

UNIVERSITY OF HAWAI‘I AT MANOA
DEPARTMENT OF ART AND ART HISTORY
MA HANDBOOK

Prepared By Lavy And Szostak 4/1/2013

Approved By The Art History Graduate Faculty 4/1/2013

Approved By The Graduate Committee 4/5/2013

Revised By Hamilton Faris And Lavy 3/6/2014

Approved By The Art History Graduate Faculty 3/21/2014

Approved By The Graduate Committee 4/25/2014

Foreword

This Handbook sets forth the basic policies, requirements and procedures for graduate students pursuing the MA in Art History and for Graduate Faculty administering the program.

The Office of Graduate Education has general policies and degree requirements that all programs and students are expected to know, understand, and follow: <http://www.manoa.hawaii.edu/graduate/>.

Questions regarding the Master of Arts in Art History should be directed to Art History Graduate Program Director, email: gradarth@hawaii.edu.

Questions related to the Master of Fine Arts in Art can be directed to the Art and Art History Department Graduate Chair, email: gradart@hawaii.edu.

An online version of this handbook with downloadable PDF forms is available at the Department of Art and Art History (ART) website: <http://www.hawaii.edu/art/downloads/ma-handbook.pdf>.

Other Helpful links

Faculty bios and contact information
<http://www.hawaii.edu/art/people>

Department of Art and Art History Graduate Programs
http://www.hawaii.edu/art/degree_programs/index.html - graduate degree programs

Department of Art and Art History Catalog and Course Descriptions
<http://www.catalog.hawaii.edu/schoolscolleges/arts-sciences/departments/art.htm>
<http://www.catalog.hawaii.edu/courses/departments/art.htm>

Graduate Admissions Office
<http://manoa.hawaii.edu/graduate/content/prospective-students>

Archived Art History MA Theses:
<http://scholarspace.manoa.hawaii.edu/handle/10125/20024>

Art and Art History Department Facebook:
<https://www.facebook.com/uhsart>
<https://www.facebook.com/u.h.manoa.artdept>

Helpful telephone numbers:

Department of Art & Art History Office / Department Chair: 956-8251

Art Building Facilities Manager: 956-5270

Environment Health & Safety Office (EHSO): 956-8660

Campus Security

(Business Hours) 956-9858

(After Hours) 956-8211

(Emergencies) 956-6911

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I. Introduction and General Information

Information on the Department of Art and Art History (ART), including bios for all Graduate Faculty, can be found at the department website, <http://www.hawaii.edu/art/index.html>. For all Office of Graduate Education information, including downloadable graduate applications and instruction booklet visit their website www.manoa.hawaii.edu/graduate. For a complete up to date catalog that includes information on the entire University of Hawai'i, please visit www.catalog.hawaii.edu. An online application can be accessed at <http://apply.hawaii.edu>.

II. Department of Art and Art History Mission Statement [2/9/2007]

The Department of Art and Art History is committed to research and teaching in the visual arts with awareness of Hawaii's unique role in the Asian-Pacific region. It serves students at the undergraduate and graduate levels, with the aim of cultivating critically, technically and historically informed scholars, practitioners and audiences of the visual arts. The department serves as a resource to cultural institutions, Hawaii's communities, our professional colleagues and the populations of the Asia-Pacific region, through publications exhibitions, and other public programs. We support artistic inquiry as one of the basic disciplines of human endeavor.

III. MA Program General Description and Objectives

The Art History MA is designed to develop art historical knowledge, with an emphasis on Asia/Pacific; knowledge of art historical theory and critical approaches to the study of Art History and visual culture; and research skills and methodology. We offer specialties in the following areas: (1) China, (2) Japan, (3) Pacific, (4) South/Southeast Asia, and (5) Modern/Contemporary. Typically, the student's Primary Faculty Advisor is the faculty member responsible for the curriculum in the student's area of concentration. The MA program is a full-time, 36-credit degree. Time to degree is typically 3 years (6 sequential semesters).

IV. Statement of Student and Faculty Responsibilities.

- A. Students and faculty are expected to behave in a professional manner at all times.
- B. Faculty and students should maintain a working culture of cooperation and productivity, and students should develop self-initiative and independence in their working habits.
- C. Students are responsible for managing progress through their own degree. It is the student's responsibility to keep abreast of all forms and deadlines and to initiate all degree-related procedures.
- D. Because graduate students must be committed to their program of study and because they are role models for other students, they are expected to attend all classes and seminars, as well to participate actively in related departmental and campus events (e.g., visiting speakers, exhibitions, etc.).
- E. Faculty are responsible for advising students and must make themselves available to students as appropriate.
- F. Progress through the degree is contingent on the approval of the Faculty Advisor, Art History Graduate Program Director, and Thesis Committee.

V. MA Degree Admission/Application Requirements

Please refer to the application requirements available from the Office of Graduate Education:

<http://manoa.hawaii.edu/graduate/content/how-apply>. MA applicants must have a Bachelor's degree (or equivalent) at the time of matriculation into the program. Preference is given to applicants with a BA degree in Art History (or an equivalent amount of Art History coursework). Applicants with a BA in a related field (e.g., Anthropology, Asian Studies, Religion, etc.) will also be considered for admission. At the discretion of the Graduate Faculty, applicants with insufficient undergraduate preparation may be admitted to the program with the condition that they will be required to take a specified number of "deficiency" courses. No credit from these deficiency courses will be applied to MA degree requirements; deficiency courses must be taken in addition to the 36 credits required for the MA degree.

