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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 AM and PhD degrees in our Department and to give practical information and guidance to make your time at Brown University as successful and rewarding as possible. For University policy you should also refer to the Graduate School Handbook (available online at: http://www.brown.edu/gradschool/academics-research/rules-regulations/forms/grad-school-handbook). No written document, however, can be a substitute for personal interactions. We urge you to speak often and regularly with the Director of Graduate Studies, other faculty members, and 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, critical thinking, writing and teaching, and to prepare you for a career in the humanities, specifically in the museum world or academia.
People

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

Staff
The two important members of the HIAA administrative staff are: Diana Adamczyk, Academic Office Manager (Diana_Adamczyk@Brown.edu, 863-1175) and Marjorie Lane, Administrative Assistant (Marjorie_Lane@Brown.edu, 863-1174). 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. Evelyn Lincoln (Evelyn_Lincoln@brown.edu, 863-3349). She can address questions regarding the timeline for your graduate studies, course and language requirements, as well as TA and proctor assignments, or departmental standing and procedures. Prof. Lincoln holds regular office hours in List 415, or you may make an appointment by email.

List Art Center Community
The Department shares the 4th floor of the List Art Center with 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; their office is in Room 222, and various studio, workshop, and exhibition spaces are on the 2nd, 3rd and 5th floors as well as the basement.

Facilities

Faculty and Graduate Offices
All faculty offices are located on the 4th floor of List. The Department main office is on the 2nd floor, in room 223. All graduate students will be issued keys to the TA office, List 404, which contains computers and printing facilities. However, students serving as TAs will have priority for the use of the room as a space to hold office hours and related tasks. It will be important for all users to coordinate schedules in making equitable use of the room. Office hours should be posted outside the door to alert your students to your schedule and to avoid double booking of the room.

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 or other designated drop-off points. 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; this is kept up to date by graduate students on a voluntary basis and will be as relevant as you all make it.

Multimedia Computer Lab
Located on the 5th floor of List, these facilities are also open for your use. Please make an appointment with the Manager in that office at ext 3-9530.

**Computer Clusters and Training**

Computer clusters, scanners, and printers can also be found in Brown’s university libraries. Training in a wide variety of software applications is offered by PASS, the computer education group of Computing and Information Services (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, which is our circulating library, and two rare book collections: the John Carter Brown Library specializing in books about the Americas, and the Hay Library, with extensive archives as well as a collection of Artist’s Books, manuscripts, and books printed before 1900. 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, the Sciences Library, which houses Media Services, on the 14th floor, and many other small, specialized collections specific to certain departments and programs that you will get to know as you become involved with them, for example, Modern Culture and Media (MCM) collections. In addition, Brown’s library relies on a consortium of local lenders, most immediately the nearby RISD library and the Providence Athenaeum, which collections Brown students can access through our on-line library catalogue, Josiah.

**Instructional Image Collection**

Instructional Images at Brown can be accessed through Luna Insight, an electronic resource available through the library (on the Josiah catalogue). In addition, Brown subscribes to ARTstor, a digital library of over one million images in the areas of art, architecture, the humanities, and social sciences. Members of the Society of Architectural Historians (SAH) will also have access to SAHARA (which runs through ARTstor).

Art Librarian Karen Bouchard, whose office is on the A-level of the Rockefeller Library, can help with additional questions about Fair Use, and can aid you in locating a particular image for teaching or publication. She is a reference librarian as well as our Art History resource at the library, and will be able to assist you with your research, both with images and with textual sources (Karen_Bouchard@brown.edu). You may also advise your undergraduate students to consult Karen for assistance with their research.

The Art Slide Library collection has closed as of July 2010. However, the slides will remain in some way accessible and will continue to be digitized and catalogued in an on-site imaging collection.

**Study Carrels and Library Lockers**

Graduate students are eligible for their own carrels or lockers in the Rockefeller library. The application for this can be found on the library website. In addition to providing you with a place to work, a carrel is useful because you can charge limited circulation books to your carrel for longer periods, 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. No books may be placed on your carrel without charging them out to the carrel at the circulation desk. Lockers are also available for graduate student use. Keys may be obtained from the circulation desk.

**Communication**
As described above, Department faculty and staff are always open to informal communication and scheduled meetings with you. As indicated throughout this handbook, you should always approach your advisor, the DGS, the Chair or any faculty member if you have questions or concerns, or if anything is unclear about events or policies in the Department. Most of you will have arrived at Brown knowing the general area of your research, and therefore the faculty member with whom you will be working most closely on your dissertation (your advisor). It sometimes happens, for a variety of reasons, that in the course of your studies these plans may change, and therefore so does your dissertation advisor. Such changes are easily worked out in open and candid discussion among the graduate students and faculty involved, and often with the advice of the DGS or Chair. Rewarding overall academic experience may also quite often arise from the formation of professional relationships and conversation with faculty beyond one’s own advisor and members of one’s own dissertation committee.

**Announcements and e 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), that you check your email regularly, respond to requests for information or meetings in a timely manner, and that you keep the office staff informed of any changes to your contact information. There is also a large Department calendar posted in the entryway of the main office that you may find helpful to consult. Announcements of Departmental and University events, as well as events of interest in the broader Providence area, are also posted on bulletin boards on the 2nd floor of List, outside the office.

**Email List Serves**

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 HIAA 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. Other departments manage their own Listservs, and to gain access to them students should contact the administrative assistant in those departments.

**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** – This person attends most faculty meetings as the representative of the interests of the graduate students at HIAA and in communication with the DGS; communicates faculty actions and requests to grads via the 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. This position normally rotates annually among the graduate students, and is elected by the graduate students.
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.

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 art, art history and museum community. Likewise, there is an annual winter holiday party held at mid-year.

