

**USC**Dornsife

Dana and David Dornsife  
College of Letters, Arts and Sciences  
*Department of Art History*

**DEPARTMENT OF ART HISTORY  
PH.D. PROGRAM  
GRADUATE GUIDELINES**

**Fall 2023 – Summer 2024**

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## **ADHERENCE NOTIFICATION**

Adherence to these departmental graduate guidelines and the time frame for specified requirements is a mandatory component of “satisfactory progress toward the degree.” These departmental graduate guidelines supplement University policy as described in the Graduate School section of the USC Catalogue. They provide important information about the requirements of our program and will be considered a written warning about the grounds for dismissal. Students are expected to be familiar with these guidelines and with the USC Catalogue.

## **OVERVIEW**

### **Master of Arts, Art History**

The department does not accept applicants for a Master of Arts degree in art history. Although the MA is not offered as a terminal degree, students who leave the program after two years may be eligible for the MA. A minimum of 32 units is required and students must pass one language, the first-year examination, and the second-year review, which includes the qualifying paper (the departmental equivalent of a thesis).

### **The Ph.D. Program in Art History**

The department offers the doctoral degree in a wide range of fields of art history from ancient to contemporary. The graduate program prepares students for university teaching, independent research and writing, and curatorial careers. The program is designed to provide students with a systematic knowledge of art history, including the intellectual and philosophical foundations of the discipline, and the specialized training needed to conduct advanced scholarly work. To this end, the department requires coursework in diverse areas of art history and in related disciplines.

The Ph.D. program in art history draws its strength from a dynamic, highly productive faculty. Our faculty is committed to a historically situated and theoretically nuanced approach to art history and visual culture. Interests that range across the faculty include the historiography of art history, the institutional settings and politics of art, the study of word and image, investigations of sexuality, gender, race, ethnicity, and national identity, architecture and ritual, and the viewer’s share in representation. Many of the faculty study objects and archives that lie beyond the traditional boundaries of art history, whether in terms of fashion, photography, advertising, design, landscape architecture, or performance. As a faculty, we are committed to a sustained dialogue between the traditions of art history and new approaches and areas of inquiry. Active engagement in scholarly initiatives with other departments, programs, and schools at USC contributes to the vitality of the art history graduate program. The interdisciplinary Visual Studies Research Institute (VSRI), for example, brings colleagues from a variety of disciplines together in the form of lecture series, seminars and reading groups, and the team-teaching of graduate seminars. In addition to a lively interaction with faculty across the humanities and social sciences, graduate students in Art History benefit from small seminars, intensive interaction with

faculty advisors, professional mentorship, a departmental lecture series, and an annual graduate student symposium. Recent graduate student-organized events include a regular series of Works in Progress seminars, a workshop “AHIS Dissertations-in-Progress,” and symposia including “Working on It...Preparation in Art.”

Our faculty enjoys close ties with the major art museums and research institutions in the Los Angeles area, including the J. Paul Getty Museum, the Getty Research Institute, the Huntington Library & Art Galleries, the Los Angeles County Museum of Art, the Museum of Contemporary Art, the Japanese American National Museum, the Norton Simon Museum, the Skirball Cultural Center and the museums in Exposition Park, as well as USC’s own Fisher Museum and the Pacific Asia Museum in Pasadena. Graduate seminars frequently draw inspiration from current exhibitions or the material in local collections. These seminars, often conducted at the study centers of these institutions, offer a stimulating atmosphere where students engage first-hand with works of art. Los Angeles has a vibrant, contemporary arts scene and diverse cultural offerings. Students in the history of art are encouraged to take full advantage of the course offerings in the humanities and social sciences at USC and the rich intellectual and cultural life of Los Angeles.

### **POST code (766)**

The Program of Study Table (POST) is maintained by the Registrar’s office. The term “post” is also used when referring to an individual student’s degree/major/certificate program, or program of study. The POST code assigned to the Art History PhD Program is 766.

### **Prerequisites for Admission**

Majoring in art history as an undergraduate is a desirable but not a mandatory criterion for admission to the Ph.D. program. The USC graduate program in Art History admits only those students who are judged to be of Ph.D. caliber and who intend to complete the doctorate.

When considering applicants for admission, we look for the best fit between our faculty and the student’s interests. All aspects of a candidate’s academic record are important: we consider particular skills, including writing and research ability, for which the writing sample is an important indicator, as well as foreign language proficiency. Grade point averages and test scores are also considered because they help to round out the picture provided by other aspects of the dossier.

### **Financing Graduate Study**

USC support for Ph.D. studies consists of a combination of fellowship and part-time appointments as Teaching Assistants or Graduate Assistants.

## **Art History Faculty**

### **Core Faculty**

SUSANNA BERGER, Associate Professor of Art History and Philosophy: European art of the fifteenth through eighteenth centuries; the interactions between art and philosophy; history of the book and print culture; relationships between text and image; material cultures of empire and colonialism; natural history illustration; aesthetics

DANIELA BLEICHMAR, Professor of Art History and History: Early Modern Europe, especially visual and material culture, global exchanges, science, and print; Spanish Empire/Colonial Latin America; History of collecting and display

SAMANTHA BURTON, Assistant Professor (Teaching) of Art History: Global visual culture, travel, tourism, and networks of cultural exchange in the nineteenth-century British World

VITTORIA DI PALMA, Associate Professor of Architecture and Art History

LUKE FIDLER, Assistant Professor of Art History: Twelfth-century North German and Southern Scandinavian sculpture; questions of the sculptural, landscape, political and social order, and embodied coercion

KATE FLINT, Provost Professor of Art History and English: Victorian and early twentieth-century cultural, visual, and literary history; Victorian painting; environmental art and literary practice; text/image relations; 19th century transatlantic movements; history of photography; theories of reading/viewing/affect/subjectivity in their historical contexts.

SUZANNE HUDSON, Professor of Art History and Fine Arts: Modern and contemporary art, emphasis on abstraction, painting, art pedagogy, American philosophy as it intersects with aesthetics and institutional discourses

SONYA LEE, Professor of Art History, East Asian Languages & Cultures and Religion: Buddhist art and architecture of China and Central Asia, material culture of the ancient Silk Road, art and ecology, Asian art collecting, heritage conservation

AMY F. OGATA, Professor of Art History: Modern Europe and USA; art, architecture, design, and material culture; decorative arts and design history; industrialization and nationalism

JOHN POLLINI, USC Associates Professor in Art History and Professor of Art History, History and Classics: Classical art and archaeology (Greek and Roman)

LISA PON, Professor of Art History: Renaissance art, architecture, and visual culture; temporality and the material object; transmedial images in motion; implications of sensory input beyond the visual; the phenomenology of ritual

AMY KNIGHT POWELL, Associate Professor of Art History: Northern European art and visual culture 1400-1700, including issues of untimeliness, iconoclasm, abstraction, genre, and ideologies of shape, format, and size, particularly in painting in the Low Countries

HECTOR REYES, Associate Professor (Teaching) of Art History: history and theory of French Academic painting; development of early modern and modern history painting in Europe; interactions between image and text; Poussin and eighteenth-century studies; afterlife of Stoic physics in European aesthetic theory; studio film as an academic practice

VANESSA SCHWARTZ, Professor of Art History and History: Modern visual culture, especially film; photojournalism; Modern Europe, France; urban history,

Paris, aviation, jets, airports

KIMIA SHAHI, Assistant Professor of Art History: American art

ANN MARIE YASIN, Associate Professor of Art History and Classics: Roman, Late Antique, and Early Byzantine architecture and material culture; temporality and the built environment; ancient urbanism; monuments and commemoration; sacred landscapes and material culture of religion; Roman and late antique Italy, North Africa, Asia Minor, and the Middle East

### **Associated Faculty**

LEO BRAUDY, University Professor, Professor of English and Art History, and Leo S. Bing Chair in English and American Literature

DIANE GHIRARDO, Professor of Architecture and Art History

AMELIA JONES, Robert A. Day Professor of Art and Design, and Professor of Art and Design, Art History and American Studies & Ethnicity

JENNY LIN, Associate Professor of Critical Studies and Art History

### **Adjunct, Lecturer and Visiting Faculty**

MIYA ELISE DESJARDINS, Adjunct Associate Professor (Teaching) of East Asian Languages & Cultures and Art History

MEGAN LUKE, Adjunct Associate Professor of Art History: Art, architecture, and art writing in the 19th- and 20th-centuries; mass culture and modernism; histories of abstraction, sculpture, and collage

WILLIAM MITCHELL, Adjunct Professor of Art History

REBECCA PEABODY, Adjunct Associate Professor of Art History

## **ADVISEMENT**

### **Director of Graduate Studies (DGS)**

The Director of Graduate Studies serves as the initial advisor for incoming students. The DGS meets individually with students to ensure that they are familiar with the program requirements and launched on an appropriate course of study.