Applications are considered for Fall admission only; there is no Spring admission. The deadline for all MA application materials is January 15. Completed applications, academic transcripts, GRE general test scores, and (if applicable) TOEFL scores must be sent directly to the Office of Graduate Education along with the application fee. Official transcripts must be sent directly from the academic institution of origin to the University of Hawaii's Office of Graduate Education. Copies of transcripts, faxed, e-mailed or hand delivered to the ART will not be accepted. Incomplete applications will not be forwarded from the Office of Graduate Education to the ART for review. An online application can be accessed at <http://apply.hawaii.edu>.

In addition, the Department requires special supporting materials that should be sent under separate cover directly to the Graduate Chair, the Department of Art and Art History, 2535 McCarthy Mall, Honolulu, Hawaii 96822, by the January 15 deadline. These supporting materials must include:

- A. Statement of Objective Form available from the Office of Graduate Education website:
<http://manoa.hawaii.edu/graduate/content/forms>.

The Statement of Objectives should include the applicant's expected area of concentration: (1) China, (2) Japan, (3) Pacific, (4) South/Southeast Asia, or (5) Modern/Contemporary.

- B. A 10-page writing sample, e.g., an art history research paper or other formal written work.
- C. Three letters of recommendation from art history professors, professionals in the field (e.g., museum curators), and / or individuals who have worked closely with the applicant in art history related activities and are well acquainted with the applicant. There are no forms or online submissions for letters of recommendation.
- D. If the applicant would like to be considered for an ART 175/176 (Global Survey of Art History) Graduate Teaching Assistantship, an application form for the GA-ship must be submitted with the general application. The application form is available on the ART website:
[http://hawaii.edu/art/degree_programs/index.html - graduate degree programs](http://hawaii.edu/art/degree_programs/index.html-graduate_degree_programs). Please see Section 7 of this handbook for more information on this and other Graduate Assistantships.

VI. International Student Information

Please refer to the International Student Services Website www.hawaii.edu/issmanoa. To qualify for admission to the MA program, non-native speakers of English must submit official TOEFL scores with minimum scores of 550 (Paper-based) / 213 (Computer-based) / 79 (Internet-based) or above. International students applying for teaching assistantships must have minimum TOEFL scores of 600/100 (paper/Internet), with subtest scores of 25 for listening and 25 for speaking.

VII. Financial Assistance

For tuition rates, see <http://www.hawaii.edu/finaid/tuition.html>.

Graduate Achievement Scholarships (GAS)

Each term, the Office of Graduate Education allocates a set dollar amount to be used for Graduate Achievement Scholarships (GAS). The ART elected to divide these GAS funds to partially support all eligible students. Full-time graduate students with a 3.5 GPR (Grade Point Record) or better are eligible to apply. The GPR earned as a BFA or BA will be used to determine eligibility for first year grads. Applications are available at the end of each term (October and March).

Graduate Assistantships (GAs)

ART offers a range of Graduate Assistantships (GAs) annually. These are paid employment positions that include a full tuition waiver and an annual stipend of approximately \$17,000 (2013-14; subject to change) and require approximately 20 hours of work per week. The period of employment is from duty day, one week prior to the Fall semester, through Spring commencement. Candidates must be incoming or continuing students in ART of good academic standing. The GA positions are competitive and may require specialized training or skills. Historically, ART has offered the following GAs: Teaching Assistants for ART 113 (Introduction to Drawing) and ART 175/176 (Survey of Global Art I & II), Ceramic/Glass/Metal/Wood Studio Assistant, Computer Lab Assistant, Curatorial Assistant, Exhibition Installation Assistant, and Art Administration Assistant. Applications for the ART 175/176 GA positions are submitted with the general application (see above). For all other GA positions, the Department Chair notifies all incoming and continuing graduate students in Art History and Art Studio of the "Call for Applications" in early spring and appoints search committees for each position to make recommendations to the Department Chair and Graduate Chair. All incoming and continuing MA and MFA students are encouraged to apply for all departmental GA positions, including the 175/176 Graduate Assistantships.

Graduate Travel Grants

Graduate travel grants are available through the Graduate Student Organization (GSO). Contact www.gso.hawaii.edu for more information and downloadable application forms.

Other Employment Opportunities

Consult the Mānoa Career Center, <http://manoa.hawaii.edu/careercenter/> for information about jobs in the community and on-campus. Their office is located in Queen Lili'uokalani Center for Student Services, Room 212, (808) 956-7007, email: careers@hawaii.edu.

Other Financial Assistance

Each year, a range of competitive scholarships are available within the ART. Application information may be obtained each Spring through the Art Office, uhart@hawaii.edu. Additional information about fellowships, assistantships and grants from other sources may be obtained from the Office of Graduate Education's Scholarship and Fellowship Office, Spalding Hall 357, 2540 Maile Way, Honolulu, HI 96822, <http://manoa.hawaii.edu/graduate/content/financial-support>.

VIII. Duties of the 175/176 GA positions (Survey of Global Art I & II)

175/176 GAs are expected to perform the following duties: serve as teaching assistant to supervisory professors and assist in appropriate course-related capacities and activities; attend all ART 175/176 general lectures given by the supervisory professors; lead discussion/review sessions (each week, typically three sessions with approximately 20 students per session); hold office hours to meet with students (typically one hour per week); maintain Laulima course website; create assignments, discussion sessions, and tests; perform grading duties and assign/maintain course grades. Opportunities to create and deliver lectures to the general class may be available. The period of employment is from the official duty day (one week prior to the first day of instruction in the Fall semester) through Spring commencement.

