University of Denver

Art History

Graduate Student Handbook

2017-2018
Quick Directory

School of Art and Art History Office
Office hours: 8 am to 4:30 pm Monday through Friday
303.871.2846 | 1.800.876.3323 | 303.871.4112 (fax) | www.du.edu/art

Catherine Chauvin, Director
catherine.chauvin@du.edu

Jason Kellermeyer, Coordinator of the Academic Programs
Jason.kellermeyer@du.edu

Jeanie Tischler, Coordinator of Budgets and Operations
jtischle@du.edu

Victoria H. Myhren Gallery
303.871.2387 | 303.871-4112 (fax) | www.du.edu/art/myhrengallery
Office Hours: 9-4 M-F
Exhibition Hours: Open Tuesday-Sunday 12-5 p.m, extended hours on Thursday 12-7 p.m. Closed Mondays

Dan Jacobs, Gallery Director
djacobs5@du.edu

Visual Media Center
Office Hours: 8-4:30 M-F
303.871.3277 | SAB 121 | www.du.edu/art/vmc.html

Heather Seneff, VMC Director
Heather.seneff@du.edu

Faculty
Gwen Chanzit, gchanzit@du.edu, 720-913-0153, SAB 109
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Annette Stott, astott@du.edu, 303-871-3278, SAB 238
M.E. Warlick, mwarlick@du.edu, Emeritus
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Questions not answered by this handbook may be directed to:
Dr. Annabeth Headrick, Art History Graduate Adviser, Annabeth.headrick@du.edu
Dr. Meg Jackson, Graduate Records Coordinator, Megan.RJackson@du.edu
Dr. Gwen Chanzit, Director of Museum Studies, Gwen.Chanzit@du.edu
**DEGREE REQUIREMENTS**

**MA in Art History (56 quarter hours)**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Art History Classes</td>
<td>32</td>
</tr>
<tr>
<td>Seminars</td>
<td>12</td>
</tr>
<tr>
<td>ARTH 4301 Art History Methods</td>
<td>4</td>
</tr>
<tr>
<td>ARTH 4302 Research Practicum</td>
<td>4</td>
</tr>
<tr>
<td>ARTH 4995 Master's Research Paper</td>
<td>4</td>
</tr>
<tr>
<td><strong>Total Quarter Hours</strong></td>
<td><strong>56</strong></td>
</tr>
</tbody>
</table>

**MA in Art History with Museum Studies (56 quarter hours)**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Art History Classes</td>
<td>16</td>
</tr>
<tr>
<td>Seminars</td>
<td>8</td>
</tr>
<tr>
<td>ARTH 4301 Art History Methods</td>
<td>4</td>
</tr>
<tr>
<td>ARTH 4302 Research Practicum</td>
<td>4</td>
</tr>
<tr>
<td>ARTH 4651 Museum Methods &amp; Principles</td>
<td>4</td>
</tr>
<tr>
<td>Museum Studies Courses</td>
<td>16</td>
</tr>
<tr>
<td>ARTH 4995 Master's Research Paper</td>
<td>4</td>
</tr>
<tr>
<td><strong>Total Quarter Hours</strong></td>
<td><strong>56</strong></td>
</tr>
</tbody>
</table>

Note:
For both the MA Art History and the MA Art History with Museum Studies, you need at least one course outside of the European tradition (Asian, Mesoamerican, Native American, etc.) and one pre-1700 class (Baroque or earlier). These classes can be chosen from either lectures or seminars. University College courses may not count toward the degree.

**ADDITIONAL REQUIREMENTS AND PROCEDURES**

**Regular Status**

Students admitted to the graduate program on regular status have met all entrance requirements and may begin fulfilling course requirements for the MA. Students admitted on provisional status will see their provisions stated in the letter of acceptance. Provisional courses may be taken concurrently with courses to fill degree requirements, but students should complete provisional courses no later than the first 15 credit hours of enrollment or one calendar year, whichever comes first.