Research Roundtable Seminar
The Research Roundtable, held monthly, is a forum for intellectual exchange among faculty and graduate students. Speakers (who may be grad students, faculty members or invited guests) may present works in progress or deliver a practice run of a conference paper in order to share their work and receive 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. Suggestions for topics are welcome and should be submitted to the DGS. First year grad students are required to attend the Roundtable; all others are expected to attend when their schedules permit. We realize that after your first year you are teaching or have Proctorships, or are traveling for research so we cannot make this a requirement. However, the success of the Roundtable, its relevance, interest and inclusivity, depends entirely on participation and collaboration. Students interested in presenting their work (dissertation chapters in progress, colloquium statements, drafts of professional papers, or any relevant professional or intellectual issue for which someone would like to convene a forum) should contact the DGS to schedule a meeting. The Roundtable is a cornerstone of the department community, and special meetings of it can be scheduled outside of the normal time, whenever a cohort of critical thinkers is required for your work. Those who regularly participate in the Roundtable will be more likely to expect an invested audience when they need one themselves.

Guest Lectures
The Anita Glass Lecture is an endowed lecture that 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. These lectures are planned by and for the Department as well as for the wider intellectual community. It is expected that graduate students will attend them even when they are not directly related to their own research, and that students will take an active role in such invited talks in terms of discussion, bringing people to campus, etc. The Brown campus comprises a thriving intellectual community and there are numerous lectures and events hosted by other departments and centers, such as the Cogut Humanities Center, that will be of interest to students in the Department.
External Graduate Conferences
Annual graduate conferences are held at the Frick Museum in New York and at the New England Chapter of the Society of Architectural Historians. In the Spring semester the Department nominates one student to each of these who has an advanced and original contribution to make, usually as part of their work on their dissertation. Those interested should contact their advisor and the DGS.

Department Graduate Symposium and other colloquia
HIAA grad students annually organize a Department Graduate Symposium, hosted at Brown. These have been very successful events drawing graduate student speakers from universities in the US and from abroad. The symposia are organized around themes designed to draw papers of interest to the entire Department community, across chronological, geographical and disciplinary interests. Traditionally, first and second-year graduate students have been in charge of the conception and organization of this conference, which may also take the form of a lecture series or other communal academic event. The department supports graduate student events such as the symposium, but the format is not limited to such an event, and in consultation with the DGS and Chair other versions of intellectual exchange are also encouraged.

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 Center for Science and Technology Studies. 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 first 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 Library (Karen Bouchard) can help you obtain images of the proper quality for projection. While presenting conference papers is an important and enjoyable part of professional development, work should not be presented prematurely and should not interfere with timely progress towards completion of your PhD program.

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 encourage applicants to come to Brown prepared with some knowledge of the languages needed in order to undertake research in their chosen field. We also strongly recommend that applicants set up an on-campus or telephone interview with faculty members in their field(s) of interest.

Program Overview
While time-to-completion of the PhD degree varies, at this writing 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 their Colloquium, 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 for which students are strongly encouraged to apply. For Graduate School policy about leaves of absence and special status for students in the writing stage see below (Leaves of Absence) and the Graduate School website.

The following requirements apply to all graduate students in the Department. Graduate School requirements are subject to change, and it is therefore important to consult their website and the DGS for actual policy. You should also confer regularly with the DGS and with your advisor about crafting your individual course of study.

**Academic Requirements**

The DGS and the Department staff will do their best to make certain that you meet your requirements in a timely manner, but in the end you are responsible for knowing what those requirements are, ensuring that you have met them, and that this has been registered in your file. You can best do this by becoming familiar with the program requirements, filling out and keeping a copy of the Information Sheet you will receive annually (see “Formal Evaluation,” below), and checking in with the DGS with questions.

**MA Course Requirements**

Students admitted to the graduate program must first complete the requirements for the MA degree. We do not admit students for a terminal MA except in the case of the combined BA/MA available only to Brown undergraduates. Instructions for Brown undergraduates on undertaking the combined degree may be found on the department website in the section devoted to the Undergraduate Concentration. An MA will stand as a terminal degree in those cases that students admitted for the doctoral program end their graduate study at Brown without advancing to candidacy for the PhD.

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 of Art Historical Research and Interpretation) and HIAA 2930 (Practicum—a project-oriented course that will typically culminate in an exhibition, catalogue or other relevant group effort with a public outcome) during the first two years. HIAA 2920 and HIAA 2930 are offered in the Autumn semester in alternating years, so you will take one course in your first year, and the remaining course in your second year. These classes count as seminars and can also fulfill distribution requirements (see below under Distribution Requirements). Full time students enroll in 4 courses during their first year and 3 in following years when they have TA assignments or proctorships.

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. It is strongly recommended that students undertake language study in the summers and before coming to Brown, in order to take best advantage of their time at Brown and to be able use these languages in their research. 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 and come to terms on which the course may be modified for graduate credit. A more specific discussion appears below under “Coursework.”

Transfer Credits
Students entering the program with an MA degree in art/architectural history may receive up to 8 credits for art/architectural history courses taken in their previous graduate program. If approved, these count toward the 3-year residency requirement (4 credits = one semester, 8 credits = two semesters of residency). Previous coursework may also fulfill distribution requirements, independent of credit transfer, creating room in students’ schedules for coursework (including Independent Reading courses) more closely tied to the dissertation. Coursework done outside the field cannot be transferred for credit at Brown. During the first two years of residence, students must fulfill all language requirements and must complete the sequence HIAA 2920, HIAA 2930 (Methods and Practicum). Students will not receive a second MA degree in art history from Brown if they have already earned one elsewhere.

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 and Contemporary, East Asian, or other areas of non-Western art such as Islamic 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 (for example, a Practicum in Pop-Art may fulfill a Contemporary/Modern requirement). Students entering with the MA may request that courses taken at the granting institution be counted towards distribution requirement.

