

Master of Arts in Art History



SCHOOL
OF **ART**

—
TEXAS TECH

**J.T. & Margaret Talkington
College of Visual & Performing Arts**

Handbook

August 2012

Revised February 2017, May 2021, August 2024

(Accessibility Compliant 2026)

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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 *Handbook*.

The *MA Handbook* lists some resources at the School of Art (SOA) and Texas Tech University. It 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 *Handbook*, 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: [TTU Catalog link](#) (link opens a new window).

Please also familiarize yourself with the Graduate School's webpage for Master's Thesis Students: [TTU MA Thesis webpage link](#) (This contains information pertaining to your MA program.) At the end of your first year, please consult the “Thesis and Dissertation” section of the Graduate School website, which contains information pertaining to the writing, defense, and submission of your thesis. The Graduate School website contains many of the forms you will need as you progress.

TTU is a Tier One Research University with a broad offering of classes and certificates offered in other programs, which might help you towards, or supplement, your MA degree. Also, the University offers funding opportunities beyond those provided by the School and the College. We encourage our MA students to become involved in the community outside the MA program, which can make you a more well-rounded student. Learning to network now – eg. with students in other programs – is something that you will continue to do in the future. Participation in community events can create a support network, and be beneficial for one's mental health.

Lubbock has a lively contemporary art scene, not least of which unfolds in our own Landmark Arts Galleries in the School of Art. 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 on who 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 trips to regional museums and does community service.

Your experience in the MA program will be demanding and exhilarating, as you wrestle with difficult concepts and long texts, and explore the artworks from different times and places. 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:

MA Art History Coordinator: (For questions regarding MA program requirements, course selection, language requirements, degree plans, choosing a thesis advisor, TA appointments, etc.).

Dr. Theresa Flanigan

Office: ART B05 Email: Theresa.Flanigan@ttu.edu

Graduate Student Advisor, School of Art (for questions regarding course registration, degree plans, etc.):

Patricia Earl

Office: Art B17 Email: Patricia.A.Earl@ttu.edu

Art History Faculty:

Dr. Klinton Burgio-Ericson, Asst. Professor (Art of the Americas)

Office: ART B03 Email: klinton.burgio-ericson@ttu.edu

Dr. Kevin Chua, Assoc. Professor (18th-19th Century Europe & Southeast Asia)

Office: ART B07 Email: kevin.chua@ttu.edu

Dr. Theresa Flanigan, Asst. Professor & MA Coordinator (Medieval & Renaissance)

Office: ART B05 Email: Theresa.Flanigan@ttu.edu

Dr. Jorgelina Orfila, Assoc. Professor (Modern & Contemporary, Animation History)

Office: ART B08 Email: jorgelina.orfila@ttu.edu

Director, School of Art:

Monika Meler

SOA Main Office Email: mmeler@ttu.edu

Art books – University Library:

Rob Weiner, Fine Arts Librarian

Email: rob.weiner@ttu.edu

Rare Books, Artist Books, and Manuscript Facsimiles – Southwest Collection/Special Collections Library:

Emily Grover, Assistant Librarian, Southwest Collection/Special Collections Library

Email: emgrover@ttu.edu

Program Goals for the MA in Art History

- To provide a degree program that meets the educational needs of arts and cultural organizations in Texas and beyond by preparing students for careers in museums, community colleges, publishing houses, visual resource libraries, art auction houses and in other similar professions.
- 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.

Admission Standards

- Students entering the MA program in Art History should have a minimum of 21 hours of undergraduate courses in Art History or in a commensurate field (eg. History or Anthropology). For students entering without these pre-requisites, a maximum of 9 credits of Art History may be completed through leveling. eg. if you are admitted into the program with only 18 hours in art history or in a related field, you need 1 leveling course (of 3 credit hours), which you can take here at TTU, preferably in your first year. “Leveling” refers to coursework to ‘level’ the student up to the admission requirements. Note that leveling courses and BA-level art history courses at previous institutions, do not count toward the MA degree. Students who have questions regarding these admission standards are encouraged to contact the MA Coordinator for advice on their application.
- Applicants may be required to take the GRE exam and to have the scores submitted by the application deadline. (The GRE requirement has been waived by the Graduate School since Fall 2020; check the Graduate School and School of Art's MA in Art History websites for any changes.)
- As part of the application process, Art History faculty members will evaluate a student’s application through a holistic assessment of multiple criteria. These include the undergraduate GPA, letters of recommendation, the GRE score (if applicable), the applicant’s letter of intent, CV or resumé, and sample of scholarly writing.
- Application must be made through the TTU Graduate School. Application instructions and requirements are available on the School of Art’s Master’s in Art History website, [MA Art History Website Link](#) (link opens a new window).

Application Deadlines

To be considered for scholarships and TA appointments, applicants should submit their materials by **January 15** for admission in the following Fall semester.

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.