IX. Policy regarding Transfer of Credits

Any student who is admitted with course deficiencies is not permitted to transfer any credits taken prior to the first semester of the graduate program (this includes any “graduate” coursework taken as an undergraduate or an unclassified graduate student).

If applicable, a maximum of 6 credits may be credited towards MA degree requirements with the approval of the student’s Primary Faculty Advisor and the Art History Graduate Program Director. The combined total of applicable credits received as “undergraduate excess credits” (see below) or as an unclassified graduate student may not exceed 6 credits. These transferred credits may be counted toward “Elective” credit only. Under no circumstance may they be applied to graduate seminar requirements.

Undergraduate Excess Credits: Undergraduate seniors at UHM may be able to earn up to 6 credits toward the MA degree for certain courses completed during the final two semesters of their undergraduate study, provided that the following conditions are met: These courses must be 400-level and above, not required for the undergraduate degree (i.e., in excess of the bachelor’s degree requirements), the final grade must be a “B” or higher, and the transfer of credits must be approved and recommended for transfer by the student’s Primary Faculty Advisor, the Art History Graduate Program Director, and the Graduate Chair. The decision whether or not to accept transfer credits is entirely up to the discretion of these three faculty members. Credits earned for directed reading/research (399/499) are not applicable for transfer. Undergraduate excess credits from other colleges/universities may not be applied to the MA degree.

In either case, the application to transfer excess credits takes place after the student’s Thesis Proposal is approved, at which point the student contacts the Primary Faculty Advisor and Art History Graduate Program Director to file a “Petition to Transfer Credits” to accompany the filing of Form I (Pre-Candidacy Progress).

X. MA Degree Requirements

The orientation of the MA is towards independent and original research in Art History. It is preparation for an academic focus in the field of Art History and for further formal study in a PhD program leading to an academic career in, e.g., college/university teaching, museum curatorial work, etc. The program requires that students take 6 credits of **ART 700 (Thesis Research)**. Students must submit and defend an original and polished Thesis of art historical research, which can be constructed as a traditional thesis paper, a curatorial thesis or exhibition plan, or other appropriate project. The Thesis Committee consists of a minimum of three faculty members, at least two of whom must be Art History graduate faculty. Students intending to engage in studies leading to the PhD are strongly encouraged to complete course work beyond the minimum MA requirements.

Requirements

- A. 36 credits of coursework. At least 18 of the 36 credits must be in courses numbered above 600 and must include the following: ART 670 (Art Historical Methodology; 3 credits); three graduate seminars in Art History (total of 9 credits); and 6 credits of ART 700 (Thesis Research). The remaining 18 credits are electives.
- B. Competency in one research language through the minimum equivalent of two years (4 semesters) of university-level language coursework. Language coursework does not apply towards the 36 credits required for the MA degree.
- C. Submission and Defense of a Thesis Proposal that conveys a student's preliminary knowledge of a given area of focus.
- D. Submission and Defense of an original and polished Thesis

The following stipulations apply:

- A. The total number of 699 and 700 credits applied toward degree requirements shall not exceed 12 (i.e., a maximum of 6 credits of 699 may be taken).
- B. All elective credit must be earned in courses numbered 400 and above.
- C. Up to 9 credits, with Primary Advisor's approval, may be earned in appropriate advanced courses outside of the Art History program. This applies to relevant Studio Art courses as well as to courses outside of the ART. The combined total of non-Art History courses applied to the MA degree may not exceed 9 credits.
- D. Concurrent Graduate Certificates (e.g., Historic Preservation, International Cultural Studies, Museum Studies, etc.)
 - 1. Students considering pursuing a graduate certificate with the MA degree should consult with the Art History Graduate Director. Normally, concurrent enrollment will extend the time to degree by one or two semesters.
 - 2. Students who opt to pursue a graduate certificate are responsible for knowing and following the requirements of the respective certificate program.
 - 3. A maximum of 6 credits may, in certain cases, be applied to both the MA and to a certificate. For example, some certificate programs will permit the application of up to 6 credits of Art History coursework towards fulfillment of the certificate electives.
 - 4. Courses that count towards certificate requirements may not be applied to Art History MA requirements or electives. Such courses may be applied EITHER to the certificate requirements or to MA electives, but not to both.

XI. Research Language Requirement

All Art History MA students must fulfill the research language requirement. The purpose of the language requirement is to develop the tools necessary for research in the student's area of concentration. Choice of language should be based on the student's research interests/goals, should be determined in consultation with the student's Faculty Advisor(s), and must be approved by the student's Primary Faculty Advisor.

The language requirement can be fulfilled through a language exam or by successfully completing four semesters (two years / 12 credits) of language coursework with at least a grade of “C” in each semester. At the discretion of the Primary Faculty Advisor and Art History Graduate Program Director, equivalent credit toward the language requirement may be earned through intensive language programs. Students are encouraged, and may be expected, to pursue language study beyond this minimum requirement.

International students from Asia/Pacific countries may, at the discretion of the Art History Graduate Program Director, have the foreign language requirement waived if they plan to concentrate on their native country or region. If they elect to concentrate on a country/language other than their own, they must fulfill the aforementioned requirements.

XII. ART 699 - Directed Work

ART 699 courses are “Elective” (only) courses that are intended for advanced individual research projects and/or advanced tutorial covering content not available in regular courses. They must be supervised by a Graduate Faculty member and must be approved by the Graduate Chair. Interested students must (1) obtain approval from the supervising Graduate Faculty member and (2) present a written proposal of the specific project, calendar, and means of evaluation to the Graduate Chair. The proposal form is available on the ART website and in the ART main office. Please note that the Office of Graduate Education limits the number of combined credits of 699/700 to 12 credits. This means that students can take a maximum of 6 credits of 699.