### **Primary Field Advisor**

When the student decides on a Primary Field, the Primary Field advisor serves as the student's principal advisor. It is expected that students identify a Primary Field advisor by the end of their third semester in the program. Students are expected to consult with their advisors at least once per semester. Faculty on leave or sabbatical may serve as advisors and on committees.

If the student intends to work with a faculty member with a courtesy ("0%") appointment as their Primary Field advisor, they must also identify a co-advisor among the voting faculty in the department. This co-advisor participates in internal departmental discussions

and nomination votes for fellowships, teaching awards, and other honors; they are also present at annual faculty meetings where student progress is discussed and evaluated. (Faculty members with a courtesy appointment may be present at these discussions at the discretion of the Chair, but they cannot cast votes.) It is the student's responsibility to clarify with the DGS the status of the faculty with whom they wish to work and to communicate with the co-advisors of the Primary Field about the best working relationship for their course of study. Both co-advisors must submit approval for the Distribution Requirements and Field of Study Statement the student shall consult with both co-advisors throughout their course of study as detailed in these guidelines, particularly in cases where the input of the Primary Field advisor is explicitly required or recommended.

The faculty reviews the student's performance at the end of each year. Grades, written seminar evaluations, teaching assistant evaluations, and annual progress report self-evaluations are considered in the review. Continuation in the program and fellowship support is contingent on satisfactory progress.

## **PROGRAM OF STUDY**

Specific programs of study are determined in consultation with the Director of Graduate Studies and the student's Primary advisor; these programs are based on the student's interests and the fulfillment of Departmental requirements.

### **Coursework**

It is expected that the majority of coursework is to be pursued in graduate-level seminars (500-level or above). In order for a 400-level course to count toward degree requirements it must be taught by a tenured or tenure-track faculty member; student must enroll in AHIS 590 with the instructor of record and work out in consultation with him/her a supplemental syllabus (with higher requirements than those for undergraduates in the 400-level course).

AHIS 500 (Methods and Theory of Art History) is required of all incoming students and should be taken in the Fall semester of the first year. AHIS 593 (Practicum in Teaching, 2 units) should be taken in the Fall semester of the second year in the program (which is expected to be a Taship year). AHIS 596 (Practicum in Professional Writing, 2 units) is not required but is suggested for students in their third year.

The program of study in the Primary, Secondary and Outside Fields is determined in consultation with the Director of Graduate Studies and the student's Primary Field advisor. Formal approval is required before students may proceed to the second-year review (see Second-Year Review).

### **Primary Field**

Your Primary Field is considered your broad area of specialization (for example, as it would be defined in an academic job ad: e.g. Modern, Early Modern, Asian, or Roman Art).



Normally, four graduate-level courses in this field are required (minimum 16 units). The Primary Field advisor usually becomes the student's academic advisor (see Advisement).

### **Secondary Field**

This field is a secondary area of expertise that may, but need not, complement the student's Primary and/or Outside Field. Primary and Secondary Fields should be intellectually distinct sufficient to avoid redundancy. Two graduate-level courses are required for the Secondary Field (8 units). It is expected that at least one of these would be taught by the Art History faculty member who will serve as the Secondary Field advisor for the Qualifying Examination. The parameters of the Secondary Field must be approved by both the Primary and Secondary Field advisors and the Director of Graduate Studies.

### **Outside Field**

This requirement is fulfilled by the successful completion of one graduate seminar (4 units) in a department other than Art History at USC. The faculty member with whom the course is taken will normally be expected to serve as the Outside Field advisor for the Qualifying Examination.

### **Distribution Requirement**

The department feels that an integral part of intellectual formation is the capacity to engage with artistic traditions from periods and cultures different from one's primary area of specialization. To this end, two graduate-level courses, one each in 1) a distinct cultural and 2) a distinct temporal perspective (see definitions below) from your Primary Field are required. These courses may be taken as part of the student's Secondary Field, electives, etc. (in other words, courses may be "double counted" toward both the distribution course requirement and a Secondary Field, for example).

- Cultural perspective would normally, but need not, be thought of in terms of eastern/western artistic traditions (e.g. for a student focusing on European or North American art, the art of Asia or Colonial Latin America would be considered a distinct tradition).
- Temporal perspective is defined in terms of pre- and post-1800. If the student's Primary Field is 19<sup>th</sup>-century art or later, at least one course in pre-19<sup>th</sup>-century art is required, and vice versa.

Approval for counting classes toward the distribution requirement must be obtained from both the DGS and the Primary Field advisor.

Please note that AHIS 500 (Methods and Theories of Art History) and AHIS 593 (Practicum in Teaching) do not fulfill the Distribution Requirement.

### **Department Clearance (D-clearance)**

All USC graduate courses require department clearance (also referred to as "D-clearance") in order for students to register. Department procedures vary, but for Art History, students

should send an email request to AHIS office staff with USC student ID and the desired class section number included. For D-clearance regarding courses other than AHIS, it is the student's responsibility to make inquiry directly to the host department for the course. Students are reminded that D-clearance does not take the place of registration, and that, in addition to obtaining clearance, they must enroll in the courses for which they have received clearance.

## **Electives**

At least five additional courses (minimum 18 units) of graduate-level coursework are to be chosen at the student's discretion. However, at least 8 units of elective coursework must be taken in the Department of Art History.

## **AHIS 590 Directed Research and AHIS 790 Research**

Students who wish to take AHIS 590 or AHIS 790 must prepare a proposal to be submitted to department administrative staff with the corresponding request form. The proposal should include the following:

- Description of the topic to be pursued and chief research questions (100–250 words)
- Proposed capstone project (e.g. seminar paper of 15–20pp)
- Proposed schedule of meetings
- 1-page bibliography of proposed readings

Request forms are included in Appendix III, and they are also available on the AHIS website, (<https://dornsife.usc.edu/ahis/graduate-studies/>, see “Graduate Forms”) or by direct request via email to department office staff. A request form must include approval signatures in order to obtain D-clearance (“department clearance”). After receiving D-clearance, the student must log in to the USC registration system to enroll in the course.

Students should only take one 4-unit AHIS 590 or AHIS 790 with a given professor. If there is an exceptional reason why a student would take more than one 4-unit AHIS 590 or AHIS 790 course with the same faculty, an added explanation must be included in the proposal. If revision to an original and approved proposal is necessary, the revised proposal must be approved by the supervising instructor (email approval is acceptable) and copied to the chair and department staff at the time of revision.

## **Getty Consortium Seminar Course**

The Getty Consortium Seminar is an accredited graduate course at the Getty Research Institute which usually takes place annually in the Spring semester (Jan-March 8 weeks) and exposes students to the Getty's Special Collections and Scholarly Community. The program is designed for graduate students from many institutions in southern California, including the University of California, Irvine; the University of California, Los Angeles; the University of California, Riverside; the University of California, San Diego; the University of California, Santa Barbara; and the University of Southern California. Interested students may participate in the Getty Consortium Seminar for USC credit. The procedure for

enrollment in the Getty Consortium requires both an application for seminar participation made directly to the Getty Research Institute (GRI) by the deadline in late October and a request for AHIS 790 D-clearance to the USC Art History department. The Getty Consortium Seminar-AHIS 790 request form is available on the AHIS website (<https://dornsife.usc.edu/ahis/graduate-studies/>, see “Graduate Forms”) or via email request to department staff.

### **USC-UCLA Cross Enrollment**

The USC-UCLA Cross-Enrollment Agreement permits current USC students to take a graduate course at UCLA and obtain USC course credit. Courses taken under the Agreement are not subject to the rules governing transfer credit. Interested students should refer to instructions included in Appendix III. Note that a 4-unit UCLA course is counted as 2.5 units at USC.