Language Requirements
Advanced research in the humanities requires knowledge of languages besides English. Students who have studied languages other than English before arriving at Brown and have remained competent in their reading abilities, or who are native speakers of a required language, may schedule a department language exam at any time. Because of variability in standards and attrition of skills, the department does not accept exam results from other schools and departments. Since the department seeks only reading competence, and is not concerned how that competence was attained, there is no required language coursework in the program, only the necessity that proficiency in reading (speed and quality of translation) be demonstrated with a one-hour, open-dictionary translation exam.

Therefore, all students (whether they have already passed language exams at other institutions or not) are required to prove a reading knowledge of at least two foreign languages in order to receive their MA/equivalent at Brown. 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 (the student’s advisor and the DGS) by petition and only in special cases. The exams can be held any time and are arranged by appointment with Diana Adamczyk or the DGS. Unsuccessful exams are graded, and suggestions made for improvement. There is no limit to the number of times that students may retake the exams, but they may not proceed to the next level of graduate study without having passed them.

Often, an academic advisor may require more than two languages, based on their knowledge of the student’s field: Latin might be expected of someone working on ancient Rome or medieval Tuscany, in addition to German, French and Italian; Russian, French, and German may be needed for the scholar studying the relationship of Constructivism to Purism in the 1920s. Graduate students will
be expected to undertake all language study considered relevant to mastery of their fields, but only the two discussed above will be required before acceptance to the PhD program.

**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 if they like. 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 (see above, “Department Events: Research Roundtable Seminar”)

**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 to the DGS in writing for formal admission to the PhD program, stating that they have completed all the requirements. The DGS will bring this application before the faculty at a faculty meeting, the faculty will vote on it, and the student will then be notified about the success of the application. 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 at least once during their studies at Brown. For the timeframe in which to undertake these exercises, please see the timelines toward completion, in the “Suggested Courses of Study” most relevant to your situation, below.

**Teaching Requirement**

Because Brown’s doctoral programs train graduate students to become educators as well as researchers, teaching is an integral part of graduate education. All doctoral students in the History of Art and Architecture graduate program are required to train as teaching assistants for at least two semesters. In consultation with the DGS, this requirement may be fulfilled during any of the years in the program.

**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 should be arrived at by 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 “Suggested Course of Study,” below, and Appendix D for a summary of course codes for advanced students.)
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 with whom s/he has studied or worked. These evaluations will take into account the participation and performance in each seminar, 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
Time management and timely completion of the work you have contracted to do are important aspects of professional development. 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, and can display evidence of poor planning ability. Students should make every effort to complete work on time, and to discuss their progress with faculty. A pattern of Incompletes will be considered negatively 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, the TAship or Proctorship counting as a fourth course. You are still considered a full-time student in this case.

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 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 (Advanced 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. Not all Brown facilities are available to traveling scholars. Further information and forms are available on the Graduate School website. For the most up-to-date explanation of the University policy, which is subject to change, see the Graduate School Handbook under “Advanced Status (opting-out of Graduate School Support)” and visit the Graduate School website.
Leaves of Absence
Leaves of Absence are granted for a variety of professional, educational, medical, 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.

Termination Pending Filing of the Dissertation (TP)
TP status is for students who are ABD; who are American citizens and therefore not required, for visa purposes, to be active students; and who have no outstanding student loans that might come active should they not be listed as active students. Such students, who need no services from Brown and are in the final stages of writing, may write to the DGS to request TP status.

Your Standing in the Department
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 Diana Adamczyk.

Formal Evaluations and Student Information Sheet
Two items are added to your file on a regular basis:
• First, as noted above, each HIAA 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 that 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. It is important 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. If it is not updated, you risk receiving a ranking that does not take your most recent achievements into account.

Graduate Student Ranking
It is important for students to receive feedback on their performance in the program and candid evaluations of their progress toward their degrees. At the end of every semester, the faculty meets as a group to discuss each student’s performance and participation in courses, their performance as a TA or proctor, and, when appropriate, their completion of program requirements and progress on the dissertation. During this faculty meeting each student is ranked according the Graduate School’s status rankings of “good,” “satisfactory,” or “warning.” Areas needing improvement are identified and concerns are voiced. Students receive these evaluations as part of the written reports from the DGS at the end of each semester, and are encouraged to use them as an occasion for checking in
with their advisor and the DGS about what the program’s expectations are, and how best to meet them.

Your rank in the program (based on factors described in the “Academic Requirements” section of this handbook) has a direct impact on your funding. Graduate School funding guarantees are contingent upon the maintenance of good academic standing in the program, as determined by the faculty ranking, which is also taken into account when allocating any Department funds (see below).

**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 HIAA Department itself has limited funds for which grad students may apply to aid in scholarly activities such as travel to conferences in which the student is a presenter, or to help with costs of publishing academic work. Award amounts vary with the Department’s annual budget; requests should be directed to the DGS and the Academic Coordinator. The Kermit Champa Travel Award is intended to encourage and promote art historical training. Every year students at an early stage of developing their dissertation proposals are invited to apply for grants from the Champa Fund to defray the costs of travel undertaken to build visual and critical discernment and interpretive confidence. A call for proposals will go out to the graduate students in HIAA annually. The Graduate School also has some funds available to support certain kinds of travel. In addition, the department awards summer funding for research, travel, language study and living expenses that support completion of the degrees; students apply to the DGS for this in April (copying the Academic Coordinator) and applications are reviewed by the entire faculty in early May.