Fellowships, Assistantships, and Scholarships

Upon acceptance, MA students often receive a multi-year financial package, which may include a variety of fellowships, assistantships, and/or scholarships offered by the School of Art (SOA), College, and/or Graduate School. The amounts are determined based on the quality of your application, and how much is available at the SOA for any given year; all fellowships/assistantships/scholarships are awarded on a competitive basis, and will vary across students. Fellowships and assistantships are typically set upon your entry into the program (ie. are fixed); scholarships may vary from year to year. Your admission letter from the SOA (that you signed upon acceptance) will state the amounts of your financial package. Please keep a copy of this letter for your records.

In addition, MA students are encouraged to apply for internal (ie. SOA & TTU) and external (ie. outside TTU) scholarships. Scholarships help you financially but 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 career, but others see promise in your efforts. Whether or not the scholarship significantly helps you tame your budget, receiving one will be worthwhile.

The Graduate School website maintains a list of TTU and external scholarships and fellowships. See [TTU Graduate School Scholarship Website Link](#)

There are two School of Art 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 offer \$500-1000/year. No continuity is promised.

Please direct any inquiries about scholarships to the MA Coordinator.

School of Art TA Assignments & Responsibilities

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. 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. Your supervisor will tell you the dates and they are also posted on the University Academic Calendar. See [TTU Academic Calendar Website Link](#)

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.

Graduate Travel Funds

Students travelling for research (including travel to view an exhibition) or conference attendance may apply for Graduate Travel Funds from the School of Art. A letter of justification may be needed from you and/or your advisor. For travel guidelines and application visit: [TTU Graduate Travel Funds Website Link](#)

Resources for Research

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 semiologist; and the Sowell Family Collection, a repository of the papers of important writers on Literature, Community, and the Natural World.

The Museum of Texas Tech University houses an art collection focused primarily on art of the American Southwest and the pre-contact Intermediate Region (Colombia, Ecuador, and Panama), with other holdings from Mesoamerica and the Andes.

Additionally, the Museum has an Artist Printmaker / Photographer Research Collection containing original prints, print matrices, proofs, states, sketch books, photographs, drawings and related archival materials on select 20th and 21st century printmakers and

photographers who have worked in the western United States. For more information on these collections, see the Museum's website [TTU Museum Website Link](#)

The Southwest Collection/Special Collections Library houses Rare Books, Artist Books, and an extensive collection of Medieval and Renaissance Manuscript Facsimiles. For more information, see their website [TTU Rare Books Library Website Link](#)

Further Opportunities: Internships, Study Abroad, Etc.

An internship at the Louise Hopkins Underwood Center for the Arts (LHUCA) is available. Applications are normally due the semester preceding the internship, and selection of the candidate (typically, one graduate intern per semester) is made by LHUCA. Please see the MA Program Coordinator for more information.

Students might also consider the Land Arts Program, operated through the TTU College of Architecture. Participation would likely delay graduation by a semester, but it would be an unforgettable experience. Applications are typically due in April; the field semester is in Fall, with presentation of artworks at an exhibition in February or March See [TTU School of Art Landmark Gallery Link](#) or let the MA Coordinator know you are interested.

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 [TTU Study Abroad Website Link](#)

Texas Tech has campuses in Seville, Rome, and Quedlinburg 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 by the Art History faculty. For Seville, see [TTU Seville Campus Website Link](#)

Getting Started in the MA in Art History

Upon acceptance to the MA in Art History, students will receive a letter from the School of Art Director that lists conditions of admission, including the financial offer. Any financial offer must be accepted by April 15 or it will be withdrawn.

Students who have been accepted will receive a letter from the University that 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.

Pre-Registration and Graduate Orientation

Before registering for classes, students must contact the MA Art History Coordinator for approval of class schedules. Pre-registration for the Fall semester opens to Graduate Students in mid-April. 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.

Program Description

The MA in Art History requires a *minimum* of 30 semester credit hours, which include a minor and a Master’s Thesis of 6 hours. Additionally, there is a Foreign Language requirement (see below).

Typical Plan of Study (Full-Time)

Year 1 Fall

ARTH 5308 (3)

Art History (3)

Art History (3)

Foreign Language (if necessary)

Year 1 Spring

ARTH 5309 (3)

Art History (3)

Minor (3)

Foreign Language (if necessary)

Annual Review

Year 1 Summer

Draft Thesis Proposal

Complete foreign language, OR internship, OR study abroad (credits variable)

Year 2 Fall

ARTH 6000a -thesis proposal and research (3)

Minor (3)

Art History (3)

Year 2 Spring

ARTH 6000b - thesis submission and defense (3)

ARTH 7000 or Art History elective if necessary (3-6)

Full-Time Enrollment Requirements

Normal full-time enrollment varies between 9 and 15 hours for graduate students for a regular semester (ie. fall/spring). The minimum enrollment for full-time graduate status (ie. if you are receiving a fellowship/assistantship/scholarship from the SOA or TCVPA) is **9 hours in the regular semester and 3 hours each summer session**. The minimum enrollment for full-time financial aid status is 9 hours in the regular semester and 6 hours in the summer term. If a student is devoting full time to research, using university facilities and faculty time, the schedule should reflect at least 9 hours enrollment (6 in each summer term). The maximum allowable hours per semester is 15 for MA students, and 6 in a six-week summer term. Any exceptions to this rule must have the prior approval of the Graduate Dean. See the “Enrollment” section of Graduate School Catalog: [TTU Graduate School Calendar Link](#).