### **Grading**

The Graduate School’s minimum requirement for the overall grade point average is 3.0. However, the Art History faculty expects significantly better work from all graduate students. In addition to seminar grades, professors submit written course evaluations for each participant. Grades and evaluations become part of the student’s file.

IN (Incomplete): An Incomplete grade “IN” is assigned when work is not completed because of a documented illness or other emergency occurring after the twelfth week of the semester (or 12th week equivalent for any course scheduled for less than 15 weeks). Arrangements for the grade of IN and its completion must be initiated by the student and agreed to by the instructor prior to the final examination. If an Incomplete is to be assigned as the student's grade, the instructor is required to fill out the “Assignment of an Incomplete (IN) and Requirements for Completion” form, which specifies to the student and to the department the work remaining to be done, the procedures for its completion, the grade in the course to date, and the weight to be assigned to the work remaining to be done when the final grade is computed. The form may be requested by emailing AHIS department staff or the Grades Department. Both the instructor and student must sign the form and file a copy with the department by emailing to department staff before the final exam. A student must complete the IN solely with the work that was not finished because of documented illness or emergency. Generally, only the omission of a final examination or end-of-the-term written assignments are acceptable as the missing work which qualifies a student to receive an Incomplete. Previously graded work may not be repeated for credit. It is the student’s responsibility to complete the required work listed by the professor within the specified timeline. If not completed within the time limit, the IN automatically becomes a mark of IX (expired Incomplete) and computes in the grade point average of as 0 points. For additional information about USC grading policies, see USC Catalogue 2023-2024 section on Academic Standards <https://catalogue.usc.edu/content.php?catoid=18&navoid=7145>

### **Language Requirements**

Students must demonstrate proficiency in two foreign languages relevant to their Primary

Field (see below) in order to advance to candidacy for the doctoral degree. Students are expected to have passed at least one of the required language exams before the beginning of the Fall semester of their second year in the program, and they are advised to have passed the second required language exam before the beginning of the Fall semester of their third year. Depending on the student's dissertation topic, additional language training beyond this minimum standard may be necessary. Students should consult with their Primary Field advisor regarding the language training appropriate to successful completion of their advanced research.

Proficiency is usually determined by examinations the department offers. Exams may also be administered by a specialized language department at USC. Departmental language examinations determine the student's working knowledge of standard vocabulary and grammar as well as his or her ability to translate the foreign language into English.

The departmental language examinations take a standard form: students are given three hours in which to translate a passage into English, with the aid of a dictionary. (For modern European languages, the passage will be 750-1000 words in length.)

- For students of Western art, two modern European languages appropriate to the student's Primary Field of study are required.
- For students of Ancient Art, German and one ancient language (Latin or Greek) are required.
- For students of Medieval Art, two modern European languages, or one modern European and one ancient language are required.
- For students of Asian art, one European language and one Asian language, or two Asian languages are required.

Foreign language examinations are normally offered at the beginning of the fall and spring semesters. These examinations may only be taken on the time and date scheduled by the Department and approved by the Department Chair.

Successful completion of USC's Course in Reading French, Spanish or German (FREN 020x, SPAN 020x, or GERM 020x) will satisfy the Art History department's Ph.D. requirement in that language. (Note that these courses are not necessarily offered every semester. Students should consult the appropriate department for more information.)

Incoming students are strongly encouraged to sit at least one language exam in the fall of their first year.

Progress toward meeting language requirements is included in the faculty's annual assessment of students' overall progress toward degree. Students must satisfy foreign language proficiency requirements before scheduling their Qualifying exams.

## **Transfer Credits**

Students who have pursued non-USC graduate-level coursework beyond their BA degree may

be eligible to transfer a maximum of 16 units; transfer units must be approved by the Registrar and individual courses approved by the Art History Department. Courses taken under the UCLA-USC Agreement are not subject to the rules governing transfer credit. Courses to be transferred must be equivalent in area and caliber to graduate seminars offered in Art History at USC.

To request transfer credit, contact USC Registrar to request a “Graduate Credit Transfer Report” (GCTR), <https://arr.usc.edu/students/degree-progress/graduate-transfer-credit/> . Official transcripts are required. After the Registrar has processed the Graduate Credit Transfer Report, the courses that are eligible for transfer credit will appear on the student’s STARS report along with the number of USC-equivalent units for each course.

Departmental Determination: Up to 16 units from the list approved by the Registrar may be requested from the Art History Department for application to your USC degree. It is advisable to consult with the DGS in making these selections to ensure that the courses to be transferred are best suited to meeting your degree requirements. Once you are ready to submit your transfer request, for each class send to the DGS the following:

- Course info (institution, course number, title, instructor, semester, grade received)
- Explanation (not to exceed one paragraph) of the seminar, including description of your work in the course and the USC Art History seminar equivalent (include USC course number)
- Course syllabus

Notify DGS and AHIS department administrator of approved course credit to be applied to your record.

### **Other University Requirements**

- A minimum of 60 units is required for the doctoral degree in art history, requiring at least three years of full-time study after beginning graduate work at USC. A minimum of 24 units must be completed in residence at USC.
- The minimum course load for full-time status is 6 units per semester; students may take up to 12 units per semester. Students who receive tuition assistance are expected to make full use of their tuition awards each semester during the academic year; exceptions must be approved by the Director of Graduate Studies.
- Continuous registration, with the exception of summer, is mandatory unless a leave of absence (the University allows a maximum of two years) is approved by the Department of Art History and The Graduate School.

### **Time Limit for Degree Completion**

As stated in the USC Catalogue, “The time limit for completing the doctoral degree is eight

years. For students who earned an applicable master's degree within five years prior to admission to the doctoral program, the time limit for completing the doctoral degree is six years from the date of admission to the doctoral program. An academic department or program may grant an extension of one semester at a time, up to a maximum of two years. For PhD students, all extensions must also have the approval of the dean of the degree program.”

The Department of Art History anticipates that all students will finish in six years. The student is expected to obtain outside funding beyond the fifth year of the USC award since internal funding beyond the five-year package is highly competitive and cannot be guaranteed. Moreover, after five years in the program, the student will usually be responsible for paying USC's mandatory tuition each semester and his/her own health insurance.

### **First-Year Assessment**

The First-Year Assessment must be taken before the completion of 24 units of coursework (i.e. before the end of the first year of coursework).

#### Goals

The assessment provides students with an opportunity to demonstrate their capacity for in-depth investigation of specific works of art and visual culture. It is intended to demonstrate general art historical skills, independent thinking, and knowledge of the history of the discipline, including current issues. A vital component of the First-Year Assessment is visual inquiry.

#### Content and Nature of Examination

Students make a slide presentation (10 minutes in length) to the faculty based on close visual analysis of 1-2 objects of their choice. The object selected need not be tied to a particular seminar paper, nor to the Primary or Secondary Field. The presentation may employ any number of relevant art historical tools, including formal analysis, social and historical contextualization of the object, discussion of methodological and historiographic issues, iconographic or symbolic interpretations, etc. Students may include comparative material as it serves their argument. The faculty will respond to the presentation, ask questions and provide feedback for a period of 15-20 minutes. The duration of the Assessment Exam is ½ hour.

In advance of the presentation, students are required to submit one-page abstracts of their presentations, and annotated bibliographies of 3-4 pages in length. The most helpful sources should be marked with asterisks on the bibliographies.

#### Scheduling

In general, the assessment is scheduled for the end of Spring semester, during the reading or exam period. The one-page abstract and annotated bibliography must be submitted to department administrative staff for distribution to the faculty no later than two business days before the presentation. Results will be available by the Friday of Commencement.

### Grading

If a grade of high pass or pass is earned, the student completes this portion of the Ph.D. requirements. After successful completion of other program requirements (coursework, foreign languages, and second year-review), the student is eligible to advance to the Qualifying Exams. A grade of low pass or fail can either result in probation or dismissal from the program, to be determined by the faculty during the end-of-year student evaluation and communicated in writing by the DGS in the student's annual progress report letter. No retakes of the First-Year Assessment are permitted.

