



GRADUATE STUDENT HANDBOOK

DEPARTMENT OF THE HISTORY OF ART AND ARCHITECTURE
BROWN UNIVERSITY
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TABLE OF CONTENTS

Introduction	1
Getting Oriented	2
People	
Facilities	
Communication	
Graduate Student Representation	
Department Events	
Your Standing in the Department	
Summary of Program Curriculum and Requirements	7
Admission Requirements	
Program Overview	
Academic Requirements	
Financial Requirements	
Changes in Student Status	
Suggested Course of Study	11
For students entering without an MA in art history	
For students entering with an MA in art history	
Advancing to the PhD Program and PhD Candidacy	13
Qualifying Paper	
General Examination	
Dissertation Prospectus	
Colloquium Exam	
The Dissertation	
Teaching Assistantships and Proctorships	15
Completing the PhD and Finding a Job	18
Appendix A: Finding External Fellowships & Grants	19
Appendix B: Practical Tips for Arriving Students	25
Appendix C: Program Requirements Checklist	27
Appendix D: Course Codes for Advanced Students	28

INTRODUCTION

Welcome to the Department of the History of Art and Architecture at Brown University. This handbook is designed to help you plan your path towards your PhD in our Department and to give practical information and recommendations to make your time at Brown University as successful and rewarding as possible. No written document, however, can be a substitute for personal interactions. We urge you to speak often and regularly with faculty and other graduate students in the Department. Some of you come directly from a BA program, others will have an MA degree or professional experience. Whatever your background, it is useful to underscore the fact that a PhD program is a professional degree program. It is intended not only to provide further course work, but also to hone relevant skills in research, writing and teaching, and to prepare you for your career in the museum world or academia.

PEOPLE

Since the Department is relatively small, interaction with faculty, students and staff is easy and informal.

Staff

First you will want to meet our two valued staff members: Chantée Weah, Academic Coordinator (Chantee_Weah@Brown.edu, 863-1174) and Diana Adamczyk, Administrative Coordinator (Diana_Adamczyk@Brown.edu, 863-1175). Their office, List 223, is the main hub of the Department. They can answer most of your practical questions, including those about payroll, ID cards, keys, photocopying, mail, arranging tech help, etc.

Director of Graduate Studies

The Director of Graduate Studies (hereafter DGS) is Prof. Herve Vanel (Herve_Vanel@brown.edu, 863-2432). He can answer questions regarding the planning of your graduate studies, course and language requirements, as well as TA and proctor assignments, letters of evaluation, etc. Prof Vanel holds regular office hours in List 414 or you may make an appointment by email.

Graduate Students

Current graduate students in the Department can also provide information and perspectives on the program. Field of study and contact information is available on the “People” section of the Department’s website.

List Art Center Community

The Department shares the 4th floor of the List Art Center with the Art Slide Library and the staff offices of the David Winton Bell Gallery. The Bell Gallery’s exhibition space is located on the 1st floor. The Visual Art Department is also located in List, along with various studio, workshop, and exhibition spaces.

FACILITIES

Offices

All faculty offices are located on the 4th floor of List. The Department main office is on the 2nd floor, in room 223. While you serve as a Teaching Assistant, you will be assigned a TA office on the 4th floor in which to hold office hours and/or do your own work. Typically, these rooms are shared by several graduate students with whom you will need to coordinate your office use schedule. Offices are equipped with computers and are networked to a shared printer. Office hours should be posted outside the door to alert your students to your schedule and to avoid double booking of the room.

Classrooms

Classrooms include two large lecture halls on the 1st floor (List 110 and 120) and two seminar rooms on the 2nd floor (List 210 and 220). All are equipped for digital and film slide projection. Room 120 is equipped for internet access; 110 and 120 also have extensive audiovisual capabilities. The keys needed to access the AV booths in 110 and 120 can be signed out from the Art Slide Library. List 420, a small seminar room, is used for faculty meetings, General and Colloquium Exams, and occasionally for small graduate seminar meetings. A few undergraduate lecture classes with traditionally large enrollments are held in nearby campus buildings.

Graduate Lounge

The grad lounge is located in List 219. You will be assigned an individual mailbox there. Only grads, faculty, and staff have key access to the lounge, so any deliveries or notes/papers from undergraduate students should be left in the general graduate student mailbox in the main office. Mail is delivered from the general mailbox to personal boxes once daily. A computer for checking email, a microwave, refrigerator, reading material and a bulletin board for graduate announcements can all be found in the graduate lounge. In addition, resources such as a binder containing successful dissertation proposals and grant applications are stored in the lounge for graduate student reference.

Multimedia Computer Lab

Located on the 5th floor of List, these facilities are also open for your use. Please make an appointment with the Director (863-9530).

Computer Clusters and Training

Of course, there are also computer clusters, scanners, and printers in Brown's university libraries. Training in a wide variety of software applications is offered by PASS, the computer education group of CIS. (Class listings and registration are online.)

Libraries

One of the first things you should do is to explore the libraries at Brown and familiarize yourself with their holdings and services, especially the Rockefeller Library, Art Slide Library, John Carter Brown Library, and the Hay Library. The Rockefeller Library ("The Rock") regularly offers introductions to holdings, searching aids, etc. The main website of the Brown University Libraries is a portal to a vast array of electronic research tools and services; you should familiarize yourself with it as well. Brown's library system also includes the Orwig Music Library and the Sciences Library, which houses Media Services, on the 14th floor.

Art Slide Library

The ASL is on the 4th floor of List is one of the most comprehensive and best organized university image collections in the country. It holds about 290,000 slides covering all fields of the history of art and architecture, including a unique selection of thousands of film stills. The collection is being digitized and is expanding through on-site imaging as well as through subscription to online image databases. If they are not already in the collection, you can order images for your own presentations by filling out forms and providing the material to be imaged. Please contact Nori Duncan (Head Curator) or Karen Bouchard (Curator) if you have additional questions or need help locating a particular image. Both are highly knowledgeable and able to assist you with your research. You may also advise your undergraduate students to consult the ASL staff for assistance with their research.

Study Carrels and Library Lockers

You may request a library carrel assignment in the Rockefeller Library by obtaining an application form from the circulation desk on the main floor. The form must be signed by the DGS. In addition to providing you with a place to work, a carrel is useful because you can charge limited circulation books to your carrel indefinitely, rather than charging them to your ID card for a short loan. Books charged to your carrel must be left on the carrel; they cannot be removed from the library unless charged to your ID. Lockers are also available for graduate student use. Keys may be obtained from the circulation desk. There is a small key deposit fee.

COMMUNICATION

As described above, members of the Department have cordial relationships and are always open to informal communication and scheduled meetings. As indicated throughout this handbook, you

should initiate a conversation with your advisor and/or the DGS if you have any questions or concerns.

Announcements and Flow of Information

Most departmental announcements and much of the daily information flow are communicated via email. Therefore, it is important that you establish your account as soon as you arrive on campus (see Appendix B for instructions), and that you keep Chantée Weah informed of any changes to your email address. There is also a large Department calendar posted in the entryway of the main office which you may find helpful to consult.