XIII. Residency

The MA program is a full-time in-residence program. MA students are required to be in residence at the University of Hawaii during the semesters in which they submit their Thesis Proposal (typically the 4th or 5th semester) and during the semester in which they defend and submit their MA Thesis (typically the 6th semester). Students must be physically present at the University of Hawaii for their MA Thesis defense.

XIV. Student Progress towards the MA Degree

- A. Typical time to degree: The MA program is a full-time, 36-credit degree. Typical time to degree is 3 years (6 sequential semesters). Students who are able to satisfy all or part of the research language requirement upon entering the program may finish in 2-2.5 years (4 or 5 sequential semesters).
- B. Minimum time to degree: The absolute minimum time to degree is 2 years (4 semesters). Students who enter the program with the expectation of fulfilling their research language requirement through coursework should expect a 3-year time to degree.
- C. Maximum time to degree: Extensions past the 6-semester guideline will be considered only in the following appropriate circumstances:
 - 1. Documented medical condition and/or family/personal crisis
 - 2. Thesis Chair on sabbatical/leave in final semester
- D. Unapproved extension past the 6-semester guideline will be considered as failure to make progress in the MA program and may be cause for dismissal from the program.

XV. Academic Leave of Absence

All students must maintain full time status unless they are on approved Academic Leave as authorized by the Office of Graduate Education. For policies, deadlines, and the Petition for Leave of Absence form, see <https://manoa.hawaii.edu/graduate/content/leave-absence>. In addition, students must obtain approval for a Leave of Absence from the ART by submitting a request in writing to the Graduate Chair by these deadlines: May 1 for Fall semester leave and December 1 for Spring semester leave. The Graduate Committee will make a recommendation to the Office of Graduate Education based on the student's academic standing and reasons for leave.

Students who plan on consulting university faculty or using university facilities or staff services should not request leave; students on leave shall have no access to studio or office space. Students should be aware that Academic Leaves may disrupt their progress through the program (e.g., required courses or seminars that are not held every semester).

Note: Students who do not return from leave on the specified date will have to apply for readmission. Students who wish to return sooner from an approved leave should contact the Office of Graduate Student Services by these deadlines: April 1 for Fall semesters and October 1 for Spring semesters.

XVI. Summary Outline of MA Degree Program

Students intending to engage in studies leading to the PhD are strongly encouraged to complete course work beyond the minimum MA requirements.

Courses/Requirements	Credit	Comments
ART 670: Art Historical Methodology	3	
3 Graduate Seminars in Art History	9	These should be in the student's Area(s) of concentration.
6 Electives	18	These courses must be at the 400-level and above. A maximum of 9 credits of electives may be taken outside of Art History classes. A maximum of 6 credits of 699 may be taken.
ART 700: Thesis Research	6	
	Total = 36	
Minimum competency in research language	(12 credits)	Demonstrated either through a language exam or by successfully completing 2 years (4 semesters/12 credits) of language coursework with a grade C or higher in each semester
Thesis Proposal		
MA Thesis		Original, substantial, and polished Art History thesis
MA Thesis Defense		
Exit Portfolio		

XVII. Recommended MA Graduate Program Sequence

The requirements for the MA degree include both the credit requirements and successful progression through a sequence of academic gateways, including the Preliminary Conference, the Thesis Proposal, and successful completion of the MA Thesis paper and defense. Students are required to schedule a formal advising session with their Primary Faculty Advisor every semester to determine coursework for the next semester. Below is the typical and recommended sequence for students. It may not be applicable to all students, e.g., those who are able to meet the language exam upon entry into the program and who, consequently, may be able to finish the program in 4-5 semesters.

Advising	Coursework	Gateway
First Year Spring Semester		
(1) Preliminary Conference with Art History Graduate Program Director (2) Initial advising with Primary Faculty Advisor	[Deficiency course(s) if required] (1) Art History graduate seminar (2) Language (3) ART 670 (if offered; typically offered every other fall semester) If language requirement is fulfilled and/or ART 670 is not offered, then Elective Course(s) may be taken	
First Year Spring Semester		
General advising with Primary Faculty Advisor	[Deficiency course(s) if required] (1) Art History graduate seminar (2) Language (3) Elective	
Second Year Fall Semester		
General advising with Primary Faculty Advisor	[Deficiency course(s) if required] (1) Art History graduate seminar (2) Language (3) ART 670 if not taken previous year OR Elective	[A Thesis Proposal may be written if all qualifications have been met; if so, adjust timing of sequence below accordingly]
Second Year Spring Semester		
General advising with Primary Faculty Advisor	(1) Art History graduate seminar (elective) (2) Language (3) Elective	Thesis Proposal Form I: Pre-Candidacy Appoint Thesis Committee Form II: Advance to Candidacy
Third Year Fall Semester		
General advising with Primary Faculty Advisor	(1) ART 700 Thesis Research if advanced to candidacy (2) Language (3) Elective	Thesis Proposal and Forms I & II if not completed during previous semester
Third Year Spring Semester		
General advising with Primary Faculty Advisor	(1) ART 700 Thesis Research (2) Language (3) Elective	Thesis Form III: Thesis Evaluation Final Draft of Thesis Form IV: Thesis Submission Final Portfolio

XVIII. MA Program Procedures/Gateways

It is the student's responsibility to keep abreast of all forms and deadlines and to initiate all degree-related procedures. All forms required by the Office of Graduate Education can be downloaded at:

<http://manoa.hawaii.edu/graduate/content/forms>

A. Initial Advising:

Upon entry in to the program, each graduate student is assigned a Primary Faculty Advisor according to one of the major areas of concentration (China, Japan, Pacific, South/Southeast Asia, Modern/Contemporary). The Faculty Advisor will meet with the student prior to classes to determine coursework for the first semester, including language study. The Primary Faculty Advisor, in consultation with the student and the Art History Graduate Program Director, will also discuss a preliminary graduate committee. Students are required to schedule a formal advising session with their Primary Faculty Advisor every semester to determine coursework for the next semester.