**PROGRAM OVERVIEW:**

There are two stages to your graduate career at Brown: fulfilling the requirements for the Masters of Arts degree, and candidacy for the Doctorate. The MA must be earned before a student is considered for eligibility to enter the doctoral program. This entails a minimum of ten course credits (which will include HIAA 2920 [Methods] and HIAA 2930 [Practicum] and six department seminars, with at least two at the 2000/graduate level). With permission, an individual reading course with a department faculty member (HIAA 2980 or 2981) may substitute for a seminar, and seminars outside the department may also count toward the ten courses, if approved by the student’s advisor or the DGS. Any language courses taken count towards full-time graduate enrollment but do not count toward the ten required classes.

By the third semester, a student should identify a topic for the Qualifying Paper (the “QP”); this may be an expanded or revised seminar paper, a thesis previously submitted for a Master’s degree elsewhere, or new work. The paper should not exceed 30 pages in length (not counting supporting materials, bibliography and notes), and must be read and approved by two members of the faculty. If your QP is based on a department seminar paper, the faculty member who taught the seminar is usually the primary reader. Once all course requirements and distribution requirements are completed, language examinations have been passed, and the QP read and accepted, the student may petition the department faculty (with a brief letter to the DGS) for formal acceptance into the doctoral program. **Only at this point are the requirements for the MA considered to have been met and general examinations may be scheduled.** These exams are typically completed by the end of the fifth semester (Fall of year three in program), though students transferring in credits from a previous MA will find it advantageous to undertake general exams at the end of the second year of residency.
By the third semester, the student should be discussing with his or her advisor what three fields will comprise the general examination (major field question, and two minor field questions designed to focus reading towards an eventual dissertation project), who the other examiner will be, and what readings are expected to be accomplished before the exam (for the procedure, see below, “General Exam). After the general exams (written and oral parts) have been passed and the dissertation colloquium successfully completed, the student is considered a candidate for the PhD. The Graduate School requires three years of full-time residency at Brown, so students who are beyond coursework for the MA degree will typically enroll in courses for General Exam preparation or dissertation writing—although participation in regular courses is still allowed. The balance of his or her graduate career should be devoted single-mindedly to researching and writing the dissertation.

Coursework:

Choosing courses
Students in their first two years of study are expected to concentrate on classes and completing language requirements. To be considered a full-time student, you need to carry a load of four courses each semester or its equivalent—the Graduate School refers to these as “tuition units.” Graduate-level courses in the department are designated with a 2000 number; both HIAA 2920 (Methods) and HIAA 2930 (the Practicum) are required courses for the degree program, and they alternate by year, so you will typically take one of these your first year and the other your second. You are welcome to take appropriate graduate-level courses in other departments, and can take undergraduate classes in and outside the department (up to four) but each requires instructor and advisor permission. In crafting a proposed schedule of courses, you should be mindful of any outstanding language obligations that may entail additional coursework, and the need for coursework in at least three different areas or period (ie. the distribution requirement) in order to be admitted to the doctoral program.

At registration time, you should identify the courses that interest you, then meet with your advisor for approval and to discuss your overall plan of study. You should also meet with the DGS to keep him or her apprised of your plans for the semester and clear up any questions or concerns that arise about requirements, expectations, and your timely progress through the program.

Classes at other schools and universities
Brown has reciprocity agreements with Harvard and RISD; graduate students in the program may take appropriate courses at these institutions without additional tuition fees—with permission of the instructor and your advisor. If you wish to take a graduate course at another accredited university in the area, arrangements can be made on a case-by-case basis.
Scenario For students entering without an MA in art history:

Year 1:

Fall, Semester 1: 4 courses in total:
• HIAA 2920 (Methods) or HIAA 2930 (Practicum)
• 3 other courses that might include; graduate seminars in the department, undergraduate courses taken after discussion with the professor and the DGS and receiving a graduate course number for registration purposes, or Independent Reading courses (HIAA 2980)
• language prep (could be one of the 3 courses); attendance at Research Roundtables

Spring, Semester 2: 4 courses in total:
• 4 courses that might include: graduate seminars in the department, undergraduate courses taken after discussion with the professor and the DGS and receiving a graduate course number for registration purposes, or Independent Reading courses (HIAA 2980)
• language prep (could be one of the 4 courses); attendance at Research Roundtables

Summer: language preparation or other preparation towards undertaking advanced research, to be discussed with advisor and/or DGS

Year 2:

Fall, Semester 3:
• Remaining required departmental introductory course (Methods or Practicum)
• 2 other courses; besides departmental graduate seminars, this can include Independent Reading courses (HIAA 2980), courses outside of the department related to your area of study, or a course dedicated to the preparation of the Qualifying Paper (HIAA 2940)
• TA or Proctorship

Spring, Semester 4:
• 3 courses: besides departmental graduate seminars, this can include Independent Reading courses (HIAA 2980), courses outside of the department related to your area of study, or a course dedicated to the preparation of the Qualifying Paper (HIAA 2940)
• TA or Proctorship

First Milestone: The Qualifying Paper should be completed and approved (by two faculty members) and language requirements completed by May 1st, although if it is completed sooner it may be submitted at any time. At this time the student should petition the Department in writing, through the DGS, to be considered for admission into the PhD program. The faculty will collectively 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 two faculty members to serve as the General Examination committee. Normally these will both be members of the HIAA faculty. They may or may not continue to serve on the student’s dissertation committee. (please see “Formation of Committees,” below).
Year 3:

**Semester 5:**
- General Examination must be completed by the end of the semester (procedure for this below).
- In this semester students register for 3 courses, which can include double credit Exam preparation (HIAA 2970) and Dissertation Research (HIAA 2983), further language preparation for specialized research, or a graduate seminar.
- Teaching or Proctorship

**Semester 6:**
Preparation of the Dissertation Prospectus, formation of a Dissertation Committee, and scheduling and passing of the Colloquium.
- Teaching or Proctorship

Year 4: Research, external funding applications, writing.
Year 5: Research and writing; external funding applications, expected completion.
Year 6: Completion of writing of dissertation if still ongoing, external funding applications if process is ongoing.

