# Table of Contents

<table>
<thead>
<tr>
<th>Page</th>
<th>Section</th>
</tr>
</thead>
<tbody>
<tr>
<td>3</td>
<td>Welcome</td>
</tr>
<tr>
<td>4</td>
<td>Useful Contact Information</td>
</tr>
<tr>
<td>6</td>
<td>Program Goals for the MA in Art History</td>
</tr>
<tr>
<td>6</td>
<td>Academic Preparation, Standards for Admission, and How to Apply</td>
</tr>
<tr>
<td>7</td>
<td>Application Deadlines</td>
</tr>
<tr>
<td>7</td>
<td>Financial Assistance</td>
</tr>
<tr>
<td>8</td>
<td>Getting Started in the MA</td>
</tr>
<tr>
<td>9</td>
<td>Program Description</td>
</tr>
<tr>
<td>10</td>
<td>Resources for Research</td>
</tr>
<tr>
<td>10</td>
<td>Further Opportunities</td>
</tr>
<tr>
<td>11</td>
<td>Typical Plans of Study</td>
</tr>
<tr>
<td>11</td>
<td>Program Requirements</td>
</tr>
<tr>
<td>12</td>
<td>1. Coursework and Thesis</td>
</tr>
<tr>
<td>12</td>
<td>A. Leveling</td>
</tr>
<tr>
<td>12</td>
<td>B. Required Courses</td>
</tr>
<tr>
<td>12</td>
<td>C. Additional Courses in the Major (Art History)</td>
</tr>
<tr>
<td>12</td>
<td>D. Courses Outside the Major (6-hour Minor)</td>
</tr>
<tr>
<td>13</td>
<td>E. Thesis. Thesis Timetable (ARTH 6000 A and B)</td>
</tr>
<tr>
<td>14</td>
<td>Step 1: Forming Advisory Committee. Step 2: A Topic Analysis</td>
</tr>
<tr>
<td>15</td>
<td>Step 3: Drafting the Thesis Proposal</td>
</tr>
<tr>
<td>16</td>
<td>Step 4: Presentation of Thesis Proposal</td>
</tr>
<tr>
<td>17</td>
<td>Step 5: Writing the Thesis. Step 6: Defending the Thesis</td>
</tr>
<tr>
<td>18</td>
<td>Step 7: Revision &amp; Submission. Step 8: A Symposium Presentation</td>
</tr>
<tr>
<td>18</td>
<td>F. Foreign Language Requirement</td>
</tr>
<tr>
<td>19</td>
<td>2. Exams</td>
</tr>
<tr>
<td>19</td>
<td>A. Formal Evaluation (Diagnostic Exam)</td>
</tr>
<tr>
<td>19</td>
<td>B. Annual Review</td>
</tr>
<tr>
<td>20</td>
<td>C. Final Comprehensive Evaluation</td>
</tr>
<tr>
<td>20</td>
<td>3. Academic Standards</td>
</tr>
<tr>
<td>20</td>
<td>Admission to Candidacy</td>
</tr>
<tr>
<td>20</td>
<td>Grievance Procedures</td>
</tr>
<tr>
<td>21</td>
<td>School of Art TA Assignments</td>
</tr>
<tr>
<td>22</td>
<td>Excerpts from the TTU Catalog that govern parts of the MA in Art History</td>
</tr>
<tr>
<td>25</td>
<td>Sample MA Program worksheet</td>
</tr>
<tr>
<td>26</td>
<td>SoA Travel Funding Application for Graduate Students</td>
</tr>
<tr>
<td>27</td>
<td>Sample MA Thesis Title Page</td>
</tr>
</tbody>
</table>
Welcome

The School of Art welcomes you to the pleasures—and the challenges—of graduate study in Art History. The Master’s in Art History consists of concentrated study and analysis, foreign language acquisition, exams, and constant writing. Although it is intense, the process lasts a relatively short time—approximately two years. To assist you in making the most effective use of your time, the faculty has prepared this Manual.

This Manual lists some resources at the School and University and outlines the program requirements and the process for their successful completion. It also alerts you to interesting programs within and beyond the University that can enhance your education and provides guidelines for University-related employment.

The Art History faculty will be assisting you to plan your studies and will provide guidance throughout the process. However, you, as the individual who plans to fulfill the requirements, must familiarize yourself with all the documents that govern your degree program and must make sure that you complete those requirements in a timely manner. In addition to complying with the MA in Art History Manual, please refer to the current Texas Tech University Catalog, as you are responsible for knowing about and meeting all of the policies and procedures outlined in the Catalog.

You can access the University Catalog any time online by searching for “TTU catalog” or by typing: www.depts.ttu.edu/officialpublications/catalog/_viewcat.php

Although the MA Coordinator will be happy to provide them, the TTU Graduate School website contains many of the forms you will need as you progress. Also, please familiarize yourself with the Graduate School’s “Graduate Studies Responsibilities” paper. You can find it under “Current Students” on the Graduate School website. See www.depts.ttu.edu/gradschool/.

As you know by now, you have many colleagues in the School of Art (SoA) graduate programs. There are about thirty students in the MFA studio art program (a 60-hour program). Many of these students will be in your classes. You will also meet students in the Fine Arts Doctoral Program (entrance requires a Master’s and the program requires 60 additional hours including a dissertation). A few focus on Art History, however, most are involved in contemporary issues in the arts. We also have approximately 20 undergraduate Art History majors who present their Senior Theses at our Art History Symposium. These students create an exciting climate of creative endeavor and intellectual inquiry. Be aware that all these programs have very different requirements! If you get confused, be sure to ask the MA Coordinator or refer to this Manual.

You will find that Lubbock enjoys lively scenes in contemporary arts and music, not least of which unfold in our own Landmark Arts Galleries and our SOA Satellite Gallery in the Depot District. The University President sponsors a special Lecture and Performance
series, Lubbock has a chapter of the Archaeological Institute of America, and many departments and colleges host fascinating speakers. The Art History Area invites speakers each semester. Our goal is to enhance your educational experience so we invite your input as we decide whom to invite. We also hope you will get involved in the Tech Art History Society, which is as fun as students make it. The TAHS organizes field trips to galleries and museums in Texas and nearby states, does local community service, meets to enjoy the First Friday Art Trail and once entered the TTU College Bowl (and won!).

