination in Japanese art will consist of one Major field (one examiner, one hour) and two Minor fields (2 examiners, 30 minutes each). For the Major field, the student will be expected to demonstrate a command of the monuments and historiographical issues of a wide swath of the history of Japanese art. Coverage of one of the three Major fields (listed below) will ensure that students have a broad enough foundation to teach survey courses and a wide range of undergraduate and graduate seminars in the future. Preparation for this part of the examination will include assistance in teaching classes in East Asian art such as the Arts of Japan. Within the Major fields, the student will also be responsible for a particular emphasis related to the dissertation topic.

Of the two Minor fields, one will be within the Department of Art History and Archaeology, in most cases a second field within Japanese art, Chinese art, Korean or South Asian art, or other areas of modern art and architecture with the approval of the advisor and the Director of Graduate Studies. Students of modern Japanese art may elect to be examined on an area of Japanese art prior to 1850 as a Minor field. The other Minor field may be in the Department of East Asian Languages and Cultures, such as history, literature or religion. The latter component of the oral examinations will ensure that students develop research skills in basic Japanese reference works and engage their specialties in an interdisciplinary manner. Depending upon the student's research area, and with the approval of the advisor and the Director of Graduate Studies, the outside department may be one other than the Department of East Asian Languages and Cultures.

The exact content of each field is to be determined in consultation with the examiner.

**The Major field:**

- Japanese Art and Architecture up to 1850
- Japanese Art since 1850
- Japanese Architecture since 1850

**The Minor fields:**

- **In the Department of Art History and Archaeology:**
  - Early Chinese Art
  - Later Chinese Art
  - One of the fields of Japanese Art and Architecture, Korean or South Asian art, or other areas of modern art and architecture, as listed as "Major fields" above, with the approval of the advisor and the Director of Graduate Studies.
- **In EALAC:**
  - Japanese Literature
  - Japanese History
  - Japanese Buddhism

**Note:**

Traditionally, Chinese art is crucial for candidates in pre-modern Japanese art. For students in areas of modern Japanese art, a Minor in Western art is also possible.

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## South Asian Art

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**Philosophy:**

In the field of South Asian Art, that covers artistic traditions devoted to a variety of religions including Buddhism, Hinduism, and Islam, as well as secular art, Rajput, Mughal, colonial, and post-colonial art, there are compelling reasons to approve and even encourage contiguous areas for the Major and Minor fields. Thus, a Major in the Hindu art of India with a Minor in Himalayan or Colonial art would be an acceptable combination. At times, the Minor may be a significant “node” within an area of study, either if it pertains to the student’s proposed dissertation topic, or if the student’s major is in an entirely different area of specialization. Students are also encouraged to seek a Minor in East Asian Art. Depending on their choice of Major, a Minor in Western art may also be offered; an example would be Gothic Architecture to complement temple art of the same time period from India.

**The Major field:**

- Buddhist Art
- Hindu Art
- South Asian Painting
- Himalayan Art
- Art under Islamic Rule
- Colonial and Post-Colonial Art

**The Minor field:**

- Sub divisions of the above to be developed.
- East Asian Art (see above)
- Western Art (see above)

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## Theory and Criticism

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**The Major field:**

There is no Major in Theory and Criticism.

**The Minor field:**

Students may develop Minors in Theory and Criticism that cover one or more methodological and theoretical concerns, generally including interactions between art historical practice and other disciplines, over a wide range of historical periods. In no case can the Minor lie primarily in the same chronological period as the student’s Major. Each Minor in Theory and Criticism is developed individually and must take the form of a written proposal including the rationale and parameters of the field to be examined, a working bibliography, and a sheet recording the approval of the examiner for the Minor field, the agreement of the examiners in the Major field, and the signature of the Director of Graduate Studies.



## Appendix C: Teaching Guidelines

GSAS publishes a website about the Graduate Teaching Program: <https://gsas.columbia.edu/student-guide/teaching>. The Department encourages all teaching fellows to carefully review this page.