Continuous Enrollment: Each student who has begun thesis or dissertation research must register in each regular semester and at least once each summer until the degree has been completed, unless granted an official leave of absence from the program for medical or other exceptional reasons. For MA students, at least 6 hours of 6000 constitute minimum requirements. Off-campus students may register for 1 hour of 6000 with departmental approval until their final semester, at which time they must enroll in at least 3 hours. (TTU OP 64.02)

Transfer Credits

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. Work completed at another graduate school with a grade less than B or grades of pass/fail or satisfactory will not be accepted. Transfer credit will not alter a student’s grade point average at Texas Tech. Courses older than six years will not be accepted for transfer without an exception approved by the Graduate Dean.

Program Requirements

Successful completion of the Master's in Art History requires 1) the completion of a **minimum of 30 hours of coursework**, including credits for the minor and the thesis, 2) courses to meet the foreign language requirement if needed (these credit hours are over and above the required minimum of 30 hours for the MA degree), and 3) meeting the required standards of academic excellence. In addition to the min. 30 hours of MA coursework, students who are accepted into the program from a field other than Art History or a related field (i.e. History or Anthropology) and/or do not have the minimum breadth of coursework or number of hours to enter the program may be assigned additional leveling coursework (i.e. additional Art History courses to fill in gaps knowledge or skills) during the admissions process. See Admission Standards, above.

Coursework

1. Required Courses (Art History Core, 6 credits + 6 cr. Thesis)

The 12 hours of required courses are as follows:

- ARTH 5308 Methods and Theories in Art History (3 hours)
- ARTH 5309 Theories of Contemporary Art (3 hours)
- ARTH 6000 Thesis (6 hours; distributed in two semesters)

2. Additional Courses in the Major (Art History electives, 12 credit hours)

In addition to the required courses, students must take a minimum of four graduate-level courses (ie. 12 hours) in Art History. 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. Medieval and Art of the Americas. Includes courses taught under the numbers ARTH 5320, 5335, and 5305 when the topic is relevant.

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

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

ARTH 7000 – Research (Independent Study) may be taken with Art History faculty for up to 6 hours of credit, with approval of the MA Coordinator. Registration in an individual study, research (7000), implies an expected level of effort on the part of the student comparable to that associated with an organized class with the same credit value. A syllabus for the individual study course must be on file with the department for any class taken (including independent study hours).

3. Courses Outside the Major (6 credit 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, Literature, or other fields. Your selection of courses for the minor must be approved by the MA Coordinator or your Thesis Advisor (once you have chosen one). The Graduate School requires that minor courses for Master's programs carry graduate credit. The MA in Art History's minor is required, but considered "informal" (i.e. two courses in the same field, which you choose with your Advisor). Alternatively, you may choose to do a more formal minor, as described below, or choose minor courses towards a graduate certificate

Formal Minors (Some Suggestions)

Some TTU programs have instituted "formal" minors, which may have their own specific course requirements, including more than 6 credit hours.

For example, Museum Studies offers a formal minor at the Master's level that requires 9 hours of specific coursework. The Art History Master's minor requirement may be used to partially fulfill the Museum Studies formal minor. (ie. 3 Museum Studies courses will fulfill their Museum Studies formal minor, but 2 of our Art History courses will probably not count for 6 hours of their Museum Studies minor, depending on their program coordinator's approval.) For Heritage and Museum Sciences: TTU Museum Studies Program Website Link

For a 9-hour minor in Museum Sciences, 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.

A formal minor in Latin American and Iberian Studies is administered by the Latin American and Iberian Studies Committee. The minor consists of 18 hours of graduate level courses taken in the participating departments and approved by the student's thesis committee. No courses from the students' major field may be included in the minor. [TTU Latin website link](#)

Those interested in the History of the Book as art might pursue a formal minor in Book History. This graduate emphasis is offered through the English department. See [TTU Book History Minor website link](#)

Graduate Certificates

An 18-hour Graduate Certificate in Medieval and Renaissance Studies is available to enable students whose study and research relate to Medieval and Renaissance materials to obtain an interdisciplinary certificate that will give them an advantage for positions in the field. The certificate will be of particular interest to students working toward a master's or doctoral degree in art history, classics, English, romance languages, German, history, music, or architecture. [TTU Programs website link](#)