Your experience in the MA program will be simultaneously demanding, as you wrestle with difficult concepts and long texts, and exhilarating, as you explore the visual messages sent by other humans across time and place and the responses to those messages by later cultures. The faculty will challenge your assumptions and demand your best performance, but we also want to help you realize your potential and achieve your goals.

Useful Contact Information:

**M.A. Art History Advisor:** (For questions regarding MA program requirements, course selection, language requirements, degree plans, choosing a thesis advisor, TA/RA appointments, etc.).

*Dr. Carolyn Tate*, Professor. Graduate Coordinator, Art History (Graduate Certificate and MA).
Office: ART B06. Email: carolyn.tate@ttu.edu

**Art History Faculty:**

*Dr. Kevin Chua*, Associate Professor, Associate Director
Office: Art B-07. Email: kevin.chua@ttu.edu

*Dr. Constance Cortez*, Associate Professor. Art History Area Representative.
Office: ART B-18. Email: c.cortez@ttu.edu

*Dr. Janis Elliott*, Associate Professor. BA Art History Advisor.
Office: ART B-05. Email: janis.elliott@ttu.edu

*Dr. Esen Ogus-Uzun*, Assistant Professor.
Office: ART B-03. Email: esen.ogus@ttu.edu

*Dr. Jorgelina Orfila*, Associate Professor. MFA Art History Advisor.
Office: ART B-08. Email: jorgelina.orfila@ttu.edu

*Dr. Brian Steele*, Associate Professor. Associate Dean, College of Visual and Performing Arts.
Office: West Hall, south side, first floor. Phone: 806-742-0700. Email: brian.steele@ttu.edu

*Dr. Carolyn Tate* (see above).
**Director, School of Art:**

Lydia Thompson, Professor. Office: Art 125. Email: Lydia.thompson@ttu.edu

**School of Art Main Office:** 806-742-3826.

David Mondt, Assistant Director of System Operations and Budget Management. (For questions about the financial aspects of scholarships and TA/RA appointments)
Office: ART 101. Email: david.mondt@ttu.edu

Rosamaria Diaz
Sandra Marchman (Sam). Front desk.
Gena Woods

**School of Art Support Staff:**

Ryan Scheckel, Academic Advisor. (For registration questions)
Office: ART 101-B. (806) 834-7402. Email: ryan.scheckel@ttu.edu

Paula Yeager, Curator of Visual Resources (for issues regarding access to images and databases)
Office: ART B-10. Email: paula.l.yeager@ttu.edu

Joe Arredondo, Director of Landmark Arts, Assistant to Director (For issues regarding the gallery, exhibits, or speakers’ programming)
Office: ART 108-A. Email: joe.arredondo@ttu.edu

**Museum Science liaison:**

Dr. Peter Briggs, Helen DeVitt Jones Curator of Art, TTU Museum
Office: TTU Museum. Phone: 742-2442 ext 270. Email: peter.briggs@ttu.edu

**Book History Coordinator:**

Dr. Ann Hawkins, Professor, English.
Office: English 405. Email: ann.hawkins@ttu.edu

**Land Arts Coordinator:**

Dr. Chris Taylor, Associate Professor, Architecture.
Office: Architecture 709. Email: chris.taylor@ttu.edu

**University Library. Art books are in the Main Library.**

Rob Weiner, Fine Arts librarian. (For any assistance in searching databases, he’s very helpful).
Email: rob.weiner@ttu.edu

**Rare Books, Artist Books, and Manuscript Facsimiles are in the Special Collections Library.**

Bruce Cammack, Special Collections Librarian
Email: bruce.cammack@ttu.edu

You may also find the Architecture Library useful. 9th floor, Architecture Building.

**Graduate School:**

Vanessa Bara, Chief Evaluator. Office: Administration 328. Phone: (806) 834-3423. Email: vanessa.e.bara@ttu.edu
Program Goals for the MA in Art History

- To prepare students for careers in museums, community colleges, publishing houses, visual resource libraries, art auction houses, and other similar professions, by providing a degree program that meets the educational needs of arts and cultural organizations in Texas and beyond.
- To prepare students for doctoral studies in Art History by advancing their knowledge of the discipline and their skills in research, writing, editing, and the communication of ideas.
- To foster a learning environment that encourages students to contribute to historical knowledge about art and visual culture, to develop critical thinking skills, and to apply historical methodologies to the solution of contemporary problems.

Academic Preparation, Standards for Admission, and How to Apply

To be accepted to the MA in Art History, prospective students must have completed substantial coursework in Art History. Ordinarily, prospective students have earned (or expect to complete) a BA in Art History or must have completed a minimum of 24 hours of Art History courses.

Alternatively, students who have completed the TTU Graduate Certificate in Art History, Criticism, and Theory (6 hours of Art History required for admission plus 15 hours of Graduate Art History) may apply for the program. Students who have completed the Graduate Certificate will have taken two of the courses required for the MA (ARTH 5308 and 5309). Therefore, if admitted to the MA, those students must enroll in 6 alternative hours of Art History or approved theory courses, replacing the courses already taken, in order to complete the 18 hours of Art History coursework required for the MA.

Prospective students with strong academic performance but who do not hold a BA in Art History and whose coursework falls short of 24-hour requirement may apply with 15 or more hours of Art History. If admitted, such students must complete up to 9 hours of leveling in order to meet the admission requirement for 24 credit hours in Art History.

- Applicants are required to take the GRE exam and to have the scores submitted by the application deadline.
- During the application process, Art History faculty members will evaluate applicant’s potential success in the program through an assessment of multiple factors. These include the undergraduate GPA, letters of recommendation, the GRE score, the applicant’s letter of intent, the applicant’s CV or résumé, and samples of scholarly writing.
• Application must be made both to the Texas Tech Graduate School and to the TTU School of Art. Application materials are available on the School of Art’s Master’s in Art History website, http://www.depts.ttu.edu/ART/SOA/nav/grad/ma.php
• On this website is the Application Checklist, which lists the materials required for an application and the deadlines.
• Students must complete a Foreign Language requirement (see below).

Application Deadlines

To be considered for scholarships and TA appointments, applicants should submit their materials by January 5 for admission to the following Fall semester, and September 1 for Spring.

Those who do not wish to be considered for scholarships and TA appointments may submit their materials by March 15 for the Fall semester or by October 1 for the Spring semester.

