

Texas Woman's University  
Department of Visual Arts  
Graduate Student Handbook  
Master of Arts / Art History

Last revised: ~~01/01/2016~~

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Last revised: ~~08/06/11~~

## **MA ART HISTORY Timeline**

30 hour / Thesis or 36 hour / Professional Paper

**NOTE:** You have six years to complete the degree from the date of the first graduate course taken.

**Levelling** - unless other arrangements have been agreed upon with your major professor, you should finish off any levelling (prerequisite) courses listed in the MA Admittance Letter before you begin your graduate work.

Submit at least two examples of recent scholarly research papers with your application or before you begin coursework at TWU.

### **YEAR 1**

- Make a general plan of when you will take which course and discuss with your major professor.
- Choose and invite three Advisory Committee Members. Committee members must include major professor and two other faculty members from TWU or the Federation of North Texas Area Universities (Texas A&M University-Commerce, Texas Woman's University or the University of North Texas) [Adjuncts may serve with approval of the major professor and only if they are on the graduate faculty.] If you think you want a faculty member on your committee but have not worked with this person, meet with this person and discuss your work with her or him.

### **6 Hour Review:**

When you have completed 6 hours in art history you must meet with your major professor/advisor to discuss your level of proficiency in the following: depth of research; development of scholarly ideas; scholarly writing ability. This will determine your aptitude for writing your prospectus and thesis (or professional paper). Submit written assignments from previous two courses for assessment. (See Prospectus / Thesis Evaluation Attachment)

### **YEAR 2**

- File degree plan which can be found on line. Fill in courses you have taken along with dates taken. Also fill in remaining courses with anticipated dates. (form available in art office, on-line at: <http://www.twu.edu/visual-arts/forms.asp> or see Master's Degree Plan attachment)
- Schedule meeting with major professor to go over plan and make corrections. The form is signed and turned in to the art office where it is sent out for review by the graduate school. Minor alterations can be made later.

### **Art 5983 (Prospectus):**

- Enroll in Art 5983: Thesis Prospectus (second to last semester). Meet with your major professor to discuss guidelines, determine deadlines and review progress throughout semester.
- All committee members must approve and sign prospectus prior to beginning work for the MFA exhibition. (Signature form available on-line at: <http://www.twu.edu/gradschool/degree-completion.asp> / under: TWU's Guide to Preparation and Processing of Dissertations, Theses, and Professional Papers) [See Prospectus/Thesis evaluation attachment]

### **Professional Paper / ART 5973**

### **Thesis / ART 5993**

- Sign up for Professional Paper / ART 5973 or Thesis / ART 5993 in your last semester. You may require more than one semester to complete research and write thesis.
- Submit separate chapters at designated intervals to major professor for editing and approval. When entire thesis reaches an acceptable stage it will be submitted to committee members for their input and approval. (See <http://www.twu.edu/gradschool/degree-completion.asp> for document format.)

**MA Oral Examination:**

- You must schedule your oral defense a week before the Graduate School's final deadline to submit your Certification of Final Examination in case rescheduling is needed. (Deadlines at: <http://www.twu.edu/gradschool/degree-completion.asp> / under Graduation Deadlines, or see Graduation Deadlines Attachment)
- Check with all committee members at least one month before you intend to schedule orals to avoid conflicts. Leave a two hour time period for questions and discussion in defense of your written thesis (or professional paper)
- Come prepared to confidently discuss the ideas, techniques, and historical and contemporary contexts of the work for the written thesis (or professional paper). (See Oral Examination evaluation attachment)
- The appropriate number of copies of the thesis must be at hand and ready for completion of signature pages. (One for each member of the committee, one for the art office, one for the graduate school.) (See <http://www.twu.edu/gradschool/degree-completion.asp> for document format.)

**Filing Certification of Final Examination:**

- Make 2 copies of signed Certification of Final Examination. (File 1 copy in art office; keep one copy for personal files and hand deliver original copy to Graduate School by posted deadline at: <http://www.twu.edu/gradschool/degree-completion.asp> / under Graduation Deadlines, or see Graduation Deadlines Attachment)
- Degree plan change forms, change of grade forms, and incomplete forms and any other forms required for graduation are also due by posted deadline (see Graduate Deadlines). (Forms available on-line)





## DEADLINES FOR MAY 2011 GRADUATION

Texas Woman's University, The Graduate School, ACT 9

Students must meet all deadlines in order to graduate in May 2011. For assistance and advisement, students should consult their academic advisors. For additional information, consult the Graduate School publication, *Guide to Preparation and Processing of Dissertations, Theses, and Professional Papers* available on the Graduate School website, <http://www.twu.edu/gradschool>.

To be eligible for May graduation, students must be enrolled for the spring term. *Exceptions* may be made for students who submit all requirements to the Graduate School by **Friday, January 14, 2011.**

We suggest our GRADUATION CHECKLIST as a guide to submitting the appropriate forms, with any required signatures, by the deadlines specified below. Access this CHECKLIST by going to: <http://www.twu.edu/gradschool> and click Degree Completion, then GRADUATION CHECKLIST. All forms are also accessible online at this website.