### Introduction

Teaching experience is an essential component of the doctoral program in Art History and Archaeology and contributes to the intellectual development of graduate students in many ways. Teaching induces graduate students to master art works, interpretations and methodologies more thoroughly, and to identify and confront what they may not fully understand. Helping undergraduates develop discussion and writing skills challenges graduate students to hone their abilities to communicate and answer questions and often improves their own writing and performance in seminars and on the oral exam. Many graduate teaching fellows forge rewarding bonds with undergraduates, for whom they play a vital role as mentors and role models, and they find that this interaction reinforces their own sense of purpose and reaffirms their scholarly mission. At the same time, working closely with a faculty member affords the opportunity to learn about vital aspects of our profession, from evaluation to advising. The opportunity to hone these skills offers our students an important advantage in the job market, whether they decide to pursue teaching or not. In short, teaching and scholarship enrich each other in crucial ways. This cross-fertilization between pedagogy and research is a distinguishing quality of the intellectual life of the faculty in our department, and we are committed to provide the same enriching educational opportunities to our doctoral students.

### Requirements

The standard multiyear fellowship package provides five years of funding and is awarded at admission in recognition of academic achievement and in expectation of scholarly success. According to the terms of the multiyear fellowship, students are appointed to various positions in the Department and in the Core Curriculum, typically during the second, third and fourth years; students dedicate the first year to course work and the fifth year to dissertation research.

Teaching positions are of four types. A **Reader/Grader (RG)** works with a professor grading undergraduate work and generally assisting in the smooth running of an undergraduate course. A **Section Leader (SL)** is responsible for two sections of a large lecture course, including weekly discussion meetings and grading. Reader/Graders and Section Leaders are at the level of the second year and third year in the doctoral program, in coursework and in preparation for the M.Phil. oral examination. **Barnard Teaching Fellows** lead discussion sections and have grading and course planning responsibilities in the Barnard Survey, *Introduction to the History of Art I and II*. Barnard TFs work closely with the Barnard faculty responsible for the course. The fourth and most advanced position is that of **Teaching Fellow in Art Humanities**. Art Humanities Teaching Fellows are appointed only after the oral examination and the fulfillment of all M.Phil. degree requirements. *Masterpieces of Western Art* or *Art Humanities*, is a critical component of the College's Core Curriculum. The course is required of all students at Columbia College and the School of General Studies, and in the College it complements three other main core classes — Literature Humanities, Contemporary Civilization, and Music Humanities. Art Humanities is a model for introductory courses across the country and provides the capstone teaching experience for doctoral students at Columbia University.

Many doctoral students teach Art Humanities for two years. The first year usually comes at the beginning of dissertation work, and the second year at the final stage of dissertation writing, when students find it especially helpful to be part of the department's community of scholars and writers. Appointments, however, are for one year only; there can be no guarantee of a second year at the time of the initial appointment. Whether a student is eligible for a second year of teaching depends in part on the success of the first year and in part on the availability of positions.

It should be noted that teaching appointments carry responsibilities in each semester of the second and third years of the doctoral program. Art Humanities and Barnard appointments are for the academic year. Students must balance their own studies with teaching duties. Balancing these multiple tasks is a challenge, to be sure,

but learning to do so is a skill expected of all doctoral students. Moreover, the experience of teaching generally helps students prepare for orals, refine their communication skills, and improve dissertations. The first year of the multiyear fellowship is devoted solely to coursework. The departmental dissertation fellowship, for which all qualified fourth- and fifth-year students should apply, provides a year of full funding often used for dissertation work abroad. Students at this stage must also apply for University dissertation fellowships and for national fellowships to fund research and writing.

**All students applying for financial aid via the fellowship program are required to abide by the regulations set forth by the Graduate School of Arts and Sciences and the Office of Financial Aid.** These regulations are published online at <http://gsas.columbia.edu/financial-aid>. All fellowship appointments made by the faculty of the Department of Art History and Archaeology are subject to the approval of the Graduate School of Arts and Sciences. Fellowship appointments may be reviewed by faculty during mid-semester or mid-year, in the event of serious sub-standard performance or other problems.

### **Selection Process and Assignment**

Late in the school year, the faculty reviews the academic performance of every student. If the student has satisfied the academic requirements and continues to qualify for a fellowship, the faculty will appoint the student to one of the positions described above. The Director of Graduate Studies considers the needs of each graduate student and the department's undergraduate curriculum. While every effort is made to match a student with a course in his/her Major or Minor field, a perfect match cannot be guaranteed.

Some graduate students will be informed of their appointment for the following year before the spring semester is over; however, others will not be given precise teaching appointment until the start of the semester. In order to maintain parity in graduate teaching fellow appointments, such flexibility is important. The exact enrollment in some courses will not be known in advance, and occasionally new professors will arrive with needs that cannot be predicted until they begin teaching. In case of low enrollments, and consequently too many Section Leaders or General Teaching Assistants assigned to a course, students may be given similar appointments in another course.