All students must attain regular status in order to advance to candidacy. Students who were admitted to the program on provisional status must remove the provisions stated in the letter of acceptance as soon as possible preferably by the end of the first quarter. It is the student’s responsibility to ensure that the Graduate Student Advisor knows when the provisions have been removed so the student can be promoted to regular status. Graduate students meet with the Art History Graduate Student Advisor once per quarter for course advising. Each student will be responsible for tracking his or her own progress towards the program.
requirements, course requirements, and other M.A. program-related items.

**Special Status**
Prospective students who are unsure whether they want to pursue one of these graduate programs may enroll in up to three classes as a special status student after talking to the Graduate Art History Advisor and after receiving permission from the instructor of the desired class. If the special status student later wishes to pursue a degree, then he/she must apply in the usual manner. Admission as a special status student does not guarantee admission to the Master’s degree programs. Special status also allows students holding a baccalaureate degree who does not wish to pursue a master’s degree to take courses without applying to the program or paying an application fee. Special status students must complete an “application for Graduate Admission and Registration/Special Status” for each quarter they register. If admitted to the MA degree program, students may use up to three graduate classes taken as a special status student towards the completion of their degree.

**Qualifying Examination**
The Qualifying Examination is a diagnostic tool to assess the newly admitted graduate student's strengths and weakness in the History of World Art. The exam is required of all incoming students and is normally taken in the week before the first day of fall classes. Students should consult the most recent Marilyn Stokstad *Art History*, in preparation for the exam.

The exam is divided into three sections, corresponding to our three World Art classes. 30 slides (10 from Prehistory to 1000; 10 from 1000 to 1700; 10 from 1700 to the present) will be shown for three minutes each. Students must identify each slide by artist (or by cultural period for periods when artists were anonymous), title or subject, and date as closely as possible. In addition, students must write a few sentences for each slide and provide significant art historical information in terms of style, meaning, function, techniques, and/or historical context beyond that suggested by the identification.

MA students who fail to make a grade of 70% or better on any part of the qualifying examination will be required to audit the relevant course/s free of charge and pass all examinations with a grade of at least B+. Students auditing classes do not register for the classes, but should inform the instructor in the first week of each quarter that they are auditing in lieu of the qualifying exam. Survey courses are taken concurrently with graduate courses.

4+1 BA/MA applicants must pass the qualifying exam in order to be admitted to the program. It should be taken at the beginning of the 4th year.
Language Requirement

Students must demonstrate reading proficiency in a language other than English. A language should be chosen, in consultation with the Graduate Advisor, that supports the student’s research interests and career plans, keeping in mind that some PhD programs require French and German.

Students may fulfill the language requirement in a number of ways:

1. A student entering the program with a major or minor in another language from an accredited university, who has taken upper-level classes (usually 300- or 3000-level or above) with a B+ or higher, will be recognized as having fulfilled the requirement as long as the degree was awarded within the previous 5 years. If the degree was awarded prior to 5 years ago, then students must demonstrate proficiency by taking the exam during their first quarter.

2. A student may fulfill the language requirement by passing a Graduate Foreign Language Proficiency Exam administered by the Center for World Languages and Cultures at DU.

3. A student may fulfill the requirement by completing the final class (usually the fourth semester or sixth quarter) of second-year college-level foreign language with a B+ average or better. These classes may be taken at DU or another accredited institution; however, students who have already completed two years of college language upon entering the MA program, but did not complete a major or minor, must take the language exam to demonstrate proficiency.

4. Upon the approval of the Graduate Advisor, the language requirement will be deemed fulfilled if a student is a native speaker of a language other than English or successfully completes another language proficiency test approved by the Graduate Advisor.

Upon entry into the program, students will submit to the Graduate Advisor their plans in writing for satisfying the language requirement and update these plans as necessary. Students who have not met the language requirement upon entering the program must either take the Proficiency Exam their first quarter or enroll in a language class their first quarter. Students who fail the Proficiency Exam during their first quarter must enroll in a language class their second quarter. By the end of their first year in the MA Program, students taking language classes are expected to have taken the final second year class. The Graduate Advisor and the Center for World languages and Cultures can advise students on their study plans, based on previous coursework and other kinds of language training.

