

History of Art

GRADUATE STUDENT HANDBOOK

2016 - 2017

The University of California, Berkeley
The History of Art Department

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ART HISTORY/CLASSICS LIBRARY

Holly Hathaway, Interim Head Fine Arts Librarian

kwayne@library.berkeley.edu 414 Doe, 643-2809

The Program

The Department of History of Art offers a two-stage integrated masters and doctoral program (MA/PhD) in preparation for college teaching, writing, and specialized curatorial careers. Students are not admitted to work for a terminal MA degree, though students may apply for the MA after meeting Stage I requirements toward the Ph.D. Students work closely with faculty in courses, seminars, and on independent research projects to develop independent thought and a thorough knowledge of the field and its critical methods. Cross-disciplinary work in Berkeley's distinguished departments of languages and literature, philosophy, rhetoric, film studies, women's studies, history, and the social sciences is strongly encouraged. A student may opt for a more formal relationship with other departments through "Designated Emphases" programs, including Film Studies, the Group on Women, Gender, and Sexuality, and Critical Theory.

General Overview of the Program

Insert Grad Division's description of "normative time." Also provide link to info on the DCF below.

Stage I of the MA/PhD Program

Stage I requires successful completion of the following:

1. Relevant Coursework (12 courses for post-BA; 6 courses for post-MA)
2. [Satisfaction of language requirements](#)
3. [Petition to Stage II](#) and Submission of Qualifying Paper:
 - a. Post-MA students submit two seminar papers and MA Thesis

Coursework

Post-BA students must take a minimum of twelve four-unit courses in Stage I (introductory language courses do not count). At least six of these must be seminars taken with five different faculty members in the Department. History of Art 200, the Proseminar, is required of all entering students, regardless of any previous historiography or methodology classes. History of Art 375, Teaching for GSIs, is required for all Graduate Student Instructors.

Post-MA students are expected to take six seminars, four of which must be in the History of Art department. They must also take the Proseminar. History of Art 375, Teaching for GSIs, is required for all Graduate Student Instructors.

Language Requirements

Two languages other than English as determined in consultation with their faculty advisor. Newly admitted students are encouraged to discuss with their planned advisor which languages are most suitable for their program of study. In some cases, summer study before the fall of Year One is recommended.

The language requirements may be satisfied in three ways:

- (1) At least one language requirement must be met by passing the departmental language examination;
- (2) One language requirement may be met by passing an advanced literature course in the source language with a grade of B or better,
- (3) One language requirement may be met by two years of college-level coursework in the language with grades of "B" or better taken in the previous five years. The final course in the sequence must be taken at Berkeley.

Departmental Language Exams

The departmental language exams are given three times a year: the week before classes begin in the fall and spring semesters, and during the last week of spring semester. No language exams are given during the summer. Each exam is two and a half hours long and consists of two passages. The first passage is approximately 200 words, which must be translated into idiomatic, accurate English. The second passage is approximately 600 words and must be summarized into an English paragraph of approximately 200 words. Sample exams are available in the department office.

All incoming graduate students must sit for at least one exam the week before their first semester.

Students who fail a language exam are required to retake the exam each time it is offered until a passing score is achieved. Students who fail the language exam that they take when they first arrive are expected to enroll in courses during their first semester and continue taking courses until the departmental examination is passed.

Normally, students in Western Art satisfy both language requirements by the end of their first year. Students of Ancient, Medieval or Asian Art may proceed to Stage II with one of the two language requirements completed, but must finish the second language requirement before taking the Qualifying Exam.

Petition to Advance to Stage II/Qualifying Paper

Once a student has completed all course and language requirements, the student will petition to advance to Stage II of the program.

When to Petition:

For students with BA Degrees:

Western Art

- Petitioning early in the Spring semester of year two is optimal
- Petitioning early in the Fall semester of year three is acceptable if there is a compelling reason for delay (i.e. designated emphasis).

Ancient, Medieval, or Asian Art

- Petitioning in the Spring of year three is optimal.
- Petitioning in the Fall of year four is allowed if there is a compelling reason for delay (i.e. designated emphasis)

For students with MA degrees:

Western Art

- Petitioning early in the Fall semester of year two is optimal.
- Petitioning early in the Fall semester of year three is allowed if there is a compelling reason for delay (i.e. designated emphasis).

Ancient, Medieval, or Asian Art

- Petitioning early in the Spring semester of year two is optimal.
- Petitioning early in the Fall semester of third three is allowed if there is a compelling reason for delay (i.e. designated emphasis).

How to Petition:

1. Prepare Qualifying Paper in close consultation with primary advisor. For specific instructions on the Qualifying Paper [see the appendix](#)
2. Have primary advisor recommend second reader, and get that reader's approval of paper.
3. See the graduate advisor for conversation on a third reader.
4. Complete petition to proceed and turn in to Graduate Student Services Advisor.
5. The department chair will then appoint the third reader, who will read the QP after the petition to proceed is completed and the QP submitted.