Financial Assistance

Scholarships

Scholarships help you financially and they also have a long-term benefit: When employers, grants organizations, and doctoral programs see that you have applied for and received a scholarship, they realize that not only are you taking charge of your own life, but that others see promise in your efforts. Whether or not the scholarships significantly help you financially, adding scholarships to your CV is a good career move. So please apply!

The Graduate School website maintains a list of TTU and external scholarships and fellowships. See http://www.depts.ttu.edu/gradschool/funding/

Each year, the University and the College of Visual & Performing Arts award several Fellowships that assist throughout the duration of graduate study. The General Recruitment Fellowship offers $4000/ year for 2 years to incoming students only. The Helen Jones and CH Foundation award similar fellowships to incoming and ongoing students. These are highly competitive and you must apply by the deadlines listed above to be considered for nomination by a faculty member. If your record is strong, and you wish to be considered, submit your application no later than January 5 (for Fall) or by September 1 (for Spring).

The School of Art awards Graduate Scholarships of $500 – 1000 on an annual basis (no continuity is promised). These awards are competitive. To apply, use the Scholarship Application form that is in the MA Art History Application Packet (Online).
There are two School of Art-based competitive scholarships specifically for Art History: The Rex and Bonnie Aycock Scholarship for Graduate Art History and The Willie and Eve Tate Family / La Munyon / Chancellor’s Scholarship for Art History. These are funded through endowments and currently offer $500 – 1000 for a year. (No continuity is promised). To apply, use the Scholarship Application form that is in the MA Art History Application Packet (online http://www.depts.ttu.edu/ART/SOA/nav/grad/ma.php).

School of Art Part-Time Employment

To assist in its educational mission and to offer valuable experience to graduate students, the School of Art offers 25% and 50% (quarter-time and half-time) employment to qualified students when funding is available. See the section on TA and GA appointments below.

Offers of Financial Assistance (both scholarships and employment) ordinarily are made in March, and must be accepted in April for the Fall semester, or the offer will be withdrawn.

Getting Started in the MA in Art History

Upon acceptance to the MA in Art History, students will receive a letter from the Art History MA Coordinator that lists any conditions of admission, such as “leveling” coursework to meet minimum admission standards. To those who apply for scholarships and TA appointments (by the January 5 deadline), the School of Art will send another letter of financial offer.

The Graduate School doesn’t send an admission letter. Instead, it updates your online application status. The update explains how to register for a “ttu.edu” email account, which becomes the official means of communication for the student, and how to activate an “eRaider” account, which enables students to register and access instructional websites. You are assigned an “R number” which links to all your academic, student life, and financial records.

In October and March, students must contact the MA Art History Coordinator or their Thesis Advisor for approval of class schedules. Pre-registration for the Fall semester opens to Graduate Students in early April and early November. In August, prior to the beginning of classes, students must attend an orientation for incoming MA Art History students. The MA Coordinator will notify students of this mandatory meeting several weeks in advance via email.

Any student with a TA / GA appointment must report for duty to the MA Coordinator and the supervisor on the “faculty on-duty” date. The MA Coordinator will notify you of this date; you can also find it on the online TTU Academic Calendar. http://www.depts.ttu.edu/officialpublications/calendar/
Program Description

The MA in Art History requires a minimum of 30 semester credit hours of graduate-level work including a minor and a Master’s Thesis of 6 hours. Additionally, there is a foreign language requirement (see below).

The MA in Art History offers a broad array of courses covering wide geographic areas and historical periods. Therefore, students may opt to take this general program or to choose one of the following two optional areas of concentration:

- **The History of the Book as Art**
  - Provides the opportunity for students to explore the historical and ongoing transitions in aesthetic communicative media, for example, the relationships between hand-made, print, and digital imagery.
  - Provides the means to explore relationships between word and image in a variety of historical periods and media.
  - Links with the English Department’s Book History graduate program (students can use these courses for their minor).
  - Takes advantage of the holdings of manuscripts, facsimiles, and Artist’s Books in the TTU Special Collections Library.

- **Borderlands and Contact Zones**
  - Challenges students to examine how globalization in the 20th and 21st centuries – social, political, and economic – has affected the production and interpretation of the visual arts.
  - Encourages students to re-conceive the epistemological ‘centers’ and disciplinary boundaries of art and Art History, in a variety of historical eras.
  - Links with the courses in the History Department, especially with Dr Levario’s courses on Borderlands.

There is a listing of specific courses online in the University Catalog and the School of Art / MA website. Visit:  [http://www.depts.ttu.edu/ART/SOA/nav/grad/ma.php](http://www.depts.ttu.edu/ART/SOA/nav/grad/ma.php)
Resources

Texas Tech University hosts many special collections and archives relevant for research in Art History, including a Rare Books collection with Mesoamerican and Medieval European codex facsimiles; the Southwest and Millennial Collections of photographs, videos, and oral recordings; the papers of Charles Peirce, the American philosopher and semiotologist; and the Sowell Family Collection, a repository of the papers of important writers on Literature, Community, and the Natural World.

The Art History area has established liaisons with the TTU Museum and with several other regional museums, including the San Angelo Museum of Art, the Museum of the Southwest (Midland) and the Dallas Museum of Art. The directors of these museums welcome your assistance with the special projects in which the institutions are involved and have agreed to let you examine works in their collections. Please consider taking advantage of these opportunities to study original works of art and to assist museum staff on projects. Course credit can ordinarily be negotiated for such study. See the MA Coordinator for further information and assistance.

Further Opportunities

Those interested in the History of the Book as Art might pursue a minor in Book History. This graduate emphasis is offered through the English department. See http://www.english.ttu.edu/grad_degrees/BH_default.asp

Students might also consider the Land Arts Program, operated through the TTU College of Architecture. Participation might delay graduation by a semester, but it would be an unforgettable experience. See http://landarts.org/ or let the MA Coordinator know you are interested.