### DEADLINES FOR MAY 2011 GRADUATION

The following dates are the final deadlines; materials should be submitted earlier if possible.

- January 20, 2011, Thursday**    **LAST DAY** to file Spring 2011 *Request for Reduced Tuition (Code 3)* in the Graduate School
- February 2, 2011, Wednesday**    **LAST DAY** to file online *Application for Graduation* for May graduates participating in May ceremony and May graduates choosing not to participate in the ceremony.
- Last Day** to file online *Application for Graduation* for August graduates choosing to participate in the May ceremony.
- March 18, 2011, Friday**    **LAST DAY** to ROLL OVER your Application for Graduation to a future date.
- April 15, 2011, Friday**    **LAST DAY** to file in The Graduate School:
1. Certification of Final Examination
  2. Change of grade (e.g., Incomplete) forms necessary for courses on the degree plan
  3. Degree plan changes
  4. All copies of thesis or dissertation and all forms required for graduation
- May 14, 2011, Saturday**    **Denton Commencement** (Additional ceremonies may be added on **Friday, May 13, 2011**, if necessary to accommodate a large graduating class. Times and dates to be determined at a later date.)
- May 15, 2011, Sunday**    **Houston Commencement**

**THE GRADUATE SCHOOL CANNOT ACCEPT ANY MATERIALS FOR MAY GRADUATION AFTER APRIL 15, 2011.**

- Commencement information will be available on the Registrar's website <http://www.twu.edu/registrar/> 6-8 weeks prior to graduation.
- Master's students completing requirements in August may participate in May commencement.
- Doctoral students completing requirements in August may participate in December commencement.
- Diplomas are mailed approximately ten weeks after graduation.
- Students participating in the Denton commencement ceremony may order regalia/announcements from the TWU Bookstore, 940/898-3103, in the TWU Student Center, early in the semester.
- If you wish to continue your studies at TWU following your graduation, be sure to submit a new application through the Office of Student Records Processing, Admissions Building 1<sup>st</sup> floor, (940) 898-3076.

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**CHECK GRADUATE SCHOOL WEBSITE FOR SUMMER DEADLINES**

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**\*THESE DOCUMENTS MUST BE FILED IN THE GRADUATE SCHOOL  
BY THE APPROPRIATE DEADLINES.**

**THE FORMS BELOW ARE AVAILABLE ONLINE at <http://www.twu.edu/gradschool>, click Degree Completion.**

**\*Application for Graduation:** The online application is required for all graduating candidates; it must specify the exact name and degree which are to appear on the diploma and be completed no later than the published deadline. If the deadline is not met, another *Application for Graduation* and an additional \$25 must be submitted no later than for the published deadline for the next semester.

**\*Certification of Final Examination:** Upon completion of coursework, the dissertation/thesis defense, and/or final examination (oral or written), the student's committee will sign this form and send it to the Graduate School to record the result of the examination or defense. Please do not submit an unsigned form to the Graduate School.

**\*Microfilm/Copyright Forms (Publishing Your Thesis/Dissertation):** This online booklet concerns microfilming of theses/dissertations by ProQuest. *Microfilming is required for all theses and dissertations; therefore, the form entitled "Thesis/Doctoral Dissertation Agreement Form" in the booklet must be completed by every student submitting a thesis or dissertation.* Copyrighting is optional. Fees will be assessed when the paper is filed in the Graduate School.

**\*Thesis/Dissertation Fee Form:** This form is required for all candidates submitting a thesis or dissertation. The top section must be completed by the student. The bottom section is completed and calculated in the Graduate School upon submission of the paper.

**\*Survey of Earned Doctorates (for Doctoral Candidates ONLY):** In cooperation with the National Opinion Research Center (NORC), The Council of Graduate Schools in the United States, and other graduate schools, this survey form is distributed annually to all graduates who have completed requirements for their doctoral degrees. The information provided on this form becomes part of the Doctorate Records File maintained by NORC. These surveys cover specific ranges of dates, so please verify that the form you are completing has your graduation date in its range; you will find dates on the front page of the document.

**\*Professional Vita:** All doctoral students must file two copies of a professional vita.

**Address and/or Name Changes:** If you need to make a change in your name or mailing address for your diploma, please contact the Graduate School. Students should notify the Registrar's Office in writing of any change in address or name for their permanent TWU student record. In the event a diploma is not deliverable due to an incorrect address, a student may request a duplicate through the Registrar's Office.

**TWU Graduate School, PO Box 425649, Denton TX 76204  
304 Administration Dr. (ACT 9) Denton TX 76201  
940/898-3415 FAX: 940/898-3412  
Email: [gradschool@twu.edu](mailto:gradschool@twu.edu)  
Website: <http://www.twu.edu/gradschool>**

## Prospectus / Thesis Evaluation Attachment

These evaluation rubrics are used by faculty to evaluate your work and are provided as a guide when working on the Prospectus / Thesis.