Note: students who do not finish their dissertations in the 6th year must file Dissertation Completion Plans with the Graduate School. This process is explained on the Graduate School website, and should be discussed with the DGS and your advisor, whose approval is necessary.

For a list of course numbers for HIAA graduate work please see Appendix D,
Scenario for students entering with an MA in art history, at least one language requirement 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 should 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

Fall, Semester 1:
• HIAA 2920 (Methods) or HIAA 2930 (Practicum)
• 3 courses, language prep; attendance at Research Roundtables

Spring, Semester 2:
4 courses that may include: 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

Fall, Semester 1:
• Remaining introductory seminar (Methods or Practicum)
• 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.
• TA or Proctorship

Spring, Semester 2:
• General Examination to be completed by the end of the semester.
• TA or Proctorship

Year 3

Fall, Semester 1:
• Dissertation Prospectus completed, Colloquium Examination passed.
• TA or Proctorship

Spring, Semester 2:
• Research
• TA or Proctorship,
• applications for external funding

Year 4: Dissertation research and writing, application for external funding
Year 5: Completion of writing, application for external funding if more time is required

Note: students who do not finish their dissertations in the 6th year must file Dissertation Completion Plans with the Graduate School. This process is explained on the Graduate School website, and should be discussed with the DGS and your advisor, whose approval is necessary.
Advancing to the PhD Program and PhD Candidacy

Qualifying Paper

The Qualifying Paper is a pre-dissertation exercise that provides a means for the student and the faculty to assess whether or not the student can conceptualize new ideas, persuade by effective use of evidence and argument, and write fluently and clearly, all required skills for undertaking a doctoral dissertation. 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 for formal admission to the PhD program via a short letter addressed to the DGS, which the DGS will present to the faculty.

The Qualifying Paper usually will be a revised seminar paper not expected 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 after it is vetted by 2 members of the Department’s faculty, who may ask for revisions if it does not meet the necessary standard. You should be aware that in order to receive the MA in time for 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 dissertations. There are two members of the examination committee: the student’s primary advisor, and another member, normally drawn from departmental faculty. However, in certain cases it will make more sense for the second examiner to be drawn from another department at Brown by the consensus of the student, his or her advisor, and the DGS. The committee will draw up three questions to be answered in writing. Usually, the primary advisor will compose a major field question and one minor field question, with the second committee member composing a minor field question. 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, literature and methodologies of the field. It is expected that the general question 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 fields of examination. The primary advisor will prepare the 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. Committee members may, if they wish, provide the student with a choice of questions from which to choose one to answer.

The student will meet as regularly as necessary with both members of the committee during the period of exam preparation (usually 1 and no more than 2 semesters), to form a bibliography for each field question and to discuss the bibliography and related visual material. The most successful exams and preparatory experiences arise from sustained conversation between the student and committee members.

**Procedure of the General Exam**

The DGS will normally act as Chair of the exam, administering the written part of the exam and will also chair the oral examination that follows, 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.

**Written exam:** At least one week before the general exam the student will circulate the entire examination bibliography to all committee members, including the Chair of the exam. Committee members will provide the DGS (or surrogate exam Chair) with their questions for the student at least one working day before the exam is to be administered. The Chair will email the questions to the student at a specific pre-agreed upon time, and the student will send a reply email to the Chair that they have been received. The student will then answer the questions within the space of 48 hours, and return the written work to the Chair electronically. The Chair will check the transmission to make sure that it has been received completely, and forward the answers to the committee. Both members of the committee will receive the responses to all the questions.

Note: The student should proofread the answers carefully before mailing back the exam, checking for spelling and grammatical errors that would make the essays difficult to read or understand.

**Oral exam:** The exam Chair, with the assistance of the Academic Coordinator, will schedule the oral exam at the convenience of all parties within 7-10 days after the committee members have received the written exam responses. At the beginning of the exam the Chair, who will act as timekeeper, will ask the student to choose the order in which to take the 3 questions. The major field question should be discussed for about 30 minutes, and each of the minor field questions for about 20 minutes. While the committee member who posed the question under discussion should take the lead, it is understood that the other committee member and the Chair may ask for clarification by the student at any point where they think it will be profitable in assessing the student’s knowledge, keeping in mind the brevity of the process. When the examiners are satisfied, or after 70 minutes of discussion, the Chair will terminate the discussion and invite the student to leave the room so the committee can discuss the results of the examination and arrive at a decision about the student’s performance. This will normally be in the form of a discussion moderated by the Chair. When a decision has been reached the student will be ushered back into the room and informed of the results of 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. After the oral exam, the Chair will write a brief official memorandum of the results of the exam which will be circulated to the student, the committee members and the Academic Coordinator so it may be entered into the student’s file. In addition the Chair, as a non-participating member of the exam group, may provide the student with a written memo of any
recommendations for further investigation that might have emerged in the assessment discussion or in the exam itself and if so, should send that on to the committee members as well.

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.

Failure to complete the exam by the end of the student’s fifth semester in the graduate program will result in the student being put on "Warning" status. The student will make a plan for a revised schedule that will be submitted to the advisor and the DGS, and the student will be removed from "Warning" status at the first normal departmental ranking meeting after the terms of that plan have been met.

