

**2017-2018**

**Department of Art Graduate Student Handbook**



**University at Buffalo**  
*The State University of New York*

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## **General information for all students**

Congratulations on your acceptance, and welcome to the Department of Art. This document is meant to serve as a guide for specific Department program policies and requirements including departmental guidelines, required coursework, and milestones toward completion of your degree.

It is strongly recommended that you keep copies of all relevant documents that you will accumulate in the course of your studies (including course syllabi, Independent Study Request forms, etc), and as an added measure of security, scan such documents so that you have a back-up electronic copy. You will need copies of these forms as you complete various program milestones.

It is recommended that you read the entire document now in order to begin familiarizing yourself with your program's overall structure and requirements. For general Graduate School guidelines (including policies not outlined here), please consult the Graduate School's Policies and Procedures page: <http://grad.buffalo.edu/Academics/Policies-Procedures.html> or their general website at <http://grad.buffalo.edu/>.

You can click the links listed in this document, or cut and paste them into your browser.

### **What to expect as a new student**

Prior to the beginning of your first fall semester, you should consult the Graduate School's Incoming Students page at [http://grad.buffalo.edu/Incoming\\_Students.html](http://grad.buffalo.edu/Incoming_Students.html). This page will provide you with helpful information about important procedures for new students, such as how to get your UB ID card, your UBIT name and email account, securing your parking pass and more. If you have been offered a Teaching Assistantship, you will receive a Departmental TA handbook separately which will provide you with information related to your appointment.

At the end of August there will be a number of orientation sessions designed to assist you in making the transition to graduate student life at UB. The graduate school holds a Welcome and Information fair that will help familiarize you with campus organizations, departments and resources. Attendance is not mandatory, and registration is not required. Our department will additionally hold a welcome lunch where you will be able to meet other students, faculty and staff.

UB holds a separate orientation for international students. Please note that international students may register for classes *only* after attending the International Graduate Students' Orientation. Late registration fees that may appear on your student account will be waived once you have attended this orientation.

As a reminder to out-of-state US resident students who have received a tuition waiver as part of your acceptance package: your waiver covers in-state tuition only. You must apply for New York State residency as soon as possible, but no later than December 1<sup>st</sup>. **If you do not apply for residency, you may be held responsible for the cost differential between in-state and out-of-state tuition rates.** You can find more information and the application procedure at <http://studentaccounts.buffalo.edu/policies/fellows.php>

Finally, the University's Human Resources office will hold orientation sessions for TAs regarding health insurance and other benefits. Information about these events, including dates, will be sent to you as they are scheduled.

### Fostering Department Culture

Participation in departmental events (and helping host them) is an important element of graduate school, especially for PhDs who will eventually join an academic department, where such attendance will be a requirement of your job. M.A. and PhD students are expected to attend all departmental functions, barring a conflict with a scheduled class. These include: talks; colloquia; conferences; faculty candidate job-talks and interviews; meetings; and other events as may occur. In addition to building departmental camaraderie with other graduate students and faculty, participation in such events is an essential part of graduate education in that it: exposes you to cutting edge scholarship and practice that allows you to keep abreast of important themes and trends in the field; provides an opportunity to begin building your professional network; allows you to experience a wide variety of presentation styles (especially the all-important job-talk); and provides an opportunity to practice engaging in post-talk questions and discussion. Finally, it ensures that our invited guests feel welcomed by the presence of a robust and engaged audience. This is not only good hosting etiquette but helps build our department's profile and reputation in the field; something that will benefit you as you enter the job market, and which will help increase the value of your degree over your career.

### Language proficiency

All Visual Studies MA and PhD students (including international students) are required to demonstrate a reading knowledge of a second language (other than English), which is relevant to the student's area of concentration. In some cases, depending on the student's planned dissertation research, demonstration of reading proficiency in a third language may be required. Language requirements will be determined in consultation with the Director of the Visual Studies PhD program and your principal advisor(s).

The language exam consists of translating into English a portion of a journal article written in the chosen language. Language exams are administered by, and should be scheduled with, Professor Libby Otto.

MA students and PhD students receiving an MA must pass the language exam by the date the ATC for the MA is filed. For all other PhD students, eg., those who were admitted with an existing MA or MFA, the exam must be passed by the time you take your qualifying exams. Critical Museum Studies students are exempt from this requirement.

### **Continuous Registration**

All graduate students must register for a minimum of one credit hour during every fall and spring semester until ALL degree requirements are completed. See the Policies and Procedures handbook for additional information.

### **Use of Existing Credits**

Students may apply existing credits, whether from previous coursework at UB or another institution, subject to limits, grade point minimums, and approval. Consult the Graduate School's Policies and Procedures handbook for requirements specific to your degree program.

### **Satisfactory Academic Progress and Good Academic Standing**

All students must maintain good academic standing for the duration of their program, and must make satisfactory progress each semester/year towards their degree. Failure to meet such minimums may result in the loss of financial aid or other departmental support, and/or dismissal from the program. Consult the Graduate School's Policies and Procedures handbook for additional information.

### **Degree conferral timelines**

The Graduate School sets three conferral dates each academic year: June 1, September 1, and February 1. Every student will hit three important milestones, with appropriate paperwork, on the path to degree conferral. As you near completion of your coursework you will file your Application to Candidacy (ATC) and Full Time Status Certification form, and upon completion of all of your degree requirements, you will file an M-form.