Stage Two

Dissertation Prospectus/Colloquium

Students beginning stage two prepare a written proposal defining the scope, approach, and rationale of the dissertation. The student now formalizes the choice of dissertation advisor(s), who consult on the preparation of the prospectus, helping the student devise a plan of study toward the Ph.D. Qualifying Exam. (see Appendix D. for "Guidelines on Writing a Dissertation Prospectus,") Further discussions and suggestions take place at a colloquium, scheduled four to six months prior to the qualifying examination. The Colloquium Committee, nominated by the student and approved by the Graduate Advisor, consists of two or more faculty members from History of Art and one or more from an outside department (all must be members of the Berkeley Academic Senate) for a total of four members. At the colloquium, the examination's exact scope is reviewed and determined. This involves selecting a general field for the exams, special topics, and a related outside subject, providing the appropriate background for dissertation research.

Qualifying Examination

The examination is conducted by a five-member committee nominated by the student and advisors. Paperwork must be filed with the Graduate Division prior to the Qualifying exam; please see the Graduate Student Services Advisor for the appropriate forms. The committee is normally the Colloquium Committee plus a chair chosen by the student. The exam has two parts: a four hour written portion and an oral examination, held approximately one week later. The examination tests the student's basic knowledge of a general field, detailed knowledge of special topics within it, and the ability to integrate studies in an appropriate outside field with work in the History of Art. [See Appendix E, "Guidelines for the Qualifying Examination for the Ph.D. in History of Art."] Upon passage of the qualifying exam, students must immediately file for doctoral candidacy with the Graduate Division. Please see the Graduate Student Services Advisor for the appropriate paperwork. All students must advance to candidacy by June 30 of their fourth year. Exceptions to any of the stated requirements concerning membership on a Colloquium, Qualifying Exam, or Dissertation Committee must be approved by the Graduate Advisor.

Dissertation

The dissertation is a book-length study of a problem in the history of art. The dissertation is written under the supervision of a committee nominated by the graduate advisor in consultation with the student. The committee consists of three Academic Senate members from the Berkeley campus. One committee member must be from an outside department. Dissertation chapters should be submitted to the committee, together with appropriate illustrations, as they are written. The committee must receive

the entire dissertation, including illustrations, at least three months before the filing deadline.

Annual Review of Ph.D. Candidates

All dissertation stage doctoral students must meet annually with at least two members of the committee to review and evaluate dissertation progress and plan for the next year. Students who are not in residence are expected to do this via email or videoconference. The Head Graduate Advisor will request an annual report on progress that is put together by the graduate student in consultation with their dissertation chair.

Doctoral Completion Fellowship (DCF)

The Doctoral Completion Fellowship (DCF) provides an incentive for students to complete their degree within a reasonable time. This is a new fellowship program available to students in participating graduate programs who entered in Fall 2010 or later. It replaces the Dean's Normative Time Fellowship (DNFTF). Students in qualifying programs admitted in Spring 2010 and before remain in the DNFTF program. Normative Time to Degree (from first enrollment to filing the dissertation) for the History of Art is 14 semesters. Within that period, the Normative Time to Advancement is 8 semesters.

DCF Eligibility

To be eligible for the DCF students must be advanced to candidacy and be in good academic standing with a minimum GPA of 3.0

Claiming the DCF Award

Students who qualify may accept the award at their discretion any time between their advancement to candidacy and filing their dissertation or the end of the year Normative Time to Degree (NTD) plus one year. **Filing of the dissertation is expected to occur before the end of year NTD+1 (16th semester); consequently, no university funding is available after year NTD+1 (except for loans) for students who choose to accept the DCF.**

Financial Support

Fees are \$8592.25 per semester for the 2015-16 academic year. Non-residents students are assessed additional tuition of \$7551 per semester for the academic year 2015-2016. Fees may increase. U.S. citizens and permanent residents are expected to establish California residency after year one. The department cannot fund non-resident tuition for students who fail to gain residency.

After being advanced to doctoral candidacy, non-resident students are eligible for three years of non-resident fee waivers. These waivers expire after three years.

The department works with all students to obtain five years of support through combinations of university fellowships, departmental grants, GSI appointments, research assistantships, student loans, travel awards, and extramural grants. Students are expected to teach after year one.

Students advanced to doctoral candidacy are required to seek outside sources of funding and must provide copies of all applications made when applying for departmental support.

The university and department generally fund students in years one through five. After year five, students may obtain funding via GSI appointments. Exceptions to funding policies are made on a case-by-case basis.

General fellowship information is available from the Graduate Student Services Advisor 416 Doe and the Graduate Fellowships Office in 318 Sproul Hall.

Graduate Student Instructors (GSIs)

As teaching is considered an important part of graduate student training, all History of Art students normally teach several times. Applications for GSI appointments are distributed each spring. Assignments are decided by the faculty and announced before the end of spring semester. First-year students normally do not teach, though exceptions are occasionally made for students with previous teaching experience.