B. Preliminary Advising Conference:

Required Form: Preliminary Conference Form (intra-departmental)

The preliminary conference is held within or prior to the first week of the first semester of matriculation. Here, the student meets with the Art History Graduate Program Director and another member of the Art History Graduate Faculty. Students are given an introduction to the MA program, expectations, and procedures. This is also an opportunity for the student to ask questions.

At this time, potential deficiencies and transferrable credits will be discussed. If applicable, deficiencies are identified together with the additional courses required to remedy them. Such coursework must be completed (Form I) before being granted Admission to Candidacy (Form II). No credit from these deficiency courses will be applied to MA degree requirements; deficiency courses must be taken in addition to the 36 credits required for the MA degree. Potentially transferrable credits (up to a maximum of 6 credits) are identified at this time. These are not formally transferred until after the student's Thesis Proposal has been approved (Form I) and has been admitted to Candidacy for the MA degree (Form II).

C. Thesis Proposal:

Requirements and Preparation: To be qualified to submit a Thesis Proposal, students must have (1) taken three graduate seminars in Art History (9 credits) and (2) fulfilled the research language requirement (through language exam or two years of coursework). These requirements may be met prior to, or concurrent with, the semester in which the Thesis Proposal is submitted. If concurrently enrolled in the fourth semester of language study, the student must provide evidence of successful progress before the Thesis Proposal can be submitted. Approximately one semester before students expect to work on their Thesis Proposals, they must consult with the Art History Graduate Program Director to verify that they are making the required progress. At this time, students should also consult with their advisor to compose a Thesis Proposal committee of three members (the composition of this committee can be, but does not have to be, the same as the Thesis committee). At least two of the three members must be Graduate Faculty in the Art History area. The student should discuss the content and bibliography of the Thesis Proposal with the advisor and the rest of the Thesis Proposal committee members.

Scheduling: Thesis proposals must be completed and the results submitted to the Office of Graduate Education (Form I) before a student can form a Thesis Committee. Upon successful approval of the Thesis Proposal, the student may form the Thesis Committee (Form II). Both Forms I and II must be submitted the semester before a student can enroll in thesis credits (ART 700). Please note: The Thesis Proposal presentation may NOT be scheduled during the Summer.

Content: Proposals can be made for academic projects, curatorial projects, or other appropriate research initiatives in the field of art history. The proposal is an initial statement of intention and constitutes the groundwork for the further development of the thesis. In the proposal, students should state the major goals of their research, situate their topic's significance in an historiographical and/or literature review framework, indicate their methodological approach to the subject, and provide an anticipated timeline for the completion of the thesis.

The proposal document itself should be 20 pages in length, plus bibliography. All proposals should begin with a cover sheet indicating the proposed thesis topic or title, student's name, date submitted for approval, and names of committee members.

The main content of the proposal should include:

1. Introduction: This should act as a statement of focus and intent. What are the major goals and objectives of the thesis? What are the key questions to be addressed in the thesis? What issues in the current body of knowledge related to the topic will the thesis consider? What is the scope of the topic, including, as appropriate, reasons for the inclusion and exclusion of materials?
2. Historiography: Situate the thesis within a broad art historical scope and provide a literature review of sources related to the proposed topic. What scholarly work has already been done that will inform and impact the argument of the thesis? How will the thesis position itself within that conversation?
3. Resources: What are the key resources (art works, books, articles/essays, archival sources, interviews, exhibitions, museum collections, site visits, etc.) that will be used in the thesis? Are there anticipated difficulties in accessing or interpreting any of these resources?
4. Methodology: What is the conceptual approach taken in the thesis? What phases of study and specific tasks are involved in this approach? What theoretical perspectives will be employed?
5. Timeline: What are the approximate dates for completing the major phases of the thesis (including the public presentation and final delivery to the Office of Graduate Education)? Please keep in mind that a minimum of two full weeks must be allowed for secondary readers to review the draft submitted prior to the public presentation. Do not underestimate the time necessary for final editing and formatting of the thesis.
6. Bibliography: This should include an annotated section of the 20 most important sources for your thesis, plus additional (unannotated) sources consulted or expected to be used.
7. Format: The required format for references and citations is the *Chicago Manual of Style*. Please also consult Wayne Booth, Gregory Colomb, and Joseph Williams, *The Craft of Research*, Third Ed. Chicago: University of Chicago Press, 2009.

Thesis Proposal Presentation: The student shall present the proposal to a meeting of the Thesis Proposal committee after the proposal draft has been reviewed by the committee members. It is the student's responsibility to schedule a time and place for this meeting, in consultation with the committee members. At the meeting the student will make a brief illustrated presentation (approximately 10-15 minutes in length) to emphasize major aspects of the proposal; discussion will follow. The meeting is intended to be a working session at which the student may be offered a variety of suggestions. Four outcomes of this meeting are possible:

1. *Approval*: A majority of members on the committee agree that the proposal is satisfactory as submitted.
2. *Approved as Modified*: If the student making the proposal and committee members agree on modifications to the proposal, the proposal is approved as modified. These modifications will be written by the Chair of the student's committee on the file copy of the Thesis Proposal Approval form, or on a copy of the proposal.
3. *Resubmit*: If major problems are discovered in the proposal, it must be resubmitted and the meeting repeated.
4. *Non approval*: If a resubmitted thesis still does not meet approval, students will be dismissed from the program.