Filing the ATC simply initiates the process towards graduation, but is not in itself sufficient for degree conferral. The final step of degree conferral is the filing of the M-form which certifies that you have in fact successfully completed all of the degree requirements. The M-form is filed upon acceptance of your final thesis for CMS and MA students, and twice for PhD students earning an MA degree: first upon successful passage of your comprehensive exams and again upon the successful defense of your dissertation. The M-form is generally due to the graduate school approximately three weeks prior to your degree conferral date.

It is essential that you familiarize yourself with these deadlines and requirements, as missing a filing deadline will delay your degree conferral until the next conferral date.

In order to provide the graduate secretary sufficient time to review your application before it is forwarded to the graduate school, your complete ATC package should be submitted to Lisa Hewitt one month before the graduate school's deadline. Any incompletes must be resolved by the time you file your ATC. Please note that when you submit your ATC you will specify any remaining courses (such as thesis credits), the expected date of your comprehensive exams and/or a finalized Thesis or Dissertation topic. Changes to this document require petition to and approval by the Graduate School.

<b>Expected conferral date:</b>	<b>FEBRUARY 1</b>	<b>JUNE 15</b>	<b>SEPTEMBER 1</b>
Recommended date to submit your ATC and attachments to Lisa Hewitt:	September 1	February 1	June 1
Complete ATC w/all signatures and required attachments due in Graduate School :	October 1	March 1	July 1

See the appropriate degree program below for detailed instructions regarding the required supporting documents for your degree.

The ATC form and completion guidelines can be found here

<http://grad.buffalo.edu/content/dam/www/graduate/documents/students/atc.pdf>

The Full Time Status Certification form can be found here

<http://grad.buffalo.edu/content/dam/www/graduate/documents/students/certfts.pdf>

### **Directed Electives**

Below is a sample of courses that are regularly offered in Visual Studies as well as some courses outside of the Department that may be taken to fulfill the Directed Electives requirement for the MA and PhD in Visual Studies. Some of these classes may be applicable for the Critical Museum Studies degree as well as other courses more specific to that program which are not listed here. Where appropriate, additional classes in other departments may be substituted with permission of the PhD program Director.

#### *Visual Studies Elective List:*

VS 500 – Topics in Visual Studies (rotating content – past classes have included Black Mountain College; Postwar Postmodern; Cold War/Hot Art; Queer Rauschenberg; Eros, Art & the 60s; 70s Buffalo Avant Garde; Performance Art; Feminist & Queer Science, Technology & Art)

VS 504 – Art, Lit & Aesthetics

VS 510 – Special Topics (rotating content - past classes have included Social Documentation; Breaking Down *Breaking Bad*; Art and Technology 1950-1970 )  
VS 515 – Special Topics in VS (rotating content)  
VS 521 – Intro to Critical Theory  
VS 539 – Media Culture Seminar  
VS 549 – Topics Contemporary Photo  
VS 550 – Art & Psychoanalysis  
VS 579 – The Revolutionary Sublime  
VS 580 – Discourse & Deconstruction  
VS 587 – Vision, Space, & Power  
VS 590 – Theories of Montage  
AHI 588 – Displaying Gender in Museum Exhibitions  
AHI 585 – The Museum and Other

*Electives outside of Visual Studies:*

AMS 576 – Contemporary Critical Theory – (Queer Transnationalism)  
ENG 586 – Film and Media Theory  
DMS 517 – Games Studies Colloquium  
DMS 557 – Locative Media and City  
COL 710 – Arendt: Natality, Politics, Narrative  
COL 740 – Modernism and Feminism  
ENG 653 – Critical Theory – (rotating content – past classes have included Foucault; Queer Theory; Psychoanalysis and Sexual Difference; New Media Theory)  
GG5 518 – Readings in Feminist Theory  
GG5 560 – Special Topics – (rotating content – past classes have included Critical Masculinities; History of the Body: Race, Gender, Sexuality)

## Master of Arts in Art History/ Master of Arts in Critical Museum Studies

Students enter the program in one of the three formal concentrations or tracks: Anthropology, Arts Management, or Visual Studies, as detailed below. You may switch your track after admission, if you so desire.

### **Requirements for the MA in Critical Museum Studies Degree**

9 credits core coursework  
9 credits electives  
6 credits Independent Study  
6 credits practicum/internship/fieldwork  
6 credits Master's Thesis credits  
36 credits total

#### *Core courses – 9 credits*

VS 501 – Intro to Visual Studies (3) and/or VS 521 Critical Theory (typically only offered in the Fall)

APY 514 – Museum Management (3) (typically only offered in the Spring)

AAP 519 – Critical Questions Concerning Museums (3) (typically only offered in the Spring)

#### *Electives- choose 9 credits:*

Students will choose electives from the three participating departments. Please note that Arts Management is a closed program and enrollment in its courses is only possible if there is room after all Art Management students have been enrolled. Your prospects for enrollment will thus be decided on a case-by-case basis.

#### *Independent Study – 6 credits:*

In both the first and second semester each student will enroll for one 3 credit independent study from any of the three departments, though preferably from their chosen track. The purpose of these independent studies is to begin research and conduct directed readings in preparation of writing the thesis.