To qualify as a GSI, students in Western art must have satisfied both language requirements. Asian art students must have satisfied one language requirement and be making good progress in the second. Ancient and Medieval art students must satisfy their Modern language requirement and be making good progress on the Greek or Latin requirement. Graduate Division policy forbids GSIs from having more than two incompletes when teaching begins. All first-time GSIs are required to attend a University-sponsored training workshop and an online ethics course. All first-time GSIs must also enroll in the departmental pedagogy course (HA 375) before or during their first semester of teaching. International students must pass an English language proficiency examination administered by the University GSI center. GSI compensation includes a monthly salary plus fee remission. Pay rates are determined by experience.

University Multi-Year Fellowships

Most multi-year fellowships are awarded at the time of acceptance to Berkeley. There are a few additional fellowships for students further along in their studies, and for graduate students whose backgrounds and educational interests enhance the level of Graduate student diversity. See the Graduate Fellowships website:

<http://grad.berkeley.edu/financial/deadlines.shtml> for more information.

Graduate Student Researchers

Positions as Graduate Student Researchers are awarded by individual faculty members whose research grants require assistance for specific hourly projects. Consult your faculty mentor regarding GSR positions.

Financial Aid

The Financial Aid Office (FAO) offers financial aid packages combining grants, loans, and work-study employment to graduate students with demonstrated financial need. To be eligible for federally funded programs, applicants must be U.S. citizens or on immigrant visas. See <http://students.berkeley.edu/finaid/>.

Billing and Fees

Your registration fees are billed through the Campus Accounts Receivable System (CARS), which is administered by the Billing and Payment Services Office in 140 University Hall. Bills are usually sent via email, and you can check your on-line statement on Bearfacts. If you are paying your own fees, you may mail your payment or drop it in the depository boxes either at University Hall, Addison Street entrance, or the Sproul Hall South Basement entrance. You may also pay in person at 140 University Hall. Payments must be made by check or money order the Regents of the University of California. Only checks or money orders drawn from United States banks are accepted. Payments must be received by the due date indicated on your CARS bill. For information about deferred billing (paying a semester's fees in five monthly installments), see your billing statement and follow the enclosed instructions. For additional information, contact the Billing and Payment Services Office at 642-3190.

Students Receiving Financial Aid

If you are receiving financial support from the Financial Aid Office, a University or extramural fellowship, or a departmental grant, part or all of your aid will be applied to your registration fees. Your awards will be listed as credits on your CARS statement. If your awards do not completely cover your fees and other charges, you need to pay the

minimum amount indicated on the bill. If you are being sponsored by an outside entity, such as a governmental agency or a foundation, it is your responsibility to ensure that your fees are paid.

Stipend Awards

If you have been awarded a stipend, payment will be made the last week of August or January. Students who have not enrolled or owe the University money will have their payments blocked.

Please sign up for Electronic Funds Transfer (EFT), allowing stipend checks to be automatically deposited into your bank account. To sign up for EFT, go here: <http://eftstudent.berkeley.edu/>. Please note that there are two types of EFT: one for stipend checks, the other for payroll checks (this would apply to students holding a GSI/GSR or other type of appointment that involves University payroll). You may sign up for EFT for your paycheck as a GSI or GSR through your hiring Department.

Cal Central

Cal Central provides information regarding registration, enrollment, grades, financial aid, billing, class schedule, addresses, as well as access to other various campus resources. Please update all moves and changes of phone number through the Cal Central website.

Access to the Cal Central system for course enrollment is available at.

<https://calcentral.berkeley.edu/>

Registration for Classes

Timely, accurate enrollment is critical to your academic progress. Late enrollment delays stipends, fee payments, and receipt of the AC Transit bus pass. Failure to enroll in the correct course could result in errors on your transcript. If you have difficulty with enrollment or are unsure what to enroll in, please see the Graduate Advisor and the Student Services Advisor.

Cal Central course enrollment happens in two-phases with an adjustment period. Continuing students can view their appointment times for Phases I & II in their Cal Central Dashboard.

If you miss your appointment time, you may enroll during open hours – evenings after 7 p.m. New graduate students will be assigned an initial enrollment appointment, may also enroll during open hours, and during the adjustment period.

Contact the Graduate Student Services Advisor for course entry codes and course control numbers for independent units, including those for dissertation work and preparation for the Qualifying Exam.

Specific Grad Student course units:

602: Preparation for Qualifying Exam

298: Group Study Units

299: Independent Study with Departmental Faculty

296: Dissertation Units

300: Units Taken in Conjunction with GSI Appointment

California Residency:

The University Residency Office classifies entering students as California residents or non-residents for tuition purposes. The department is unable to pay non-resident tuition. United States citizens and Permanent Residents are expected to gain California

residency after year one. Students failing to gain California residency will be expected to pay non-resident fees.

International students cannot establish California residency and must pay non-resident tuition every semester of graduate study.

To become a resident for tuition purposes, students must demonstrate continuous residency in California for one year, with the intention of making California their permanent home. For the timeliest information on residency, please read the Registrar's webpage: <http://registrar.berkeley.edu/Default.aspx?PageID=establish.html>.