**Dissertation Committee and 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.

**Formation and Maintenance of the Dissertation Committee**

The dissertation committee consists of at least three faculty members. Usually at least two members of the HIAA Department (the student’s advisor and one other) will serve on the committee, although it may sometimes be advisable for the second committee member to come from a different department at Brown. The third committee member may teach in a different department at Brown or at another university. This person must hold a tenure track or equivalent position at a four-year university or college, or have equivalent expertise in their field. They are chosen in consultation between the student and advisor, and with the approval of the Department. Students should approach prospective committee members themselves to ask them if they would be willing to serve in this capacity, and they should be mindful that these people will often be lifelong members of their professional world, will write letters of recommendation for them, and will act as mentors in many ways. The position is therefore a relationship that entails a great deal of responsibility and should be treated with respect. It does happen that, as dissertations progress and sometimes change, it becomes advisable for committee membership to change as well. In such cases, which are normal, it is important to notify the committee member as soon as possible, with clarity as well as sensitivity. Although the advisor will be the committee member that will be most involved with the structure and progress of the dissertation, it is courteous and advisable to keep other committee members apprised of progress in the dissertation, major professional undertakings, and when they might expect to receive chapters to read or grant proposals to vet. In addition, all committee members are resources in different capacities and graduate school is the best time to take advantage of what they can offer by way of critical exchange and professional development. While it is permissible to have a fourth committee member, it is not generally advisable. Students should remember that many people may be involved in the research and writing of their dissertation, but not all of them need to be adjudicating members of the student’s committee.
The Dissertation Prospectus

The Dissertation Prospectus is a document that is expected to change and grow as you undertake research. However, this is an opportunity to clarify your argument, plan your research, organize your writing and your time, and think about funding in a document that you will return to again and again as a checklist, the seedbed for myriad grant proposals and conference abstracts, and as a helpful touchstone when research becomes complex or diffuse. It is important to take time to make it as clear and concise as possible, and to update it whenever necessary.

The general format for the Prospectus would be:
1. **Concise statement** of the material and argument of the dissertation (2-3 pages)
2. The **state of the fields** relevant to the dissertation, with discussion of the major published works and how the dissertation interacts with or differs from them in argument and method (ca. 3-5 pages)
3. A **narrated table of contents** of the dissertation, with a summary of each chapter and how each relates to the dissertation as a whole. (2-3 pages)
4. A **bibliography of the major sources** relevant to your work. (3-4 pages)
5. A **timeline**, as specific as possible, of the time to completion by year. This should narrate when you will undertake research and where, which grants you will apply for and when, when you will begin to write, and when you expect to finish. You should specify the funding you expect to receive for each year that you are engaged in dissertation work. (1-2 pages)

Students will benefit by structuring the Dissertation Prospectus on the model of a grant proposal, following guidelines such as the very clear recommendations of the American Council for Learned Societies (ACLS). That document is available on their webpage. It is advisable, once the prospectus is written and refined, to approach members of the department who are not specialists in the student’s particular field as readers, to check for clarity of argument and economy of expression.

**Colloquium Examination**

The purpose of the Colloquium Examination is to discuss and assess the viability of the Dissertation Prospectus as a conversation with the entire committee. It is a conversation that will normally 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). As with the General Examination, 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 should last no more than one and a half hours. At the conclusion of this period, the student will be excused from the room, and the committee will assess the student’s performance and immediately notify the student whether s/he has passed the exam. As with the General Exam, the Chair will circulate a memo to the participants and to the Academic Coordinator stating the results of the Colloquium. Advancement to PhD candidacy is achieved with the passing of the Colloquium Examination.

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.

The ideal Colloquium is a vibrant, searching, workshop-like conversation that takes place after the student has discussed the dissertation prospectus in detail with each member of the committee separately, and has refined the document to the point where the student feels satisfied that s/he has raised all the most important issues with each committee member, and synthesized all the comments s/he has received in the final document. The student makes certain that each member of the committee and the Chair of the exercise has received a copy of the final Prospectus a week before the Colloquium is convened.
THE DISSERTATION

The dissertation should be a substantial contribution to the scholarship in the history of art or architecture, 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 and place a copy in the student’s file.

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

In coordination with the Graduate School, 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 also as an opportunity to develop 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. Many courses will require designing 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. Faculty members differ in their requirements for TAs working with them, but the TA should allot no more than 20 hours on the average per week to this job; see below.

Proctorships are research internships, normally at the RISD Museum but also elsewhere. There may also be opportunities to serve as a Research Assistant for a professor in the 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 smaller (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 member.

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 student discussion 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.)

Faculty members will discuss the TA's responsibilities with them at the beginning of each semester.
While it is the responsibility of the faculty member to be as clear as possible about his or her
expectations for the TA's responsibilities for the course, it is equally the TA's responsibility to make
sure that s/he receives adequate explanation of the faculty member's expectations and is able to
attain adequate access to the instructor for planning meetings and feedback about TA performance.
The mode of communication will necessarily vary with each teaching partnership, but will always be
one of mutual respect and optimal flexibility. 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 the course website, photocopying hand-outs,
assignments and examinations, and accompanying the faculty member on field trips. Some faculty
may also request that their TAs make powerpoints or slide sheets and contribute questions for
examinations. Often there will be a weekly TA meeting to facilitate planning, arranged to
accommodate the schedules of both the professor and the TA. 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, administrated either on-line or in hard copy, 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 and once grades have been turned in. The feedback provided on evaluations can be useful in helping you develop your skills as a teacher. In addition, the 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, the professor teaching the class will 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 the 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 (optimally) the relevant faculty member. Most problems can be averted in advance through timely communication. For problems that cannot be resolved within the Department, the Graduate School has a university-wide grievance procedure to which you may turn if these less formal and local measures fail (http://www.brown.edu/gradschool/academics-research/rules-regulations/grievance-procedures). 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 obtain a copy of this document in the Department office or from the office of the Dean of the Graduate School.
As is the case with any uncertainty or difficulty encountered in teaching, if one of your students has complaints about your teaching or grading and you cannot resolve the problem yourself, you should discuss the situation with the faculty member supervising the course.
Completing the PhD and Finding a Job

The ultimate goal of the PhD program 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 (as you should be throughout your graduate career). 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 plenty of time for instituting revisions your committee may ask you to make. Be aware that the end of any semester is a time when faculty members are extremely busy winding up their courses, reading student exams and papers, writing letters of recommendation, and attending end-of-semester meetings. It is a bad moment to make further large claims on their attention by turning in an entire dissertation. Therefore, whenever possible, aim to turn in as much material as you can by mid-semester to ensure a careful reading and timely response from your committee members. Even when you are under deadline pressure yourself make sure that your readers know the date by which you must have their response, and always do your best to submit work in a way that will allow them the most amount of time.