AAP 599 – Independent Study

APY 602/607 – Individual Readings Cultural Anthropology/ Physical Anthropology

VS 595 – Independent Study Advanced Reading



In the first semester students will begin to conceptualize the planned thesis and begin building a tentative bibliography of at least 40 books and/or articles. Your bibliography and a paragraph-length description of your proposed thesis are due to your committee by January 15 of your first year and should be approved by the end of the Spring semester drop/add period. In the second semester students will continue their research and read the works on their bibliography.

### *Internship – 6 credits*

Each student must fulfill an approved internship program, requiring regular meetings with faculty and final report.

*Anthropology* Concentration students will take APY 538 – Field School (6) or APY 557 – Internship/Practicum in the Marian E. White Anthropology Research Museum or the Cravens Collection/Anderson Gallery (6) to fulfill the internship requirement.

*Arts Management* Concentration students will take AAP 511 – Fieldwork in Arts Management (6) to fulfill the internship requirement.

*Visual Studies* Concentration students will take VS 501 – The Politics of Museums in New York for (6) credits or AHI 598 – Museum Studies Internship (6) to fulfill the internship requirement.

### *Master's Thesis – 6 credits*

Students will register for the following in accord with their department of enrollment:

AAP 513 – Thesis guidance

APY 600 – MA project/thesis guidance

VS 598 – Thesis guidance

### **Full Time Status**

Full time status for financial aid and other purposes is 12 credit hours per semester. At the end of your first year, or upon completion of your coursework, you will file the Application to Candidacy along with the Full Time Status Certification form in order to be eligible in your second year for full-time status with fewer than 12 credits.

### **Sample Semester-by-Semester course of study:**

*1<sup>st</sup> year fall semester*

VS 521 – Intro to Visual Studies (3 cr) credits

AAP 519 - Critical Questions Concerning Museums (3 cr)

1 Independent Study (3 cr) – from one of the three departments

1 elective course (3 cr) – from one of the three departments

- Bibliography and paragraph length description of proposed project due by January 15, approval by close of Spring semester drop/add period
- Submit Reading List Approval form

*1<sup>st</sup> year spring semester*

APY 514 – Museum Management (3 cr)

1 Independent Study (3 cr) – from one of the three departments

2 elective courses (6 cr) – from two of the three departments

- File Application to Candidacy and Full Time Status Certification for the 2<sup>nd</sup> year to allow continuation of financial aid & deferments with fewer than 12 credits.

*2<sup>nd</sup> year fall semester*

Internship (6 cr)

*2<sup>nd</sup> year spring semester*

Master's Thesis (6 cr)

## Committee

By the end of the second semester of your first year, you should have established your committee, which will consist of your major advisor (drawn from the department of your chosen track) and one additional faculty member.

All core committee members must be members of the UB Graduate Faculty, while Associate members may serve as supplemental readers. Membership status may be determined by consulting this roster: <http://grad.buffalo.edu/Academics/Graduate-Faculty-Roster.html>.

## Thesis

Your thesis should reflect an original contribution to the field, and should be no fewer than 25 double-spaced pages, not including bibliography, notes, and any image captions.

Often students, in consultation with their advisors, will select a completed paper from one of their first two semesters of coursework to revise and expand into a thesis.

## Master of Arts in Visual Studies

### Your first semester

Each entering student will be assigned a provisional faculty advisor who will work with you to develop a program of study tailored to your particular intellectual interests and professional goals. In addition, the faculty advisor may advise you to consult with additional faculty members in appropriate fields, based on your particular interests. While all graduates will acquire a shared foundation in theories of visuality through three Core course requirements (*Introduction to Visual Studies, Tactics of Praxis and an advanced VS grad seminar that the Chair will approve to fulfill a Critical Theory requirement*), your individual program will vary considerably depending on your area of specialization and/or department in which you hope to secure employment after graduation. You are encouraged to select a permanent advisor by the first term of your second year.

In addition to Visual Studies courses, you may find courses relevant to your interests offered by other Departments. For example, students often take seminars in English, Comparative Literature, Media Study and even Music (see the above list of recent electives in other departments). Within the program guidelines below, we encourage you to seek out such classes to round out your studies.

### The MA in Visual Studies requires:

36 credit minimum (including transfer hours): a minimum of 24 hours of which must be taken in residence at UB.

Required Core Courses – 9 credits

VS 501 – Introduction to Visual Studies, 3 credits

VS 505 – Tactics of Praxis, 3 credits

VS XX – Critical Theory requirement, 3 credits

Directed Electives – 21 credits. The student chooses these courses in consultation with his or her academic advisor. Of these up to 9 credits maximum may be taken as Supervised Readings or Independent Study.

Master's thesis – 6 credits

Reading proficiency in one foreign language related to your research area/thesis.

## Full Time Status

Full time status for financial aid and other purposes is 12 credit hours per semester. On rare occasion a TA line may become available for Masters Students. In this case, the student will register for 1 credit of ART 598 – Supervised Teaching and 9 credits of course work in order to be considered full-time. All other MA students will register for 12 credits of coursework.

At the end of your first year, or upon completion of your coursework, you will file the Application to Candidacy along with the Full Time Status Certification form in order to be eligible in your second year for full-time status with fewer than 12 credits.

Sample Semester-by-Semester course of study: Note that this is a general timeline; individual milestones may vary as determined in consultation with Jonathan Katz.