### **Second-Year Review**

The Second-Year Review Committee formally reviews the progress and performance of every student in the Second-Year Review. This assessment is intended to evaluate skills needed for conducting advanced research and to ensure that all students are making satisfactory and timely progress toward the doctoral degree.

### Field of Study Statement

The process of the Second-Year Review begins in week 5 of the fourth semester when students are required to submit a statement (max. 3 pages, double-spaced) of rationale for the configuration of Primary, Secondary and Outside Fields that explains how the student sees them preparing him/her for the dissertation and profession. The DGS and the Primary Field advisor must sign-off on the Field of Study Statement before submission of all required materials to the Second-Year Review Committee (due week 8 of the semester).

### Annual Progress Report

The Annual Progress Report provides a self-assessment, including courses taken, grades earned, and an outline of the ways in which the student will meet outstanding course requirements.

### Qualifying Paper

By the end of the week 8 of the semester, students are required to submit to the Second-Year Review Committee a revised seminar paper of approximately 20-25 pages in length, not including endnotes, bibliography, and illustrations. The qualifying paper should demonstrate the student's capacity for original thought and research, skills for critical thinking and analysis, ability to use primary source materials, and proficiency in writing and presentation. It is strongly recommended that students work closely with their Primary Field advisor in the preparation of the qualifying paper. The Review Committee is a small group of faculty constituted by the Chair and DGS.

### Second-Year Review Meeting

After the Field of Study Statement, Statement of Progress and the Qualifying Paper have been submitted and reviewed, the student meets with the Review Committee. The purpose of the review is:

- To discuss the qualifying paper, its methods, analysis, writing and conclusions.
- To review progress to date through the evaluation of the qualifying paper, seminar grades, course evaluations from professors, language examinations, and teaching assistant evaluation forms.

- To allow the student the opportunity to discuss the Ph.D. examination fields, the constitution of the dissertation committee, and his or her plans for the dissertation project.
- To provide guidance and mentorship for the student at the mid-point of his or her graduate training.
- As part of the review process, the Second-Year Review Committee provides recommendations for the student. Plans for the dissertation project and proposed Examination Fields and Committee are discussed and evaluated.

The Second-Year Review Committee writes a summary of the committee's findings and suggestions for future progress. This document, which will become part of student's dossier, is also made available to the student and included in the materials considered by the faculty in the end-of-year student evaluation. The Second-Year Review is not graded, but it is a benchmark assessment determining whether the student is making suitable progress.

## **QUALIFYING EXAMINATION**

The Qualifying Examination tests the student's command of the objects, historiography, and critical methodologies of his/her primary, secondary and outside fields of study. The Qualifying Examination consists of two parts: the general, written examinations in the Primary, Secondary and Outside Fields; and an oral colloquium with the Qualifying Examination Committee within two weeks of the written exams.

Students should enroll in GRSC 800 during the semester/s of the Qualifying Examination. The University does not accept GRSC 800 for degree credit. After passing the Qualifying Examination the student advances to candidacy for the Ph.D. (and is considered ABD, "all but dissertation"). Students are permitted to enroll in up to 3 semesters of GRSC 800.

Students are expected to demonstrate command of the exam fields, i.e., knowledge of historical and art historical context and historiography, as well as an ability to write (and speak) about these analytically (not just summarily) and synthetically, as for example in a state-of-the-field essay. What are the stakes? Where is there work to be done? What are the connections over time? How are objects, images, spaces and arguments in conversation?

### **Guidance Committee**

In conversation with the Primary Field advisor and the Director of Graduate Studies, the student identifies and confirms faculty members who will serve on the Guidance Committee.

The Guidance Committee is composed of at least five members; a minimum of three, including at least one tenured member, must be from the Art History department, and one must be a faculty member from outside the Art History in another USC department.

The five members of the committee include the advisors of the Primary, Secondary and



Outside Fields (see field definitions above). The outside member is defined as a person from a discipline different from that of the student's department and the field should be distinct from Art History. This person may be jointly appointed with Art History but must be conducting an exam in another field. The fourth and fifth Guidance Committee members are up to the discretion of the student. Students should expect that all five committee members read the written exams and contribute to the oral exam.

If the student has co-advisors for the Primary Field, one of these faculty will automatically count as the fourth/fifth committee member and their participation as co-advisor for the Primary Field shall be registered on all paperwork. Questions for the written exam in the Primary Field should be supplied by both co-advisors for the Primary Field.

A faculty member with a courtesy ("0%") appointment may serve as a Secondary Field advisor, but not as an Outside Field advisor.

Normally, all members of the Guidance Committee must be at the rank of assistant professor or above in departments offering the Ph.D. degree at USC. In exceptional cases, faculty in departments or schools not offering the Ph.D. degree; research, adjunct, tenure track and emeritus faculty; and faculty from other universities may be acceptable as members of guidance committees. Such exceptions are rare and must be approved on an individual basis by the dean of USC Dornsife.

The Appointment of the Guidance Committee form must be submitted to the department administrative staff 3 weeks in advance of the scheduled date of the Qualifying Exams in order to acquire Dean and Chair signatures. The form may be found at the following link: <https://graduateschool.usc.edu/current-students/guidelines-and-forms/>.

### **Schedule for the Qualifying Exam**

The Qualifying Examination must take place no later than the semester following the completion of all required coursework (52 units) and all other requirements, including language requirements, apart from the dissertation itself (and 8 units of dissertation writing, AHIS 794abcd). For students entering without transfer credit, the Examination is expected to take place during the Spring semester of the third year. In order to schedule the Qualifying Exam students must have their preliminary bibliographies approved by their guidance committees. It is recommended that students begin to schedule the exam at least one month before the anticipated date. Oral exams will be held during the week after classes end.

The following schedule is recommended (for those entering without transfer credit; those with transfer credit may move this schedule up): Written Examination to be taken by week 14 of the Spring semester (i.e. by Spring Break) of year 3 in the program; Oral Colloquium with Qualifying Exam Committee to be scheduled within two weeks thereafter.

At least two weeks prior to the date of the written exams, the following material must be submitted to the Departmental Administrator for distribution to the Qualifying Committee:

- (1) Final bibliographies for Primary, Secondary and Outside fields.
- (2) Completed “Appointment of Committee” form (see Guidance Committee section above)
- (3) A brief description (4 double-spaced pgs. max.) of the student’s dissertation project to serve as a discussion document in the oral portion of the exam (in advance of the submission of the dissertation prospectus in the following semester).

### **General Written Qualifying Examination**

Students are tested on their Primary, Secondary and Outside fields through a series of written examination questions designated by the faculty member in charge of each field.

Students use a departmental computer to write the exams and will not have access to their phones. During the written exams, students may consult any books they wish to have on hand and copies of their bibliographies and notes as hard copy or on a thumb drive (the exam, in other words, is “open book,” however, internet access is not permitted). Faculty members provide the questions to the Department Administrator who supervises and distributes the exam. Students take the exam in two consecutive days in the Department of Art History.

- (Day 1) Part 1: Student is asked to respond to two of three questions from the broad area of study within the Primary Field. [6 hours, 3 hours each question]
- (Day 2) Part 2: Student is asked to respond to two of three questions from the Secondary Field. [3 hours]
- (Day 2) Part 3: Student is asked to respond to two of three questions from the Outside Field. [3 hours]

### **Oral Qualifying Exam Colloquium**

The Oral Colloquium is usually scheduled to take place approximately one week after the second day of the written examinations and must take place within two weeks of the completion of written examinations. It is administered on campus, and all committee members must be present. (With prior approval obtained from the Vice Provost for Graduate Programs at least two weeks in advance, one member, not the Primary advisor, may take part remotely by video conference.) The student meets for two hours with the committee who conduct an oral examination of the student’s Primary, Secondary and Outside fields and discuss the plans for the dissertation project.

Students must pass the Qualifying Examination (written exams and Oral Colloquium) before proceeding to defend the prospectus.

### **Outcome**

If the committee deems either the written exam or oral colloquium unsatisfactory, the committee decides whether to offer a retake of any part of the exam. The retake should happen between one and six months from the failed exam, depending on committee opinion and faculty availability (this can be scheduled at any time). The committee specifies areas that need improvement and must remain as initially appointed. Per Graduate School policy, a second failure of the Qualifying Examination will automatically mean dismissal from the program.