Email Listservs

There are two Department email listservs, maintained by the graduate student representatives, to which you should subscribe. Subscription to **HAAGRAD** is restricted to Brown History of Art and Architecture grad students only. It provides a forum for all kinds of communication relevant to the HAA grad community, including lecture announcements, calls for papers, job and grant leads, social events, questions, etc. It is also the primary tool by which grad representatives communicate with the Department's grad students. To subscribe to HAAGRAD, send an email (from the account you want to subscribe) to listserv@listserv.brown.edu. In the body of the message, type SUBSCRIBE HAAGRAD. The second listserv, **HAAGRADFAC**, is open to Department grad students, faculty, and staff, and is used for announcements appropriate for this wider audience. To subscribe to HAAGRADFAC, send an email to listserv@listserv.brown.edu. In the body of the message, type SUBSCRIBE HAAGRADFAC. You will receive an automated response containing further instructions for use.

GRADUATE STUDENT REPRESENTATION

Students have formulated various organizational positions within the Department. Positions vary according to the interests of those in residence in any given year, however in general they have included the following.

Graduate Liaison to the Faculty – represents interests of grad students at HAA faculty meetings and in communication with DGS; communicates faculty actions and requests to grads via HAAGRAD listserv. Coordinates activities of grad community, calling meetings and forming working groups as necessary. With the DGS, helps organize a new student orientation and a TA orientation.

Graduate Student Council Rep – attends monthly meetings of the Graduate Student Council; communicates GSC activities to HAAGRAD listserv.

Sheridan Center Rep – communicates information on Sheridan Center programs to HAAGRAD; with Faculty Sheridan Center Rep, helps facilitate and attends micro teaching sessions of those who are seeking Sheridan teaching certificate.

Bell Gallery Rep – attends Bell Gallery exhibition planning meetings (monthly, or less), representing interests of grad community and reporting results to HAAGRAD listserv.

Symposium Coordinator/Committee – organizes Department's Graduate Symposium.

Lectures Coordinator/Committee – helps organize guest lectures or lecture series, working in conjunction with faculty lecture coordinator.

DEPARTMENT EVENTS

Reception and Holiday Party

In mid-September, a reception is held to welcome the incoming graduate students. All of the faculty and most of the graduate students in the department attend, as do many faculty, staff and colleagues from other departments at Brown and at the Rhode Island School of Design. This is an excellent opportunity to get to know the community, so please try to attend. Likewise, there is an annual winter holiday party held at mid-year. You will be notified by campus mail about the dates.

Research Roundtable Seminar

Research Roundtable, held monthly, is a forum for intellectual exchange among faculty and graduate students and focuses particularly on issues of methodology. Speakers (who may be faculty members, grad students, or occasionally invited guests) may present works in progress or deliver a practice run of a conference paper in order to share their work and receive helpful feedback from colleagues. Roundtables may be held in a seminar room during the lunch hour, or in a lecture hall in the evening (with an informal reception). On occasion, Roundtable may be used for open discussions on professional topics of interest to grad students. First year grad students are required to attend the Roundtable; all others are strongly encouraged to attend.

Guest Lectures

The Anita Glass Lecture is an endowed lecture which allows the Department to bring a major speaker to campus each year. The Department also supports themed lecture series which are formulated to engage those working across a variety of architectural and art historical fields. Of course, the campus of Brown comprises a thriving intellectual community and there are numerous lectures and events hosted by other departments and centers that will be of interest to students in the HAA Department.

External Graduate Conferences

Annual graduate conferences are held at the Frick Museum in New York and at the Society of Architectural Historians in New England. The Department nominates to each of these one student who has an advanced and original contribution to make. Those interested should contact their advisor and the DGS.

Department Graduate Symposium

HAA grad students have often organized a Department Graduate Symposium, hosted here at Brown, usually in the spring. These have been very successful events drawing graduate student speakers from US universities and from abroad. The symposia are organized around yearly themes designed to draw papers of interest to the entire Department community. In addition, individual graduate students have organized a variety of scholarly events in collaboration with other Brown programs, such as the Renaissance and Early Modern Studies Program, the Comparative Literature Department, and the Science and Technology Studies Program. Funding for such events may be requested from the Department, from the Graduate Student Council, from the Graduate School, and from any number of collaborating programs.

Presenter Resources

There are numerous other conferences and symposia – both at Brown and beyond – at which our grad students present papers each year. If you are planning to submit a paper to a scholarly conference, make sure that you use all available resources of the Department. Talk to your advisor about your plans and, if your paper is accepted, present it at a Research Roundtable, or separately in order to receive responses and constructive criticism at a moment when you can still profit from them. The Sheridan Center also offers help for students giving public presentations.

YOUR STANDING IN THE DEPARTMENT

Specific expectations, program requirements, and grading and evaluation procedures are addressed in subsequent sections of this handbook, however, there is some general information regarding your standing that you may find useful to note.

Graduate Student Files

The Department maintains a file for every graduate student. Your file is a record of your graduate career at Brown that is used to help the faculty assess your progress and to establish internal rankings (see below). Most internal documentation (such as funding awards from the Graduate School or Department, the passage of language exams, etc.) will be entered into your file for you. You have the right to view your file, and you have the right to submit documentation to your file. It is in your best interest to make sure that all of your achievements are documented. For example, if you receive an external grant or honor, you should submit a copy of the award letter to your file via Chantée Weah.

Formal Evaluations and Student Information Sheet

Two items are added to your file on a regular basis. First, each HAA professor with whom you work (whether as a student or a TA) produces a frank written evaluation of your work at the end of the semester. Your evaluations are delivered to your mailbox along with a letter from the DGS which summarizes the faculty's evaluation of your standing and points out expectations for ongoing work and/or improvement. Copies of these documents are kept in your file. Second, at the beginning of each academic year, you will receive an information sheet in your mailbox, which you must fill out and return to the main office. We urge you to keep this sheet accurate and up-to-date in terms of contact information and academic progress; it is placed in your file and serves as a summary of your progress for the purposes of ranking.

Graduate Student Ranking

Ranking occurs at the end of each semester in a meeting of the full faculty. You should realize that ranking (based on factors described in the "Academic Requirements" section of this handbook) has an impact on your funding. Firstly, Graduate School funding guarantees are contingent upon your maintenance of good academic standing in the program, as determined by the faculty. Secondly, rankings are a factor in determining how Graduate School and Departmental funding is allocated to you. If you have any questions about ranking, please discuss them with the DGS. It is your responsibility to ensure that you understand the ranking process and its significance to your graduate career.

Internal Funding

You should be aware of the various internal funding options available to you at Brown. As you know, the Graduate School offers guaranteed funding packages to incoming students. You may also apply to the Graduate School for small grants to defray the cost of conference or research travel. (See the Graduate School website for details.) Additionally, the HAA Department itself has *limited* funds for which grad students may apply to aid in scholarly activities. (See your advisor or the DGS for details.)

SUMMARY OF PROGRAM CURRICULUM AND REQUIREMENTS

ADMISSION REQUIREMENTS

Applicants to the Graduate Program must possess the Bachelor of Arts degree or its equivalent and submit GRE (Aptitude) results. Application is made directly to the Graduate School. The Department requires a writing sample to be submitted with your application. We also strongly recommend that applicants set up an on-campus or telephone interview with faculty members in your field(s) of interest.

PROGRAM OVERVIEW

While time-to-completion of the PhD degree varies, the Graduate School does not automatically provide funding beyond the five year guarantee. Therefore, students ideally spend the first and second years taking courses, a third year preparing for and taking General Exams and Colloquium Exam, a year of dissertation research and a year to write the dissertation and apply for jobs. Dissertation work that extends beyond the fifth year is funded by awards from the Graduate School (obtained by application through the Department) and by external grants and fellowships. The following requirements apply to all graduate students in the Department. You should confer with the DGS and with your advisor about crafting your individual course of study.