D. Required Form I: Master's Plan A – Pre-Candidacy Progress
(Office of Graduate Education form)

This form is submitted to the Office of Graduate Education when all deficiencies are fulfilled, research language requirement has been met, and the Thesis Proposal has been approved. It requires the Graduate Chair's signature. This form should be submitted immediately after the approval of the Thesis Proposal.

If applicable: Petition to Transfer Credits: Upon successful completion of the Thesis Proposal and in conference with the Primary Faculty Advisor and Graduate Chair, a student may petition to transfer post baccalaureate credits into the MA (a maximum of 6 credits). The student, together with the Primary Faculty Advisor, is responsible for completing "Form I: Pre-Candidacy Progress," and then submits it to the Graduate Chair. A petition to transfer credits may be attached, and should be signed by both the Faculty Advisor and Graduate Chair. Graduate Division makes the final determination on what credits are deemed transferable.

E. Required Form II: Master's Plan A – Advance to Candidacy
(Office of Graduate Education form)

This form is filed after the approval of the Thesis Proposal and Form I has been submitted. It is used for approval of the research topic and to appoint the Thesis Committee, which is typically Chaired by the student's Primary Faculty Advisor. It requires the signatures of all Thesis Committee members and the Graduate Chair. Registration in Thesis 700 credit units is allowed only after this form and all necessary attachments have been received and approved by the Office of Graduate Education.

F. Thesis:

The thesis is a scholarly contribution to knowledge that investigates a specific art historical argument, theory, or set of questions. It presents research conducted by the student under the supervision and guidance of the thesis Committee Chair. Graduate-level thesis work should create new knowledge or understanding, as well as demonstrate the student's mastery in a given area that signals the beginning of the transition from apprentice to peer. The final Thesis submission becomes a permanent and official addition to the body of scholarship undertaken at UHM. Theses are permanently archived in the University of Hawaii's Hamilton Library: <http://scholarspace.manoa.hawaii.edu/handle/10125/20024>. The thesis must adhere to all requirements stipulated by the Office of Graduate Education (<https://manoa.hawaii.edu/graduate/content/thesis-dissertation>) and in the *Style and Policy Manual for Theses and Dissertations*: <https://manoa.hawaii.edu/graduate/content/style-policy>.

Students are responsible for understanding and meeting the university's deadlines regarding thesis submission. In order to allow a reasonable amount of time for the revision process, it is recommended that the student present the first draft of the paper to the Thesis Committee at least eight weeks in advance of the Office of Graduate Education's deadline for final submission. In the rare case that the Thesis is not completed by the end of the sixth semester of matriculation, the student is responsible for taking 1 credit of ART 700 (Thesis) during a later semester in which s/he intends to graduate. This is necessary in order to formally file the Thesis with the Office of Graduate Education. Please note: It is entirely up to the discretion of the Thesis Committee Chair whether a student may be permitted to submit the final draft of the Thesis to the Office of Graduate Education during the Summer.

G. Thesis Defense:

The Thesis Defense is an oral examination (open to the public), during which the author demonstrates to the Thesis Committee satisfactory command of all aspects of the work presented and, if applicable, other related subjects. The Thesis Defense is typically 1.5 hours in length. It begins with an oral presentation by the student (typically about 20 minutes in length), in which s/he provides an overview of the thesis arguments, methodology, evidence utilized, conclusions, and prospects for further inquiry. The presentation must be accompanied by images. The Thesis Committee then poses questions to the student to assess the student's mastery over the area of her/his thesis. Time permitting, the Thesis Chair may invite the public attending to ask questions and comment at the end of the defense. The Thesis must be approved by the majority of the committee. Please note: The Thesis Defense may NOT be scheduled during the Summer.

H. Required Form III: Master's Plan A – Thesis Evaluation
(Office of Graduate Education form)

This form reports the Thesis Committee's approval or disapproval of the student's Thesis and the student's ability to defend the Thesis. It requires the signature of all Thesis Committee members and is submitted to the Graduate Chair to submit to the Office of Graduate Education immediately after the Thesis Defense and no later than 3 weeks prior to the Office of Graduate Education's Thesis due date (consult the UH Manoa Academic Calendar).

I. Required Form IV: Master's Plan A – Thesis Submission
(Office of Graduate Education form)

This form is completed when the Thesis manuscript has been approved in its entirety by the Thesis Chair and a majority of the Thesis Committee (signatures required). The student submits Form IV with the final digital copy of the manuscript directly to the Office of Graduate Education by the due date in the UH Manoa Academic Calendar.

J. Required Exit Portfolio:

All graduating MA students must submit the following, all in PDF format and burned to a CD:

1. Full CV
2. 3-5 student papers, primarily graduate seminar papers
3. If relevant, evidence of museum or exhibition work (brochures, label texts, exhibition announcements, etc.)
4. The final copy of the MA Thesis as filed with the Office of Graduate Education (with all images included)

IX. Academic Advising

Advising is mandatory each semester. Each graduate student must make an appointment with his/her Faculty Advisor to review the planned course of study (April for Fall semester and October for Spring semester). There is a significant amount of freedom in selecting courses that support individualized academic interests, especially in the "Elective" category. It is the graduate student's responsibility to research the courses they want to enroll in and to gain the necessary prerequisites.