There is also an Indigenous and Native American Studies INAS Graduate Certificate/Minor. [TTU Indigenous Language website link](#)

Filing the Official Degree Plan

As required by the Graduate School, immediately following the first semester of enrollment (or the completion of 9 credit hours), the student must meet with the MA Coordinator to establish a degree plan for their program of study. **The degree plan must be submitted to the Graduate School Enrollment Portal by the MA coordinator and/or Graduate Advisor.** Students are expected to follow their degree plan as the basis for all subsequent enrollments. Substitutions of courses may be made only on the recommendation of the department(s) concerned and require approval of the Graduate Dean. Approval of a degree plan does not, however, constitute admission to candidacy for a master's degree. It merely signifies that the proposed program of study will be acceptable if the student satisfies all Graduate School regulations and all the requirements connected with the degree program.

The Degree Plan will be drafted at the Annual Review meeting or shortly after, by at least the student's Thesis Advisor and the MA coordinator.

Thesis Committee Selection, Topic Selection & Reading List

By the middle of the second semester of the first year, the student should decide on a thesis topic, if one has not already been determined. Knowing one's topic, or at least the general field, area or century (eg. 16th century Italian Renaissance) as soon as possible helps one plan one's course of study – it determines the courses one needs to take (which may include supplementary courses outside the Art History area), the foreign language one needs, and one's minor. Knowing one's topic helps one graduate in a timely manner. After choosing one's topic, the thesis advisor, and ideally other member(s) of the committee, are selected.

The Thesis Committee consists of two to three faculty members. It is chaired by a Thesis Advisor, who must agree to, and who invites, other faculty to serve. Our guidelines require two Art History faculty members. If a third person would add significantly to your project, please discuss the matter with your Thesis Advisor for approval. **The Thesis Committee should be formed by the middle of the first year second semester, if not sooner.** It is important to have face-to-face meetings with your possible committee members, rather than request the person to serve casually, or over email.

A Reading List in the student's chosen field is to be drawn up by the end of the first year, in consultation with one's thesis advisor. **The student is to spend the December break after the first year to complete some or all of the readings on the reading list;** this will prepare the student for the writing of the thesis proposal in Year 2 Semester 1.

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 approximately 15-30 minute meeting of the student with the Art History Faculty the following will occur:

- Discussion of students' ideas regarding potential thesis topics as well as the student's Summer plans in preparation for the thesis. This is an opportunity for faculty to gauge the student's ideas and readiness for thesis research, as well as the feasibility of their potential thesis project. Faculty may provide additional suggestions regarding topic idea, approach, and bibliography.
- 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 and Committee (the student is encouraged to seek them out – preferably in a face-to-face discussion – ahead of the Annual Review).
- Creation of a Degree Plan.
- Determination of state of completion of the Foreign Language requirement.
- Once these steps are met, an "Admission to Candidacy" Form will be completed by the Thesis Advisor and MA Coordinator and sent to the Graduate School (see below).
- If the faculty considers that student is *not* progressing as expected or have strong doubts about the student's ability to undertake the thesis, a report will be made with the faculty's plans to remediate the situation/ problems, and the student may be denied or delayed Admission to Candidacy.

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

Admission to Candidacy (after completion of 9 hours)

As required by the Graduate School, every applicant for a master's degree is required to make formal application for admission to candidacy as soon as 9 to 12 semester hours of master's degree work (excluding leveling courses), have been completed. This application is submitted to the Graduate School through the Enrollment Portal system.

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

- All conditions relating to admission to the program have been met.
- At least 9 semester hours of graduate work required for the master's degree have been completed (exclusive of transfer and extension courses).
- All required leveling work has been completed with C or better grades.
- An average grade of 3.0 or better has been maintained in all courses in the official MA program (ie. exclusive of leveling work).
- Proficiency in a foreign language or tool subject has been acceptably demonstrated (see section on foreign language for standards).
- The general field of the thesis has been declared and approved.
- The entire program conforms with the general requirements of the Graduate School and the requirements of the particular degree.

Thesis (6 credit hours of ARTH 6000)

The Master's in Art History requires all students to complete a Master's Thesis representing independent work written by the student. Because research and writing are integral to the practice of Art History, there is no "non-thesis" option. Students must enroll in 3 hours of thesis in the first semester of the second year, and 3 in (ordinarily) the second semester of the second year. *See the Appendix for a Sample Thesis Timetable with important Graduate School deadlines.*

A. First Semester of ARTH 6000 (6000a): Thesis Proposal

In the first semester of enrollment in ART 6000, students develop a topic in consultation with the Thesis Advisor and present a Thesis Proposal. This requires a regular schedule of meetings with your Advisor in which the student develops their ideas for the thesis proposal.