For Art Humanities and the Barnard Survey, students apply for appointments by submitting applications at the appropriate time and following the details of the application process, which includes visits to sections of the course and an interview with a faculty committee. Announcements are made by the Department early in the spring semester about application time and process for fellowships for the following year.

### **Responsibilities**

The Graduate School requires the Department to make appointments in such a way that no Teaching Fellow devotes more than twenty hours a week on average to their assigned appointment.

#### **Section Leader:**

Several large undergraduate courses have regularly scheduled section meetings. A Section Leader usually meets with two sections per week, each with fifteen to twenty-five students. Occasionally the two sections may be uneven, with the Section Leader balancing one small and one large section (this is sometimes necessary to maintain balanced workloads among SLs). The number of students for whom an SL is responsible is approximately thirty per semester. Section Leaders will meet regularly with the instructor to discuss issues and topics taught each week. They will participate actively in the formation of paper topics and examinations and they will be responsible for the grading, according to general guidelines set by the instructor. Course evaluations will be distributed to the students for the SLs at the same time as those for the professor of the course, and the professor will discuss the performance of each SL with him or her at the end of the semester. Due to the pressure of submitting grades in large courses, Section Leaders should plan to be on hand for at least three days after the final examination (travel and vacation plans of one SL should not result in a huge workload for the others). Section Leaders generally do not grade the work of graduate students or students from the professional schools, such as the School of Architecture. **Section Leaders may not be registered for the course they are assisting for, whether for an "R" or a qualitative grade.** In addition to leading discussion sections and grading, Section Leaders may occasionally photocopy, organize library

reserves and printed readers, and handle administrative tasks directly related to the class. In no case will Section Leaders do not bear primary responsibility for digital images which remain the instructor's responsibility, but they may be asked to help in advising the staff of the Media Center for Art History on image acquisition or on organization of a course web site. Further, no Teaching Fellows can be asked to produce digital images as a regular part of their duties.

**Reader/Grader:**

Students assigned to assist a professor in a lecture course without regular discussion sections will consult with the professor each week on matters such as Avery reserves, textbook orders, etc. Responsibilities may occasionally include photocopying, organizing library reserves and printed readers, and administrative tasks directly related to the class. Reader/Graders are responsible for leading review sessions to help undergraduates prepare for examinations, and for grading the examinations and papers of the undergraduates. The number of students for whom a R/G is responsible is approximately forty per semester. Reader/Graders generally do not grade the work of graduate students or students from the professional schools, such as the School of Architecture. **Reader/Graders may not be registered for the course they are assisting for, whether for an "R" or a qualitative grade.** No Teaching Fellows can be asked to produce digital images as a regular part of their duties.

**Barnard Teaching Fellow:**

Barnard Teaching Fellows lead small weekly sections of students in discussion and assist with the course lectures that meet twice a week for seventy-five minutes each. Directed by a Barnard professor and team-taught by the faculty, the yearlong sequence course *Introduction to the History of Art I and II* seeks to introduce students to the history of Western as well as Non-Western Art. The first semester covers art of Antiquity to the early Renaissance, the second semester Renaissance to Modern. The course also includes sections on non-Western cultures each semester. It is not a great monuments course, but rather an attempt to introduce students to the variety of artistic production in each period. The course also strives to bring recent theoretical and historical perspectives, issues of race, class and gender, to bear on the history of art as well as on the interpretation of individual works. It is a required course for art history majors in Barnard College, and it regularly attracts students from many different departments and all the undergraduate schools. Barnard TFs carry all the responsibilities of a Section Leader in a Columbia undergraduate lecture, plus a high degree of responsibility in planning the course. Barnard TFs meet regularly with the faculty director of the course and guest lecturers to plan the sections and discuss pedagogy and related issues.

**Art Humanities Teaching Fellow:**

Each Teaching Fellow has sole responsibility for a section of Art Humanities, generally made up of no more than twenty-two undergraduate students. The one-semester class meets twice a week for seventy-five minutes each session. To help Teaching Fellows prepare to cover the topics in the Art Humanities syllabus, faculty offer weekly briefing sessions which all Teaching Fellows are required to attend. The normal requirements for Art Humanities students consist of a midterm and a final examination, plus three or four short papers based on visits to museums or other sites, all of which the Teaching Fellows grade. Teaching Fellows also accompany their classes on two or more visits to museums scheduled outside the regular class meeting time. An Art Humanities Teaching Fellow teaches one section per semester.