ACADEMIC REQUIREMENTS

MA Course Requirements

Students admitted to the graduate program must first complete the requirements for the MA degree. We do not admit students to do a terminal MA; however, the MA/equivalent must be obtained in order to advance to the PhD phase of program. A minimum of 10 course credits is required for the MA. This includes no fewer than 6 departmental seminars, among them two 2000-level seminars. In addition to the two 2000-level seminars, all students must take HIAA 2920 (Methods) and HIAA 2930 (Practicum) during the first two years. HIAA 2920 and HIAA 2930 are offered in alternating years (so you will take one course in your first year, and the remaining course in your second year). Although graduate credit for language courses will be given (undergraduate courses need special graduate credit), those courses cannot be part of the required 10 course core requirement. In individual cases and after consultation with the student's advisor or the DGS, a departmental seminar can be replaced with a seminar outside of the Department, or with HIAA 2980 or 2981 (individual reading courses conducted in consultation with a faculty member). Up to four undergraduate lecture courses or seminars within and outside of the department can be taken for graduate credit, if the DGS and the instructor of that particular course agree.

Transfer Credits

Students entering the program with an MA in art/architectural history may receive up to 8 credits (the equivalent of one year towards the PhD residency requirement) for art/architectural history courses taken in their previous graduate program. During the first two years of residence, they must fulfill all language requirements and must complete the sequence HIAA 2920, HIAA 2930. Students will not, under normal circumstances, receive a second MA degree in art history from Brown.

Distribution Requirements

Before they apply to be formally admitted to the PhD program, students must complete coursework in at least three periods or areas of the history of art and architecture. These areas are: Ancient, Medieval, Early Modern (ca. 1400-1800), Modern, East Asian, or other areas of non-Western art. Students must take one course in an area distant in time or place from the area in which they intend

to specialize. Practicum and Methods courses may be counted towards the distribution requirements. Students entering with the MA may request that courses taken at the granting institution may be counted towards distribution requirement.

Language Requirements

All students are required to have a reading knowledge of at least two foreign languages in order to receive their MA/equivalent. For Ancient, European and American art and architecture, the typical language requirement is a reading knowledge of German and French. For Asian art and architecture, the minimum requirement is one European language and Chinese. Exceptions can be granted by the faculty in special cases, where, for example, a reading knowledge of Spanish and Dutch would best complement a student's research interest. The exams can be held any time and are arranged by appointment with Prof. Bonde, Prof. Zerner or Prof. Vanel (French) and Prof. Neumann (German). As only your reading knowledge is tested, you are usually asked to translate a part of a mid-level text with the help of your dictionary. You will be given one hour. Both speed and quality of the translation will be judged. Unsuccessful exams are graded, and suggestions made for improvement. All students must take examinations to verify non-native language competency. This applies to students coming to the Department with MAs from other programs, who may have passed language exams as part of their MA. There is no limit to the number of times that students may retake the exams.

Master's Qualifying Paper

Students will typically submit a revised and expanded seminar paper to a departmental committee for approval as an MA/equivalent Qualifying Paper. The Qualifying Paper is both a requirement for the MA/equivalent and a gateway exercise for formal acceptance to the PhD program. Students who have already written an MA thesis in art or architectural history may submit this for approval. It may be accepted, accepted with revisions, or rejected. (See subsequent section of handbook for further description.)

Research Roundtable Seminar

All first year graduate students must attend the Research Roundtable (no course credit); all others are strongly encouraged to attend.

Grading and Evaluation

Students must take all academic credit courses "ABC/No Credit" unless it is impossible to do so. At the end of each semester, each student will receive written evaluations of his/her performance from all instructors in the department. These evaluations will take into account the participation in each seminar, performance as a proctor or TA, and/or progress towards the dissertation. Evaluations are given in order to provide fuller feedback than a simple grade can provide. Students are urged to discuss evaluations with faculty members, and to identify areas for improvement. We also urge students to be in close contact with their advisors, with the DGS, with their instructors and with the professor in whose course they serve as TA.

Incompletes

Students are not permitted to hold more than one grade of "Incomplete" at any given time. Be aware that an Incomplete makes it difficult for the faculty to evaluate and rank you. Students should make every effort to complete work on time, and to discuss their progress with faculty. A pattern of Incompletes will be considered in evaluation of student standing and rankings.

Reduced Course Loads

Students holding TAships or proctorships may register for only three courses per semester under University regulations. You are still considered a full-time student in this case.

Requirements for the PhD

The doctoral program prepares students for specialized research in one of the fields regularly taught on the graduate level by the Department. After completing requirements for the MA, students must apply in writing for formal admission to the PhD program. Students must then satisfactorily complete the General Examination and Colloquium Examination (both described below) in order to progress to the status of PhD candidacy and the dissertation writing stage. The program does not have a formal dissertation defense exercise, however PhD candidates are expected to present their work to the Department at a Research Roundtable.

Residency Requirement

The normal residency requirement is the equivalent of three years of full-time study beyond the bachelor's degree; at least two semesters beyond the MA must be spent exclusively in full-time study at Brown. Graduate work done at other institutions and not used in fulfillment of the requirements for the PhD degree elsewhere may, on the recommendation of the Department, and with the approval of the Registrar, be counted in fulfillment of the degree requirement. However, no more than the equivalent of one full year of study may be counted in this manner. A student who desires credit for work done elsewhere should file an application after completing at least one semester at Brown. Forms are available from the Office of the Registrar.

The schedule of courses beyond the MA is up to the discretion of the student and his/her advisor. Typically, students who are in the process of preparing for their General Exam and Colloquium, or doing research for their dissertation, will sign up for individual reading/research units for single, double, or triple credit. When you have completed your academic credit and tuition unit requirements, there are also course codes which allow you to maintain your status as an active student but which do not bear academic credit or tuition fees. (Please see Appendix D for a summary of course codes for advanced students.)

FINANCIAL REQUIREMENTS

Tuition Requirement

Brown counts "tuition units" as well as academic credits: a full year's tuition equals 8 tuition units. It is important to note that tuition units are not the same as academic units. As a PhD student, you are required to enroll in and complete 13 courses for academic credit, but you must pay for 24 tuition units whether you take further formal courses or individual reading/research credits. As soon as you have completed 24 tuition units, you will register using non-credit-bearing course codes and pay only an enrollment fee, a health insurance fee, and a health services fee. If you are within your period of guaranteed funding, all of these fees should fall within your funding package. You must continue to pay these fees after you have fulfilled your 24 tuition credits if you are no longer taking academic courses but still want to be considered as working toward your PhD. Please see the Graduate School website for tuition requirement details.

CHANGES IN STUDENT STATUS

Traveling Scholar Status

Traveling Scholars are active students who engage in full-time research away from Brown. There is a fee for this status (equal to the cost of enrollment), but you do not have to pay health services or activities fees, and you may apply for a health insurance waiver or subsidy. Brown facilities are not available to traveling scholars. Further information and forms are available on the Graduate School website.

Leaves of Absence

Leaves of Absence are granted for a variety of professional, educational, medical, psychological and personal reasons. They are granted for one semester or for one year, and may be extended to two years if necessary. On leave of absence, no student may take examinations, use any of the facilities of the University (including the services of a dissertation or thesis advisor), submit a thesis or dissertation, or be a candidate for an advanced degree unless properly enrolled. Students who re-enroll after an approved leave of absence may be charged a readmission fee in addition to the appropriate tuition or enrollment fee. Library borrowing privileges can be purchased (inquire at the Rockefeller Library Circulation desk). If you are an alumnus, such as a Master's degree holder, you may use the library under that status. Further information and forms are available on the Graduate School website.