Texas Tech offers a Formal Minor in Museum Science. See http://www.depts.ttu.edu/museumttu/program.html

Students may enhance their programs by enrolling in several Graduate Certificates (if your advisor approves, the six hour minor might be applied to the Certificate). These include Ethics, Historic Preservation, Leadership, Medieval And Renaissance Studies, Publishing and Editing, and more. See http://www.depts.ttu.edu/officialpublications/catalog/GradCertificatePrograms.php#MRST

MA students are encouraged to take advantage of Study Abroad programs during the summer months, especially so that they may become familiar with works of art or pursue archival research relevant to the thesis topic. For Study Abroad, see http://www.studyabroad.ttu.edu/
Texas Tech has campuses in Seville, Spain and Rome, Italy (beginning Fall 2013), where students can take intensive language courses and possibly other courses relevant to the thesis topic. Texas Tech also has reciprocal agreements with universities in Mexico. Accredited Art History courses are offered through many programs in Barcelona, Florence, Lima, London, Rome, Seoul, Tokyo, etc., administered through Texas Tech University’s International Cultural Center. Credit for Study Abroad courses in Art History must be approved in advance by the Art History faculty. For Seville, see http://www.depts.ttu.edu/classic_modern/travel/seville.php/

Typical Plans of Study (Full-Time)

A. With Foreign Language study

<table>
<thead>
<tr>
<th>Year 1 Fall</th>
<th>Year 1 Spring</th>
<th>Year 1 Summer</th>
<th>Year 2 Fall</th>
<th>Year 2 Spring</th>
</tr>
</thead>
<tbody>
<tr>
<td>ARTH 5308</td>
<td>ARTH 5309</td>
<td>Draft Thesis Proposal</td>
<td>Art History Minor</td>
<td>Art History Minor</td>
</tr>
<tr>
<td>Art History</td>
<td>Art History</td>
<td>Complete Foreign Language, Or volunteer internship, Or study abroad</td>
<td>ARTH 6000 a (= Thesis proposal and research)</td>
<td>ARTH 6000 b (= Thesis submission, defense, &amp; symposium)</td>
</tr>
<tr>
<td>Foreign Language</td>
<td>Foreign Language</td>
<td>Annual Review</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Diagnostic exam</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

B. When the Foreign Language requirement is completed prior to admission

<table>
<thead>
<tr>
<th>Year 1 Fall</th>
<th>Year 1 Spring</th>
<th>Year 1 Summer</th>
<th>Year 2 Fall</th>
<th>Year 2 Spring</th>
</tr>
</thead>
<tbody>
<tr>
<td>ARTH 5308</td>
<td>ARTH 5309</td>
<td>Draft Thesis Proposal</td>
<td>Art History Minor</td>
<td>ARTH 6000 b (= Thesis submission, defense, &amp; symposium)</td>
</tr>
<tr>
<td>Art History</td>
<td>Art History</td>
<td>Complete Foreign Language, Or volunteer internship, Or study abroad</td>
<td>ARTH 6000 a (= Thesis proposal and research)</td>
<td>Electives if needed for full-time enrollment.</td>
</tr>
<tr>
<td>Art History Minor</td>
<td>Annual Review</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Diagnostic exam</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Program Requirements

Successful completion of the Master’s in Art History requires 1) the completion of a minimum of 30 hours of coursework and thesis, 2) passing several exams, and 3) meeting minimum standards of academic excellence. The following sections provide further information regarding these three components. The program of study outlined below complies with the National Association of Schools of Art and Design standards for the Master’s in Art History.
1. Coursework and Thesis

A. Leveling
Students who are changing from another field to Art History and who do not have the minimum number of hours to enter the program will be assigned leveling coursework during the admissions process. See Admission Standards, above. Additionally, leveling might be assigned as a result of the student’s performance on the Diagnostic Exam (see Section 2, Exams, below). Leveling must be completed by the end of the second semester.

B. Required Courses
The 12 hours of required courses are as follows:
- ARTH 5308 Methods and Theories in Art History
- ARTH 5309 Theories of Contemporary Art
- ARTH 6000 Thesis (6 hours; distributed in two semesters)

C. Additional Courses in the Major
In addition to the required seminars (above), students must take a minimum of four courses (12 hours) for graduate credit in Art History. At least one of these courses must be a graduate seminar; no more than three may be graduate-level sections of undergraduate lecture courses. To ensure some breadth of knowledge, the program divides its courses into two groups and requires each student to take at least one course in each group.

Group 1. Ancient, Medieval, Pre-Columbian and History of the Book as Art. Includes courses taught under the numbers ARTH 5313, 5320, 5335, and 5305 when the topic is relevant.

Group 2. Renaissance, Baroque, 18-19th century, and Modern & Contemporary art. Includes courses taught under the numbers ARTH 5340, 5363, 5382, and 5305 when the topic is relevant.

Also, ART 5340 may be counted as an Art History course and assigned to one of the groups (depending on course content; see MA Coordinator for approval).

D. Courses Outside the Major (6-hour Minor)
Students must choose a minor in which they take at least two courses (6 hours) that are supportive of the thesis topic, such as courses in history, literature, anthropology, foreign languages and literatures, or other fields. Your selection of courses for the minor must be approved by your Thesis Advisor. Also, the Graduate School requires that “minor” courses for Master’s programs carry graduate credit. If a professor agrees to offer a graduate-level section of an undergraduate course, you may take such courses for graduate credit in fulfillment of the minor.
Some TTU programs have instituted formal minors. For example, Museum Science offers a formal minor at the Master’s level that requires 9 hours of specific coursework. The 6-hour minor requirement for the MA in Art History may be used to partially fulfill the Museum Science formal minor; an additional 3 hours of MS coursework would be necessary to complete the Museum Science requirements for their formal minor.

For a 9-hour formal minor in Museum Science, students may choose from the following courses: Museology; Museum Administration; Museum Collection Management; Museum Law, Ethics and Standards; Museum Interpretation and Communication; Museum Preventive Conservation; Museum Education; Museum Collections Documentation.

E. Thesis

The MA in Art History requires all students to complete a Master’s Thesis consisting of original research. Because research and writing are integral to the practice of Art History, there is no “non-thesis” option. Ordinarily, students enroll in 3 hours of thesis in their third semester (ARTH 6000 A) and 3 in the subsequent semester (ARTH 6000 B). In the 6000 B semester, students must present a version of their thesis at the Art History Symposium. The Thesis is presented to the Graduate School in PDF form (see Electronic Thesis and Dissertation [ETD] website: http://www.depts.ttu.edu/gradschool/students/current/ETDSubmission.php).

The length of the Thesis is ordinarily 30 - 40 pages plus endnotes or footnotes, bibliography, illustrations, and any tables or appendices. Consult your advisor for bibliographic style. This length allows a development of the topic that is roughly equivalent to an extended published article. The Thesis must demonstrate high academic standards by clearly stating the problem to be investigated and providing a critical review of the extant literature on that subject. It should be explicit in its development of a methodological approach or theoretical stance toward the problem. Logically argued, the Master’s Thesis will be an articulate, intelligent treatment of its subject.