*1<sup>st</sup> year fall semester:*

VS 501 – Introduction to Visual Studies (3 cr)

VS 505 – Tactics of Praxis (3 cr)

Two elective courses (6 cr)

- Identify your major advisor by the end of this semester (or sooner).
- Decide on a specific research area for your thesis and begin thinking about your possible committee members.

*1<sup>st</sup> year spring semester:*

VS XX – Critical Theory requirement (3 cr)

Three elective courses (9 cr)

- Your committee should be established by the end of this semester.
- File Application to Candidacy and Full Time Certification form.
- Pass language exam.

*2<sup>nd</sup> year fall semester:*

VS 595 – Advanced Reading (6 cr)

OR

VS 595 – Advanced Reading (3 cr)

One elective course (3 cr)

OR

Two elective courses (6 cr)

*2<sup>nd</sup> year spring semester:*

VS 598 – Thesis guidance (6 cr)

View the Graduate School's Master's degree graduation checklist:

<http://grad.buffalo.edu/content/dam/www/graduate/documents/etd/mascheck.pdf>

### Committee

By the end of the second semester of your first year, you should have established your committee, which will consist of your major advisor and one additional faculty member. Your major advisor must be a member of the Visual Studies faculty.

All core committee members must be members of the UB Graduate Faculty, while Associate members may serve as supplemental readers. Membership status may be determined by consulting this roster: <http://grad.buffalo.edu/Academics/Graduate-Faculty-Roster.html>.

### Thesis

Your thesis should reflect an original contribution to the field, and should be roughly 10,000 to 12,000 words, approximately 40 to 60 double-spaced pages, not including bibliography, notes, and any image captions.

Often students, in consultation with their advisors, will select a completed paper from one of their first three semesters of coursework to revise and expand into a thesis. Such work will enable students to build advanced research skills, especially crucial for those students planning to continue on to a PhD and a dissertation.

To facilitate the completion of the master's thesis, students may use up to six credits of independent study to develop and undertake their bibliography as VS 595 – Advanced Reading, and six credits for thesis research and writing as VS 598 – Thesis Guidance, generally in the second year.

## PhD in Visual Studies

### Your first semester

Each entering student will be assigned a provisional faculty advisor who will work with you to develop a program of study tailored to your particular intellectual interests and professional goals. In addition, the faculty advisor may advise you to consult with additional faculty members in appropriate fields, based on your particular interests. While all graduates will acquire a shared foundation in theories of visuality through three Core course requirements (*Introduction to Visual Studies, Tactics of Praxis and an advanced VS grad seminar that the Program Director will approve to fulfill a Critical Theory requirement*), your individual program will vary considerably depending on your area of specialization and/or department in which you hope to secure employment after graduation. You are encouraged to select a permanent advisor by the first term of your second year.

In addition to Visual Studies courses, you may find courses relevant to your interests offered by other Departments. For example, students often take seminars in English, Comparative Literature, Media Study and even Music (see the above list of recent electives in other departments). Within the program guidelines below, we encourage you to seek out such classes to round out your studies.

Full time registration for Teaching Assistants is 9 credits, plus 1 credit of ART 598 – Supervised Teaching. For all other students, full time is 12 credit hours. Once you reach the stage of working on your dissertation you will be eligible to be certified as full time while carrying fewer than 12 credit hours. Please see the section “Application to Candidacy” below for additional information.

Completion of the PhD program requires 72 credits, a minimum 12 of which are related to the dissertation research, writing and defense. If a student has completed an M.A. or M.F.A. prior to entering the PhD program, he or she must complete a minimum of 40 additional credits. Acceptance of prior coursework will be determined by the PhD program Director, but in no case will it exceed 9 credits, and it is generally the case that only 1 or 2 courses will be accepted. During years one, two, and three, students will undertake coursework, establish a committee, and develop a reading list and one-paragraph dissertation description.

In the fall of your third year, Jonathan Katz and Jasmina Tumbas will conduct a pre-professional expectations workshop for all 3<sup>rd</sup> and 4<sup>th</sup> year students during which you will discuss the transition from graduate student to doctoral candidate, including the grants process. It is the responsibility of the students to collectively schedule this meeting.

During the fourth year students complete coursework, if necessary. This is also the year in which students will take comprehensive exams, achieve candidacy, develop a dissertation prospectus, defend the prospectus, organize plans for dissertation research, and apply for external

funding grants for the following year. Although it is somewhat unlikely that you will secure a grant in this early in your research, the likelihood of winning one will depend in large part on the quality of your dissertation prospectus which will form the basis of your application. In order to apply for pre-doctoral fellowships to support your fifth year, your prospectus will generally need to be completed (not just draft form) by mid-October. Note that this will require that you prepare for comps and write your prospectus simultaneously. As such, you should plan to complete your prospectus over the summer, with a draft to your committee by September 15.

During years five, six, and seven students undertake research and writing of the dissertation concluding with the dissertation defense. It is expected that you will complete your dissertation within seven years. The graduate school strictly enforces this time limit and failure to complete your dissertation within seven years will result in the forfeiture of your years of hard work.

Students who enter the program without an existing MA or MFA will receive an MA in Visual Studies upon completion of their qualifying exams. In rare situations it may be decided (either by the faculty or by the student) that continuing on through the dissertation is impractical. In such cases, a terminal MA degree may be offered. The basic requirements for the terminal MA are as follows:

#### **Basic requirements for the terminal MA:**

36 credit minimum (including transfer hours): a minimum of 24 hours of which must be taken in residence at UB.