Health Insurance

Registered students must have major medical health insurance to pay for regular healthcare, campus care, hospitalization, and out-of-area urgent care. Students are automatically registered in SHIP (Student Health Insurance Plan). The SHIP premium is included in registration fees. Dental insurance is included. Fall payment covers August 15 - December 31, and Spring payment covers January 1 - August 14. Coverage is good anywhere in the world. Be sure to speak to the Insurance Office at the University Health Services about specific coverage. SHIP members can purchase a separate health insurance policy for a spouse, domestic partner, and dependents. Visit the SHIP website for more information: <http://uhs.berkeley.edu/>

If you carry private insurance, you can opt out of the student health plan. University Health Services (UHS) can provide forms and answer questions about waiving health coverage.

University Health Services:

University Health Services is housed at the Tang Center, 2222 Bancroft Way, 642-2000, <http://www.uhs.berkeley.edu/index.shtml>. University Health Services (UHS) provides comprehensive medical, mental health and health promotion services to all Cal students. Students can use the medical services just as they would their regular doctor's office and urgent care center. For more information consult the UHS contact website: <http://www.uhs.berkeley.edu> or call 642-2000.

Campus Libraries

The campus libraries include the Doe/Moffitt Library, the Bancroft Library, and over 24 subject specialty libraries serving a variety of academic disciplines. See <http://www.berkeley.edu/libraries/> UCB online catalog and OskiCat search engines.

The Art History/Classics Library (308 Doe) is designated for graduate student and faculty use. A small percentage of the art history collections are shelved there, primarily important 19th and 20th century art history journals, catalogues raisonnées, museum

catalogs, exhibition catalogues, important CD-ROMs and microfiche collections such as the Marburger Index and the Conway Library. Though the collection is non-circulating; some material may be checked out by faculty and graduate students for a 2-hour loan period. Numerous electronic resources such as ARTstor and Bibliography of the History of Art, are available via the AH/C Library website:

<http://www.lib.berkeley.edu/ARTH/>.

Helpful Links

Campus Offices and Services

- [Graduate Resources - Graduate Division](#)
- [Disabled Students Program](#)
- [Ombuds Office for Students and Postdoctoral Appointees](#)
- ["Where to Begin for New Graduate Students"](#)
- Cal One Cards: Cal I Cards are the official student ID cards. The Cal I Card Office is in 110 Cesar Chavez Center. Their telephone number is 643-6839.

Resources for Graduate Student Parents

- [Student Family Financial Assistance](#)
- [ASE Childcare Reimbursement form](#)
- [Information about the ASE Childcare Reimbursement Form](#)
- [Families Matter](#) - A Guide for Graduate Student Parents
- Application for [Graduate Student Parent Grant](#) (check deadlines)

Counseling Resources for Graduate Students

- [Counseling Services](#) for personal, academic, career, and crisis concerns
- [Counseling Groups](#) for graduate students
- For GSIs: [Getting help](#) for a student in concern
- [Tang Center](#) Online Resources
- [Berkeley Cares](#)

Housing

The earlier in summer one begins house hunting, the easier the search. The University Housing Office offers information about Campus housing and off-campus rental listings. <http://calrentals.housing.berkeley.edu>.

Safety

Use common sense while on campus and surrounding areas. Pay attention to your surroundings. Don't walk alone at night. Berkeley offers a free Night Safety Shuttle and Night Escort Services. Call 24-hour Cal-B-Safe hotline at 642-SAFE (642-7233).

The "Code Blue" towers located throughout campus provide immediate access to the Police Department should you feel your personal safety is in jeopardy.

WarnMe is UC Berkeley's alerting and warning service for students, staff, and faculty. It is activated to contact the campus community when there is an immediate threat to campus safety or health. WarnMe can alert you by phone, text message, or email – you choose how to be contacted. Register for WarnMe at <http://warnme.berkeley.edu/>

WarnMe is part of the campus's emergency communications system. In all emergencies, natural disasters and other crises, information will be posted on the campus home page, berkeley.edu, and on the off-site emergency website emergency.berkeley.edu. Information is also available at emergency number 1-800-705-9998, and broadcast on the campus FM radio station, KALX 90.7 FM.

Online Schedule of Classes

Lists times and places of meetings for specific classes, names of instructors, and units of credit awarded: <http://schedule.berkeley.edu/>.

Services for International Students and Scholars (SISS),

2299 Piedmont Ave., Berkeley,
CA 94720-2320, (510) 642-2818 or via email at siss@berkeley.edu.

Department Resources

Art History Graduate Student Association (AHGSA)

AHGSA organizes activities, lectures, meetings, and informal gatherings of interest to art history graduate students. An AHGSA representative attends open portions of faculty meetings.

Computers

There are two departmental computers in 308J with printers and a scanner for use by Art History students.

Mailboxes

Graduate Student mailboxes are located in 416 Doe Library. Be sure to check your mailbox regularly. Due to the volume of campus mail, sending or receiving personal

mail through the campus is prohibited. If mail services suspects your package or mail is personal, they will hold it at their facility and charge a \$12 fee for delivery.