Thesis Timetable

Ordinarily, full-time students follow this timetable, which aims to assist students to complete the MA within four semesters. If you are not full-time or have unusual circumstances, discuss the timing of your thesis with the Coordinator.

In their second semester of the program, students should decide on a general area of interest for the Thesis and identify a professor who agrees to serve as the Thesis Advisor. Confer with the Thesis Advisor to refine the topic. This may require the student to create several topic analyses (see below). Students must draft the Thesis Proposal (see below) between semesters.
In the third semester of the program, students ordinarily enroll in ARTH 6000 A (Thesis). A draft of the Thesis Proposal is due to the Thesis Advisor by the end of the second full week of classes in September or January. Once the Advisor approves a draft of the Proposal, a date is selected for the Presentation of the Thesis Proposal, no later than October 15 or March 8 (by the end of the 7th week of classes). At least ten days before the scheduled Proposal Presentation date, the student presents to the Thesis Advisor and to other Thesis Advisory Committee members a written copy of the Thesis Proposal (and a digital one if requested). The student delivers an additional copy to the MA Coordinator.

If the Thesis Advisory Committee approves the proposal, students will continue the thesis work by conducting research and drafting parts of the thesis by the end of the first semester. If your 6000 A is in the Fall, you have about 16 weeks (including Christmas break) until your draft is due. So, a note of warning: Don’t think that you have a whole second semester to write your thesis. You do not. Most of it must be written during the 6000 A semester and the break. You only have 3 – 4 weeks in the second semester before a complete, defensible draft must be submitted to your committee.

In their fourth semester, students ordinarily enroll in ARTH 6000 B (Thesis). At this point, it is imperative to consult the Official Academic Calendar for precise deadlines. Immediately, students must file an “Intent to Graduate” online. The MA faculty expect students to submit a polished draft of the thesis by the end of the third full week of class (e.g., end of second week of September or first week of February). Faculty will likely expect a second draft immediately. The final draft will be due in the end of September for a Thesis Defense deadline of mid-October (December graduation) or first week of March with a Thesis Defense deadline of last week of March (May graduation). The PDF of the thesis must be submitted to the Graduate School within one week of the Defense deadline. If you do not complete your Thesis this semester, but have made good progress, you may negotiate another set of deadlines with your Advisor, who should communicate these to the MA Coordinator. Be aware that funding and TA appointments will generally terminate at the end of the 4th semester, however.

The Thesis Step 1. Forming an Advisory Committee
Prior to enrollment in ARTH 6000 A (ordinarily during their second semester in the program), students must decide on a general area of interest for the Thesis and must identify a professor who agrees to serve as the Thesis Advisor. The Thesis Advisor must agree to, and will invite, another Art History professor to serve as the second member of the Thesis Advisory Committee. If a third person might significantly assist the Thesis project, that person may be an academic in any discipline.

The Thesis Step 2. A Topic Analysis
How do you and your committee know whether a Thesis topic will be fruitful and possible? It may take several false starts for students to arrive at a topic that your
advisor considers to be appropriate. Such a topic must, first and foremost, engage a student’s interest, and it must offer promise for extended analysis and study. Your Advisor can help you assess its feasibility, and can point out potential pitfalls that might affect your ability to complete it successfully. To evaluate the potential of your ideas, you must conduct a topic analysis. Submit to your Advisor a brief written document with the following components:

• A statement of the central problem, hypothesis, or question (a thesis statement), plus additional questions that your topic generates. These will often be the topics of the chapters of the Thesis. An art historical Thesis should address works of art, artists, issues involving the display or analysis of art, or other art-related topics.
• A statement regarding the relevance of the problem or thesis to the larger field—this is to justify that the topic is worthy of your time and effort and will matter to others.
• A review of the literature that addresses the problem. This helps establish your authority. To make any kind of contribution, you have to know what everyone else has said. Explain who has explored this question and what approaches they took. What did they NOT undertake, or what did they overlook, that is potentially significant? This is often the opening to your topic.
• The possible theoretical or methodological approaches to the problem. Here you determine how best to answer your questions.
• A working bibliography.

Thesis Step 3. Drafting the Thesis Proposal
You should think of the Thesis Proposal as a blueprint for a finished project or as a contract between you and your Thesis Advisory Committee. The more lucid and well-defined it is, the better your chances of writing a Thesis that will be approved.

The Thesis Proposal should not exceed six double-spaced pages PLUS the outline, bibliography and key illustrations. The Proposal is an enhanced version of the Topic Analysis, and should include:

• A statement of the central problem, hypothesis, or question (a thesis statement), plus additional questions that your topic generates. An art historical Thesis should address works of art, artists, issues involving the display or analysis of art, or other art-related topics.
• A statement regarding the relevance of the problem or thesis to the larger field—this is to justify that the topic is worthy of your time and effort and will matter to others.
• A brief review of the literature that addresses the problem. This helps establish your authority. To make any kind of contribution, you have to know what everyone else has said. Explain who has explored this question and what approaches they took. What did they NOT undertake, or what did they overlook, that is potentially significant? This is often the opening to your topic.
• The possible theoretical or methodological approaches to the problem. Here you determine how best to answer your questions.
• What can you bring to the problem that is new? Are you aware of new works of art, new historical or social contexts, new approaches, or new sources of information?

• As you begin to prepare an outline, think of the new approaches, data, contexts, etc., as forming the separate chapters of your thesis. Aim for two or three substantive chapters plus an introduction and conclusion. At the end of your Proposal, briefly state what you expect to cover in each chapter.

Your outline should be as detailed as possible so that you know what to do as soon as your Proposal is approved. Remember, you will be writing several chapters, each of which addresses some new approach / evidence to your problem. Include these ideas and / or the problems you will address (not just topics) in your outline. Underneath each idea or problem, list the major evidence (if you have it) or sources you will use to answer the questions. By doing this as thoroughly as possible now, you will know where to plug in the evidence that supports your arguments later. Faculty will look at the outline as the key to your ability to conduct the research you need and to construct your arguments.


**Thesis Step 4. Presentation of the Thesis Proposal**

Presenting the Thesis Proposal to a wider audience provides you with broader feedback on your ideas and strategies. (For deadlines, see timetable for third semester, above). The Thesis Proposal Presentation is attended by your Thesis Advisory Committee and either the MA Coordinator or his / her representative. It is open to all faculty members, MA students, and your friends and family as well.