Graduate students have access to their files and should check it regularly to insure they are accurate and up-to-date. Graduate students are expected to be familiar with the content of their files. Questions or problems in regard to course requirements for the MA should be discussed first with the student's Primary Faculty Advisor or the Art History Graduate Program Director, then with the Graduate Chair, and finally, if necessary, the Chair of ART may be consulted. Further assistance or information can be obtained from the Office of Graduate Education.

Changes in Thesis committees: Students are encouraged to discuss the rationale for requesting a change in Thesis Committees with all members of that committee. Requests for changes to the Thesis committee must be submitted in writing by the student to the Art and Art History Department Graduate Chair. The Graduate Chair shall inform the faculty member/s involved that a request has been made and provide an opportunity for response from the student. The Graduate Committee shall approve or deny the request.

XX. Student Conduct and Conflict Resolution

The University has established both a Student Conduct Code for determining violations of academic conduct by students and an Academic Grievance Procedure for adjudicating alleged violations of recognized graduate student rights and responsibilities. The first venue to resolve such conflicts informally or formally rests within the academic unit. Because the Faculty Advisor/graduate student relationship is deemed so important, special attention should be given to the resolution of conflicts between a graduate student and his/her Faculty Advisor. The website for the UH Manoa Student Conduct Code is http://www.studentaffairs.manoa.hawaii.edu/policies/conduct_code/. The website for Graduate Student Academic Grievance Procedures is <http://manoa.hawaii.edu/graduate/content/academic-grievance>.

XXI. Graduate Arts Council

The Graduate Arts Council (GAC) is the department recognized voting body of ART graduate students governed as a University Recognized Organization (URO) to decide graduate student matters within the department. One elected Graduate Art Council (GAC) officer will represent the ART graduate students on each of the following: Graduate Committee, Gallery Committee and faculty meetings. The GAC representative is a full voting member of the Graduate Committee (on general policy recommendations but not individual student petitions) and the Gallery Committee, and an attendee of faculty meetings. In all cases the GAC member will act as a contributing member and active liaison with the GAC and is to report back to graduate students on important developments.

GAC officers are elected in April of Spring Semester for the upcoming academic year by the ART graduate students. The new officers are responsible for assuming control of the GAC in all matters prior to the completion of fall semester including the submission of the application for grants and funding for the Graduate Exhibition in the upcoming fall semester to the ASUH. The GAC also has representation on the Graduate Student Organization (GSO), the campus wide organization that represents all graduate programs and students.

XXII. Art and Art History Department Graduate Chair Job Description

The Chair of the Graduate Program in ART is appointed by the Dean of the Office of Graduate Education upon the recommendation of the Department Chair. It is the responsibility of the Graduate Chair to administer the Graduate Program and to keep the ART Graduate Faculty and the graduate students informed about matters of concern. The Chair serves as the liaison between the ART graduate students, the ART Graduate Faculty, and the Office of Graduate Education in matters of policy, program effectiveness and general student affairs. Most correspondence to the Office of Graduate Education is countersigned by the Graduate Chair.

Specific responsibilities defined by the Office of Graduate Education include:

- A. Reviewing and approving Office of Graduate Education forms which record student progress toward the degree
- B. Overseeing the maintenance of student records within the ART
- C. Conducting credit checks for degree candidates prior to graduation and certifying to the Office of Graduate Education that students have met degree requirements
- D. Recommending Faculty Advisor and CRC appointments
- E. Representing the ART on the Graduate Senate
- F. Reviewing graduate student petitions
- G. Nominating new graduate faculty appointments to the Office of Graduate Education
- H. Submitting the Annual Program Quality Report to the Office of Graduate Education

Specific responsibilities defined within the ART include:

- A. Review the files of new applicants prior to screening by Area Chairs
- B. Recommend changes in the curriculum and/or changes in degree requirements
- C. Schedule Graduate Examinations (GEs) and Mid-Semester Reviews
- D. Chair the Graduate Committee
- E. Make graduate studio assignments in consultation with the Facilities Manager and Department Chair

XXIII. MA Graduate Office Policies (revised April 2013)

A. PURPOSE

To implement policies on the use of Department-maintained Facilities and to establish practices and procedures for the use of graduate studio spaces.

B. OBJECTIVE

To regulate tenancy of graduate studios in Department of Art and Art History Facilities at the University of Hawai'i at Mānoa to ensure compliance with all Department and University Policies and Procedures.

C. APPLICABILITY / RESPONSIBILITY

The established practices and procedures shall apply to all Masters of Fine Arts (MFA) students in the Department of Art and Art History.

D. DEFINITIONS

"BUILDING" means Art Building.

"DEPARTMENT" means Department of Art and Art History.

"FACILITIES" means all rooms and grounds under the care of the Department of Art and Art History.

"UNIVERSITY" and "CAMPUS" mean the University of Hawai'i at Mānoa.

E. USER CATEGORY

Studios are assigned to classified graduate students actively enrolled in the Department of Art and Art History and in good standing with a minimum of eight (8) credits in the MFA degree program. Studios are assigned by the Department Chair and/or Department Facilities Manager in consultation with the Graduate Chair and the student's Faculty Advisor.

F. RULES, REGULATIONS AND RESPONSIBILITIES

Nothing in this policy shall be interpreted to limit the authority of the University or Department to restrict the use of the facility, the period of use, or the type of use in the facility. The omission of any rules, practices or procedures from this document does not mean they do not apply. Rules, practices and procedures in the University Catalog, Student Handbook, University Administrative Policies and all other official publications and documents shall apply whenever pertinent.