SUGGESTED COURSE OF STUDY

FOR STUDENTS ENTERING WITHOUT AN MA IN ART HISTORY:

Year 1:

- HIAA 2920 (Methods) or HIAA 2930 (Practicum)
- Semester 1: courses; language prep; attendance at Research Roundtables
- Semester 2: courses, language prep; attendance at Research Roundtables
- Summer: language preparation

Year 2:

- Remaining required departmental introductory course (Methods or Practicum)
- Semester 3: courses; preparation of Qualifying Paper
- Semester 4: courses; Qualifying Paper completed and approved (by two faculty members) and language requirements completed by May 1st. At this time (or early in semester 5) the student should petition the Department in writing to be considered for admission into the PhD program. The faculty will meet to assess the student's coursework, Qualifying Paper, language requirements, and general progress and either recommend entrance or termination.
- Summer: Preparation for General Examination. Selection of faculty to serve as members of the General Examination committee and the dissertation committee. The latter committee may include a faculty member outside Brown.

Year 3:

- Semester 5: General Examination to be completed by the end of the semester.
- Semester 6: Preparation of the Dissertation Prospectus and passing of the Colloquium Examination.

Year 4: Research

Year 5: Research and writing; external funding applications

Year 6: Completion of writing of dissertation

FOR STUDENTS ENTERING WITH AN MA IN ART HISTORY, AT LEAST ONE LANGUAGE COMPLETED, AND COURSEWORK THAT WILL COUNT TOWARDS THE PROGRAM'S COURSE REQUIREMENTS:

[Note: Students entering with both languages completed and an MA thesis that is accepted as a Qualifying Paper may well be able to complete their requirements earlier than suggested by this schedule. Individuals should consult with their advisor and the DGS to establish a personal timeline.]

Year 1

- HIAA 2920 (Methods) or HIAA 2930 (Practicum)
- Semester 1: courses, language prep; attendance at Research Roundtables
- Semester 2: Language prep; Preparation of Qualifying Paper (or submission/revision of MA thesis); attendance at Research Roundtables
- Summer: Complete language preparation and Qualifying Paper. Selection of faculty to serve as members of the General Examination committee and the dissertation committee.

Year 2

- Remaining introductory seminar (Methods or Practicum)
- Semester 1: Early in the semester: Qualifying Paper completed and approved and language requirement completed. After completion the student should petition the department in writing to be considered for admission into the PhD program. The faculty will meet to assess the student's coursework, Qualifying Paper, language requirements, and general progress and either recommend entrance or termination. Meet with General Examination committee to set questions for the examination. Study for General Examination.
- Semester 2: General Examination to be completed by the end of the semester.

Year 3

- Semester 1: Dissertation Prospectus completed, Colloquium Examination passed.
- Semester 2: Research

Year 4: Dissertation research and writing

Year 5: Completion of writing.

ADVANCING TO THE PHD PROGRAM AND PHD CANDIDACY

QUALIFYING PAPER

The Qualifying Paper provides the faculty with one means of assessing whether or not the student can conceptualize new ideas, persuade by effective use of evidence and argument, and write fluently and clearly. The Qualifying Paper is both a requirement for the MA degree and a gateway exercise for acceptance into the PhD program. After the requirements for the MA are completed and the Qualifying Paper accepted, the student must apply in writing for formal admission to the PhD program.

The Qualifying Paper usually will be a revised seminar paper not to exceed 30 pages. Two readers usually drawn from the Department's faculty must approve the paper (the main reader is often the departmental faculty member who oversaw the writing of the original paper). An MA thesis in art history from another institution can be used as a Qualifying Paper, but it must be vetted by 2 members of the Department's faculty, and revised if it does not meet the necessary standard. You should be aware that in order to receive the MA in time for May Commencement, the Department must notify the Graduate School of your successful completion of MA requirements by May 1st. This means that your Qualifying Paper must be approved by both readers before that date. When submitting your Qualifying Paper for approval, leave plenty of time to make revisions in case they are requested. You are not required to submit copies of your Qualifying Paper to the Graduate School.

GENERAL EXAMINATION

The General Examination is designed to help students develop competency in their chosen field, broadly defined, as well as prepare them for focused research on their dissertation. There are two members of the examination committee: the student's primary advisor, another member drawn from the Brown faculty. The committee will draw up three questions to be answered in writing. The student has two days to answer the questions, and may do so using appropriate research resources, although it is not expected that these questions will require further research beyond that done for General Examination preparation. The examination is intended to gauge the student's depth of understanding of the problems, history, and methodologies of the field. It is expected that the general questions will take about three hours to answer thoughtfully and the other two questions no more than two hours each. No more than seven to ten days later the student and committee will convene to conduct an oral examination, lasting no more than an hour and a half. The oral examination is designed to extend the discussion of the written questions and focus on the issues raised in the student's written responses.

Forming the General Exam Committee and the Questions

The student and his/her advisor should meet by the end of semester 4 to determine who, besides the advisor, will be a member of the examination committee. This person need not be a reader of the dissertation, although s/he may serve in that capacity as well. The student and primary advisor will meet together to define the field of examination. The primary advisor will prepare a field question and a question more narrowly focused on the student's specific area of interest. The second member of the committee will prepare the other more specific question.

Procedure of the General Exam

The DGS will chair the oral examination based on the written essays generated by the General Exam questions. If the DGS is also the student's advisor or second exam committee member, s/he will appoint another member of the faculty to chair the examination.

Assessment of the General Exam

Both the written and oral exercises will be assessed by the two faculty members constituting the examination committee. If the student fails all or part of the written or oral exam, s/he will have one opportunity to retake it. The retake must be successfully completed by the end of the next semester. Failure to pass the retake will result in termination from the graduate program. Passing the General Examination qualifies the student to move on to the next stage: preparing a Dissertation Prospectus and defending the prospectus in a Colloquium Examination.

DISSERTATION PROSPECTUS

The Dissertation Prospectus should set out the major question or problem to be pursued in the dissertation. Length may vary, but it will normally run about 15 pages (double spaced), and should lay out the project in the context of the most relevant scholarship and bibliography, address why the project is important, what major sources will be used, and the critical methods to be used. (Students should note that there are successful examples of the Dissertation Prospectus kept in a binder in the graduate lounge, which may be useful in helping to conceptualize the writing of the Prospectus.) The prospectus should be circulated to the members of the student's dissertation committee and discussed with individual committee members well before the meeting. The dissertation committee consists of at least three faculty members. Usually at least two members of the HAA Department are on the committee. The committee may also include a member who is outside of the HAA Department. This person must hold a tenure track or equivalent position at a four-year university or college; they are chosen in consultation between the student and advisor, and with the approval of the Department.

COLLOQUIUM EXAMINATION

The purpose of the Colloquium Examination is to discuss and assess the Dissertation Prospectus. It will be chaired by the DGS and attended by the student and the members of the dissertation committee (see preceding section for the constitution of this committee). If the DGS is a member of the dissertation committee, s/he will appoint another member of the faculty to chair the examination. The Colloquium Examination should last no more than one and a half hours. At the conclusion of this period, the committee will assess the student's performance and notify the student whether s/he has passed the exam. If the student fails this examination s/he will have one opportunity to retake it. The retake must be successfully completed by the end of the next semester. Failure to pass the retake will result in termination from the graduate program. Advancement to PhD candidacy is achieved with the passage of the Colloquium Examination.