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 can be useful to have in progress, if not in print, an article presenting the results of the dissertation or proceeding from a well-developed aspect of the dissertation for the scholarly community. This work can form the basis for a job talk. However, preparing such a publication should not take time away from timely completion of the dissertation, which remains the most important task at hand until it is completed.

Employment opportunities in academia and the museum world appear 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. Positions in academia may also require sample syllabi. 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 when you are ready to apply for jobs. **We emphasize that the most important qualification for the kinds of jobs you are likely to want is completion of the PhD before you apply for the position.** This means that completing the dissertation before the annual meeting of the CAA in February in the year you plan to apply for a job will make you a much more competitive candidate.

The Department has had a successful track record in placing graduates of its PhD program. Brown graduate students have secured tenure-track academic positions at, among others, University of Toronto, Cornell University, Hood College, Framingham State College, National Taiwan University, Rice University, Rutgers University, Rhode Island School of Design, University of Texas, Trinity College, Tufts University, Middlebury College, 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, the Walpole Library, and Wesleyan University. Students have also won postdoctoral fellowships at Columbia University.
and the University of Pittsburgh, the Detroit Art Museum, and the National Gallery of Art among other museums.
All graduate students are expected to apply for outside aid. Depending on your year in the program and place in the graduate trajectory, your citizenship and your field of study, different grants will be available and appropriate for you. We expect you to search these out and to be creative and diligent in seeking outside funding. 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 the office staff, 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 the office staff alerting you to the deadline for submission of proposals. The deadline is usually on or around October 15th. However, you should be aware of the approach of grant deadlines and search out funding opportunities aggressively. Not receiving an email is not an excuse for not knowing when these deadlines come up.

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. Grant writing can seem like a full-time occupation, but the reward in the form of research funding can make the work worthwhile. A well-written and conceived dissertation prospectus will be helpful in writing grant proposals.

**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.

* 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.

* Graham Foundation – Carter Manny Award
http://www.grahamfoundation.org/grant_programs?mode=individual
Architecture/urbanism and other arts that are immediately contributive to architecture. Offered by the Graham Foundation. Deadline: March 15, 2013.

* Keepers Preservation Education Fund Fellowships
One fellowship of up to $1,000 annually supports the attendance of a graduate student in Historic Preservation at the SAH Annual Conference. Preference will be given to a graduate student whose paper has been accepted for delivery at the Society's Annual Conference. 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. Be aware that there are granting agencies that may be relevant to your work that are not listed here.*

**SEPTEMBER DEADLINE**

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

Society of Architectural Historians – Demontequin Research Fellowship
Supports travel related to research on Spanish, Portuguese or Ibero-American architecture. Application deadline September 28th.
Society of Architectural Historians – Charles E. Peterson Fellowship of the Buildings of the United States and the Athenaeum of Philadelphia (See SAH website: Fellowships & Grants) Supports the participation of a graduate student in the research and writing for a volume in the Buildings of the United States (BUS) series.

Various SAH Annual Conference Fellowships
To defray costs of travel to the SAH annual conference for those who are giving a paper.
Deadline: September 5, 2012

October Deadline

Mellon/ACLS Dissertation Completion Fellowships, which support a year of research and writing to help advanced graduate students in the humanities and related social sciences in the last year of Ph.D. dissertation writing. The program encourages timely completion of the Ph.D. Applicants must be prepared to complete their dissertations within the period of their fellowship tenure and no later than August 31, 2014, Deadline October 24, 2012

Henry Luce Foundation/ACLS Dissertation Fellowships in American Art. Designated for graduate students in any stage of Ph.D. dissertation research or writing. Ten fellowships are available for a non-renewable, one-year term beginning between June and September 2013 for the 2013-2014 academic year. The fellowships may be carried out in residence at the Fellow’s home institution, abroad, or at another appropriate site for the research. Applicants must have a dissertation focused on a topic in the history of the visual arts of the United States. Although the topic may be historically and/or theoretically grounded, attention to the art object and/or image should be foremost. Projects must be object-oriented and use art-historical or visual studies approaches; proposals whose emphases are predominantly socio-historical will not be considered. Applicants must be ABD.
Deadline October 24, 2012

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.

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.

ACLS Dissertation Fellowships in East European Studies
The American Council of Learned Societies offers support for dissertations in East European studies in all disciplines of the humanities and social sciences. Applicants must be enrolled in a Ph.D. program at a U.S. university, with all requirements except for the dissertation completed by June 2013. Deadline November 15, 2012.
Henry Luce Foundation/ACLS Program in China Studies

The Henry Luce Foundation/ACLS Program in China Studies seeks to maintain the vitality of China Studies in the U.S. through fellowships and grants designed primarily for scholars early in their careers. Studies on and in China have developed over the last 30 years in the United States into a robust field, but current conditions pose daunting problems, especially for scholars just before and just after the dissertation.

Pre-dissertation Grants for Research in China, enabling young scholars to gain familiarity with work underway in archives and field sites in China and to establish formal and informal relations with Chinese institutions and colleagues;

Postdoctoral Fellowships, supporting scholars in preparing their Ph.D. dissertation research for publication or in embarking on new research projects;

**Deadline November 15, 2012.**

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 (SSRC)–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.