## **DISSERTATION**

### **Dissertation Committee**

On successful completion of the Qualifying Examination, the student is advanced to candidacy for the doctoral degree (“ABD”). At this time, the student is required to form a dissertation committee consisting of a minimum of three tenured or tenure-track USC faculty, two of whom must be from the Art History department (at least one of whom must be tenured) and an outside member with an affiliation in a different Ph.D. granting department at USC. If this outside member is jointly appointed with AHIS, and also served on the exam committee, then they must remain the outside member of the student’s dissertation committee. One of the committee members serves as the Dissertation chair (normally the Primary advisor).

The dissertation committee need not necessarily be the same as the guidance committee for the Qualifying Examination. The Primary Field advisor is frequently, but not always, the same faculty member as the Dissertation chair. If the student elects Primary co-advisors as Dissertation chair, both faculty must participate in the oral prospectus defense.

### **Enrollment status**

After advancing to candidacy and while working on the prospectus and dissertation, students are expected to be enrolled in AHIS 794 (Doctoral Dissertation), 2 units, each semester, except summer sessions, until all degree requirements are completed. No more than eight units of credit in 794 may be received, regardless of the number of semesters in which the candidate may be required to enroll. Department or program approval is required for registration in 794.

### **Dissertation Prospectus**

The dissertation prospectus outlines the proposed dissertation project and presents a working bibliography. The prospectus sets the dissertation project within the historiography of the topic and it points out the ways in which the project will range beyond what has previously been written. This important document serves as the intellectual ground plan for the dissertation research and as the basis for future grant writing. In conceiving the prospectus, it is therefore crucial that the student has a clear understanding of the central questions of the dissertation as well as the methodologies that he or she will employ in order to examine these questions. In preparing the prospectus, the student should speak regularly with the individual members of the Dissertation Committee, especially the Primary Advisor.

Prior to taking the Dissertation Prospectus Oral Exam, please contact AHIS staff to register online with the department at least one month prior to the exam via Google form link to be provided at time of request.

The final draft of the dissertation prospectus must be submitted to the Dissertation

Committee no later than October 15 after passing the Qualifying Examination in the Spring semester. If the Qualifying Examination was passed in the Fall semester, the dissertation prospectus must be submitted by the following March 15.

The prospectus document must include the following three parts:

- 1000-1500-word précis of dissertation project
- Expanded project description (12-15 pgs. in 12-pt Times New Roman, double-spaced) that also includes a description of methodology, research plan, and chapter breakdown
- Bibliography

Approximately two weeks after the submission of the prospectus, students will meet with the Dissertation Committee in an oral colloquium to defend the project. This oral prospectus defense meeting is usually scheduled for one hour. All members of the Dissertation Committee are expected to be present, though remote participation via video conferencing may be arranged when necessary.

A decision of pass (unanimous), conditionally, or fail must be rendered at the conclusion of the prospectus meeting.

For suggestions on the preparation of the prospectus, see, for example:

Joseph Gibaldi, *MLA Handbook for Writers of Research Papers* (New York: MLA, 1995)

Mary-Claire van Leunen, *A Handbook for Scholars* (New York: Oxford University Press, 1992)

Kate Turabian, *A Manual for Writers of Term Papers, Theses, and Dissertations* (Chicago: University of Chicago Press, 1993) and later revised editions.

### **Funding for Research, Travel and Dissertation Writing**

The Department seeks to support all reasonable requests for travel related to research, e.g. visits to archives or papers presented at conferences. However, because our funds are limited, we cannot guarantee full reimbursement of all requests. The Graduate Student Government (GSG) also gives travel grants for unreimbursed conference expenses: For more information, see <https://gsg.knack.com/tg#home/>.

Eligible travel and research expenses include:

- Conferences to give papers or participate in panels (including registration fees).
- Specific research needs, e.g. visit to archives, galleries, collections, or libraries.
- Language study or short summer courses relevant to doctoral research.
- CAA travel and related costs when specific sessions are key to research (funding may cover the registration fee, but not the cost of CAA membership).
- Travel and related costs for job interviews at CAA and other national conferences (such as AHA, AIA/SCS or ASA)

Applications for Art History Department Graduate Student Research Awards will be

considered twice each year, in September/October (for Winter break/Spring semester) and in March/April (for Summer break/Fall semester). Specific due dates vary year-to-year, but fall within those parameters. Application Guidelines will be distributed annually.

As the costs of graduate training and foreign study continue to rise and University resources come under increasing pressure, students are urged to exert individual initiative in securing funding from outside sources.

All students in Art History are strongly encouraged to participate in the VSRI Fellowship Writing Workshop early in the Fall semester in anticipation of annual fellowship deadlines. Students requiring departmental nomination for fellowships are required to attend this workshop. Students should plan ahead for fellowship deadlines by consulting with their advisors on appropriate fellowships and the preparation of application materials.

The Graduate School and USC Dornsife have offered competitive fellowships for advanced students. These require a departmental nomination and letter of support from the advisor, in addition to a formal proposal. These Advanced Fellowships included Endowed PhD Fellowships, Research Enhancement Fellowships, Final Year Fellowships and others. Due dates vary year-to-year students are therefore encouraged to inform their Dissertation chair of their intent to apply for these fellowships in September of the academic year and watch for announcements from Administrative staff.

### **Preparing and Filing the Thesis**

During the research and writing of the dissertation, it is crucial for the student to initiate and maintain regular communication with the Dissertation Committee chair, and to keep the chair apprised of their progress. Since most students are not in residence at USC during this phase of their graduate training, the Department requires the submission of an annual progress report two weeks prior to the final faculty meeting in the Spring semester that outlines the research the student has completed to date, the stage of the draft of the thesis manuscript, a description of the work to be accomplished, and a plan (with a time line) for the completion of the project.

The Graduate School provides a schedule of dates by which requirements must be met for conferral of the doctoral degree at commencement in May or for receiving the degree in August or December: <http://graduateschool.usc.edu/current-students/thesis-dissertation-submission/submission-deadlines/>

Students planning to meet a given deadline for conferral of the Ph.D. must submit a final, revised draft to the Dissertation chair at least six weeks before that deadline. Because it is understood that the student will keep the Dissertation chair apprised of his or her progress, it is also understood that the Dissertation chair will read and evaluate successive drafts of the dissertation. Students should not expect a Dissertation chair to accept a final draft if the chair has not already seen earlier versions and has had an opportunity to suggest changes.

It is the responsibility of the student to consult with the Dissertation Committee members regularly. Once the Dissertation chair has determined that the dissertation is close to

completion, the student must give the dissertation to the secondary readers at least four weeks before the oral defense, which should be scheduled to meet University deadlines.

### **Oral Defense**

It is the student's responsibility to obtain information on deadlines and format from the Graduate School well in advance of the defense. The date of the oral defense is set in consultation with the members of the Dissertation Committee. The oral defense provides an opportunity for the student to meet together with all the members of the dissertation committee, to answer their questions about the project, and to receive their feedback and advice for future publication.

### **Dissertation Submission**

This portion of the Department of Art History Ph.D. Program Guidelines adheres strictly to the policies of USC and the Graduate School and is subject to change at any time according to university policies and procedures. It is the student's responsibility to seek and obtain up-to-date guidelines as the time for his/her dissertation submission approaches. Guidelines, with step-by-step instructions, for dissertation submission may be found on the Graduate School Thesis Center website, <http://graduateschool.usc.edu/current-students/thesis-dissertation-submission/>

Dissertation submission is an online process administered by the Thesis Center in the USC Graduate School. The Thesis Center has provided the following link regarding the seven step sequence for dissertation submission: <https://graduateschool.usc.edu/current-students/thesis-dissertation-submission/guidelines-to-submission/>.

Registration in dissertation coursework is required for at least two semesters and provides the necessary continuous enrollment until the dissertation has been submitted to the Graduate School. The requisite course is AHIS 794 Doctoral Dissertation.

**Early Submission Option Deadline:** Students are exempted from the requirement to register in 794 in a given semester if they have met the continuous enrollment requirement, completed the Checklist, and uploaded the manuscript to the Graduate School by the add/drop deadline for that semester. It is recommended that students submit the necessary documents and have completed the Approval to Submit form at least a week before the add/drop deadline in order to allow time to upload the manuscript.