THE DISSERTATION

The dissertation should be a substantial contribution to the scholarship in the history of art, embodying original research and suitable for publication as submitted or in revised form. While there is no formal defense exercise, the PhD candidate is expected to present his or her work at least once after the passing of the Colloquium at a Research Roundtable.

While the work on the dissertation is under way, a written progress report by the student is required each semester. The report should be sent to the DGS, who will send it to the dissertation advisor.

The Graduate School has a very specific set of rules regarding the format of the dissertation text and the procedures surrounding its submission. All of these regulations are available on the Graduate School website.

TEACHING ASSISTANTSHIPS AND PROCTORSHIPS

The Department determines the form in which your guaranteed Graduate School funding is allocated to you. TAships, Proctorships, Research Assistantships, and Research Fellowships will be assigned according to the faculty's assessment of the graduate student's needs as well as the needs of the undergraduate program. These positions come with tuition, health insurance, health services fee, and a stipend.

Brown's PhD program trains graduate students to become teachers as well as researchers. We regard TAships not only as financial aid, but as an opportunity for you to develop your teaching skills. Most students will hold TAships in the Department from the second to the fourth year. Each TA works closely with the professor from the assigned course to design independent discussion sections for undergraduate students enrolled in the class. You will be asked to teach two sections of approximately 15-25 students each, and to grade assignments for those students.

Proctorships are research internships, normally at the RISD Museum. There may also be opportunities to serve as a Research Assistant for a professor in the HAA Department or beyond.

Distribution of TAs

The Department is committed to a policy that will allow us to staff large classes appropriately, while allowing graduate students the opportunity to teach in smaller classes, especially those in their chosen area of interest. To this end the Department keeps records of enrollments by course, a history of which courses graduate students have TA'd for, and a history of when and which small classes (under 50 students) have had TAs. Our goal is to staff the large classes to a ratio of 1 TA per 50 undergraduates and to assign, on a rotating basis, a single TA to classes between 35 and 50 students. Classes under 35 students will not receive a TA unless enrollments are such that we have people and positions to spare. We will *try* to ensure that graduate students will have the opportunity to TA for a variety of classes, including small (35-50) classes and, at least once during their time at Brown, a class taught by their advisor. Graduate students should understand, however, that the opportunity to TA for their advisor will depend on enrollments and the leave pattern of the faculty.

TA Assignments

In making TA assignments fairly and equitably, the DGS will take into account the requests of the graduate students and the history of their previous TA or proctor assignments. Large fluctuations in course enrollments caused by Brown's two week "shopping period" make it impossible to assign all the TAships in advance of the beginning of the semester. Before the semester begins, however, the DGS will assign a core group of TAs to courses that have regularly drawn more than 50 students. The individuals forming this core group will be drawn from the ranks of those less advanced graduate students who are still engaged in coursework, since they have the most difficult schedules to manage. The DGS will also, where at all possible, try to indicate which of one or two possible courses those not in the core group ("floaters") will be most likely be assigned to, so they can arrange their own schedule accordingly. It is anticipated that most sections will begin the second full week of classes, but there is no way fairly to regulate when sections will begin. Some enrollments stabilize earlier than others, and undergraduates in these courses should not be forced to forego sections because other class enrollments are still fluctuating. Faculty members decide whether or not to teach classes or hold review sessions during reading week. While some TAs may teach an extra section or two in a given semester, varying the types of TA assignments students have over their Brown career should ensure that no one will repeatedly have to teach more than the norm. If such a disparity does arise, the graduate student should contact the DGS immediately, so that the situation can be redressed in future TA assignments.

TA Responsibilities

TAs are responsible for grading the examinations and papers of no more than 50 undergraduates. Faculty members are expected to help with the grading if necessary. In the case of serious shortfalls the faculty member may seek assistance from the Department in hiring additional graders.

TAs are responsible for teaching no more than 25* students per section. They also are expected to hold weekly office hours and to meet with students by appointment who are unable to attend scheduled office hours. (*Based on the number of students who actually attend section after the first 2 weeks that sections are held.)

The faculty will supply the TAs with a written statement of their duties and responsibilities at the beginning of each semester. TAs should bear in mind, however, that circumstances may arise where the faculty may need to call on the TA to do the occasional task that was not anticipated, therefore not set out in writing in advance. Regular duties will vary from course to course. Commonly assigned duties, beyond grading, preparing (with the help of the faculty member) and teaching sections include: posting images to course website, photocopying hand-outs, assignments and examinations, and accompanying the faculty member on field trips. Some faculty may also request that their TAs pull slides, make slide sheets, or post information to a course website. This is acceptable as long as the TA is not averaging more than the 20 hours a week mandated as the maximum time to be spent on TA related work.

Preparing sections: In courses staffed by 2 or more TAs, section preparation will be done on a rotating basis. All the TAs will use the same section preparation as the starting point for teaching their section. The faculty member in charge is expected to help the TAs with these preparations.

The H. W. Sheridan Center for Teaching and Learning

The Sheridan Center provides pedagogical training and teaching certification, as well as other professional development services, to faculty and graduate students. More information about programs and services can be found at the Sheridan Center website.

Teaching Evaluations

The department has a standard evaluation form for each class, in which students are asked to evaluate the course and its design, and the performance of the professor and TA. These forms provide us with valuable information on each course. It is the professor's responsibility to provide students with ample time to fill out the evaluations at some point during class at the end of the semester. You should let students know that you value their responses, and that you will not be allowed to read them until after grades have been submitted. TAs are allowed to review evaluations in the department office after the end of the semester in which the course was taught. The feedback provided on evaluations can be useful in helping you develop your skills as a teacher. In addition, quality of your performance as a TA (effort, participation, etc) reflects on graduate student rankings and evaluation by professors. So that the professor's impression of your teaching skills is not based solely on undergraduate evaluations, you should invite a member of the faculty to visit one of your sections. Such a visit can provide useful insights on your teaching strategies, and, importantly, will allow that faculty member to write an informed letter regarding your teaching when you venture onto the job market.

Guidelines for Faculty Use of Teaching Assistants

The Graduate School's policy is that Teaching Assistants spend no more than 15-20 hours a week on teaching.

1. While you may have to do more work in some weeks than in others, the average hours you put in over the semester should not exceed this limit. It is your responsibility to ask your supervisor or the

DGS when the heavy-duty periods of the semester will be (usually this will be around mid-semester and finals), and to plan your work accordingly.

2. As part of your training as a university teacher, you may be offered the opportunity to deliver a lecture or to help plan the syllabus. We offer these opportunities as a way for you to gain professional experience. Such opportunities are voluntary and should be negotiated between faculty member and graduate student.

3. The final grades are ultimately the faculty member's responsibility, and there should be a clear understanding between you and the faculty member as to how your authority is supposed to interact with his or hers.

In Case of Problems

Students having trouble should not hesitate to consult the DGS, the Department Chair, or the relevant faculty member. Most problems can be averted in advance through timely communication. In the unlikely event of a problem that cannot be resolved within the Department, the Graduate School has adopted a university-wide grievance procedure, to which you may turn if these less formal and local measures fail. In cases where there is some disagreement between you and the faculty member or between either and the DGS, the Chair will review the evidence, discuss the matter with everyone involved, and report his or her conclusions in writing to you. If you are dissatisfied with the outcome of this process, you are always free to pursue the Graduate School's grievance procedures. You can easily obtain a copy of this document in the Department office or from the office of the Dean of the Graduate School.

If one of your students has complaints about your teaching or grading and you cannot resolve the problem yourself, you should discuss the situation to the faculty member supervising the course.