**Guidance/Training**

Reader/Graders and Section Leaders will meet on a regular basis with the professor to plan discussion sections, exams and paper assignments; establish grading policy; review graded exams and papers; and discuss readings and other aspects of the course. Faculty in the Barnard College Department of Art History direct the Barnard Survey and supervise the Barnard Teaching Fellows.

The Chair of Art Humanities has primary responsibility for the training of Art Humanities Teaching Fellows, but the full faculty participates in this enterprise. Preparation begins immediately after the appointment has been made in the spring semester with three orientation sessions concerning the Core Curriculum and Art Humanities, training in the electronic classrooms, and visits to classes taught by seasoned instructors. All Art Humanities Teaching Fellows are also required to attend an orientation, usually held on the Thursday prior

to the start of classes in the fall. Art Humanities Teaching Fellows meet weekly in the *Principles of Art Humanities* course with the Chair of Art Humanities. First-time instructors are required to attend these meetings; returning instructors are welcome to participate. During the fall semester faculty members lecture about each unit of the syllabus and suggest teaching techniques. These sessions also provide an opportunity to discuss grading, exams, paper assignments, and any other pedagogical matters. The meetings during the spring semester generally focus on teaching practices and further exploration of themes in the Art Humanities curriculum.

### **Faculty Guidance and Evaluation**

Before or at the beginning of the semester, faculty members should distribute the class syllabus and explain the expected contribution of the teaching fellow to the class. The faculty member should arrange to observe the teaching fellow as he/she teaches in order to provide guidance and feedback. Grading is a crucial aspect of teaching. It is the responsibility of the professor to explain his/her grading policy and standards to graduate students, and to read sample graded papers and exams to assure consistent application of those standards and parity in grading across different sections. The professor is ultimately responsible for assigning grades, except in the case of Art Humanities, where Teaching Fellows are solely responsible for their classes as instructors of record.

### **Grievance Procedure**

If a problem cannot be resolved with the faculty supervisor, department supervisor, or Chair of Art Humanities, graduate students should bring grievances to the attention of the Director of Graduate Studies or the Chair of the Department of Art History and Archaeology. If the problem cannot be resolved within the department, students should contact the Assistant Dean for Ph.D. Programs at the Graduate School of Arts and Sciences.

## **Appendix D: Certificate Programs at Columbia University**

Students who wish to pursue interdisciplinary certificates at Columbia should consult the websites for a respective program. Any specific questions should be directed to that program's administrator.

### **Center for Comparative Media (CCM)**

<https://comparativemedia.columbia.edu/certificate>

CMPM 8483: Introduction to Comparative Media is a required course for the certificate. To have this count towards your degree, please write to the Director of Graduate Studies, cc'ing the Graduate Programs Manager for approval.

If you are not pursuing the certificate, CMPM 8483 Introduction to Comparative Media can count towards seminar requirements if it is taught or co-taught by an Art History and Archaeology faculty member during a given semester. If the seminar is taught by a faculty member in another department, please write to the Director of Graduate Studies and the Graduate Programs Manager.

### **Institute for Comparative Literature and Society (ICLS)**

<https://icls.columbia.edu/graduate-program/about-the-graduate-certificate/>

CPLS GR6100: Introduction to Comparative Literature and Society is a required course for the certificate. To have this count towards your degree, please write to the Director of Graduate Studies, cc'ing Graduate Programs Manager for approval.

Depending on the course, there can be some overlap with ICLS certificate requirements and AHAR coursework. Please consult the Director of Graduate Studies and Graduate Programs Manager if you wish to have a CPLS course count towards departmental requirements and follow the protocol for taking a course outside of the department as specified on page 19.

### **Institute for Research on Women, Gender, and Sexuality (IRWGS)**

<https://irwgs.columbia.edu/graduate/certificate-in-feminist-scholarship/>

WMST GU4000: Genealogies of Feminism, WMST GR60001: Theoretical Paradigms in Feminist Scholarship, and WMST GR8001 Feminist Pedagogy can only count towards departmental requirements with the approval of the Director of Graduate Studies. To have other WMST advanced topic courses count towards your degree, please also consult the Director of Graduate Studies and Graduate Programs Manager and follow the protocol for taking a course outside of the department as specified on page 19.

## Appendix E: 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, before 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 M.A. and Ph.D. students are eligible to work an average of 20 hours/week during the academic year. If you are a Ph.D. 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 M.A. students who are US citizens or permanent residents may be eligible for Federal Work Study. Interested M.A. students must contact GSAS Office of Financial Aid to determine eligibility and 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>