### **PROFESSIONAL DEVELOPMENT**

The Department of Art History is committed to mentoring students and to helping them develop into successful professionals. AHIS 593 and AHIS 596, the VSRI Fellowship Application Workshop, the Getty Graduate Symposium and other professionalization events are designed to help students meet their professional goals. It is also expected that students will play an active role in the intellectual life of the department and university by regularly attending and contributing to events organized on campus both within and outside

of their primary areas of expertise.

## **Annual Conferences**

### **The College Art Association (CAA)**

CAA is the professional organization for art historians (and artists) in the United States. The annual conference of the CAA offers the primary opportunity for art historians to present their scholarship, to network with other professionals and graduate students, and to interview for jobs in the field. [www.collegeart.org](http://www.collegeart.org)

It is highly recommended that students try to attend a CAA conference early in their academic career to familiarize themselves with the organization, and with the current questions that animate the discipline of art history and the scholarship in their particular field. The Student and Emerging Professionals Committee of the CAA caters to the needs of graduate students and aims especially to help them transition successfully to professional positions. In addition, the Student and Emerging Professionals Committee of the CAA caters to the needs of graduate students and aims especially to help them transition successfully to professional positions: <http://www.collegeart.org/committees/student>

At the dissertation stage, it is recommended that candidates apply to present their research at an annual conference. Doing this at a separate stage from interviewing for jobs allows students to focus exclusively on their presentation and to gain recognition of scholarly work that will serve them well when they seek employment.

### **Getty Graduate Symposium**

Hosted by the Getty Research Institute at Getty Center, the Getty Graduate Symposium, showcases the work of emerging scholars from art history graduate programs across California. Participating universities include Stanford University; University of California, Berkeley; University of California, Irvine; University of California, Los Angeles; University of California, Riverside; University of California, San Diego; University of California, Santa Barbara; University of California, Santa Cruz; and the University of Southern California. One student is selected by each institution to represent her/his respective PhD program at this event. (The Getty sets the date for this event each year.)

Eligibility for participation: Nominee must be pursuing their PhD in Art History at USC Dornsife or have earned the Visual Studies Graduate Certificate to be eligible for consideration. Selection of the USC representative for the Getty Graduate Symposium is decided by the voting members of the Art History faculty. Eligible students must be nominated by their primary advisor. In a given year, no advisor may nominate more than one student. Each nominee and nominating advisor must commit to attend the symposium and related events and participate in the symposium itself. Nominee must be ABD, preferably in their final year in the PhD program with a track record as a committed and engaged member of the intellectual community of AHIS and/or VSRI. No student may present twice at this event, but they may be nominated by their advisor for consideration by the faculty more than once during their time in their PhD program.

Department nomination process: Nominees will supply a title and a 500-word abstract of the paper they wish to deliver at the Getty Graduate Symposium to the AHIS department on Sep 15. These materials must be accompanied by a cover sheet with the endorsement of the nominating advisor (an email from the faculty or signature will suffice).

Faculty will receive all nominations prior to the vote, which shall take place at the October Faculty meeting. The official nominee and their advisor shall be notified directly after the vote.

### **STUDENT CONCERNS**

At the start or end of each semester, the Director of Graduate Studies offers special appointments to discuss progress, concerns and suggestions. Additionally, there may also be group meetings on specific questions or developments. Students are urged to communicate with their Primary advisor and the Director of Graduate Studies regarding their experience and progress in the program. Students also have the option of consulting with their Graduate Student Representative in the Department of Art History and having them act on their behalf in the airing and resolution of any concern.

If any matter cannot be resolved or if the student is uncomfortable raising the issue within the Department, the university has structural mechanisms to address student concerns, including the Graduate School's Graduate Student in Residence, the Office of the Dean of Academic Programs in the College of Letters, Arts and Sciences, and the Graduate and Professional Student Senate (GPSS).

### **RECOMMENDED READING**

The following texts provide a useful, general overview of academic life:

John A. Goldsmith, et al, *A Chicago Guide to Your Academic Career: A Portable Mentor for Scholars from Graduate School through Tenure* (Chicago and London: University of Chicago Press, 2001)

Gregory Colón Semenza, *Graduate Study for the 21st Century: How to Build an Academic Career in the Humanities* (New York: Palgrave MacMillan, 2010)



**APPENDIX I            Ph.D. Degree Requirements Overview**

<i>COURSES</i>		<i>OTHER REQUIREMENTS</i>
Methodology (4 units)	AHIS 500	Foreign Language Proficiency Exams (2)
Primary Field (16 units)	4 seminars	First-Year Assessment
Secondary Field (8 units)	2 seminars	Second-Year Review
Outside Field (4 units)	1 seminar	Qualifying Examination: Written and Oral
Electives (18 units)	5 seminars	Dissertation Prospectus: Written and Oral
Teaching Practicum (2 units)	AHIS 593	Dissertation and Defense
Distribution: cultural (4 units) and temporal (4 units) perspectives (units may be double-counted in secondary, outside or electives)	2 seminars	
Dissertation Writing (8 units)	AHIS 794abcd	
<b>TOTAL (MINIMUM):</b>	<b>60 units</b>	

**APPENDIX II                      Sample Program of Study**

<b>Year/Semester<sup>1</sup></b>		<b>Coursework*</b>	<b>Additional Requirements</b>	<b>Funding Type</b>
I	Fall	AHIS 500 (4 units) Seminar (4) Seminar (4)	Language Exam I	Fellowship
	Spring	Seminar (4) Seminar (4) Seminar (4)	<b>FIRST-YEAR ASSESSMENT</b>	
II	Fall	AHIS 593 (2) Seminar (4) Seminar (4)	Language Exam II	TAship
	Spring	Seminar (4) Seminar (4)	<b>SECOND-YEAR REVIEW</b>	
III	Fall	Seminar or directed reading (2-4) Seminar (4) Seminar (4)		Fellowship or TAship
	Spring	Seminar (4) Seminar (4) [or GRSC 800 (0)]	<b>QUALIFYING EXAMS*</b>	
IV	Fall	AHIS 794a	<b>PROSPECTUS</b>	Fellowship or TAship
	Spring	AHIS 794b	<b>DISSERTATION</b>	
V	Fall	AHIS 794c	<b>DISSERTATION</b>	Fellowship or TAship
	Spring	AHIS 794d	<b>DISSERTATION (&amp; DEFENSE)</b>	

\* For entering students without transfer credit; those with transfer credit may have a more accelerated coursework and Qualifying exam schedule

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<sup>1</sup> Seminars may also be taken during the Summer Session

### **APPENDIX III      Helpful Forms and Instructions**

AHIS Graduate Coursework Progress Worksheet  
Request for Directed Research AHIS 590  
Request for Research AHIS 790 form  
USC-UCLA Cross-Enrollment Instructions  
AHIS PhD Student Annual Progress Self Report  
AHIS Report of Dissertation Prospectus Meeting form  
Incomplete (IN) Agreement form  
Dornsife Dissertation Completion Plan

STUDENT:	Year entered USC AHIS PhD Program:
STUDENT ID #:	Entered with MA degree? No ___ Yes ___

	Course	Semester	Professor	Units	Grade
1	AHIS 500:Methods and Theory of Art History (required)				
2	AHIS 593x:Practicum in Teaching				

Primary Field (4 graduate-level courses; 16 units)		Semester	Professor	Units	Grade
3					
4					
5					
6					

Secondary Field (2 graduate-level courses; 8 units)		Semester	Professor	Units	Grade
7					
8					

Outside Field (1 graduate-level course outside of AHIS dept; 4 units)		Semester	Professor	Units	Grade
9					

Electives: remaining coursework, with at least 8 units taken within AHIS dept (5 courses; 18 units minimum)					
10					
11					
12					
13					
14					

Distribution: 2 courses in distinct cultural & temporal perspective from primary field, may include courses listed above in secondary, etc.					
I.					
II.					