Required Core Courses – 9 credits

VS 501 – Introduction to Visual Studies, 3 credits

VS 505 – Tactics of Praxis, 3 credits

VS XX – Critical Theory requirement, 3 credits

Directed Electives – 21 to 27 credits. The student chooses these courses in consultation with his or her academic advisor. Of these up to 9 credits maximum may be taken as Supervised Readings or Independent Study.

Comprehensive exam or thesis: to be determined by the student's Major advisor.

#### **The Ph.D. in Visual Studies requires:**

A minimum of 72 credit hours, a minimum of 40 hours of which must be taken while in residence at UB.

A minimum GPA of 3.5 (students must receive a grade of B or higher in all courses submitted in their application to candidacy)

Completion of UB's Responsible Conduct of Research (RCR) Training

Reading proficiency in one foreign language related to the student's research area

Comprehensive Exam

Dissertation

Defense of Dissertation

Doctoral Degree Recipients Surveys

Breakdown of the required minimum 72 credit hours (including any transfer credits) for program completion:

*Required Core Courses – 9 credits*

VS 501 – Introduction to Visual Studies, 3 credits

VS 505 – Tactics of Praxis, 3 credits

VS XX – Critical Theory requirement, 3 credits

*Directed Formal Graduate Electives – 45 credits*

36 credits must be seminar courses. Given the interdisciplinary design of the program, students are encouraged to take courses in other departments, if the course is relevant to their course of study in the PhD program. Each course must be approved by the Director of the PhD program, who will provide a letter for your file. The remaining 9 credits must be taken as VS 595 Independent Study – Advanced Reading.

*Dissertation Guidance – 12-18 credits (including defense).*

A minimum of 12 hours must be comprised of VS 695 – Advanced Research and VS 700 – Dissertation guidance (including defense); the remaining 6 credits may be dissertation guidance or may be approved elective coursework. Consult the Graduate School web page for additional guidance in calculating dissertation hours.

### **Responsible Conduct of Research (RCR) Training – for PhD students only**

UB requires all PhD students to complete training in the Responsible Conduct of Research either by (1) receiving a passing grade in either PHI 640 – *Graduate Research Ethics* or RPN 541 – *Ethics and Conduct of Research* or (2) successfully completing the Collaborative Institutional Training



Initiative (CITI) on-line RCR course and quiz with a final score of 80% or higher. This requirement must be met prior to submission of the dissertation prospectus.

The online course may be found here: <http://www.citiprogram.org>. Online assistance is available through this site. There are four courses available, choose “Humanities.” The course consists of essays and case studies related to various ethical and procedural issues related to conducting research, followed by a quiz. Upon completion of the program, you will receive a “Completion Report” which will serve as your proof of successful completion of the RCR training requirement. Print and save this document. We also recommend scanning and/or converting it to pdf so that you have an electronic record. At the time of completion provide a copy of this report to the PhD program Director for inclusion in your file. A copy of this report must also be filed with your Application to Candidacy.

### **Planning a Course of Study**

Upon entry to the program, each student will work with the PhD program director to select courses and develop a preliminary course of study. During the first year all students must take the required course VS 501 *Introduction to Visual Studies* and fulfill the *Critical Theory* seminar requirement. VS 505 *Tactics of Praxis* should be taken sometime during the first two years.

By the end of the second semester you should have made a decision regarding specific research areas of interest and have identified a major advisor. It is important that you select a major advisor and begin developing your research topic and tailored course of study as soon as possible.

*Sample Semester-by-Semester course of study:* Note that this is a general timeline; individual milestones may vary as determined in consultation with Dr. Katz.

*1<sup>st</sup> year fall semester:*

ART 598 – Supervised Teaching (1 cr) – if a Teaching Assistant  
VS 501 – Introduction to Visual Studies (3 cr)  
Two elective courses (6 cr) if a Teaching Assistant, otherwise three electives (9 cr)

*1<sup>st</sup> year spring semester:*

ART 598 – Supervised Teaching (1 cr) - if a Teaching Assistant  
VS XX – Critical Theory requirement (3 cr)  
Two elective courses (6 cr) if a Teaching Assistant, otherwise three electives (9 cr)

- Identify your major advisor by the end of this semester (or sooner).
- Decide on a specific research area for your thesis and begin thinking about your possible committee members.

*2<sup>nd</sup> year fall semester:*

ART 598 – Supervised Teaching (1 cr) - if a Teaching Assistant

VS 505 – Tactics of Praxis (3 cr)

Two elective courses (6 cr) if a Teaching Assistant, otherwise three electives (9 cr)

*2<sup>nd</sup> year spring semester:*

ART 598 – Supervised Teaching (1 cr) - if a Teaching Assistant

Three elective courses (9 cr) if a Teaching Assistant, otherwise four electives (12 cr)

- Your committee should be established by the end of this semester.
- Begin developing your comprehensive exam reading list.

*3<sup>rd</sup> year fall semester:*

ART 598 – Supervised Teaching (1 cr) - if a Teaching Assistant

VS 595 – Advanced Reading (3 cr) – This will focus on your reading list.

