

## **Handbook**

### **Art History for Museum Professionals 4+1 (B.A./M.A.)**

#### **I. Admission Requirements**

Applicants to the 4+1 M.A. in Art History for Museum Professionals must be at least in their junior year of study at the University of Delaware, enrolled in the Bachelor of Arts degree in Art History, and should have an overall undergraduate Grade Point Average of 3.0 or better for at least 60 credits, and an undergraduate average of 3.25 or better in at least four Art History courses. In addition, applicants should have taken or be enrolled in ARTH301.

Students are admitted to the graduate program in Art History on the basis of consideration of a combination of all of the following materials:

- a personal statement outlining their goals and objectives for pursuing this program;
- a writing sample (a recent scholarly art history paper);
- three letters of recommendation, of which at least one must come from a professor in the Department of Art History (the department will directly request letters from the recommenders listed in the application form);
- unofficial undergraduate transcripts.

Candidates apply using a [special 4+1 application form](#) provided by the Office of Graduate and Professional Education. Along with the materials listed above, applicants must also submit a complete [Art History 4+1 Program Supplemental Document](#) and a [Graduate Course Approval Form For 4+1 Admission Application](#).

Admission is selective and competitive, and on rolling basis without a fixed deadline, but usually not later than July 1<sup>st</sup> of the junior year. Those who meet stated academic requirements are not guaranteed admission nor are those who fail to meet those requirements necessarily precluded from admission if they offer other appropriate strengths. A candidate may be interviewed by one or more members of the graduate admission committee before a final decision on their application is made.

#### **II. Program Requirements**

Thirty-three (33) credits are required for the M.A. in Art History for Museum Professionals, and satisfactory completion of the foreign language requirement (see Language Requirement below). Students must take a minimum of 30 credit hours of graduate coursework, of which 21 credit hours must be Art History seminars (see course distribution requirements below), and 9 credit hours of Museum Studies courses, including MSST600 and one more core course. Completion of a Master's Paper (3 credits) is optional (see description below); if completed, these 3 credits apply towards the 21 credits of Art History graduate coursework. An additional 3-credit internship (ARTH663) is usually completed after the end of the senior year.

## Art History Coursework

Students in this 4+1 program must complete 21 credit hours of Art History seminars (a full list of Art History graduate courses is found at: <https://www.arthistory.udel.edu/courses/graduate>). 4+1 students take their 400-level seminar for the Art History major as a 600-level course, which simultaneously count towards the B.A. and the M.A. programs. At least one more 600-level ARTH seminar must be taken in the senior year. The minimum grade for dual-counted courses is B+.

Students enrolled in the 4+1 M.A. program must take at least one graduate seminar or graduate-level lecture course (600 or 800 level) in each of the following four time periods (if a course cuts across boundaries between time periods, it will count as one period only at the judgment of the faculty and in consultation with the Director of Graduate Studies):

Before the year 1400  
1400-1700  
1700-1900  
1900-present

### **AND**

Students in the 4+1 M.A. program must take at least one course in three of the following five areas (if a course cuts across boundaries between areas, it will count as one area only at the judgment of the faculty and in consultation with the Director of Graduate Studies):

European  
Art of the Americas  
African  
East Asian  
Art of Islam

N.B. A single course may fulfill both a chronological and a geographical area distribution requirement. At the beginning of each semester, all Department of Art History courses will be identified as satisfying the requirement in one (or none) of these areas. Students who wish to satisfy the distribution requirement with courses taken outside the Department of Art History must petition the Director of Graduate Studies in writing before enrolling in such a course, and must receive approval for the satisfaction of the distribution requirement by that course from the Director of Graduate Studies.