4 + 1 BA/MA students must have completed their second year of language by the end of their senior year.
**International Students’ Language Requirements**
Those whose native language is not English are required to submit a TOEFL score. The minimum score accepted by the University of Denver is 550 paper based /80 internet based. Once admitted to the MA degree program in art history, international students may fulfill their language requirement by using their native language, if related to their MA degree research, or by using one of the methods described above. The chosen option must be approved by the Graduate Student Advisor.

**Advancement to Candidacy**
The student will advance to candidacy when the following requirements have been satisfied:

1. The student has a regular graduate student status.
2. The qualifying examination has been passed, or the student has successfully passed the exams the World Art Sequence with a B+ average or better.
3. The language requirement has been met.
4. Transfer credit, if any, has been approved.

Advancement to candidacy normally occurs at least two quarters prior to anticipated graduation and the paperwork for this is handled by the Art History Records Coordinator. It is the student’s responsibility to track his or her progress on program requirements, and to check with the Graduate Advisor when the above requirements have been completed, to ensure that advancement has occurred.

**Comprehensive Examination**
Students may schedule their comprehensive exams after they have advanced to candidacy and completed their coursework. The comprehensive examination tests the student’s retention and synthesis of graduate-level art history course work taken at the University of Denver. Students are encouraged to take the test as soon as possible after the final quarter in which they are enrolled in regular course work. The exam consists of 3 questions (usually chosen from 4) designed specifically for the individual student by the faculty, based on the courses taken. For students concentrating in Museum Studies, one required question will concern museology and the student will choose 2 additional questions to answer from the remaining questions asked. The exam, typed and submitted electronically, will take approximately 5 hours, including an hour break. No research notes may be used.

Comprehensive exams are scheduled and overseen by the Graduate Art History Records Coordinator. The Coordinator will supply samples of past exams to help students prepare.
Master's Research Paper
MA degree students are required to write a Master's Research Paper (MRP) (informally referred to as a 'thesis') of publishable quality. Guidelines for the MRP and the associated course, ARTH 4995, must be consulted and followed. They are found on the Art History M.A. and the M.A. with Museum Studies web pages within the SAAH website and they provide a great deal of detail about every stage of a paper proposal, development and submission. If any questions or concerns remain after the student has become thoroughly familiar with the Guidelines, the MRP Advisor is the ultimate source for information. The process of choosing an MRP Advisor, second reader, and in some cases a third reader, is also set forth in the Guidelines.

In addition, several deadlines apply and students should consult these deadlines on the Office of Graduate Studies web page.

Continuing Enrollment
Students who have completed coursework, but who are working on their Master's Research Paper must apply for continuing enrollment. There is a form available online or from the Office of Graduate Studies. You must get the Graduate Advisor’s signature on the form and register before classes start to avoid a late fee. Proper enrollment will allow library privileges, email accounts, and other benefits of the graduate program to continue. In addition, this extends the grace period for certain types of student loans so that repayment does not begin immediately.

Students may remain in the program for five years from start to finish. If not all degree requirements have been completed by that deadline, application to continue is made to the Associate Provost for Graduate Studies with support from the SAAH. Permission is only granted in extenuating circumstances, so every effort must be made to complete the degree on time. 4+1 year students should complete both degrees at the end of the fifth year or risk being transferred to the regular MA program with additional coursework to take.

Application for Graduation
Students should submit the graduation application two quarters in advance of the intended graduation date. Applications are accepted up to the seventh calendar day of that term. For example, to graduate in the spring quarter (June), the graduation application is due by the seventh calendar day of winter quarter (January). The graduation application form is available from the Office of Graduate Studies, and it must be approved and signed by the Graduate Student Advisor. Failure to meet this deadline automatically delays graduation to the following quarter. At least one week before submitting an Application for Graduation to Grad Studies, advanced grad students must email their MRP Advisors, with a copy to the Art History Records Coordinator, to update the status of their projects and to ensure the feasibility of graduation. If a delay occurs, the student must inform Graduate Studies. One quarter delay of graduation is allowed but after that, a student must reapply and pay
additional application fees as required by Graduate Studies.