Topic Revision. The topic derived towards the end of your first year may have been tentative. It may take several false starts for you to arrive at a topic that is feasible in the judgment of your Advisor. Such a topic must, first and foremost, engage your interest, and 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.

Draft Thesis Proposal. A draft of the thesis proposal is typically due to your Advisor by end of second full week of classes in this 6000a semester (consult your Advisor). Think of the Thesis Proposal as a blueprint for a finished project or as a contract between you and your Thesis 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 include the following:

- Statement of the central problem, hypothesis, or question - in other words, a **thesis statement**, plus additional questions that your topic generates.
- Statement regarding the **relevance of the problem to a larger field**— this is to ensure that the topic fits within a broader set of issues within the field and the discipline of art history.
- A **bibliography** that covers the literature on the problem. (This builds on the reading list that you derived at the end of your first year.) Who else has explored this question and what approaches did they take? What did they NOT undertake, or what did they overlook, that is potentially significant? A **historiography** section is often the opening to your topic. An annotated bibliography can substitute for a historiography section (consult your Advisor on their preferred approach).
- Your **methodological approach** to the problem. This is your definition of your methodological approach to answering your question. You prepare for the writing of this section of the actual thesis by taking ARTH 5308 in the fall semester of your first or second year.
- A preliminary **outline of major sections or chapters**.

The Thesis Proposal typically should not exceed **six double-spaced pages, excluding the bibliography**. (Please consult your thesis advisor regarding word or page limits, and the appropriate style for the bibliography; most faculty use Chicago Style.)

Thesis Proposal Presentation. Students should aim to present the Thesis Proposal in the second year, mid-first semester (ie. October). This will allow you to conduct research and draft some of the thesis by the end of the fall semester.

Presenting the Thesis Proposal to a wider audience provides the student with broader feedback on strategies to tackle one's topic. Once the Advisor approves a draft of the Thesis Proposal, a date is selected for the Presentation of the Thesis Proposal. Two weeks before the scheduled date, the student presents to the Thesis Advisor and to other Thesis Committee members a written copy of the Proposal. The student delivers an additional copy to the MA Coordinator.

The Presentation is typically 30-60 minutes in length and begins with a presentation of around 15-20 minutes (determined by the Thesis Advisor). This presentation is typically attended by all Art History area faculty, and is open to all SOA faculty and students. (It is a good idea for all MA Art History students to attend.) It is advised that you practice your delivery in advance of the actual presentation.

The Thesis Advisor runs the event. Following the presentation, the Thesis Committee, other faculty members and other attendees question the student. The student presenter and other attendees then leave, the Art History faculty confers, and they summon the student and present the student with their recommendations. The purpose of the thesis proposal presentation is to troubleshoot the thesis, to set the student up for final research and the smooth writing of the thesis in the second year second semester.

Between Thesis Semesters - Conduct Research and Draft Thesis. It is advised that you use this time between semesters to conduct research and start drafting your Master's Thesis. Don't think that you have a whole second semester to write your thesis. You only have 3-4 weeks in the second semester before a complete, polished draft of your thesis is to be submitted to your committee. This allows time for feedback and several revisions before the final defensible draft of the Thesis is due.

B. Second Semester of ARTH 6000 (6000b): Completing, Defending, Submitting

In the second semester of enrollment in ARTH 6000, the student completes the thesis in time for a mid-semester Defense. In other words, students have 3-4 weeks to complete the thesis and submit it to the committee members prior to the Defense. The Defense date should be decided upon at the beginning of the second year, second semester. The Defense is announced to the SOA by the Thesis Advisor about 2 weeks before it. All Graduate School forms are filled out and signed by the Thesis Advisor and student, and are uploaded onto the Graduate School's Portal by the MA Coordinator or Graduate Advisor. Please familiarize yourself with the Graduate School's official deadlines and thesis format guide, which can be found on the Graduate School website [TTU Graduate School website link](#)

The length of the thesis should be **about 30-40 pages** (12 point font, double-line spacing), plus bibliography and illustrations. This allows a development of the topic that is roughly equivalent to an extended published article. It should include high-quality images, bibliography and footnotes, and any relevant appendices. The thesis must demonstrate high academic standards by clearly stating the problem to be investigated and provide 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. It will contain a scholarly apparatus including footnotes, bibliography and illustrations of relevant works. Please consult the official Thesis Formatting guidelines on the Graduate School's website.

Thesis Defense. The oral Thesis Defense typically falls around October 19 or March 27 (determined by the Graduate School's deadline for defending for that semester – see the graduation deadlines on their website). It is the *student's* responsibility to adhere to the Graduate School's deadlines – note that the declaration of intent to graduate deadline occurs very early in the graduating semester.

Students must provide copies of their Thesis to the committee members (paper or digital, according to the preference of the faculty member) THREE WEEKS prior to the Defense date. Please make sure that the thesis is properly formatted and has title page with space for the signatures of all Thesis Committee members (see the Graduate School's guidelines for Thesis formatting).