**Qualifying Exam:** Date of Written Exam: \_\_\_\_\_ Date of Oral Exam (within 2 wks of Written): \_\_\_\_\_

Committee Members: At least 5 (including a min. of 3 AHIS faculty - at least one must be tenured, and 1 non-AHIS USC faculty member)

1) Primary Field Member \_\_\_\_\_

2) Secondary Field Member \_\_\_\_\_

3) Outside Field Member \_\_\_\_\_

4) \_\_\_\_\_

5) \_\_\_\_\_

Dissertation Writing: minimum of 8 units@2 units/semester		Semester		Units	
	AHIS 794A				
	AHIS 794B				
	AHIS 794C				
	AHIS 794D				

**Total Units (minimum 60):**  

Foreign Language (demonstrated proficiency in 2; additional may be required)		Semester	Date of test or USC reading course passed:
1)			
2)			



### Request for Directed Research AHIS 590

Directed graduate research leading to the master's degree

Grading Option: Credit/No Credit

Units: 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12; Terms Offered: FaSpSm

### Department of Art History (213) 740-4552, 3501 Trousdale Parkway, THH 355, Mail Code 0351, LA, CA 90089-0351

Students who wish to take AHIS 590 must prepare a proposal to be submitted to department staff with this form.

The proposal should include the following:

- 1) Description of the topic to be pursued and chief research questions (100–250 words)
- 2) Proposed capstone project (e.g. seminar paper of 15–20pp)
- 3) Proposed schedule of meetings
- 4) Proposed readings (1-page bibliography)

This form must be completed by the student and signed by the instructor and department chair in order for the student to receive permission (D-clearance) to enroll in Directed Research AHIS 590 graduate coursework. Students should only take one 4-unit AHIS 590 with a given professor. If there is an exceptional reason why a student needs to take more than one 4-unit AHIS 590 with the same faculty member, an added explanation must also be included in the proposal. After receiving D-clearance, the student must log in to the USC registration system to enroll in the course. If revision to the original and approved proposal is necessary, the revision must be approved by the supervising instructor (email approval is acceptable) and copied to the chair and department staff at the time of revision.

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Student Name	Admit Year
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Student USC Email	Student USC ID #
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Student Phone Number	Graduate Department and Program of Study
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		<b>AHIS 590</b>	<b>12101</b>	
Semester	Year of Request	Course #	Class/Section	Number of Units Requested

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1.) Attach a description of the proposed study. Capstone project due date: \_\_\_\_\_

2.) Signatures are required. For grade/credit, the attached expectations must be met.

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Student Signature	Date
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Supervising Instructor Approval Signature	Date
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Department Chair Approval Signature	Date
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**Department of Art History** (213) 740-4552, 3501 Trousdale Parkway, THH 355, Mail Code 0351, LA, CA 90089-0351

Students who wish to take AHIS 790 must prepare a proposal to be submitted to department staff with this form.

The proposal should include the following:

- 1) Description of the topic to be pursued and chief research questions (100–250 words)
- 2) Proposed capstone project (e.g. seminar paper of 15–20pp)
- 3) Proposed schedule of meetings
- 4) Proposed readings (1-page bibliography)

This form must be completed by the student and signed by the instructor and department chair in order for the student to receive permission (D-clearance) to enroll in Independent Research AHIS 790 graduate coursework. Students should only take one 4-unit AHIS 790 with a given professor. If there is an exceptional reason why a student needs to take more than one 4-unit AHIS 790 with the same faculty member, an added explanation must also be included in the proposal. After receiving D-clearance, the student must log in to the USC registration system to enroll in the course.

If revision to the original and approved proposal is necessary, the revision must be approved by the supervising instructor (email approval is acceptable) and copied to the chair and department staff at the time of revision.

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Student Name	Admit Year
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Student USC Email	Student USC ID #
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Student Phone Number	Graduate Department and Program of Study
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		<b>AHIS 790</b>	<b>12180</b>	
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Semester	Year of Request	Course #	Class/Section #	Number of Units Requested
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Name of Supervising Instructor	Email of Supervising Instructor
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1.) Attach a description of the proposed study. Capstone project due date: \_\_\_\_\_

2.) Signatures are required. For grade/credit, the attached expectations must be met.

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Student Signature	Date
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Supervising Instructor Approval Signature	Date
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Department Chair Approval Signature	Date
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## USC-UCLA Cross-Enrollment Instructions

*The USC-UCLA Cross-Enrollment Agreement permits current USC students to take a graduate course at UCLA and obtain USC course credit. Courses taken under the Agreement are not subject to the rules governing transfer credit.*

### USC students wishing to take a graduate course at UCLA must do the following:

1. Submit a petition for USC-UCLA Cross-Enrollment. This petition can be obtained by asking your staff graduate advisor (petitions are not available on the web or in the Graduate School office).
2. Complete the section identifying information about the course to be taken at UCLA. Include course number, title and UCLA unit value.
3. Obtain the signature of your department chair at USC (Signature No. 1).
4. Obtain the signature of the official instructor of record at UCLA (Signature No. 3). Verbal/email approval not permitted.
5. Bring your petition, along with a copy of the page from the UCLA schedule of classes indicating the unit value of the graduate course to the Graduate School (**required**) for the signature of the "USC Graduate School." *Note: The Graduate School will not sign this petition until you have received the original signatures from your USC department chair and the UCLA professor of record and the course description from the UCLA schedule of classes.*
6. After you have obtained the Graduate School's signature, take your application to the USC Verifications Office (John Hubbard Hall). The Verifications Office will confirm that you are currently enrolled at USC and then stamp the application form with the Registrar's official seal. You must obtain the official USC seal **and** signature of the Registrar in order for your application to be valid. *Note: You must have been enrolled at USC in the previous semester in order to be eligible to participate in the Agreement in a current semester.*
7. After you have obtained the official seal, go to the Registration building and register for USC 7000 (web-registration not available). USC 7000 is the USC course students register for while taking the class at UCLA (you do not register at UCLA for the UCLA course).
8. After you have registered for the USC 7000 course, please return to the Graduate School with your **original application** and registration confirmation. You will be provided with a copy of the application. *The original application will be sent to UCLA for final processing and the eventual assigning of the grade for the course. UCLA must have the original application with the original USC Registrar's seal of approval.*

### Please note the following:

- USC 7000 is not available during the USC summer semester/UCLA summer quarter. *Note: UCLA does not permit USC students to participate in the Agreement during their summer quarter. There are no exceptions.*
- Students are not permitted to retroactively enroll in USC 7000 after they have taken and completed a course at UCLA. Permission must be obtained before the first day of the UCLA course.
- Undergraduate UCLA courses are not eligible to be taken under the Agreement.
- Signature of "UCLA Graduate Division/Host Campus Dean" is not required in order to register for USC 7000. USC and UCLA will eventually make arrangements for that signature.
- If you are on a USC fellowship or are serving as a Graduate Assistant, please check with your fellowship office or home department regarding whether your award covers USC 7000.