CURRICULUM

Course Structure
The program consists of three types of courses:

1. Topical/Lecture courses (3000 level) cover broad chronological periods. Undergraduates may also attend these lectures, but graduate students will have additional readings, discussions, or exams and/or research projects and will meet higher standards as defined by the professor. Lecture courses normally meet twice weekly. A 4-quarter-hour course will meet a total of four hours per week and students are expected to do a minimum of 8 additional hours of work per week outside of class.

2. Seminars (4000 level), are smaller classes focused on intensive study of a single artist or theme in which students apply professional bibliographical and methodological tools to individual research projects. Seminars normally meet once a week to discuss readings and require extensive time outside of class for reading and research.

3. A variety of special format courses are offered outside of the classroom:
   - Students can enroll in an internship with an area art museum or professional gallery, usually taken as a final capstone class to the MA degree with a concentration in Museum Studies. The class ARTH 4651, Museum Methods and Principles, is a prerequisite to taking the internship. Dr. Gwen Chanzit, Director of Museum Studies, usually arranges internships on an individual basis to suit each student’s needs and interests, and she closely monitors the student’s performance.
   - In very special cases, students may arrange independent study with any member of the full-time faculty. The student should initiate the request for independent study with the instructor.
   - After meeting with their MRP Advisor, and after a regularly-scheduled Advising Session with the Graduate Student Advisor, students are required to enroll in ARTH 4995 for MRP research to complete the final credits remaining towards the total 56 hours. During this course, students will complete their MRP proposal.

Course Descriptions
All course descriptions can be found in the current graduate bulletin:
http://bulletin.du.edu/graduate/coursedescriptions/arth/
Full Time Study
The University considers 8 quarter hours to be full time graduate study. Most students register for three classes per quarter. Full-time students are expected to complete their MA degree in two years, including the final summer. Part-time students may take up to five years. There is also a 4+1 BA/MA option for undergraduate students seeking completion of a BA art history major simultaneously with the MA degree. 12 quarter hours is full time for undergraduates.

Transfer Credit
Under certain circumstances (see the Graduate School Bulletin for complete details), a graduate student may transfer up to 10 quarter hours of graduate level course work taken at another institution for credit toward the MA degree in art history. Once a student is admitted to the MA program in art history at the University of Denver, any course the student wants to take for credit at another institution must be approved in advance by the Graduate Student Advisor and by the Director of the School of Art and Art History. Credit must be properly transferred with an official transcript and a Transfer of Credit form, available in the Office of Graduate Studies. The course must carry a minimum grade of “B” and may not be a Pass/Fail course. All transfer credit must be approved by the Associate Provost of Graduate Studies. The time period for approving transfer may be limited, so see the Bulletin.

Elective Credit
Graduate art history students may take up to 2 classes of pre-approved courses in other DU departments to meet special needs. In all cases, the graduate student should select out-of-department electives in consultation with the Graduate Student Advisor.

Academic Accommodations for Students with Disabilities
Students who have disabilities/medical conditions and who want to request accommodations must register with DSP (Disability Services Program, 303.871.2372/2278; 1999 E. Evans Ave.; 4th floor of Ruffatto Hall) in order for instructors to implement approved accommodations.

Library
The University Library offers a diverse collection of art history books, periodicals, e-books, databases, and other electronic resources that can be supplemented through inter-library loan and the Prospector service of all university libraries in Colorado. In addition, the catalogs of the Denver Public Library, the University of Colorado-Boulder Library and many other area libraries are available on-line. University of Denver students may check books out of any of these other libraries.