## Museum Studies Coursework

Students in the M.A. in Art History for Museum Professionals must take during their senior year two Museum Studies graduate courses, with at least one of them being a core course. A full list of core and elective graduate courses in Museum Studies History is found at: <http://www.museumstudies.udel.edu/graduate-courses>. The two MSST courses taken during the senior year count towards the B.A. overall credits and, if appropriate, towards the Art History related work requirements for the Bachelor's program. The minimum grade for dual-counted courses is B+. Art History majors seeking a minor in Museum Studies should take their MSST graduate credits for the 4+1 M.A. program in addition to those counting for the minor.

## Application for the M.A. Degree

An application for the master's degree should be completed by the student and submitted to the Office of

Graduate and Professional Education at the beginning of the term in which he or she expects to receive the degree prior to the appropriate deadline announced by the Office of Graduate and Professional Education. The Application for Advanced Degree form can be obtained at the Office of Graduate and Professional Education, 234 Hullahen Hall, in the Department office, or on the web.

### **III. General Program Regulations**

#### Language Requirement

The Department of Art History considers the ability to read scholarly works in foreign languages essential. All students entering the ARTH 4+1 program in the Department are expected to have upon enrollment or to gain at the earliest possible moment the ability to read works in the history of art in one language other than English, as approved by their faculty adviser and the Director of Graduate Studies and as appropriate to their course of study.

Foreign language proficiency will be tested by the Departmental language examinations. During a period of one hour, with the use of a dictionary, the student must translate a passage of art historical writing. The student will be expected to demonstrate a sound grasp of the language, including its grammar, as well as a familiarity with the basic art historical terminology in that language. The Department offers examinations at specified times during the first weeks of the fall and spring terms, in September and February, and may also offer the examinations at other times.

It is difficult to acquire knowledge of new languages while fully engaged in a demanding graduate program in art history. Students lacking sufficient language ability to satisfy the Department's requirements should consider gaining such ability before entering the program. Students will be expected to read materials in the required languages in their seminar work from the first semester of their first year of residence and must assiduously prepare themselves to do so prior to their arrival. Failure to satisfy the foreign language requirements will be considered by the faculty when reviewing students' progress.

#### Conference Travel Grants for Art History 4+1 Students

The Department encourages students to present papers at scholarly conferences. Students who wish to do so are advised to consult with their adviser or advisers in preparing an abstract, and in preparing the paper for presentation. Funds permitting, the Department will consider providing funds for travel and registration only, not for food or lodging. No ARTH 4+1 student will be awarded more than one grant for conference travel support during their career in the Department, and no student will receive total awards during their career in the Department exceeding \$500.

Applications are accepted on a rolling basis, but applications must be submitted at least one month prior to the beginning of travel. Application should be made using the form provided by the Department office. Applications will be considered competitively. Travel arrangements must be made by the Department office staff; students will not be reimbursed for travel arrangements made independently. Any grant awarded must be spent within one year from the date of notification of the award to the student, or the balance of the grant will be rescinded. Students are also advised that grants may also be available from other units of the University.

#### Financial Aid

Students seeking an M.A. in Art History for Museum Professionals are not eligible for University Graduate Fellowships and Assistantships.

### Special Problems and Independent Projects (ARTH666 and 866)

Individual or independent study courses under the designation ARTH666 or 866 are intended for intensive investigation of a specific research problem that grows out of or is significantly different from a regularly offered course. Such courses cannot normally be used to satisfy distribution requirements. It should be noted that these numbers are also used when students enroll in regularly scheduled courses at other institutions, for example at Bryn Mawr College or the University of Pennsylvania. Such non-Delaware courses are encouraged, and with the approval of the student's adviser and the Director of Graduate Studies may be used to satisfy distribution requirements. Courses ARTH666 and 866 may not total more than 6 credits required for the M.A.

Special permission forms for ARTH666 and 866 are available from the Department Office and should be filled out by the student. These forms require the signature of the student's adviser, the faculty member agreeing to offer the course, and the Director of Graduate Studies, as well as the student. These approvals must be obtained prior to registering for the course.