- USC students registered for USC 7000 will pay the USC tuition rate (*you do not register for the UCLA course*).
- Because UCLA is on the quarter system, USC students registered for USC 7000 will not receive the full credit value of the UCLA units. There are no exceptions.
- Each UCLA unit is translated into .625 USC units. For example, a **4 unit UCLA course will be translated into 2.5 of USC credit units.**
- USC reserves the right to confirm the unit value of a course taken at UCLA.
- After you have obtained the appropriate signatures and registered for USC 7000, access to the course at UCLA (i.e., Blackboard) is *solely* at the discretion of UCLA. Please work directly with UCLA on obtaining proper access.
- USC 7000 will be graded “Credit” or “No Credit,” although you must earn a “B” or better in the UCLA course to earn credit for USC 7000.
- The original application form with the official USC Registrar’s seal will become the grade sheet. Your grade will be sent directly to the Graduate School by the UCLA coordinator. Students are not permitted to send in their own grades.
- Students who obtain “No Credit” for the course will not be able to apply the USC 7000 units on the USC transcript.
- If you earn an “incomplete” for the UCLA course, you will not be given credit for the USC 7000 course nor will you be able to apply the USC 7000 units towards your USC degree until a grade has been assigned and received. Please check with the Office of Academic Review for policies and procedures regarding incompletes.
- Because UCLA is on the quarter system, its registration timeline and deadlines are different than those at USC. Please make sure that you take care of the application process by UCLA’s deadlines, **not** USC’s registration deadlines.
- Students may add USC 7000 at any time during USC’s fall or spring semester without incurring a late registration fee provided that they have already settled their USC enrollment for a particular semester by USC deadlines *and* they are following UCLA rules about when they can start attending a UCLA class. However, students who drop USC 7000 are subject to USC’s rules governing registration deadlines, “W”s and tuition payment.
- **NOTE:** If a student drops the USC 7000 class after USC’s add/drop date (i.e., they no longer wish to remain in the course at UCLA), a “W” will appear on a student’s transcript. This will be case even if the student drops USC 7000 before the UCLA add/drop deadline. *There are no exceptions.*
- Starting in the 4<sup>th</sup> week of USC classes, students must take a “W” in USC 7000 up to the end of the 12<sup>th</sup> week of classes if they no longer want to take the course at UCLA. After that, a petition to Academic Review is required.
- Departments have the sole discretion to determine whether to apply USC 7000 towards a student’s degree.
- The Graduate School does not place a limit on the number of times a student may apply to take a class at UCLA as a part of the Agreement. However, individual departments may place a limit on the number of USC 7000 courses they will count towards the degree. Students will also be subject to USC rules governing residency and registration requirements.
- USC 7000 does not count towards the USC minimum residency registration requirements and may not be used as a substitute for required USC courses.
- For questions about obtaining UCLA signatures or the UCLA course information, students may contact UCLA’s Graduate Coordinator, Jessie Boutayeb - [jboutayeb@gdnet.ucla.edu](mailto:jboutayeb@gdnet.ucla.edu)



STUDENT'S LAST NAME

USC Dornsife Art History Department  
PhD Student Annual Progress Self-Evaluation Report

*Instructions: To help AHIS faculty mentor PhD students at every stage in the program, the faculty requests your input on this short annual progress report self-evaluation. Please fill out this form as a **Word** document (saving it with your last name and date in the file name), and send as an email attachment to Elizabeth Massari ([massari@usc.edu](mailto:massari@usc.edu)) and Tracey Marshall ([traceyma@dornsife.usc.edu](mailto:traceyma@dornsife.usc.edu)). Use as much space for your answers as needed.*

**Deadline for 2<sup>nd</sup> year AHIS PhD students is Feb 28.  
Deadline for all other AHIS PhD students is April 30.**

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**Date of report:**

**PhD student's first and last name:**

Year entered program:

Entered with M.A.? (Yes or No):

Primary advisor's name:

1. Describe the progress you have made toward degree since last spring semester (i.e. summer, fall and current semesters). Include both formal requirements (such as courses taken, languages studied and exams passed) and other professional research carried out.
2. Outline your degree progress goals for the coming year (this summer through next academic year) and your plans for achieving them.
3. How do you see the faculty helping you toward these goals?

# USC Dornsife Department of Art History

## REPORT OF DISSERTATION PROSPECTUS MEETING DOCTOR OF PHILOSOPHY DEGREE IN ART HISTORY

### STUDENT INFORMATION

Full Name (Last, First, Middle)

Date

Student Identification Number

E-mail Address

Telephone Number

### DISSERTATION PROSPECTUS CHARACTERISTICS

Dissertation Project

Dissertation Prospectus Submission Date

Prospectus Meeting Date

### REPORT OF THE DISSERTATION PROJECT COMMITTEE ON THE DISSERTATION PROSPECTUS MEETING

This report is valid only if it has the dissertation prospectus attached.

By signing below, the Dissertation Project Committee Chair certifies that the Dissertation Project Committee evaluated the written dissertation prospectus and the oral defense of the prospectus and judged the student's performance to be that indicated below.

Passed (Unanimous vote for "pass" is required.)

Passed Conditionally (The student must be provided with written specification of the condition[s] and/or action[s] required to meet the condition[s] for passing; a copy of this document must be attached.)

Failed (The student must be provided with written specification of the deficient elements[s] of the prospectus, any remedial action[s] recommended by the Dissertation Project Committee, and any proposal for reexamination; a copy of this document must be attached.)

Signature of Dissertation Committee Chair

Date

### Fill in committee member names below

Committee member (Chair):

Committee member:

Committee member:

Committee member:

Committee member:

By signing below, the Dissertation Project Committee Chair certifies that the Committee has approved the topic of the dissertation and the prospectus for the project as a plan for completing the research.

Signature of Dissertation Project Committee Chair

Date

Return Completed Form to Department of Art History Administrative Office  
University of Southern California  
Department of Art History, THH 355  
Los Angeles, CA 90089-0351  
Phone 213-740.4552 Fax 213.740.8971



## Assignment of an Incomplete (IN) and Requirements for Completion

Professors may assign a mark of Incomplete (IN) if a student submits documentation of illness or emergency that occurs after the withdrawal deadline. If a mark of IN is assigned as the student's grade, the professor will specify to the student all work remaining to be done, the procedures for its completion, the grade in the course to date, and the weight to be assigned to the missing work when computing the final grade. A student must complete the IN by completing only the work that was not finished because of illness or emergency. Students may not submit previously graded work. Students cannot complete an IN by re-registering for the course, as this will result in tuition charges to the student.

Students must complete an IN within one year. If not completed within the specified time limit by the professor, the IN automatically becomes a mark of IX (expired Incomplete) and computes in the grade point average of as 0 points.

**To the Student:** It is your responsibility to complete the required work listed by the professor within his/her specified timeline.

Student's Name \_\_\_\_\_ ID# \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_  
Semester \_\_\_\_\_ Course # \_\_\_\_\_ Class # \_\_\_\_\_ Units \_\_\_\_\_  
Professor's name \_\_\_\_\_

**To the Professor:** Below please indicate the reason for assigning a mark of IN as the student's grade.

Documented illness     Emergency circumstances

Provide a brief description. \_\_\_\_\_  
\_\_\_\_\_

Generally, only the omission of a final examination or submission of end-of-the-term written assignments are acceptable as missing work which qualifies a student to receive an Incomplete.

Please provide the following information:

Grade for work already completed: \_\_\_\_\_

Indicate work not completed:

Final examination: \_\_\_\_\_ Other (Specify nature of work) \_\_\_\_\_

Procedure student should follow to assure timely completion of work: \_\_\_\_\_

Weight to assigned to missing work when computing the final grade: \_\_\_\_\_  
\_\_\_\_\_

I understand the requirements for completion of the remaining work in this course.

Student's Signature \_\_\_\_\_ Date: \_\_\_\_\_

Professor's Signature \_\_\_\_\_ Date: \_\_\_\_\_

Office of Graduate Programs  
Ph.D. Dissertation Completion Plan

**To be completed by the Student:**

Today's Date: \_\_\_\_\_

Name: \_\_\_\_\_ Student ID: \_\_\_\_\_

Email: \_\_\_\_\_ Department: \_\_\_\_\_

Year of Entry to Ph.D. Program: \_\_\_\_\_ Date Passed Qualifying Exam: \_\_\_\_\_

Number of previous Leaves of Absence: \_\_\_\_\_ Estimated Completion Date: \_\_\_\_\_

Advisor's Name: \_\_\_\_\_ Advisor's Email: \_\_\_\_\_

Please outline your dissertation completion plan, listing specific items, dates, and deadlines:

Continue, if needed, on the next page.

Plan outline (continued from page 1):

- By checking this box and entering my name below, I certify my dissertation completion plan as complete, and I understand that making timely academic progress is a requirement for continued enrollment in the program.

\_\_\_\_\_

Student Name

Date

Please save this completed PDF form, with your name in the filename, and email to your advisor for review and approval.

\_\_\_\_\_

### To be completed by the Faculty Advisor:

#### Statement of Endorsement

- By checking this box and entering my name below, I certify my agreement with the dissertation completion plan and I will be available for guidance throughout the period of the plan.

Please enter your name here, or use a digital signature, to certify your completion of this form.

\_\_\_\_\_

Advisor Name

\_\_\_\_\_

Date

Director of Graduate Studies

\_\_\_\_\_

\_\_\_\_\_

**When all sections are complete, please forward to the GRADUATE STAFF ADVISOR.**  
**Advisors: If all sections of this form have been completed electronically, please upload it directly to the Graduate Student Database. If this document is in paper form, please scan to PDF format and upload.**