Graduate Student Lounge and Lockers

The lounge is located next to 425 Doe. Lockers are available for registered History of Art graduate students. See the Graduate Student Services Advisor for a locker. Please help keep the lounge clean.

APPENDIX A: DESIGNATED EMPHASES

The Graduate Division defines Designated Emphases as:

“...a specialization such as a new method of inquiry or an important field of application, which is relevant to two or more existing doctoral degree programs. Students would be required to complete the academic work in the area of specialization and the full requirements of the Ph.D. program. The degree designation would be, for example, ‘Ph.D. in English with a Designated Emphasis in Critical Theory.’ This would appear on the transcript but not on the diploma . . .”

For information about the designated emphasis programs contact:

1. Designated Emphasis in Women, Gender, and Sexuality

<http://womensstudies.berkeley.edu/contact.html>

2. Designated Emphasis in Film Studies

<http://german.berkeley.edu/graduate/emphasis.php>

3. Designated Emphasis in Critical Theory

Ms. Gale Ganino: gganino@berkeley.edu

**APPENDIX B
TYPICAL COURSE SCHEDULE**

Post BA

Year I

Fall

1. Graduate seminar
2. Proseminar
3. Graduate seminar or Language course
4. HA602 (pre-advancement units)

Spring

1. Graduate seminar
2. Graduate seminar
3. Graduate seminar or Language course
4. HA 601 (pre-advancement units)

Year II

Fall

1. Graduate seminar
2. Graduate seminar
3. GSI Teaching (HA 375)

HA 601

Spring

1. Graduate Seminar
2. Graduate Seminar
3. Graduate Seminar

At least one of the graduate seminars will be taken outside the department

Post MA

Year I

Fall

1. Graduate Seminar
2. Proseminar
3. Graduate Seminar
4. HA 602(pre-advancement units)

Spring

1. Graduate Seminar
2. GSI Teaching (HA 375)
3. Graduate Seminar
4. Graduate Seminar or Language Course (possible petition for admission to Stage II)

Year II

Fall – petition for admission to Stage II

At least one of the graduate seminars will be taken outside the department

APPENDIX C: PROCEEDING TO STAGE II

FILING YOUR QUALIFYING PAPER

Petition to Proceed to Stage II Packets are available from the Graduate Student Services Advisor.

Petitions for permission to proceed to Stage II of the program are considered four times yearly. Petitions should be submitted to the Graduate Student Services Advisor early in the semester in which you plan to proceed to Stage II, but no later than October 15th in the Fall and no later than March 15th in the Spring semester. The petition should be addressed to the Graduate Advisor in letter form, giving the following information:

1. Field chosen and special topics within that field (if determined).
2. Faculty member who will supervise Stage II work.
3. Preparation and proposed plans for Stage II, including any additional courses and seminars.
4. Title(s) of thesis, qualifying paper, or other work submitted for review.
5. Names of committee members and third departmental reader.
6. Language exams already passed and plans regarding any remaining language study pertinent to dissertation research.

Before submitting the petition to proceed, students are required to meet with the Head Graduate Advisor to discuss potential third reader(s) from within the department. The third reader will be appointed after the submission of the Qualifying Paper, by the chair of the department in consultation with the Head Graduate Advisor.

There should be no outstanding incomplete grades at the time of petition. Because the thesis or qualifying paper provides a critical example of your fitness to continue in the program, the finished draft must be approved by the supervising instructor and second departmental reader.

For post-MA Western art history students, petitions may be submitted after two semesters of coursework, but must be submitted by Fall of year two. Students of Ancient, Medieval or Asian art may proceed to Stage II after meeting one of the two language requirements, but the second language requirement must be met before taking the Qualifying Exam.

Guidelines for preparation of the Qualifying Paper

The Qualifying Paper should demonstrate scholarly competence in the investigation of a well-defined art historical problem. The QP is normally a revised version of a seminar paper or a paper evolving from independent research. If the QP is a revision of a

seminar paper, it should incorporate further research and reflection undertaken with the guidance of the first and second readers, responding to their written comments. The Qualifying Paper is no longer than fifty pages, including footnotes and bibliography.

After receiving comments from the first and second readers, students should present both with a polished draft no later than three weeks before the petition deadline. First and second readers only read two drafts of the paper--the working draft and the final version. With the agreement of the first two readers, the final draft is submitted to the third reader and Department faculty.

Students are responsible for addressing comments or changes requested by the first and second readers before submitting the QP and petition to proceed. If the two readers disagree over a revision, the student may request a joint meeting to obtain consistent guidance. If either reader cannot support the paper's final version, the reader will notify the student and other readers before the faculty meeting. The student may then opt to withdraw the paper for further work.

For petitioning students who are post-MA, the MA thesis and two seminar papers serve as the basis for review.

The Qualifying Paper may also be submitted as an MA thesis. MA theses must meet Graduate Division regulations. The Graduate Division requires approval from a committee of three readers who are Academic Senate members. Two readers are members of the Qualifying Paper committee; the third member must be from another Berkeley department. Applications for candidacy for the master's degree may be obtained here: <http://www.grad.berkeley.edu/policies/pdf/Mastcand.pdf>.