The Department Chair, under the recommendation from the Program Chair, Graduate Chair and Facilities Manager, may grant exceptions to established procedures and practices when the good of the University and Department would be served by exception.

Studios may be occupied for a maximum of six (6) semesters. A petition of extension beyond the six-semester limit must be approved first by the student's Faculty Advisor and then by the Graduate Committee of the Department. This petition must be submitted to the Graduate Committee at least thirty (30) days prior to the scheduled termination of occupancy (see below for schedule dates). In the case of a Leave of Absence the student must vacate the studio space if not enrolled for a semester or longer in accordance with the termination schedule at the end of this document.

The University and Department are not responsible for the loss, damage or theft of items left in or around the studio. It is understood that UH and Department representatives, such as the Building Facilities Manager, Program Chair, Department Head, Dean and/or an official from the Environmental Health and Safety Office or Facilities Management Office may at any time inspect the studio. In the event that unsafe conditions are found to exist, use of the studio shall immediately cease and not be resumed until the condition is remedied. Certain safety issues may require that the use of all studios in a group studio may be suspended until conditions are remedied.

The student will be issued one (1) key for the studio by the Department Facilities Manager. A fine of \$25 will be assessed for the replacement of each lost key as well as a \$100 charge for the cost of re-keying each door. All keys must be returned directly to the Department of Art and Art History at the termination of studio assignment. Failure to do so will result in a freeze on all University records and possible fines. Keys are not to be passed on to anyone and MUST be returned directly to the Department upon termination.

The studio shall be used for educational purposes; it is for the production of artwork only. No student shall use the space for living quarters or for any purpose other than artistic production associated with the graduate program.

The studio will be maintained in a clean and orderly condition, consistent with its proper use. All original equipment and furnishings in the studio at the time of initial occupation must be listed and accounted for on the Graduate Studio Condition Report. Equipment and furnishings shall not be removed without prior approval. All equipment and furnishings must be present and in working condition, notwithstanding reasonable wear and tear, at the time of termination of occupancy.

All paints, solvents, cements and chemicals must be kept in properly labeled containers appropriate for their use. Whenever possible, non-toxic materials should be used. The student is advised to obtain the Material Safety Data Sheet (MSDS) for any materials used. The student also is advised to obtain and use personal protective equipment (goggles, gloves, respirators, etc.) when using toxic materials or as the MSDS advises. **NO TOXIC CHEMICALS CAN EVER BE RINSED DOWN THE SINK.**

Cooking and the consumption of alcohol are not permitted in studios.

The use of recreational and/or illegal drugs is strictly prohibited.

Smoking is prohibited in the Art Building including, but not limited to, studios, classrooms, conference rooms, courtyards and breezeways. University Policy and Hawaii State Law prohibit smoking in enclosed or partially enclosed areas and within 20 feet of building entrances. This is both a health and safety issue.

All stairwells, corridors and common areas must be kept open and free from obstructions to meet safety regulations. All student belongings and materials MUST be stored in the studio. Anything placed outside the studio in public areas must be removed by the student or will be destroyed. Pre-existing furniture found to be broken or hazardous may be replaced with the approval and assistance of the Facilities Manager.

Students shall be responsible for the conduct of their guests.

At the conclusion of the term of use of the studio, it shall be left clean and in good condition.

Abuse of studio policies may result in immediate termination of occupancy.

G. ALTERATIONS & ADDITIONS

No structural alterations or additions to the studio are allowed unless approved by the student's Faculty Advisor, Department Facilities Manager and Department Chair. Windows may not be removed or blocked except by appropriate blinds or shades. Defacement of public spaces (graffiti) is subject to disciplinary action. Any alterations or additions in the studio and on the studio door made without prior approval must be immediately corrected by the student. Failure to comply will result in the termination of occupancy.

H. VIOLATIONS

The violation of any University or Department rules and policies, any of the practices and procedures contained herein, or the terms of any executed agreement shall be grounds to terminate or deny the right of a graduate student to retain a studio on the Department premises. In the event that a violation occurs, every effort shall be made to settle the question in consultation with the graduate student before any action is taken.

I. CHANGE OF STUDIO ASSIGNMENT

Moving from one studio to another must be authorized by the Department Chair / Department Facilities Manager in consultation with the Graduate Chair and the student's Program Chair. The schedule for any change will be established by the Faculty Advisor.

J. TERMINATION OF STUDIO ASSIGNMENT

Students must vacate their studio space in accordance with the following schedule:

Spring Thesis Exhibition: May 31

Fall Thesis Exhibition: December 31

If the date falls on a weekend the student must vacate the space on the Monday after the date. You must schedule a date and time with the Facilities Manager when you are ready to return all keys and check-out of the studio space. A condition report will be done at the time of check-out. The occupant is responsible for all repairs and expenses to return the studio to its original condition.

K. EXTENSION OF STUDIO ASSIGNMENT

The student must request a studio occupancy extension via written petition to their Faculty Advisor thirty (30) days in advance of the vacancy deadline if they want to retain the studio space beyond the completion of their thesis exhibition semester. The request will be reviewed by the Graduate Committee and a decision will be made. Among other factors, retention will be based on studio availability for the following semester.

L. IMPORTANT NUMBERS

Department of Art & Art History Office / Department Chair: 956-8251

Art Building Facilities Manager: 956-5270

Environment Health & Safety Office (EHSO): 956-8660

Campus Security

(Business Hours) 956-9858

(After Hours) 956-8211

(Emergencies) 956-6911