**Outcome Desired:** Graduate students will demonstrate the knowledge and research competencies to design and carry out an original research project resulting in the writing of a scholarly paper and its oral presentation.

### Areas Assessed

#### Annotated Bibliography

- **Excellent:** Indicative of comprehensive focused scholarship; succinct, informative and clearly stated annotations.
- **Good:** Indicative of strong focused scholarship; annotations vary as to level of succinctness, information and clarity.
- **Average:** Indicative of some rambling scholarship; annotations vary as to level of succinctness, information and clarity.
- **Below Average:** Indicative of little scholarship or focus; annotations are carelessly organized as to succinctness of information and clarity.
- **Poor:** Indicative of little scholarship; no focus; poorly organized, incoherent annotations.

#### Development of Ideas

- **Excellent:** Deep and complex ideas; comprehensive content supported by rich, engaging pertinent details; reflection & insight; strong documentation.
- **Good:** Rounded idea development supported by relevant details; evidence of analysis and reflection; thorough documentation.
- **Average:** Unelaborated idea development; unelaborated and/or repetitious details; some documentation.
- **Below Average:** Minimal idea development, limited and/or unrelated details; minimal documentation.
- **Poor:** No clear idea development; numerous unrelated details; minimal or no documentation.

#### Organization

- **Excellent:** Careful focus on primary thesis statement while presenting elaborate scholarship; logical progression of points and related ideas.
- **Good:** Focus on primary thesis statement with indication of logical progression of ideas.
- **Average:** Focus and logical progression of ideas tend to wander.
- **Below Average:** Little focus and/or logical progression of ideas.
- **Poor:** No apparent focus; no logical progression of ideas.

#### Scholarly Writing

- **Excellent:** Effortlessly stated throughout; free of syntax, grammar and format problems.
- **Good:** Clearly stated; few errors in syntax, grammar or format relative to length and complexity of paper.
- **Average:** Sporadic lack of clarity; some errors in syntax, grammar and/or format that do not interfere with communication.
- **Below Average:** Noticeable lack of clarity; errors in syntax, grammar and/or format that begin to interfere with communication.
- **Poor:** Total lack of clarity; repeated errors in grammar and format such as sentence structure, spelling, punctuation, capitalization.

## Oral Defense Presentation Evaluation Attachment

These evaluation rubrics are used by faculty to evaluate your work and are provided as a guide when working on the Oral Defense Presentation.

**Outcome Desired:** Graduate students will demonstrate the knowledge and research competencies to design and carry out an original research project resulting in the writing of a scholarly paper and its oral presentation.

### Areas Assessed

#### Communication with the Committee / Defense of Prospectus

- **Excellent:** Engaging and dynamic interaction with the committee. Clear and cogent defense of the prospectus and work presented.
- **Good:** Clear communication with the committee. Good defense of the prospectus and work presented.
- **Average:** Communicates with audience and is generally engaged. Average overall in defending prospectus and work presented.
- **Below Average:** Limited awareness of audience and physically unengaged. Defense of prospectus not adequate and not able to present work adequately.
- **Poor:** Inability to engage with audience. Unprepared for defense of prospectus and work presented.

#### Presentation of Work & Physical Engagement of the Space

- **Excellent:** Engaging and dynamic use of space in presenting work for defense. Work was ready for exhibition.
- **Good:** Good use of space in presenting work for defense. Most work was ready for exhibition.
- **Average:** Presentation of work in space was average. Some work ready for exhibition, some needing more work to be ready for exhibition.
- **Below Average:** Use of space in presenting work was not thought out. Most work not ready for exhibition or not finished.
- **Poor:** Poor use of space in presenting work. Work not ready for exhibition or not finished.

#### Question / Answer Responsiveness

- **Excellent:** Engaging and dynamic tone in responding to questions regarding prospectus and work. Very prepared for defense.
- **Good:** Clear use of appropriate tone in response to questions regarding prospectus and work. Good preparation for defense.
- **Average:** Average response to questions regarding prospectus and work. Average preparation for defense. Needs more work.
- **Below Average:** Limited awareness of audience and physically unengaged when answering questions. Not prepared adequately for defense. Needs much more work.
- **Poor:** Inability to engage with audience when questioned about prospectus and work. Not prepared at all for defense.

#### Historical / Contemporary References

- **Excellent:** Very knowledgeable and able to use historical and contemporary references. Has a good grasp of placing work presented in art historical and contemporary art context.
- **Good:** Good knowledge and use of historical and contemporary references in placing work presented in historical and contemporary context.
- **Average:** Adequate knowledge of art history in relation to work presented. Able to place work in a contemporary context. Needs more research.
- **Below Average:** Inadequate knowledge of art history in relation to work presented. Unable to place work in contemporary context. Not prepared adequately.
- **Poor:** Poor grasp of art historical influences and where the work presented can be placed in contemporary contexts. Not prepared.