See the Graduate Division website for filing deadlines.

APPENDIX D

GUIDELINES FOR WRITING A DISSERTATION PROSPECTUS

A prospectus is a brief exposition of your chosen topic, including a discussion of research strategies. The prospectus is not intended to demonstrate expertise on the unexplored subject. The quality of your thinking on the topic is paramount: explain why it matters, what the key questions are, and how those questions might lead to specific inquiries. Rather than set out answers to a problem in advance, the prospectus should present the problem, arguing clearly for its interest and importance. It is a first attempt at an incisive, convincing presentation of your topic, one you will find yourself recasting and refining in subsequent grant proposals and conference submissions. This involves discussing the way your topic relates to past and current inquiry in art history, related relevant disciplines, or other fields of inquiry. This may take the form of a “review of the literature”; when the review form is adopted, it should be succinct and selective. The goal is to clearly explain why you have selected your topic, what kind of work remains to be done on it, and why the results might matter. The prospectus is a useful exercise in posing the following considerations: how can this broad question be divided into test cases? Can it be broken into more limited and controllable questions, posed to finite groups of visual materials or kinds of text? If I see no way to do so, does this mean my question is too broad?

Finally, a strong prospectus helps the colloquium committee shape the qualifying examination with a view toward the student’s dissertation interests.

There is no standardized set of requirements for the dissertation prospectus. Different fields and periods require different strategies, while faculty advising varies regarding the most appropriate, effective ways of presenting the issues.

What follows is a set of basic clarifications and suggestions. It is not a rigid template.

1. Prospectuses vary in length, averaging 10-12 typed pages. Some students write their way into a subject with a short, exploratory essay. Others write a brief, schematic exposition, broken down into separate topics: the subject, main questions, the state of previous research, research resources, and research methods. Whatever form you choose, write economically and persuasively. Clarity is more important than quantity.
2. Choose a working title for your dissertation. Bear in mind that the exact title you choose at this stage can easily be altered later.

3. Be brief and concrete. From stating and “situating” your subject, move to a discussion of the main questions, and directions of inquiry the subject appears to involve.
4. Including at least one visual image is recommended. Images often help bring your ideas into focus, raising the question of how your concepts apply to specific visual instances. Images also help readers (especially those outside the department) understand your intentions.
5. Discuss preliminary hypotheses about the kinds of research materials and methods you believe will be most fruitful. Critical analysis of visual materials is our main concern. The word “research” signifies completeness and intensity of intellectual engagement, originality, accuracy, and rigor, rather than specifying any one preferred mode of inquiry. Specificity matters here, but not unnecessary detail. What form will your work take, especially in its opening phases? Looking and photographing? Archival research? Reading and reflection? Where appropriate, indicate sources and archives. In many fields, the accessibility of key monuments and documents is vital and bears discussion.
6. Include a bibliographic appendix. Consult with your advisor to determine whether the bibliographic appendix is a one page listing of the most important items and sources in your field, or a longer critical bibliography.

APPENDIX E

GUIDELINES FOR THE QUALIFYING EXAMINATION

The Graduate Division issues instructions to Examination Committees that include the following general definitions:

The examination should demonstrate the candidate's ability to synthesize the factual information and training in techniques absorbed through course work and seminar research. The knowledge to be tested is not just the sum total of smaller provinces of knowledge acquired in classroom work tested by routine final examinations and term papers; it should focus on breadth, depth, and sophistication, not a recital of bare facts. Although the examination is designed to test the candidate's readiness to enter the research phase of graduate studies, it is not to be concerned solely with a dissertation prospectus. Testing the student's general mastery of the field is regarded as an essential part of the examination. The qualifying examinations are a Graduate Division and Council matter and the examination should also reflect non-departmental spheres of knowledge. The student should be able to handle the outside subject on its own terms while appreciating its relatedness to the major field of interest.

In order to achieve these goals, a Colloquium Committee will be assembled shortly after a student is admitted to the Ph.D. program. The committee consists of two or more History of Art permanent faculty members and at least one faculty from an outside department who is a member of the Academic Senate, totaling four committee members. The Colloquium Committee is often comprised of members of the Qualifying Examination Committee; three become the student's dissertation readers. The student's mentor is chair of the Colloquium Committee.

The mentor consults with the student and the Colloquium Committee about defining the General Field, Special Topics, and Outside Field appropriate for the student's interests and intended dissertation topic. In consultation with the student, the Colloquium Committee also determines whether further language study is required, and recommends appropriate additional courses.

Examination topics are submitted to the Graduate Division for official approval. Please see the Graduate Student Services Advisor for the appropriate paperwork. Graduate Division must be informed of any changes in topics or exam committees before the Qualifying Exam goes forward.