Two elective courses (6 cr) if a Teaching Assistant, otherwise three electives (9 cr)

- Reading list should be finalized by August 15<sup>th</sup> and approved by the second week of the semester.
- One paragraph proposed dissertation topic should be finalized by August 15<sup>th</sup> and approved by the second week of the semester.
- Submit Reading List Approval form

*3<sup>rd</sup> year spring semester:*

ART 598 – Supervised Teaching (1 cr) - if a Teaching Assistant

VS 595 – Advanced Reading (6 cr) – This will focus on your reading list.

One elective course (3 cr) if a Teaching Assistant, otherwise two electives (6 cr)

- File Applications to Candidacy for both MA and PhD, and Full Time Certification form.
- Pass language exam.

*4<sup>th</sup> year fall semester:*

VS 695 – Advanced Research OR VS 700 – Dissertation Guidance (variable credits)

- Schedule your comprehensive exams by September 1 to take place during the fall semester.
- Successfully pass your comprehensive exams.
- Draft of Dissertation prospectus by October 15.
- Completion of pre-doctoral fellowship applications, if applying.

*4<sup>th</sup> year spring semester:*

VS 695 – Advanced Research OR VS 700 – Dissertation Guidance (variable credits)

*5<sup>th</sup> year and beyond:*

VS 695 – Advanced Research OR VS 700 – Dissertation Guidance (variable credits)

View the Graduate School's PhD degree graduation checklist:

<http://grad.buffalo.edu/content/dam/www/graduate/documents/etd/doccheck.pdf>

### **Committee**

The first step towards passing your comprehensive exam, and the preparation of your thesis, is the establishment of your committee. It is generally recommended and expected, but not required, that your comprehensive exam committee and your Dissertation committee will be the same.

Your committee should be established by the end of the spring semester of your second year and should consist of at least three faculty members: your main advisor, who will serve as the committee Chair; and two additional members. Committee members may be affiliated with other UB departments, in which case they must be approved by your committee Chair. In the event that the faculty member you wish to be your Chair is from a department other than Art, this appointment must be approved by Dr. Katz.

All core committee members must be members of the UB Graduate Faculty, while Associate members may serve as supplemental readers. Membership status may be determined by consulting this roster: <http://grad.buffalo.edu/Academics/Graduate-Faculty-Roster.html>. Additionally, upon approval of your committee chair, a faculty member from an institution other than UB may also serve as a supplemental reader.

### **Reading List and Comprehensive exams**

The comprehensive exam (sometimes referred to as comps or qualifying exams) marks the transition from the completion of your required coursework to the preparation and defense of your dissertation. It is designed to enable you to demonstrate both theoretical and bibliographical proficiency in the subject areas in which you plan to focus your thesis and eventually your career. Until you have passed your comprehensive exams you are a “doctoral student.” Only upon successful completion of your comprehensive exams are you a “doctoral candidate.” While this may seem pedantic, it is an important distinction that marks the successful completion of this important phase of your graduate career. You will receive an M.A. in Visual Studies upon

completion of your comprehensive exams, unless you have entered the program with an existing M.A. or M.F.A.

During the spring semester of your second year you will develop, in collaboration with your committee, a reading list of approximately 75 books and academic articles. Your list should represent the two areas of concentration in which you expect to focus your research and in which you are preparing to teach (one major and one minor). This list should be finalized by August 15<sup>th</sup>, and approved by the second week of the fall semester of your third year. During your third year you will register for VS 595 – Independent Study – Advanced Reading during which you will focus on the works on your reading list. Register for 3 credits in the fall and 6 credits in the spring. All three sections will be graded on the Satisfactory/Unsatisfactory (S/U) grade scale.

During the spring semester of your second year you will begin to develop a one-paragraph description of your planned dissertation topic. As you will develop this paragraph in concert with your reading list, your bibliographic research should include careful attention to existing publications to ensure that the research you plan to conduct is substantially different than existing scholarship. In addition to normal bibliographic sources, you should review the College Art Association's list of dissertations in process: <http://www.caareviews.org/dissertations>. This paragraph description should be submitted by August 15<sup>th</sup> along with your reading list and approved by the second week of the fall semester. Once both your paragraph and list have been approved, complete the Reading List approval form and submit to Lisa Hewitt for your file.

In keeping with the program's emphasis on individualized study, the content of each student's comprehensive exams are tailored to their specific course of study, although the basic requirements remain the same. The exam consists of two parts, one written and one oral. Students must pass both elements of the comprehensive exam in order to advance to preparing the dissertation. Should you fail one or both elements of the exam, ONE retake is allowed. The exams(s) must be retaken within 3 months, excepting extenuating circumstances. Your exams should be scheduled by September 1, to take place during the fall semester and should be scheduled within a week of each other, with the written preceding the oral. Both exams must be completed by the end of the fourth year.

The written exam is a 6 hour exam taken in-person at an established time and location, and is not open-book. The exam consists of a morning and afternoon session, each roughly 3 hours in length, during which you will write answers to questions prepared by your committee. In each of the sessions, you will be presented with two sets of questions of which you will reply to one from each set, taking approximately 1.5 hours to write each answer, for a total of 4 essays. Your answers should address the question being asked as synthetically as possible, bringing in as much range of reference to support your answer as you are able.