Each student defends the Thesis before the Thesis Committee and public. After introductions by the Thesis Advisor, the student makes a presentation of **typically 20-30 minutes in length**, with the argument clearly demonstrated, with relevant examples and evidence. A brief discussion of the topic with the audience follows; the audience then leaves, and the art history area faculty questions the student (the closed-door session). Faculty complete a *Thesis Evaluation Rubric*, which provides their assessments to the Advisory Committee (a copy of this rubric is in the Appendix). The student then leaves, the faculty confers, and they summon the student and present the student with their recommendations. The options are: Pass with no revisions (rare); pass with revisions overseen by the Advisor and thesis committee; no 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, when faculty are not on duty, is not always an option; and in those cases, revisions will be due in and graduation will be delayed until the following semester. In any case, the student has 12 months from the first Defense to pass.

The Thesis Advisor reports the results of the Thesis Defense to the Graduate School as the Final Comprehensive Evaluation. (See Final Comprehensive Examination, OP 64.07.)

After the Defense, if revisions are sufficiently minimal, students may make those revisions to the Thesis and submit it again to the Thesis Committee for final approval within the scheduled semester.

Thesis Submission. The thesis must be formatted according to the Graduate School's Thesis Guidelines. The final Thesis (with the required signatures on its cover page) is submitted in PDF form to the Graduate School, and two digital (PDF) or spiral bound paper copies are due to the Thesis Advisor. (One of these will be archived in the Visual Resource Center). The University's thesis submission deadlines fall around early November or early April. See the Graduate School's website for deadlines. There is also a mandatory **Thesis Fee** required by the Graduate School, see their website for payment instructions and deadline.

Students may present their thesis, or a part of their research, at a public venue (eg. at a symposium or conference within or outside of TTU), but it is separate from the Defense, and isn't counted towards the Defense or the MA degree plan. Students are encouraged to present papers at conferences, as it shows up well on your CV (you do not receive course credit for your presentation). Students should consult with a relevant faculty advisor prior to the public presentation of any paper, as we want you to do well at this presentation – remember that you're representing the MA program, the SOA, and TTU, for any public presentation.

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) – including indigenous 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 Committee. Students should satisfy the language requirement by the end of the first year, second semester or during the summer between years 1 and 2. Admission to MA Candidacy requires that all Foreign Language requirements be completed.

Fulfillment of the language requirement is based on one of the following criteria, not more than 6 years prior to completion of the MA degree: (1) passing with a C- or better the second course of the sophomore sequence of the required language (note: for beginners, this may require 4 semesters of study or 2 semesters + summer); (2) passing with a B- or better in the second half of one of the special 6-hour programs for graduate students offered in French, German, and Spanish (note: beginners may also need the first half of this program); (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. (4) Standards for passing an indigenous language will be determined by the CMLL Department and the Thesis Advisor. All testing should be done before the end of the first semester of year 1. Student should reach out to the Languages department directly to arrange this place-out testing. The CMLL Department "will administer the examinations in any other foreign language in which instruction is offered by the department." (Graduate Catalog, Master's Program, "Language, Tool Subject Requirements": https://catalog.ttu.edu/preview_entity.php?catoid=21&ent_oid=1730#master-s-program)

The above coursework complies with the National Association of Schools of Art and Design standards for the Master's in Art History.

Academic Standards, Degree Completion & Application for Graduation

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 at least 3.0 on all courses, including the Thesis, comprising the official program for the degree. This is the minimum requirement of the Graduate School and is non-negotiable.

Apply to Graduate. A student planning to complete a graduate certificate or graduate degree in a particular term must a) be currently enrolled and b) file an “Apply to Graduate” online form (through Raiderlink) at the beginning of the semester of intended certificate completion/graduation. A list of deadlines, including the date for filing the “Apply to Graduate,” can be found on the Graduate School website ([TTU Graduate School website link](#)). No candidate’s name will be considered for graduation unless this form has been received by the Graduate School by the specified deadline.

A candidate who does not meet the requirements to graduate at the expected time is required to file a new “Apply to Graduate” online form for any subsequent graduation and enroll in that semester.

Students who have defended their thesis or dissertation successfully by the last class day and have met all other program requirements but have missed Graduate School deadlines for graduating in that term may petition the Graduate School to participate in commencement. Master’s students in coursework only programs may participate in commencement if they have met their comprehensive evaluation component requirement but have one more course required for program completion (and are registered for that course in the subsequent semester). These requests must be made by the program advisor through the Graduate School Enrollment Services portal.

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. These channels are:

For assistantship duties:

1. the faculty member teaching the course the student is assisting,
2. the Director of the School of Art,
3. the Associate Dean of the College of Visual and Performing Arts,
4. the Dean of the Graduate School.