The areas of preparation are as follows:

1. The General Field. The General Field should be broad enough to embrace a major tradition or period of art, but not so broad as to preclude the student from mastering the major monuments and the main artistic developments in a reasonable time frame (six months to a year). Selecting and naming the General Field labels the

student for the job market; preparation should be sufficient to serve as the basis for upper-division undergraduate teaching.

2. **Special Topics.** The student and supervisor, with the approval of the Colloquium Committee, select about five Special Topics designed to direct the student's preparation in limited but significant issues covering all or a large portion of the General Field. One topic often forms the background for the student's dissertation research; the second covers essential artistic theory of the general field. The remaining topics may focus on one or two major artists or a cluster of artists; a major decorative cycle or monument; developments within a particular medium; aspects of patronage; the influence of classical antiquity; or a topic appropriate to the specific General Field.
3. **Outside Field(s).** The Outside Field is usually an historical period, body of literature, or an appropriate topic in a department outside the visual arts, forming a helpful corollary to the student's primary work, cultivated through seminar or course work with a Berkeley faculty member outside the department. The outside member serves on the student's Colloquium, Examination, and Dissertation Committees. In some cases there may be two Outside Fields and examiners. The student is expected to develop a thorough understanding of the Outside Field on its own terms and in relation to the in History of Art. While studying for the Qualifying Exam, the student prepares core bibliographies intended to direct but not limit reading. Students should consult with their committees regarding bibliographies.

The Examination

The Qualifying Examination has two parts: a written examination and an oral examination. The written portion occurs at least three days before the oral portion, giving the committee time to read the written exam before the oral exam.

Written Examination

The *written examination* consists of one or two questions requiring critical essays concerning basic issues in Special Topics while touching on the Outside Field and considering other aspects of the General Field. The student is expected to demonstrate a firm knowledge of scholarship, methods, and sources, and discuss them in a larger perspective.

Students have four hours to complete the written examination.

Oral Examination

When the student has passed the written examination, the *oral examination* is held. Oral examination procedures are set by Graduate Division policy. An oral examination cannot run beyond three hours. The qualifying examination is conducted by a committee, normally the four colloquium members and a Chair. The outside member must be from another Berkeley department and a member of the Academic Senate. The

topics for examination are the General Field, Special Topics, and the Outside Field. Photographs of artworks are generally brought in for discussion. The candidate is expected to analyze and place several objects representing major aspects and media of the General Field (including at least two from the Special Topics) in art historical context. When objects are used, the Colloquium Committee may allocate up to two hours of viewing time in advance of the examination. Students are permitted to make notes for discussion.

The Chair ensures the examination is administered fairly, and then writes the final report, which remains on record in the student file. The Chair must be a History of Art professor but cannot be the student's mentor.

Upon passing the qualifying examination, students advance to Ph.D. candidacy. Advancing on time is critical to timely progress in the program. Please see the Graduate Student Services Advisor about filing advancement to candidacy paperwork with Graduate Division.

APPENDIX F

Departmental Policy regarding Graduate Student Instructors (GSI's)

The department considers teaching an important part of graduate training. GSI positions are limited, but every effort is made to give each student in the program the opportunity to teach several times. GSI positions are covered by the collective bargaining agreement between the Regents of the University of California and the Association of Student Employees, International Union, United Automobile, Aerospace and Agricultural Implement Workers of America (UAW), AFL-CIO.

Requirements

Western art students satisfy both language requirements prior to teaching. Asian art students must satisfy one language requirement and be making good progress on the second. Students must clear any incomplete grades older than one year before teaching: per Graduate Division policy, students cannot have more than two incompletes at the time teaching begins. GSI's must maintain a minimum GPA of 3.1 and be registered full-time.

All international students whose native language is not English must pass the Speaking Proficiency English Assessment Kit (SPEAK) test.

The Application Process

The Graduate Student Services Advisor distributes GSI application forms in late March. The Fellowship Committee then meets to consider applicants for GSI positions, taking their recommendations to the full faculty for approval. Criteria for selection and GSI assignment include student eligibility, subject knowledge, breadth of knowledge, academic performance, progress toward degree, year in program, financial need, experience, prior teaching evaluations, scheduling needs, student preferences, instructor preferences, and department's staffing needs.

Students are notified in writing and email regarding appointments.

GSI Training

All first time GSI's are required to take the GSI training workshop offered by the GSI Teaching and Resource Center. This includes an online ethics course.

All GSIs are required to enroll in History of Art 300 (Teaching the History of Art) in the fall of the year they will teach. HA 300 meets weekly to discuss methods and aims of courses, content planning, and presentation of material in discussion sections. Standards and criteria for grading, commenting on papers, and handling exams are discussed.

Obligations

GSIs are expected to attend all lectures, teach all discussion sections, grade papers and exams, hold weekly office hours, set up and store projectors before and after classes,

and comply with all other requirements set by the instructor until all grades are turned in.

Workload

The union contract dictates GSI workload be determined solely by hours worked. GSIs teach three fifty-minute discussion sections per week. Enrollment is limited to 22 students per section. GSI responsibilities equal an average of 20 hours a week, for a total of 340 hours per semester. If a student suspects total hours will be exceeded before the term's end, the GSI should speak with the course instructor immediately.