COMPLETING THE PHD AND FINDING A JOB

The ultimate goal of the PhD program, of course, is to complete it and to find employment. You should be in close touch with the DGS and your advisor in the year you expect to complete. The deadline for submission of the dissertation for May Commencement is in late January for semester I or early May for semester II (consult the Graduate School website for yearly specific dates). However, you should not wait until the deadline to alert your readers that the final version is coming. Allow time for last minute corrections.

The Graduate School has strict regulations for the format and submission of the dissertation. All of these regulations are available on the Graduate School website. Note that you must supply the Department with a copy of your dissertation for its archives, in addition to those you supply to the Graduate School.

Two months before the expected final submission for dissertation, a meeting with the dissertation committee may be scheduled in order to discuss the final version, and to make recommendations for future publication. It is useful to have in progress, if not in print, an article presenting the results of the dissertation for the scholarly community. This work can form the basis for a job talk.

Employment opportunities in academia and the museum world are published in the *CAA Job Bulletin* published six times a year, in *The Chronicle of Higher Education*, and *The Society for Architectural Historians Newsletter*. (There are also online job listing services run by these organizations. See the “Resources” section of Department website for relevant links.) Job applicants must send a letter of interest, a current CV, and names of references. Short-listed applicants are often invited to an interview at the annual CAA conference, and if successful, to an on-campus interview. Mock interviews with Department faculty may be arranged.

The Department has had a successful track record in placing graduates of its PhD program. Over the past seven years, students have secured tenure-track academic positions at Cornell University, Framingham State College, National Taiwan University, Rice University, Rutgers University, Rhode Island School of Design, University of Texas, Arlington, Trinity College, Tufts University, and Union College. Curatorial positions have been secured at The American Bible Society Gallery, The Cincinnati Art Museum, The National Gallery of Art, The Rhode Island School of Design Museum, The Art Institute of Chicago, and Wesleyan University. Students have also held postdoctoral fellowships at Columbia University and the National Gallery of Art.

APPENDIX A: FINDING EXTERNAL FELLOWSHIPS AND GRANTS

We encourage all students to apply for outside aid. External awards provide you with extended research opportunities and professional contacts. They also comprise public recognition of the quality of your scholarly work, which is important to your career beyond Brown. There are numerous grants and fellowships available to individuals on the basis of field of specialization, project content, personal demographics, and various other criteria. The Department does its utmost to aid students in their application process. However, you must take the initiative in researching and seeking aid. A list of grants and fellowships to which our grad students have commonly made successful application is provided below. In most cases, information is available online; in a few cases you will receive information via email from Chantée Weah, or from announcements posted in the grad lounge. This is only a *partial* list. You will find other awards relevant to your work by using the many search tools listed on the “Resources” section of the Department’s website.

Many major grants are competitive within a department, which means that we can only nominate one candidate. You will be asked to provide a short proposal requesting nomination if you wish to apply for one of these grants. Nominations are decided upon by the faculty in October; you will receive an email from Chantée Weah alerting you to the deadline for submission of proposals. The deadline is usually on or around October 15th.

Other grants are open competitions and you can apply on your own. In each case, the Department and especially your advisor will give you as much assistance as possible in formulating your application. Be sure to ask for recommendation letters well in advance of deadlines, and supply your letter writers with all the information necessary for them to compose and submit a timely and positive letter of reference. Note, also, that although many grant deadlines are in late fall or even winter, the summer is an ideal time to start the process of identifying and preparing to apply for grants.

DEPARTMENT NOMINATION REQUIRED:

Proposals due in the main office by October 15. Consult institutional websites for current year’s description and exact deadline dates.

*** CASVA** (Center for Advanced Study in the Visual Art, National Gallery of Art)

Several fellowships in various fields, offering 1 or 2 year combinations of travel research funding and residence at the CASVA Research Institute. The Department may nominate one candidate for each. Deadline: Mid November.

*** Robert C. Vose, Jr. and Ann Peterson Vose Scholarship in American Art History**

Program of The Copley Society of Boston. Deadline: Mid November.

*** Samuel H. Kress Foundation – Two-Year Research Fellowships for Research Abroad; Travel Fellowships in the History of Art**

Dissertation research must focus on European art before 1900. Deadline: November 30th.

*** Dedalus Foundation Dissertation Fellowship**

In support of a graduate student studying any aspect of the modernist tradition. The Foundation awards doctoral dissertation fellowships in art history. Deadline: Early December.

*** J. M. Stuart Fellowship – John Carter Brown Library**

The nine-month J. M. Stuart Fellowship is reserved for a graduate student at Brown University. Graduate students must have passed their preliminary or general examinations at the time of application. For scholars whose work is centered on the colonial history of the Americas, North and South, including all aspects of the European, African, and Native American involvement. Must be in residence in Providence for duration of award.

Deadline: Early January.

*** Society of Architectural Historians – Samuel H. Kress Dissertation Fellowship**

The fellowship will support preparation of a dissertation focusing on the history of architecture and the built environment in Europe from ancient times through 1800. The subject area can include architectural, interior and landscape design, preservation and urban planning in Europe.

Deadline: Mid January.

*** Society of Architectural Historians – Beverly Willis Architecture Dissertation Fellowship**

The fellowship will support preparation of a dissertation focusing on the history (pre-1980) of women's contributions to the production of architecture, whether as practitioners of design, urbanism, landscape or engineering, as advocates of preservation and planning, or as architectural historians, theorists, teachers and critics.

Deadline: Mid January.

***Graham Foundation – Carter Manny Award**

Architecture/urbanism and other arts that are immediately contributive to architecture. Offered by the Graham Foundation. Deadline: March.

*** Keepers Preservation Education Fund Fellowships**

In support of educational activities related to the fields of historic preservation and architectural conservation. Eligibility: historic preservation or such allied fields as American studies, anthropology, archeology, architecture, art history, history, planning or building conservation, among others. Rolling deadline: "at least three months in advance of actual need."

OPEN COMPETITION AWARDS:

Check institutional websites for current year's description and exact deadline dates.

SEPTEMBER DEADLINE

Fulbright Program

Application process is coordinated by the Graduate School; contact Dean Heindel for details.

OCTOBER DEADLINE

Getty Research Institute / Getty Villa – Pre-Doctoral Fellowship; Library Research Grant

Year-long residential research fellowship; partial grant for short term research in collections of the Getty Research Institute.

Society of Architectural Historians – Demontequin Research Fellowship

Supports travel related to research on Spanish, Portuguese or Ibero-American architecture.

NOVEMBER DEADLINE

ACLS Southeast European Studies Program – Dissertation Development, Research, and Writing Fellowships

All disciplines of the humanities and the social sciences; research that will contribute to a better understanding of the region and policy-making related to it.

American Academy in Rome – Rome Prize Fellowships

Scholars working in Ancient, Medieval, Renaissance and Early Modern, or Modern Italian Studies for whom research time in Italy, and especially in the city of Rome, is essential, and who have not had extensive prior experience there. 11-month or two year residential fellowships available.

Andrew W. Mellon Foundation/ACLS Early Career Fellowships – Dissertation Completion Fellowship

To assist graduate students in the humanities and related social sciences in the last year of PhD dissertation writing. May be held no later than 7th year.

Archaeological Institute of America

Applicant must be members of the AIA. Multiple fellowships and awards offered. Those with November deadlines (see also AIA entry in January):

Olivia James Traveling Fellowship, Archaeological Institute of America

For travel and study in Greece, the Aegean Islands, Sicily, southern Italy, Asia Minor or Mesopotamia.