The oral exam is an in-person exam conducted by your committee members and will last roughly 3 hours. The content of the oral exam will vary by student and will be tailored to your specific

program of study. As a general guideline, it is expected that the oral exam may consist of the following elements:

- Follow-up questions based on the answers to your written exams.
- An image-based query, wherein you will be expected to discuss sets of images, identifying them if possible, typically placing them in theoretical conversation with each other.
- Questions related to your proposed dissertation project.

You will receive notification from your committee of your results shortly after completion of your oral exam. For those students receiving an MA upon completion of your comprehensive exams, your committee will sign your M-form which must be turned in to Lisa Hewitt at least two weeks prior to the Graduate School’s deadline. The deadlines can be found on the M-form link below, but are generally three weeks prior to degree conferral.

The Masters with Comprehensive Exam M-form can be found here:

[http://grad.buffalo.edu/content/dam/www/graduate/documents/faculty/Mform\\_nonthesis.pdf](http://grad.buffalo.edu/content/dam/www/graduate/documents/faculty/Mform_nonthesis.pdf)

**Application to Candidacy**

During your third year (no earlier than your 4<sup>th</sup> semester, and no later than your 6<sup>th</sup> semester) you will file your Application to Candidacy forms as well as your Full Time Status Certification form.

In order to provide the graduate secretary sufficient time to review your application before it is forwarded to the graduate school, your complete ATC package should be submitted to Lisa Hewitt one month before the graduate school’s deadline. Please note that when you submit your ATC you will specify remaining courses (such as thesis credits) and a finalized Dissertation topic. Changes to this document require petition to and approval by the Graduate School.

<b>Expected conferral date:</b>	<b>FEBRUARY 1</b>	<b>JUNE 15</b>	<b>SEPTEMBER 1</b>
Recommended date to submit your ATC and attachments to Lisa Hewitt:	September 1	February 1	June 1
Complete ATC w/all signatures and required attachments due in Graduate School :	October 1	March 1	July 1

The required supporting documents are as follows:

- A copy of your unofficial UB transcript. Cross out any courses NOT being applied towards the MA or PhD degree, respectively.
- Proof of completion of UB's Responsible Conduct of Research (RCR) Training, attached to the PhD ATC.
- Letter(s) from the Director of Graduate Studies approving Graduate Electives.
- If applicable, any completed and approved Course Substitution forms.
- If applicable, a completed and approved Transfer Credit Petition for any courses taken at another institution.

The ATC form and completion guidelines can be found here

<http://grad.buffalo.edu/content/dam/www/graduate/documents/students/atc.pdf>

The Full Time Status Certification form can be found here

<http://grad.buffalo.edu/content/dam/www/graduate/documents/students/certfts.pdf>

### **Dissertation Prospectus**

Typically, upon successful passage of your comprehensive exams, you will prepare your dissertation prospectus. A draft prospectus is due to your committee by the 15<sup>th</sup> of October of your fourth year, and will be provisionally approved by your committee by the end of the same semester. Final approval pending any edits suggested by your committee must occur by the end of your fourth year.

Your dissertation prospectus will not only demonstrate to your committee that you have significantly developed the research that you will undertake, but will serve as the basis for your fellowship funding applications. As such, your prospectus should convey to potential funders that your research has been well conceived and that your project is worthy of their financial support. A good prospectus will show that you have given careful attention to the scope, importance, and necessity of your research, including a discussion of how your research responds to or expands upon the existing work on your topic. Your prospectus should situate your project within the relevant literature and show why your research is necessary.

Your prospectus should include an overview of the argument and research questions as they will be developed in your thesis. It should include the following:

- An 8-10 page narrative analysis (not including bibliography or notes)
- Chapter breakdown – one page per chapter
- A bibliography of a minimum of 100 sources
- An appendix of relevant images – printed in color

Your advisor should approve the final draft of the prospectus before it is circulated – in printed form, unless otherwise requested – to your committee. Upon receipt of their approval, you will

begin identifying and completing your pre-doctoral fellowship applications. Once your committee has approved your prospectus, be sure to complete the Dissertation Prospectus Approval form and submit to Debbie Swiatek for your file.

Once you have completed your prospectus (or sooner if you choose) it is recommended that you familiarize yourself with the required formatting guidelines for your dissertation. These guidelines can be found at:

<http://grad.buffalo.edu/content/dam/www/graduate/documents/etd/etdguide.pdf>

## **Dissertation**

Because everyone's research is individualized, your committee will advise you on the requirements for your specific project, but a standard dissertation is roughly 200 pages long and engages the existing critical dialogue. It is expected that your research will make a unique contribution to this dialogue.

Each semester you must submit a progress report to your committee Chair summarizing the status of your research and/or writing. The nature of the advising you receive from your committee will vary according to your individual situations but your experience will benefit from keeping in good communication with the members of your committee, promptly responding to communications and suggestions, and giving them enough notice before any deadlines to review and respond to your ongoing drafts.

## **Dissertation Defense**

Upon completion and approval by your committee of your dissertation draft, you will schedule your dissertation defense. Your defense must be scheduled a minimum of six weeks prior to the Graduate School's deadline for submitting the M-form, typically two weeks before the conferral date, so that you have time to make any revisions suggested by your committee during your defense. Similarly, your completed dissertation should be provided to your committee at least one month prior to the scheduled defense date. For current year deadlines visit

<http://grad.buffalo.edu/Academics/Graduation.html>

The defense will be roughly 2.5 hours and is open to members of the academic community, and the general public. One of your committee members, but not the Chair, oversees the defense. After presenting an oral summary of your work the committee members are given time to ask questions designed to engage and challenge your research and to push your thinking further. Once your committee has concluded their questions, the floor is open to anyone in attendance to pose a question. Immediately upon completion of your defense, your committee will advise you of their decision. This decision may include the request for dissertation revisions.