Restrictions

GSIs cannot work more than 20 hours per week during the academic year. Graduate students cannot hold full responsibility for an upper division course without approval by the Department, Graduate Division, and the Academic Senate's Committee on Courses. Students cannot simultaneously enroll in and GSI for a class. Graduate students cannot evaluate the work of or offer formal instruction to other graduate students.

Some fellowships carry employment restrictions. If you hold a fellowship, check the terms to determine whether or not you may teach.

Grievances

If a GSI believes departmental guidelines have been violated or has an unresolved difficulty with an instructor, the GSI should consult GSI Affairs Officer, Head Graduate Advisor, or Department Chair. For further information, see the Department's Graduate Appeals Procedure.

Evaluation

After courses are completed, instructors write reports evaluating GSI performance. Evaluations are based on observation during class visits and student course evaluations. The report is part of the student's file. Students are allowed to read their evaluations.

APPENDIX G

Graduate Appeals Procedure History of Art

Scope

The appeals procedure affords graduate students in the department an opportunity to resolve complaints regarding placement on probationary status, dismissal, denial of readmission, and any other administrative or academic decisions impeding progress toward academic or professional degree goals.

Appeals are limited to the matters listed above. Complaints regarding denial of admissions, student records, grades, employment, discipline, or auxiliary student services such as housing or child care. Appeals regarding faculty evaluations of student academic quality, performance, or academic progress are not considered unless the complaint alleges actions influenced by non-academic criteria. For procedures regarding complaints or appeals of other matters, see the Graduate Division Policy on Grievances: <http://www.grad.berkeley.edu/policies/pdf/gradappeal.pdf>.

Informal Resolution Procedures

Students may initiate the informal resolution process by scheduling a meeting with the Graduate Advisor. During the meeting, the complaint will be discussed with suggestions for possible solutions. The informal resolution process should not take more than 30 days.

Should the informal resolution procedure fail, the student may initiate the formal resolution procedure.

Formal Resolution Procedures

The formal resolution is a written complaint. It must include the following:

- The reason for the complaint
- The reason for the complaint
- The date the action occurred
- The grounds for appeal
- The relief requested

The complaint must be based on one or more of the following:

- Procedural error or violation of official policy by academic or administrative personnel

- Judgments based on non-academic criteria including discrimination or harassment on the basis of sex, race, national origin, color, age, religion, sexual orientation, or disability,
- Specific mitigating circumstances beyond the student's control not taken into account when making a decision affecting academic progress.

The complaint should be given to the Graduate Advisor, who will assign a faculty member to investigate the complaint. The investigation includes an interview with the complainant, a review of relevant written materials, and an effort to obtain information from available witnesses via interviews or written documents. The investigator then proposes a resolution to the Graduate Advisor. The student is notified regarding the outcome in writing.

Appeals to the Graduate Division

If the student is dissatisfied with department's procedure or complaint outcome, the complaint may be brought to the Graduate Appeals Procedure. The formal appeal must be received in the Office of the Dean of the Graduate Division, 424 Sproul Hall, #5900, within fifteen days of the date of the written notification of the departmental outcome. Again, see the Graduate Division Policy on Grievances: <http://www.grad.berkeley.edu/policies/pdf/gradappeal.pdf>.

Complaints Regarding Harassment

If the complaint involves allegations of discrimination or harassment on the basis of sex, race, national origin, color, age, religion, sexual orientation, or disability, the department must consult the appropriate campus compliance officers prior to commencing the resolution process. Please contact the Office of the Dean of the Graduate Division at (510) 642-5472 or the Academic Compliance Office at (510) 642-2795.

Ombudsman/ADA Compliance officers

Graduate students may contact the Office of the Ombudsman for Students, the Title IX Compliance Officer, or the 504/ADA Compliance Officer for assistance with complaint resolution. Please contact Marcia Gee Riley at mgriley@berkeley.edu or 642-5350.

Appendix H

Mentoring Graduate Students at the Dissertation Stage

The History of Art Department provides academic support for graduate students who are researching and writing their dissertations primarily through individual research courses (296), in which students meet regularly with their main advisers. The department is also in the process of formalizing its longstanding voluntary dissertation colloquium, which has traditionally been held informally under the guidance of the Graduate Adviser to bring students and faculty together in regular meetings to discuss dissertation chapter drafts. The History of Art Graduate Student Association and faculty also offer voluntary sessions on professional development. Past discussions have focused on preparing articles for publication, writing job application letters, completing the dissertation, efficiently and preparing it for submission, techniques for photographing art objects and scanning images, and working with Photoshop, PowerPoint, and bibliographic software.

296. Dissertation Research and Writing (1-12 units) All students must enroll in 296 every semester. Students who are in residence must meet with their major advisers at least twice each semester to report on progress in dissertation research and writing. When engaged in research away from campus, students will communicate with their advisers on a predetermined schedule. Must be taken on a satisfactory/unsatisfactory basis.