For plans of study, the channels are:

1. the Thesis Advisor, if assigned,
2. the MA Art History coordinator,
3. the Director of the School of Art,
4. the Associate Dean of the College of Visual and Performing Arts,
5. the Dean of the Graduate School.

Administrators higher on the list will ask that you first attempt to resolve your issues with your immediate supervisors. In some cases, the [Office of the Dean](#) (link opens new window) of Students is used.

For University Operating Policies and Procedures, visit the [Operating Policies search portal](#):

OP 70.10 Nonfaculty Employee Complaints and Grievances

OP 10.09 Sexual Harassment

OP 74.02 Conduct of Research and Scholarly Activity

Title IX resources:

[Title IX website link](#)

Texas Tech University Operating Policies and Procedures (O.P.)

[TTU OP website link](#)

TTU Graduate Catalog:

Found online by searching for “TTU catalog” or by typing:

[TTU Graduate Catalog Website Link](#)

APPENDICES

MA in Art History Program Degree Requirements Chart

30 Semester Hours Minimum (+ language + leveling courses if necessary)

ART HISTORY CORE

(min. 18 credit hours)

A. Required ARTH Courses (6 credit hours, usually in year 1)

- ARTH 5308 Methods and Theories in Art History
- ARTH 5309 Theories of Contemporary Art

B. Elective ARTH Courses (12 credit hours minimum)

In addition to the required courses, students must take a minimum of four courses (12 hours) for graduate credit in Art History. 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. Medieval and Art of the Americas. Includes courses taught under the numbers ARTH 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.
- ART 5340 may be counted as an Art History and assigned to one of the groups (depending on course content; see MA Coordinator for approval).
- ARTH 7000 – Research (Independent Study) may be taken with Art History faculty for up to 6 hours of credit, with approval of the MA Coordinator.

MINOR AREA

Minor Area Electives (6 credit hours minimum)

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.

FOREIGN LANGUAGE

(min. 6 credit hours above the req. 30 credit hours)

Foreign Language Requirement (6 credit hours min., if needed)

Over and above the required min, 30 hours for the MA degree, the program has a foreign language requirement. MA students must have reading / translation competence (usually sophomore-level proficiency) in at least one language in addition to English, which is relevant to their thesis. See Handbook for how to place out of or fulfill this requirement.

ART HISTORY THESIS

(6 credit hours; over 2 semesters)

Art History Thesis (6 credit hours; over two semesters)

A. First Semester of ARTH 6000 (6000a): Thesis Proposal (Year 2) In the first semester of enrollment in ART 6000, students develop a topic in consultation with the Thesis Advisor and present a Thesis Proposal. See the Handbook for requirements and deadlines.

B. Second Semester of ARTH 6000 (6000b): Completing, Defending, Submitting (Year 2) In the second semester of enrollment in ART 6000 Master's Thesis, the student completes the thesis in time for a mid-semester Defense. Results of the Thesis Defense are submitted to the Graduate School as the Comprehensive Evaluation. See the Handbook for requirements and deadlines.

TTU SCHOOL OF ART: ART HISTORY MA DEGREE CHECKLIST (8/24)

This is a sample degree outline only. Student's actual degree plans vary depending on art history proficiency, foreign language competency*, and interests. Actual degree plans are to be developed in close consultation with faculty in the student's primary art history area, the MA Graduate Coordinator, and the Academic Advisor. The MA in Art History is a *30-hour minimum* degree. Full-time status is 9 credit hours.

Foreign Language Requirement (min. 6 credits. above program's 30 credits, if needed)

Over and above the required min, 30 hours for the MA degree, the program has a foreign language requirement. MA students must have reading / translation competence (usually sophomore-level proficiency) in at least one language in addition to English, which is relevant to their thesis. See *Handbook* for how to place out of or fulfill this requirement.

Students must also follow the Academic Progress requirements and deadlines from the TTU Graduate School, [TTU Grad School MA Thesis Deadlines Website link](#)

SEMESTER 1 (FALL)

- | | |
|--|------------|
| • ARTH 5308 Methods and Theories of Art History (required) | 3 credits |
| • ARTH _____ Art History Elective (3 of 12 ARTH credits) | 3 credits |
| • ARTH _____ Art History Elective (6 of 12 ARTH credits) | 3 credits |
| • Foreign or Indigenous Language (if needed*) | 3 credits* |

SEMESTER 2 (SPRING)

- | | |
|--|------------|
| • ARTH 5309 Theories of Contemporary Art (required) | 3 credits |
| • ARTH _____ Art History Elective (9 of 12 ARTH credits) | 3 credits |
| • Extra-Departmental Minor Elective (3 of 6 credits) | 3 credits |
| • Foreign or Indigenous Language (if needed*) | 3 credits* |
| • Annual Review | 0 credits |
| • <u>By End Year1</u> : choose Advisor & file "Master's Degree Plan Form" with Grad. School | |

SUMMER

- Develop Thesis Proposal
- Complete Foreign or Indigenous Language (6 credits if needed*)
- Study Abroad or Internship (optional)

SEMESTER 3 (FALL)

- ARTH 6000a Thesis (thesis research & proposal) 3 credits
- ARTH _____ Art History Elective (12 of 12 ARTH credits) 3 credits
- _____ Extra-Departmental Minor Elective (6 of 6 credits) 3 credits
- Thesis Proposal Defense

WINTER BREAK

- Thesis draft (due early spring semester)

SEMESTER 4 (SPRING) – See Graduate School’s graduation deadlines.