The Thesis Proposal Presentation meeting is an hour in length. The student opens with a presentation of no more than fifteen minutes. Students can assume that their Committee members have read the Proposal, so the presentation should be aimed at people unfamiliar with your topic. In order to assist you, the Thesis Advisory Committee and other faculty attendees question the student about the scope, methods, and academic context of the proposal in order to help you clarify the topic and your research and writing strategies. The student presenter and any visitors then leave the room but the student remains in a designated location. The Advisory Committee confers, invites the student to return, and presents the student with its recommendations. These may require another draft of the proposal, outline, bibliography, other elements, and/or even another Presentation.
Thesis Step 5. Writing the Thesis

When your Thesis Advisory Committee approves your proposal, you will continue your Thesis work, following your outline, by conducting research and drafting parts of the Thesis by the end of the 6000 A semester. You must arrange with your Advisor a timetable for meetings and submission of chapters. It is important to consult with the Advisory Committee members throughout the research and writing process, so there are no surprises. Some secondary members want to read each chapter or meet with you regularly, others prefer to wait until you have compiled your first draft, but make sure that both your Advisor and your secondary member(s) agree on the process. A polished first draft of the entire Thesis will be due by the end of the third full week of class in the 6000 B semester. This allows time for several revisions before the final, defensible draft of the Thesis is due and you defend it.

Thesis Step 6. Defending the Thesis

Each student must defend the Thesis before the Thesis Advisory Committee and guests (faculty, students, friends) during a meeting that lasts about one hour. By means of this presentation and discussion (called the Defense), the student aims to obtain approval of the Thesis and to have the Advisory Members sign the Title Page so s/he can submit the Thesis to the Graduate School.

After introductions by the Advisor, the student makes a presentation of no more than 15 minutes, providing a synopsis of the topic, the student’s major contributions, and / or further thoughts on the subject. The Advisory Committee and audience ask any questions they may have. The audience then leaves and the faculty questions the student. The student presenter then leaves the room. Faculty complete a Thesis Evaluation Rubric, which provides their assessments to the Advisory Committee. The Thesis Advisory committee confers, they summon the student, and present the student with their recommendations.

The Thesis Advisory Committee (with input from faculty assessments) determines whether the student:
- Passes with no revisions (rare).
- Passes with revisions that will be overseen by the Advisor.
- Passes with revisions that committee members will read, with assessments given to the Advisor.
- Does not pass. In some cases, requirements for revision will be so substantive that the student will not be able to graduate that semester. Completion during summer sessions is not always an option; faculty members may be officially “off-duty” and may have research commitments that do not allow them to supervise theses. In those cases, revisions will be due by a specified deadline in the following long semester and graduation will be delayed.
Thesis Step 7. Revisions and Submission

After the Defense, if revisions are sufficiently minimal, a series of deadlines will be set. Students must make the required revisions to the Thesis and submit it to the Advisory Committee again for final approval before the Graduate School deadline. Please note that your thesis is not in final form until any changes required by the Advisory Committee during the Defense have been successfully completed and all committee members sign the Title Page (see sample Title Page at the back of this Manual).

The thesis is due in PDF format to the Graduate School. For guidance, questions, and required formats, see http://www.depts.ttu.edu/gradschool/students/current/thd.php. Additionally, two spiral-bound paper copies and one digital copy are due to the Thesis Advisor. The SoA Visual Resource Center will archive one of these copies and the other goes to your secondary member.

Thesis Step 8. You have submitted your Thesis!!! But now you need to present it at a symposium.

As a part of their Final Comprehensive Evaluation, all MA candidates must present a version of the thesis as a public lecture, scheduled toward the end of the semester. The presentation should be about 30 minutes in length (comparable to the length of a paper at many professional conferences) and accompanied by visual images. Students should prepare to field questions from the faculty and audience. Faculty will use a rubric to evaluate the student’s performance. The Thesis Advisor will consider these evaluations as s/he assigns the final grade for the Thesis.

F. Foreign Language Requirement

Over and above the required minimum of 30 hours for the MA degree, the program has a foreign language requirement. MA students must have reading / translation competence in at least one language in addition to English. The additional language(s) will be relevant to the student’s area of research and will allow the student to understand the scholarship of her or his field. The choice of language will be determined in consultation with the MA Thesis Advisor and the choice is subject to approval by the Thesis Advisory Committee. Standards for admission to the MA program specify proficiency in one foreign language. Options for completing foreign language requirements are listed in the Graduate Catalog under General Requirements for the Master’s Program. Students should satisfy the language requirement by the end of the second long semester in residence. Admission to Candidacy requires that all Foreign Language requirements be completed.
2. Exams

A. Formal Evaluation: Diagnostic Exam

All students admitted to the program take a Formal Evaluation (Diagnostic Exam). The exam challenges students to feel confident about their general knowledge of the history of art and helps faculty ascertain their ability to write an appropriate “research question.”

The diagnostic exam will occur in the “faculty on-duty” period prior to the first day of class. A date will be set and all incoming students will arrive in time to take the exam. Students admitted without leveling will take the exam at the beginning their first semester of enrollment in the MA program. Students admitted with leveling will take the exam after leveling is completed (during the faculty on-duty period prior to the beginning of the semester after leveling is finished).

Students must pass the exam with a minimum of 70% in order to continue in the program. If you do not pass the first time, a second opportunity will be provided at the outset of the subsequent semester. If the student earns less than 70% in either attempt, one of two things will occur. Either leveling coursework will be assigned and must be successfully completed with a B or better, or the faculty may advise the student to leave the program. If the latter is the case, any financial support offered by the University will be withdrawn after the end of the semester.

The Diagnostic Exam has two components.

1) Students will be asked to identify 20 art objects taken from Stokstad’s *Art History*, (current edition) by listing the usual artist/culture, title, art historical era, date, and medium, and to provide three points of importance for each object (such as patronage, social issues, theoretical implications or issues raised; aesthetic considerations, historical import, formal innovations, iconography and theme, etc.). These answers should be brief—about half a page.

2) Students will choose, in advance, one work of art from Stokstad. During the exam, they will provide a brief statement of historical context and, most importantly, will present three possible research questions about this work of art.