The library also offers graduate students a chance to apply for lockers and desks in the Anderson Academic Commons on a quarterly basis. Study rooms can be reserved on line for individual and group use. Academic Commons also has a café.
and research and writing centers to support student work.

**Reading Room**
Graduate art history students share a graduate reading room as their office/work space (SAB 113). All graduate students are assigned mailboxes located in the School of Art and Art History faculty lounge. The School of Art and Art History and all art history classrooms and facilities are located in the Shwayder Art Building, which is accessible to people with disabilities.

**Email**
All students must use the DU E-mail Account Manager to forward their e-mail to their preferred e-mail account. A group e-mail list for all enrolled art history faculty and graduate students is maintained by the School of Art and Art History: saah-grads@du.edu. Upon completion of course work, students move from the saah-grads to the ah-jobs@du.edu list.

**Style for Class Papers**
The standard form for most class research papers, including the Master’s Research Paper (thesis) is *The Chicago Manual of Style*, which is available on-line, and a hard copy is available in the graduate reading room. Some classes accept the Social Science style guide. Your Professors will tell you whether parenthetical or humanities style notation is preferred for your papers; both are included in *The Chicago Manual of Style*.

**CourseMedia.du.edu**
DU’s CourseMedia Application is a web-accessible, searchable image database at the University of Denver. Students have access while enrolled in SAAH classes.

DU CourseMedia general features include:
1. Ability to search over 75,000 images in the database.
2. Course galleries for instructors and students to view on-line presentations in and out of the classroom.
3. Personal galleries for instructors and students to pursue personal research or to conduct presentations.
4. Gallery discussion-board, to allow professors and students the opportunity to continue scholarship and critical discussion of visual culture outside of the classroom.
5. Gallery quiz feature to allow students to prepare for exams.
6. Galleries may be printed for off line studying.

Go to [http://CourseMedia.du.edu](http://CourseMedia.du.edu)

Please Note: Artist and artwork information (title, dates, media, etc.) are always in process of being verified; therefore, the web database should be used as an image study tool only. Please understand that although we are diligently testing, debugging, and proofing content, we do anticipate errors, as well as the occasional
FINANCIAL AID
Although the School of Art and Art History tries to help graduate students in need of assistance, our yearly allocation of available funds is limited and graduate students should anticipate financing at least half of their expenses. Graduate students, including continuing students, must submit the FAFSA (Free Application for Federal Student Aid) form and the School of Art and Art History Financial Aid Request form each year to be considered for financial aid. In general, regular status students will be given preference over students on provisional status in the distribution of aid. Continuing students must reapply each year by March 1st to receive financial aid for the following year. All forms of financial aid require full-time enrollment (8 hours minimum) to receive aid during any quarter. To be considered for Work Study or “work awards” for a variety of positions around campus, students must check the box on the FAFSA indicating that they wish to be considered for this type of award, which is a federal program and part of the total financial aid package offered through the University.

Graduate Tuition Scholarships (merit based)
All regular-status and provisional-status graduate students are eligible (except students with more than eight hours of incompletes). Scholarships provide tuition remission.

Graduate Teaching Assistantship (merit based)
Typically awarded to second year student, the Graduate Teaching Assistant a stipend and tuition remission. GTAs assist an art history faculty member in the three-quarter World Art Sequence (13 hours per week all year, or for the number of quarters assigned).

Gallery Assistant (merit-based)
One student from each incoming art history class is chosen to be a gallery assistant in the Victoria H. Myhren Gallery. This is normally a two-year commitment, with the student assuming the senior gallery assistant position in the second year. Experience working in a museum or gallery is considered during selection.

Digital Imaging Specialist (merit-based)
The Visual Media Center has four positions that involve scanning and cleaning images in Adobe Photoshop and researching and cataloging images into a metadata management system for our online image database, DU CourseMedia. Positions require 10 hours of work per week and provide a stipend and tuition remission. Previous experience with Photoshop and/or databases is not necessary to be considered for one of these positions.