Helen M. Woodruff Fellowship of the AIA and the American Academy in Rome

To support a Rome Prize Fellowship for the study of archaeology or classical studies

The Archaeology of Portugal Fellowship

To support projects relating to the archaeology of Portugal

Harriet & Leon Pomerance Fellowship

To support an individual project of a scholarly nature, related to Aegean Bronze Age Archaeology.

DAAD German Studies Research Grants

1-10 months with possibility of 1-yr extension. Applicants must have an invitation from the German institution at which they plan to do research. Application process is coordinated through the Graduate School; contact Dean Heindel for details.

Dumbarton Oaks Junior Fellowships and Summer Fellowships

Byzantine studies, Pre-Columbian studies, Garden & Landscape Studies.

Henry Luce Foundation/ACLS Dissertation Fellowships in American Art

Administered by American Council of Learned Societies. American art includes art related to the American experience in the United States; specifically, scholarly study of American painting, sculpture, prints, drawings, decorative arts, photography, and architecture. The program is limited to the visual arts, and does not include grants for film or broadcast media.

Metropolitan Museum of Art Fellowship Program

Several awards available. Proposed projects should relate to the Museum's collection. Possible fields of research for art history candidates include Western art; Asian art; the arts of Africa, Oceania, and the Americas; antiquities; arms and armor; costumes; drawings; illuminated manuscripts; paintings; photographs; sculpture; and textiles. Some fellowships for travel abroad are also available for students whose projects involve firsthand examination of paintings in major European collections.

Social Science Research Council –Int'l Dissertation Field Research Fellowships

For research on topics requiring at least 9 months of on-site research outside of the US.

DECEMBER DEADLINE

Detroit Institute of Arts - Andrew W. Mellon Curatorial Fellowships

Advanced training in the conservation of sculpture and decorative arts.

Getty Center Graduate Internships

For graduate students interested in all aspects of museum careers.

Huntington Library Fellowships

Several themed awards, 1-5 months. British and American history, literature, art history, the history of science and medicine, botany, horticulture, etc.

Lilly Fellows Program in Humanities & the Arts

Seeks to renew and enhance the connections between Christianity and the academic vocation at church-related colleges and universities.

Williams College - Gaius Charles Bolin Fellowships for Minority Graduate Students

Bolin Fellowships are one-year residencies at Williams. Fellows devote the bulk of their residency to the completion of dissertation work and teach one course as a faculty member in one of the College's academic departments or programs.

Walters Art Museum - Carol Bates Fellowship

Internship for graduate students in art history interested in pursuing a museum career; should have completed the M.A. degree and be enrolled in a Ph.D. program at the time of application.

JANUARY DEADLINE

American Antiquarian Society

Numerous themed awards fund visiting academic research for one to three months each year.

Smithsonian American Art Museum

Numerous themed awards for residency and study of art, visual culture and craft in the US.

Archaeological Institute of America – Anna C. & Oliver C. Colburn Fellowship

Applicant must be members of the AIA. To support study at the American School of Classical Studies at Athens

College Art Association – Professional Development Fellowship

To help MFA and PhD candidates in art and art history bridge the gap between their graduate study and professional careers. \$15,000 and mentorship.

Frick Collection – Andrew W. Mellon Pre-Doctoral Curatorial Fellowship

At the Frick Collection, 2-year fellowship for those who wish to pursue a curatorial career.

Lemelson Center Senior Fellows Program

Supports projects that present creative approaches to the study of invention and innovation in American society. The fellowship program provides access to the Smithsonian's vast artifact and archival collections, as well as to the expertise of the Institution's research staff. 10 weeks max.

Lewis Walpole Library Fellowship – Yale University

The Library offers visiting fellowships, normally for four weeks, as well as travel grants of lesser duration, to scholars engaged in post-doctoral or equivalent research and to doctoral candidates at the dissertation stage. 18th-c prints, drawings, manuscripts, books, and paintings; advanced research in most aspects of British eighteenth-century studies.

Massachusetts Historical Society

Numerous short-term fellowships for research at the Society; also, a fellowship designed for use at multiple New England region research institutions.

Metropolitan Museum of Art Fellowships in Conservation

Numerous internships for graduate students interested in museum careers.

Paul Mellon Centre for Studies in British Art – Junior Fellowships; Rome Fellowship

3 month fellowship in London for study of British art; 4 month fellowship in Rome for Grand tour subjects and Anglo-Italian artistic and cultural relations.

Smithsonian Institution Fellowships

Predocctoral Fellowships are offered to doctoral candidates. Candidates must have the approval of their universities to conduct doctoral research at the Smithsonian Institution. 3 to 12 months.

Graduate Student Fellowships are offered to students formally enrolled in a graduate program, who have completed at least one semester and not yet been advanced to candidacy if in a Ph.D. Program. Applicants must submit a proposal for research in a discipline which is pursued at the Smithsonian. 10 weeks.

Society of Architectural Historians (New England Chapter) – John Coolidge Research Fellowship

Small grant for research related to architecture and urbanism.

Winterthur Residential Research Fellowship Program

Material culture, architecture, decorative arts, design, consumer culture, garden and landscape studies, Shaker studies, travel and tourism, the Atlantic World, childhood, sentimental literary culture, and many other areas of social and cultural history.

McNeil Dissertation Fellowships - one or two semester long fellowships for doctoral candidates conducting dissertation research.

Winterthur Research Fellowships - one to three month short term fellowships for academic, museum, and independent scholars, including graduate students.

Yale Center for British Art Pre-Doctoral Fellowship

1-2 months, for research in British Art. Must be ABD to apply.

FEBRUARY DEADLINE

Harry Ransom Humanities Research Center – Dissertation Fellowship

Designated for graduate students who are working on doctoral dissertations. For work in HRC collections. Annual theme.

MARCH DEADLINE

Cogut Center for the Humanities Graduate Fellowship – Brown University

PhD candidates only. Participation in intellectual life of Humanities Center; standard graduate stipend.

Deborah J. Norden Fund Grant

Up to \$5,000 in travel/ study grants in the fields of architecture, architectural history, and urban studies.

Newberry Library Fellowships

Short-term fellowships with terms of one week to two months for research appropriate to the collections of the Newberry Library. Candidates must be from outside the Chicago area.

Pembroke Seminar Graduate Fellowship – Brown University

Themed research seminar; residence required. \$1000 honorarium.

U.S. Capitol Historical Society Fellowship

To support research on the art and architecture of the US Capitol complex.

APRIL DEADLINE

Francis Haskell Memorial Fund Scholarship

Grants to enable scholars to spend time in libraries or archives carrying out advanced research in the history of western art. Preference to pre-1914 topics and to research carried out outside the applicant's country of residence.

APPENDIX B: PRACTICAL TIPS FOR ARRIVING STUDENTS

Mailing Address

The Department mailing address is: Department of History of Art and Architecture, Box 1855, Brown University, Providence, RI 02912. Though not necessary for most correspondence, the physical street address of the List Art Center is 64 College Street. All mail sent to the Department goes first to the general graduate mailbox in the main office. It is delivered to graduate students' mailboxes in the grad student lounge each afternoon.

Paychecks

Graduate School funding checks are distributed twice monthly to Diana Adamczyk. You must pick your check up from Diana at the main office; they will not be delivered to your grad lounge mailbox. Alternatively, you may arrange for direct deposit at the Payroll Office in the Brown Office Building (BOB), located at 164 Angell Street. Paychecks for other campus jobs (such as working in the Art Slide Library), are also sent to the main office, but they are issued on a different pay schedule. Consult the payroll director at your other place of employment for details.