B. Annual Review

An Annual Review will be conducted in the student’s second semester (ordinarily Spring), prior to pre-registration for the third semester (ordinarily Fall). At this meeting of the student and the Art History faculty the following will occur:

- Discussion of students’ ideas regarding thesis topics.
- Consideration of grades for the first semester. In accordance with TTU Graduate School policy, if the student’s GPA is lower than 3.0, the student may be asked to leave the program.
- Selection or confirmation of a Thesis Advisor;
- Creation of a Degree Plan;
- Determination of the status of progress in completing the Foreign Language requirement.

If the student will not be graduating in the fourth semester, another Annual Review will occur during that fourth semester.

C. Final Comprehensive Evaluation

Because this program requires a Thesis, the Final Comprehensive Evaluation will have two components, the Defense of the Thesis and the Symposium Presentation of a version of the Thesis. Both components are discussed above.

3. Academic Standards

To be awarded the Master’s of Art in Art History, students must earn an average of 3.0 in Art History coursework and an overall average of 3.0 on all courses, including the Thesis, that comprise the official program for the degree. This is the minimum requirement of the Graduate School and is non-negotiable.

Additionally, students must pass the Entrance Exam with 70% or better, pass the Defense of the Thesis, and pass the Symposium Presentation of the Thesis-related paper with a 70% or better. Two attempts are allowed for each.

Admission to Candidacy

The Graduate School sets the procedure for admission to candidacy. Usually this can be done after the second-semester Annual Review. See the Graduate Catalog section below.

Grievance Procedures

In situations where graduate students think that they have a legitimate grievance regarding either A) aspects of their assigned duties or B) issues affecting their plans of study, they should exhaust – in the following order-- the proper channels in resolving the complaint.

For assistantship duties, the channels are:
1) the immediate faculty supervisor (a faculty member),
2) the Director of the School of Art,
3) the Associate Dean of the College of Visual and Performing Arts, and
4) the Dean of the Graduate School.

For plans of study, the channels are:
1) the Thesis Advisory Chair, if assigned,
2) the MA Art History coordinator,
3) the Director of the School of Art, and
4) the Dean of the Graduate School.

The administrators higher on the list will ask that you first attempt to resolve your issues with your immediate supervisors.

For University Operating Policies and Procedures, see http://www.depts.ttu.edu/opmanual/

OP 70.10, Nonfaculty Employee Complaints and Grievances
OP 10.09, Sexual Harassment
OP 74.02, Conduct of Research and Scholarly Activity

School of Art TA Assignments
If you are offered a position as a TA (Teaching Assistant), congratulations. This will be an excellent opportunity for you to learn research and teaching skills that will be essential to an academic career. You may be offered a .25% appointment, which requires ten hours a week. A .50% appointment also involves benefits; it will usually have two separate ten-hour components, for example, serving as a TA for one professor and working in the VRC, the Computer Lab, or the Gallery.

These positions are jobs for which you are expected to be at TTU, and in communication with your supervisor, for the entire “faculty on-duty” period set by the University. Your supervisor will tell you the dates and they are also posted on the University Academic Calendar. See http://www.depts.ttu.edu/officialpublications/calendar/

You must take the on-duty period seriously. Do not plan to arrive late and leave early. If this occurs, you will not be hired for another semester.

As a Teaching Assistant for a course, you assist an instructor in taking attendance, grading assignments and exams, and the like. The Art History area occasionally trains selected MA students to teach Art History surveys by means of a “mentorship program.” If a student enters the mentorship program, s/he must enroll in at least one unit of ART 5100.

If you have such an appointment, your supervisor will provide you with guidelines and a contract.
Excerpts from TTU Catalog (2015) as it applies to MA Art History

Minimum Residence. The minimum residence for any master's degree is ordinarily a full academic year or its equivalent of graduate work carrying residence credit. Part-time enrollment is evaluated on an individual basis.

Transferred Work. There is no automatic transfer of credit toward a master's degree, but, in general, work completed in residence at another accredited graduate school may, on the recommendation of the departments concerned, be accepted for as much as 6 semester hours toward a master's degree. Exceptions to this rule are granted in the case of the Master of Engineering degree and in certain other instances upon agreement between the college or department concerned and the Graduate School. Work completed at another graduate school with a grade less than B will not be accepted. Transfer credit will not alter a student's grade point average at Texas Tech.

Distance Education. A maximum of 6 semester hours of coursework completed through University College at Texas Tech may be credited on the coursework for a master's degree (or a maximum of 9 hours on a 36-hour program) if the student had been officially admitted to the Graduate School prior to enrolling for the distance education courses. Graduate credit will not be granted for courses taken by distance education at another university or taken by correspondence.

Admission to Candidacy. Every applicant for a master's degree is required to make formal application for admission to candidacy for the master's degree as soon as 9 to 12 semester hours of the master's degree work, excluding leveling courses, have been completed. This application is submitted to the dean of the Graduate School on the form entitled “Program for the Master's Degree and Application for Admission to Candidacy.”

Admission to candidacy will be granted at such time as all of the following requirements have been met:

1. All conditions relating to admission to the program have been met.
2. At least 9 semester hours of the graduate work required for the master's degree have been completed (exclusive of transfer and extension courses).
3. All required leveling work has been completed with C or better grades.
4. An average grade of 3.0 or better has been maintained in all courses comprising the official program exclusive of leveling work.
5. Proficiency in a foreign language or tool subject required for the particular degree has been acceptably demonstrated.
6. The general field of the thesis has been stated and approved.
7. Work to date is acceptable to the departments concerned, as attested by their approval of the application for admission to candidacy.
8. The entire program conforms with the general requirements of the Graduate School and the requirements of the particular degree.

**Time Limit.** With the exception of certain specially approved programs, work credited toward a master’s degree must be completed within six years. Students whose graduate study at Texas Tech is interrupted by military service will be granted an extension of time for the period of their military duty, not exceeding five years.

**Language Requirement.** [Art History requires a reading knowledge of one or more foreign languages relevant to thesis research.] The essential purpose for a language requirement is to assure that the student gains access to scholarly literature of his or her field in more than one language. Foreign students may use their native language (if it is not English) to meet this requirement if this essential purpose is served thereby and their major department approves. Foreign students must provide official documentation of acceptable grades in languages taken abroad or be tested as described below.