Graduate Work Study (need based)
Each year the University allocates work-study funds to graduate students with high need. Students who receive a work study allocation may apply for a position in

typo.
SAAH or elsewhere throughout the university. These awards are intended to give
the student practical professional experience as well as financial aid. A background
check required. A graduate student cannot simultaneously have a GTA and Work
Study award.

**Loans**
All loans are arranged through the Office of Student Financial Services (303) 871-
4900. [www.du.edu/financialaid/graduate](http://www.du.edu/financialaid/graduate). The School of Art and Art History
recommends students to that office for Federal Perkins loans, the available amount
of which is limited by federal mandate. Students must have demonstrated need.

**Conference Travel**
Students should be aware that by sending a representative to the Graduate Student
Association for the Three Faculties, the art history graduate students become
eligible for financial assistance to attend and present research at conferences. There
are many other resources on our website [www.du.edu/art](http://www.du.edu/art).

**Graduate Art History Research Grant**
Art History graduate students, especially those who have completed their
coursework, may apply for a small research grant to help with the expenses
associated with Master’s Research Paper research, including purchasing photo-
graphs, traveling to archives or art collections, photocopying, etc. A written
application (available on the SAAH website), including research project description,
timeline, budget, and explanation of expenses may be submitted to the Graduate
Student Advisor. Due dates will be emailed to students each year.

**DU ART! Student Research Travel Grants**
A new competitive grant established in 2013 for undergraduate and graduate
students. Consideration is given to the thoroughness and clarity of the materials
submitted, and the relevance that the proposed travel will have on artistic pursuits
and/or professional goals. Grant awards are available in amounts between $500 and
$1,500. If awarded, a short presentation to the DU ART! Board of Directors on the
success of the project is required after the student returns from travel.
FACULTY & STAFF

Art History Faculty

Dr. Gwen Chanzit, Senior Lecturer, Modern Art, and Director of Museum Studies; Curator, Modern and Contemporary Art and the Herbert Bayer Collection and Archive, Denver Art Museum; Ph.D., University of Iowa.

Dr. Annabeth Headrick, Associate Professor, Mesoamerican, Andean, and Native North American Art; Graduate Art History Student Advisor; Ph.D., University of Texas - Austin

Dr. Meg Jackson, Assistant Professor, Modern and Contemporary Art; Critical Theory; Ph.D., University of Arizona

Dr. Scott Montgomery, Associate Professor, Medieval and Renaissance Art; Art History Undergraduate Student Advisor; Ph.D., Rutgers University

Dr. Annette Stott, Professor, American Art and Architecture, Women’s Studies; Ph.D., Boston University

Adjunct Art History Faculty

Angelica Daneo; Associate Curator of European Painting and Sculpture, Denver Art Museum; Università degli Studi di Torino, Liceo Classico G. F. Porporato

Dr. Sarah Magnatta, Tibetan and Buddhist Art; PhD, Ohio State University.

Dr. Molly Medakovich, 18th and 19th century European art, Master Teacher for Western American Art, Denver Art Museum; Ph.D., University of North Carolina at Chapel Hill.

Eric Paddock, Curator of Photography and Media Arts, Denver Art Museum; M.F.A., Yale University.

Dean Sobel, Modern Art, Director of Clyfford Still Museum; M.A., University of Wisconsin, Milwaukee.

James Squires, Associate Conservator, Clyfford Still Museum; M.A. and Certificate of Advanced Studies in Art Conservation, Buffalo State University.

Dr. Timothy J. Standring, Italian Renaissance and Baroque Art, Connoisseurship, Museum Studies; Gates Curator of European and American Art, Denver Art Museum; Ph.D. University of Chicago.
Emeritus
Dr. M.E. Warlick, Professor, 18th-20th Century European Art and Women's Studies; Ph.D., University of Maryland

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Peggy Keeran, Art & Humanities Research Librarian at Penrose Library
Jason Kellermeyer, Coordinator of the Academic Programs
Heather Seneff, Visual Media Center Interim Director