### Continuation in the Program

The progress of all students in the graduate program is monitored regularly by the Departmental faculty and by the Director of Graduate Studies. Graduate students in the Department of Art History will receive grades for each course in which they enroll. Grades are intended to convey the faculty member's evaluation of the quality of students' work. All students are expected to do work of a high standard, which will result in the grade of "A" (excellent) or "A-" (very good) or at least "B+" (satisfactory). A grade of "B" indicates a quality of work markedly below this standard, while "B-" indicates a very serious failure to meet expectations. Any student might receive one or even more than one "B" grade, but should take this assessment as a caution and an admonition, and should seek advice from the professor who assigned the grade, and/or from her or his primary faculty adviser as to how to attain a higher level of performance. A significant preponderance of excellent and very good grades ("A" or "A-") is an indication that at least in course work the student is making good academic progress. Failure to earn a significant preponderance of such grades indicates that the student is not making academic progress at the standard expected by the Department. A pattern of taking incomplete grades, especially if those incompletes are not finished promptly, also indicates that the student is not making academic progress at the standard expected by the Department.

Those students whose work taken as a whole falls below the expected high level of achievement, indicated through grading and in other assessments of performance, or who do not satisfy the requirements specified by the Graduate Office or in this handbook will not be permitted to continue in the program. A recommendation for termination because of sub-standard academic performance will be preceded by written notification to the student by the Director of Graduate Studies that she or he is not making satisfactory academic progress at the standard expected by the Department. The written notice will include specific areas of improvement that will be required. The student will be given one semester in which to demonstrate adequate improvement. Students should meet with their primary academic adviser and with the Director of Graduate Studies as soon as possible after receiving such notification, so that the problem and the possible means of addressing the problem can be discussed. If the student fails to make adequate improvement, a recommendation to dismiss the student from the program will be by vote of the

Department faculty, and will be conveyed to the Graduate Office for action (see Graduate Student Probation and Dismissal Policy in the University Catalogue).

### Academic Honesty

All students are expected to abide by the University's policies concerning academic honesty. The University's policy on academic honesty is found at: <http://www1.udel.edu/stuguide/16-17/code.html>

### The Master's Paper (optional)

The Master's Paper (research essay) is intended to be a concise demonstration of the student's ability to carry out independent research and present his or her findings in a systematic and professional manner. The Master's Paper may be, indeed most commonly is, an amplification of a research paper initially undertaken as part of one of the regular seminars. It could also be developed as a separate project. The Master's Paper should be approximately 25-35 typed pages of text (6,250-9,000 words), including notes and bibliography, and must be of excellent quality. The completed Master's Paper should conform to the latest edition of *The Chicago Manual of Style*.

The Master's Paper topic should be such that it can be researched and written within a three-month period or less. It is the responsibility of the student to propose a topic to a member of the faculty, and to secure the agreement of that faculty member to serve as first reader/adviser for a Master's Paper on that topic. It is also the student's responsibility to secure the agreement of a second reader. At least one of the readers must be a member of the Department of Art History at the University of Delaware. After identifying a research topic and finding two qualified readers, a brief prospectus should be composed by the student and presented to the primary faculty adviser and, if she or he approves, to the Director of Graduate Studies. The student will be notified by the Director of Graduate Studies of the approval of his or her research topic and proposed readers, or may be asked to revise the topic or proposal or seek a different reader or readers.

The Master's Paper must be submitted no later than February 1 and approved by a Departmental committee no later than March 1 within the student's "+1 year" in the program. In order to be accepted as satisfying the requirement for the M.A. degree, the Master's Paper must be evaluated and approved by a departmental committee of three members: the adviser, second reader, and the Director of Graduate Studies.

### Master's Sustaining for Students Writing a Master's Paper

After the completion of all course and other degree requirements (including the foreign language requirement), and until the Master's Paper is submitted and approved, a master's candidate is required to register for sustaining credit as follows: UNIV899, Masters Sustaining (0 credits), is used to maintain active status in the program until the degree is earned. This registration is designed to ensure that the student is active until he or she completes the degree requirements. The student must register continuously until the degree is received.