Email Account

Once you receive your Brown ID, you will automatically be entered into the Electronic Address Book (which is what you access when you search for a person's contact information via Brown's website). You can then self-register for an email account at any of the computing clusters, and establish a password. Your email address is normally composed of your name (First_Last@Brown.edu). The University does not maintain an off campus ISP, therefore to access the internet from home, you will need to subscribe to an internet service provider. Local options include Cox (digital cable) and Verizon (DSL). You must then download Brown's VPN (Virtual Private Network) software in order to access Brown-restricted online services. Instructions and assistance are readily available from CIS (Brown's IT department).

Telephone Directory

Campus telephone directories are published yearly in the fall. The Department distributes them to offices with telephones and they are available upon request in the office. The Center for Information Technology (CIT) provides directories throughout the year at 115 Waterman Street.

Keys

Diana Adamczyk will issue the "MB" key (which opens the ASL, and List classrooms) to all graduate students. Office keys (for TA's with List offices) are issued according to office assignment.

Brown ID Card

Your Brown ID card can be obtained (and replaced) at the Brown Card Office in the J. Walter Wilson Building at any time (including during the summer, if you need to obtain library access before the semester begins). Your ID card gives you access to campus libraries and academic buildings; it is also your library card, your Banner registration ID card, and your declining balance print and copy card. Your card can be enabled to grant you after hours access to List. Contact Diana Adamczyk in the HAA office if you would like your card to be enabled.

With a Brown ID, Ride RIPTA Buses or Trolleys for Free

Effective September 1, 2007 current faculty, staff, and students are able to ride any RIPTA bus or trolley anytime, anywhere in the state at no charge. The UPASS program DOES NOT include the Providence-Newport Ferry.

PAWprints Card

Each student is entitled to one PAWprints card per academic year. The card contains a significant cash credit that can be used in library printers (though not copy machines). You must pick up your card at the CIT. You need your Brown ID in order to get a PAWprints card.

Brown Bookstore

The Brown Bookstore is located on Thayer Street, across Angell Street from Paragon Restaurant (a campus standby). Textbooks and regalia are located on the second floor; the campus computer store is located in the basement.

Parking

Parking on streets near List is metered during weekday business hours. Free on-street parking on campus is possible, but one must usually look several blocks from List in order to find it. There are several parking lots maintained by Brown, which you must purchase a pass to use. Alternatively, Brown offers free transportation to all Brown ID holders on any bus or trolley operated by RIPTA, Rhode Island's public bus system, via the UPASS program. Zipcar operates a short-term car rental cooperative in Providence with three vehicles located on the Brown campus. There is also a campus shuttle service. Many graduate students choose to live within walking or biking distance, though this is by no means a necessity. Consult the Transportation Office for further information 401-863-3157.

Housing

Housing is a matter of personal preference, however you should be aware that there are several resources you may find helpful in making your living arrangements. The Brown graduate community listserv, GSBB-L, is often used to exchange information about available or desired housing. (Subscription works on the same model as described above.) The Graduate School itself offers limited on-campus housing for grad students (See Graduate School website). You may also wish to consult with the University Auxiliary Housing office, which maintains a housing bulletin board on campus as well as online. *The Brown Book* (a guide to life in Providence available online from the Graduate Student Council's website) may help you evaluate your options in terms of price range, location, and other considerations. Craigslist.com may also be a helpful resource.

Food

There are a number of restaurants within easy walking distance of List on Benefit Street and Thayer Street. Campus Dining offers lunches in several locations, including the Blue Room Café in the student center (Faunce House) on the main green, as well as in the basement of the main refectory (affectionately called the "Ratty" on George Street, across from St. Stevens Church). The Rock and the Sciences Library have snack cafés in their lobbies. In addition, you can use the facilities at the Rhode Island School of Design cafeteria, which are literally across Waterman Street from the List Art Building. They offer lunch from 11-2 and dinner from 6-8 at reasonable prices and with an extensive selection. *The Brown Book* contains many local restaurant reviews and suggestions, as well as a wealth of other information about living in the Providence area.

APPENDIX C: PROGRAM REQUIREMENTS CHECKLIST

10 Academic Course Credits for MA/equivalent (Enter additional credits below.)

- Methods
- Practicum
- 2000-level HIAA seminar
- 2000-level HIAA seminar
- Department seminar
- Department seminar
- Department seminar
- Department seminar
- Non-language course
- Non-language course



Of these, 3 areas from among:

- Ancient _____
- Medieval _____
- Early Modern (c. 1400-1800) _____
- Modern _____
- East Asian or other non-Western _____

One of these distant from time of place of your intended specialization? _____

- Research Roundtables** attended

Language Proficiency

- Proficiency exam 1 (language: _____ date: _____)
- Proficiency exam 2 (language: _____ date: _____)

Qualifying Paper

- Accepted by two readers (reader one: _____ reader two: _____)

[Granting of Master's Degree or equivalency]

- Petition for formal admission to PhD program**

24 total cumulative tuition units for PhD (1-10 completed above.)

Units may be obtained via independent study, research credits, or formal courses (incl. languages). Program designed with advisor.

- | | | |
|-----------------------------|-----------------------------|-----------------------------|
| <input type="checkbox"/> 11 | <input type="checkbox"/> 16 | <input type="checkbox"/> 21 |
| <input type="checkbox"/> 12 | <input type="checkbox"/> 17 | <input type="checkbox"/> 22 |
| <input type="checkbox"/> 13 | <input type="checkbox"/> 18 | <input type="checkbox"/> 23 |
| <input type="checkbox"/> 14 | <input type="checkbox"/> 19 | <input type="checkbox"/> 24 |
| <input type="checkbox"/> 15 | <input type="checkbox"/> 20 | |

General Examination

- Passed (date: _____)

Dissertation Colloquium

- Passed (date: _____)

- Dissertation accepted**

- Roundtable presentation delivered**

APPENDIX D: COURSE CODES FOR ADVANCED STUDENTS

Academic Credit Bearing (and tuition unit bearing) Course Codes

HIAA 2940 - Master's Qualifying Paper Preparation

Can be taken for various credit levels. Section numbers vary by instructor. Please see the registration staff for the correct section number to use when registering for this course.

HIAA 2980 - Individual Reading (Single Credit)

Section numbers vary by instructor. Please see the registration staff for the correct section number to use when registering for this course.

HIAA 2981 - Individual Reading (Double Credit)

Section numbers vary by instructor. Please see the registration staff for the correct section number to use when registering for this course.

HIAA 2982 - Individual Reading for the Doctoral Candidate (Single Credit)

Section numbers vary by instructor. Please see the registration staff for the correct section number to use when registering for this course.

HIAA 2983 - Dissertation Research (Double Credit)

Section numbers vary by instructor. Please see the registration staff for the correct section number to use when registering for this course.

Non Credit Bearing (and non tuition unit bearing) Course Codes

HIAA 2970 - Preliminary Examination Preparation

For graduate students who have met the tuition requirement and are paying the registration fee to continue active enrollment while preparing for their doctoral examination.

HIAA 2990 - Thesis Preparation

For graduate students who are preparing a thesis and who have met the tuition requirement and are paying the registration fee to continue active enrollment.

HIAA 2991 - Dissertation Preparation

For graduate students who are preparing a dissertation and who have met the tuition requirement and are paying the registration fee to continue active enrollment.