Once you have completed all requested revisions and have secured approval from your committee of your final document your committee will sign your M-form. Note that the title of your dissertation must **exactly** match the title listed on your M-form.

Additionally, you will need to electronically submit your dissertation to the graduate school for review and submission to ProQuest/UMI. For information about this process please visit <http://grad.buffalo.edu/Academics/ETD.html>.

### **Doctoral Degree Recipients Survey**

Upon completion of your defense, you should complete the Doctoral Degree Recipients Surveys. These two exit interviews must be completed before your degree will be conferred. The data collected through both surveys is confidential and is used to track trends in degree earning as well as feedback on UB's specific programs. The surveys can be found at <http://grad.buffalo.edu/Academics/ETD/Doctoral-Degree-Recipients-Survey.html>



## Important Deadlines

This list will serve as a reminder of the timing of important milestones, but please consult the Graduate School's website for current year dates. Please note that Graduate school degree conferral deadlines are the same regardless of your degree program.

### **October 1, 2017**

Deadline to submit completed and fully-signed Application to Candidacy to the Graduate School for February 2018 conferral.

<http://grad.buffalo.edu/Academics/Graduation.html>

### **December 1, 2017**

Deadline for domestic out-of-state students to apply for New York State residency.

Contact Student Response Center, 645-2450

Application for In-State Residency Status for TAs:

<http://studentaccounts.buffalo.edu/residency/fellows.php>

Application for In-State Residency Status for non-TAs:

<http://studentaccounts.buffalo.edu/residency/application.php>

### **Various dates fall 2017 and spring 2018**

SPEAK test (International students only). Current schedule can be found here:

[http://wings.buffalo.edu/eli/esl\\_speak.htm](http://wings.buffalo.edu/eli/esl_speak.htm)

Contact Keith Otto: [keo@buffalo.edu](mailto:keo@buffalo.edu) or 645-2077 (English Language Institute)

### **December 2017 - check calendar for specific date, typically the 4<sup>th</sup> week of December**

Last day for continuing students to register for Spring semester without a \$40 late fee. If you aren't registered for at least one credit by this date you will incur a \$40 late fee.

### **January 19, 2018**

M-form / final requirements deadline for students expecting to have a graduate degree awarded February 1, 2018.

<http://grad.buffalo.edu/Academics/Graduation.html>

### **March 1, 2018**

Deadline to submit completed and fully-signed Application to Candidacy to the Graduate School for June 2018 conferral.

### **May 18, 2018**

M-form / final requirements deadline for students expecting to have a graduate degree awarded June 15, 2018.

<http://grad.buffalo.edu/Academics/Graduation.html>

**July 1, 2018**

Deadline to submit completed and fully-signed Application to Candidacy to the Graduate School for September 2018 conferral.

<http://grad.buffalo.edu/Academics/Graduation.html>

**July 2018 – check calendar for specific date, typically the 4<sup>th</sup> week of July**

Last day for continuing students to register for Fall semester without a \$40 late fee. If you aren't registered for at least one credit by this date you will incur a \$40 late fee.

**August, 2018 exact date isn't posted yet, but generally mid-month**

M-form / final requirements deadline for students expecting to have a graduate degree awarded September 15, 2018.

### On campus funding opportunities

Below is a listing of regularly available competitive campus-based funding opportunities. Other opportunities may arise, and numerous non-campus based opportunities exist.

**Conference funding** – The Graduate Student Association offers assistance for PhD and MA students to attend conferences with a higher funding amount for students who are presenting versus simply attending. The current career limits are \$350 MA/\$550 PhD and deadlines are typically the month prior to the conference date.

<http://gsa.buffalo.edu/conference-funding/>

The Department of Art frequently makes funding available to support students attending the College Art Association annual conference.

**Mark Diamond Research Fund** – Also administered through the Graduate Student Association, the MDRF offers assistance for research related to your dissertation or thesis. PhD students are eligible for \$2,500 and MA students for \$1,500.

<http://gsa.buffalo.edu/mdrf/>

**UB Humanities Institute** – The HI offers four \$6,000 Dissertation fellowships and two \$8,000 Public Humanities fellowships annually. In addition, for graduate students working in an Americanist field (history, critical theory, and literature) the HI provides support to attend the Futures of American Studies Institute.

<http://humanitiesinstitute.buffalo.edu/opportunities/for-graduate-students/>

**UB Gender Institute** – UB's Gender Institute offers a variety of funding opportunities for graduate students working on issues related to gender/sexuality. In addition to fellowships for dissertation research, the Institute offers an international research fellowship.

<http://genderin.buffalo.edu/grants&fellowships#phd>

**UB College of Arts and Sciences** – The CAS offers a \$6,000 fellowship for advanced PhD students.

[http://www.cas.buffalo.edu/wp-content/uploads/2013/06/Dissertation-Fellowship-Dossier-Preparation\\_2015-20161.pdf](http://www.cas.buffalo.edu/wp-content/uploads/2013/06/Dissertation-Fellowship-Dossier-Preparation_2015-20161.pdf)