 John Carter Brown Library J.M. Stuart Fellowship
One year fellowship reserved for a Brown graduate student whose work relies on materials that can be found in the John Carter Brown Library. Sponsorship of research at the John Carter Brown Library is reserved exclusively 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.

 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.

 Newberry Library Fellowships
http://www.newberry.org/fellowships
Fellowships at the Newberry provide support for researchers who wish to use our collection. The Newberry administers annual competitions for both Short-Term Fellowships of one to two months and Long-Term Fellowships (post-docs only) of four to twelve months. Fellowship Application Deadlines: Long-term: December 1, 2012 (unless otherwise noted);

 The Sally Kress Tompkins Fellowship
http://www.nps.gov/history/hdp/jobs/tompkins.htm
a joint program of the Society of Architectural Historians (SAH) and the Historic American Buildings Survey (HABS) permits an architectural historian to work on a 12-week HABS project
during the summer. The Fellow will either conduct research on a nationally significant building or site and prepare a written history to become part of the permanent HABS collection, or conduct research on a particular topic relating to architectural history in support of future HABS projects. The Fellow will be stationed in the field working in conjunction with a HABS measured drawings team, or in the HABS Washington, D.C. office.

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.

Duke University Special Collections Research Grants

The Mary Lily Research Grants
The Sallie Bingham Center provides travel grants of up to $1000 for researchers whose work would benefit from access to the women's history collections held at Duke's David M. Rubenstein Rare Book & Manuscript Library. The Sallie Bingham Center documents the public and private lives of women through a wide variety of published and unpublished sources. Collections of personal papers, family papers, and organizational records complement print sources such as books and periodicals. Particular strengths of the Sallie Bingham Center's collections are the history of feminist activism and theory, prescriptive literature, girls' literature, artist's books by women, lay and ordained church women, gender expression, women's sexuality, and the history and culture of women in the South.
http://library.duke.edu/rubenstein/bingham/grants/
Deadline for applications: January 31, 2012

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.

**Newberry Library Fellowships**
http://www.newberry.org/fellowships
Fellowships at the Newberry provide support for researchers who wish to use our collection. The Newberry administers annual competitions for both Short-Term Fellowships of one to two months

**Application deadline:** January 15, 2013 (unless otherwise noted)

**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**
**Predoctoral 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.

**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**

**Elizabeth Bishop Perkins Fellowship in Museum Practice and Research**
The Old York Historical Society in York, Maine, offers an intensive 12-week museum fellowship aimed to expose young professionals to museum work; previous experience in museums is not required, but applicants must demonstrate a strong interest in the field. The award covers tuition, books, fieldtrip expenses, and riverfront housing; it also includes a stipend. Fellows serve as part-time educational interpreters for Old York's 8 historic buildings open to the public. The fellowship is open to graduate and senior level undergraduate students pursuing museum, preservation, or academic careers. Selection is competitive, with 4 fellowships awarded each year.

**Cogut Center for the Humanities Graduate Fellowship – Brown University**
PhD candidates only. Participation in intellectual life of Humanities Center; standard graduate stipend.

**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**

**Deborah J. Norden Fund Grant**
Up to $5,000 annually in travel/study grants to students and recent graduates in the fields of architecture, architectural history, and urban studies. The Deborah J. Norden Fund is administered by the Architectural League of New York.
**Deadline April 16, 2012**

**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.

**May Deadline**

**Society of Architectural Historians (New England Chapter) – John Coolidge Research Fellowship**
http://nesah.wordpress.com/fellowship-and-awards/
Assists graduate students working on topics in architectural history through an award of $500-1000 to support their research
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 correspondence other than packages, 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
Students handle their mode of payment through a program called “Workday” by which they will be able to see options for salary distribution. Graduate School funding checks are distributed twice monthly to Diana Adamczyk. You will receive training about this, if you have questions contact Diana at the HAA office, 223 List

Email Account
Once you receive your Brown ID, you will automatically be entered into the Electronic Address Book. 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, FIOS). 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). The CIS Help Desk number is 863-4357 (863-HELP).

Keys
Diana Adamczyk will issue the “MB” key (which opens the graduate lounge, and List classrooms) to all graduate students. TA’s will receive keys to the TA office.

Brown ID Card
Your Brown ID card can be obtained (and replaced) at the Brown Card Office in J. Walter Wilson building, room 511. Their academic year and summer hours are posted on their website. 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 HIAA office if you would like your card to be enabled.

PAWprints Money
Each student receives a certain amount of free computer printing credited to their Brown ID card, to be used on school computers. Because policy is liable to change from year to year, please check with CIT about this.

Brown Bookstore
The Brown Bookstore is located at 244 Thayer Street, across Angell Street from Paragon Restaurant (a campus standby). Besides books, it contains a campus shop, a computer and technology department, and the College Hill Café featuring Blue State Coffee. You can also order regalia from the bookstore for graduation.

Parking
Parking on streets near List is metered during weekday business hours. Free on-street parking near 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. Meter readers are aggressive and efficient, and it is almost certain that improperly parked vehicles will be ticketed. It is difficult and expensive to park near the campus on a regular basis, and is discouraged. 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. There are two Whole Foods grocery stores near campus, a more traditional grocery store (The East Side Market), and a very active Farmer’s Market with a presence near or on campus that varies seasonally (see: http://www.farmfresh.org/)
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, 1 course from each of 3 of the following 5 fields:

☐ Ancient ________________________________
☐ Medieval ________________________________
☐ Early Modern (c. 1400-1800) ____________________________
☐ Modern ____________________________
☐ East Asian or other non-Western______________

☐ One of these distant from time or 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.

☐ 11  ☐ 16  ☐ 21
☐ 12  ☐ 17  ☐ 22
☐ 13  ☐ 18  ☐ 23
☐ 14  ☐ 19  ☐ 24
☐ 15  ☐ 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.