To qualify for Admission to Candidacy in a program that requires knowledge of a foreign language, the applicant must demonstrate proficiency in one of the following ways (as specified by the department) not more than seven years prior to submission of an official program of study: (1) passing with a C- or better the second course of the sophomore sequence of the required language; (2) passing with a B- or better the second half of one of the special 6-hour programs for graduate students offered in French, German, and Spanish; (3) passing a standardized examination in French, German, Spanish, or Latin given in the Department of Classical and Modern Languages and Literatures or one of the examinations in French, German, or Spanish furnished by the Educational Testing Service and administered by the university’s Testing Center. Arrangements for these examinations should be made in the applicable unit. The Department of Classical and Modern Languages and Literatures will administer the examinations in any other foreign language in which instruction is offered by the department. Arrangements for testing for other foreign languages will be approved by the graduate dean.

**Master’s Thesis**

The master’s thesis should represent independent work by the student, be conducted under the supervision of an advisory committee, and be written clearly and concisely in standard English (or another language when appropriate). As soon as the student’s area for thesis research has been determined, the graduate dean will appoint an advisory committee upon recommendation of the major department. The committee must consist of at least two members of the graduate faculty, including one from the department granting the degree. All members of the committee must sign the Thesis/Dissertation Approval Form and the ETD Signature Form printed by the student from the thesis/dissertation Web page. The student must earn a grade of B or better on thesis work to qualify for graduation.

A manual entitled *Texas Tech University Graduate School Formatting Guidelines (Revised*
October, 2009) is available at the university Web site www.depts.ttu.edu/gradschool/current/THDGuidelines.php. All manuscripts must conform to published policies. The final copy of the thesis must be submitted electronically in PDF file format as an Electronic Thesis/Dissertation (ETD) to the University Library’s server. Deadlines and more information on this process are available through the Graduate School Web site. The Graduate Council mandates that students must provide their committee chairperson with a bound paper copy of the thesis unless a waiver form is submitted by the student and signed by the chairperson. The waiver form is available on the Graduate School Web site. Paper copies may be required by the academic unit in which the student pursues the degree.

During the semester of graduation, the candidate will pay Student Business Services a Thesis/Dissertation Fee to cover the cost of electronically storing the official copy (ETD) of the thesis. This fee is paid only once. The Thesis/Dissertation Fee is posted to students’ accounts by the Graduate School after Intent to Graduate forms have been processed for the graduating semester. Payment due dates are listed under the current semester’s deadlines on the Web site www.depts.ttu.edu/gradschool/current/deadlines.php.
Sample MA Program Worksheet

Name: ______________________________________ R Number:_____

Address:

Formal Evaluation (Diagnostic Exam): ___________ (Score) on __________ (date)

2nd Formal Evaluation (Diagnostic Exam): ___________ (Score) on __________ (date)

Leveling Assigned: _____ Hours

Completed: ____________________________________________ in (date)__________

_________________________________________ in (date)__________

_________________________________________ in (date)__________

Foreign Language: _________________________________

Method of Completion________________________________ Date ________________

Art History Coursework:

ARTH 5308 (date) _______ or if prior to admission, substitute: ARTH ______(date)_______ 1 2

ARTH 5309 (date) _______ or if prior to admission, substitute: ARTH ______(date)_______ 1 2

ARTH _____ Topic: ___________________________ (date) ______________ 1 or 2

ARTH _____ Topic: ___________________________ (date) ______________ 1 or 2

ARTH _____ Topic: ___________________________ (date) ______________ 1 or 2

ARTH _____ Topic: ___________________________ (date) ______________ 1 or 2

Minor subject: ______________________________________

Coursework: ______________________________________ (date) ______________

_________________________________________ (date) ______________

Thesis Advisor:____________________________________

Members: _______________________________________

Topic:
Proposal date______________ Defense date______________

Pass/Fail/Recommendations:

Symposium Presentation: Title:________________________________________

Date __________ Pass / Fail; 2nd Date__________ Pass / Fail

Graduation date:
TTU School of Art  GRADUATE STUDENT TRAVEL FUNDING APPLICATION

The School of Art assists graduate students with partial funding for their research-related travel. No more than one travel grant from the School of Art will be made per student per 9-month academic year. Students must be enrolled during the term in which they intend to travel. The SoA Graduate Coordinators will review Graduate Student Travel Funding Applications three times a year. Therefore, it is essential that students plan ahead in order to request funding. If you receive funding, you are required to complete a brief report of your activities upon your return.

Additional funding is available from the Graduate School for graduate students who are presenting research papers (or creative work) at conferences. See http://www.depts.ttu.edu/gradschool/current/travel.php for more information and for application forms. In order to apply for funding from the Graduate School, students must first apply for funding from their own departments. Therefore, this application is a first step in that process.

Directions:
1. Students should complete this form and submit it to their thesis advisors or (if a thesis advisor has not been determined) the Graduate Coordinator in their area.
2. Faculty advisors should then fill out their portion of the form and submit it to their Graduate Coordinator Committee by the deadlines below (and at least 45 days before travel).

Students, please complete this portion:

1. Student Name ____________________________ 2. Degree Program ______
3. Applying as an individual ❑  Or part of a group ❑ Name of Group ____________________________
4. Name of conference, workshop, exhibition, or activity ____________________________
   __________________________________________
5. If a faculty member will accompany you, provide name: ____________________________
6. What research will you present and in what format? (Eg., name of research paper and panel; explain your role in an exhibition or workshop) ____________________________
   __________________________________________
7. Dates that you plan to be at the event ____________________________
8. Will you be engaged in recruiting for TTU SoA programs, and if so, specify the nature of the recruiting work that you will do. ____________________________
   __________________________________________
9. Amount requested ____________________________

Faculty advisors, please complete this portion:

1. Is this activity important to this student’s educational career? ❑ Yes ❑ No ❑ Probably ❑
2. Will the student be ready to present the research / creative activity? Yes ❑ No ❑ Probably ❑
3. Is this student mature enough to benefit from this experience? Yes ❑ No ❑ Probably ❑
4. If you have any comments, please write them on the reverse.
5. Put this form in the box of your Graduate Coordinator by the deadline.

Graduate Coordinators’ Committee recommendation: Rank _____ Amount ________
[Title of Thesis]

Submitted in partial fulfillment of the requirements for
Master of Arts in Art History

By

[Your name
Your previous degrees, eg., B. A. Art History, University of North Texas]

Approved by:

________________________________________________________________________ [signature line]
[Name of your Advisor]

________________________________________________________________________ [signature line]
[Name of your secondary member]

[Date of Thesis submission, or month and year, eg., April 2015]