- ARTH 6000b Thesis (write, defend & submit thesis, due April) 3 credits
- ARTH 7000 Reserch (if necessary) or Additional ARTH elective 3-6 credits
- Oral Thesis Defense (in March, comprehensive eval.) 0 credits

Graduation Deadlines (see TTU Graduate School website):

File “Defense Notification” form (mid-Feb); apply to graduate (by Feb)

File “Comprehensive Evaluation” form (end March) Pay thesis fee & Submit thesis to Graduate School (April; see Grad. School’s requirements)

Sample MA in Art History Thesis Timetable & Graduation Deadlines

Dates below are approximate based on 2024-2025 Academic Calendar, may change.

See the Graduate School's website for the most up-to-date Academic Calendar and most current forms, requirements, and deadlines, [TTU Graduate School Deadlines Link](#)

A. First Semester of ARTH 6000: Thesis Proposal (Year 2)

by end of 1st month

Choose Thesis Advisor prior to beginning 1st semester of ARTH 6000.

Form Thesis Advisory Committee of 2-3 faculty members to be chaired by your Thesis Advisor, who must agree to and invite other faculty to serve. Our guidelines require two Art History faculty members. If a third person would add significantly to your project, please discuss the matter with your Thesis Advisor for approval. The Thesis Advisory Committee should be formed in the first month of the semester, if not sooner.

week 1-2 of semester

Thesis Topic Approval Your topic must engage your interest, offer promise for extended analysis and study, and be approved by your Thesis Advisor.

A Topic Analysis should be conducted to evaluate the potential of your ideas. This should be a preliminary draft of a Thesis Proposal—they both have the same parts.

by end of 2nd full week of classes in Sept. (or Jan.)

Thesis Proposal (1st Draft) - 1st draft is due to your advisor by end of 2nd full week of classes in September (or January). See Handbook for expected contents.

at least 2 weeks before presentation (i.e., Oct 1 or Mar. 1, see below)

Thesis Proposal (Final Draft) - Final draft is due to your advisor and committee at least TWO weeks before scheduled presentation date. See Handbook for expected contents.

Thesis Proposal Revisions revise proposal based on faculty feedback.

by mid-Oct. (or mid. March)

Presentation of Thesis Proposal (see Handbook for expected format)

The Thesis Proposal presentation typically occurs in mid-semester (by mid-October or early March). This will allow you so to conduct research and draft some of the thesis by the end of the first semester. Don't think that you have a whole second semester to write your thesis. You do not. You only have 3 – 4 weeks in the second semester before a complete, defensible draft must be submitted to your committee.

rest of semester & break between semesters

Conduct Research & Draft Thesis

It is advised that you use the rest of the 1st Thesis semester and the time (break) between semesters to conduct research and start drafting your Master's Thesis. A polished first draft of your entire Thesis will be due to your Thesis Advisor early in the next semester (typically by the end of the third-fourth week of classes). This allows time for feedback and several revisions before the final defensible draft of the Thesis is due and you defend it.

B. Second Semester of ARTH 6000: Completing, Defending, Submitting (Year 2)

All deadlines are from the 2024-25 Academic Calendar.

Dates in red are official Graduate School deadlines

Check for up-to-date graduation deadlines with Grad. School

Feb. 7 (Sept. 9, June 13)

Last day to file application to graduate with Grad. School

3-4 weeks into semester

Complete Thesis Draft Due to Chair & Committee

Students have 3-4 weeks to complete the thesis and submit it to the committee members prior to the Defense.

Schedule Defense Date - this must be scheduled before the Grad. School's mid-Feb. / Sept. deadline and date reported to Grad. School (see box below). Date of defense must be before latest defense date, which is before the end of March (see below).

Feb. 12 (Sept. 25, June 4)

Last day to submit defense notification to Grad. School.

Must have defense date scheduled with Committee beforehand

3 weeks before defense (by end of Feb or end of Sept)

Submit Thesis to Committee - Students must provide copies of their thesis to the committee members (paper or digital, according to the preference of the faculty member) THREE WEEKS prior to the Defense date. Please make sure that the title page has space for the signatures of Thesis Advisory Committee members (see the University Guidelines for Thesis formatting).

approx. Mar. 20 (or Oct. 20)

Defend Thesis - defense must take place before Grad. School's deadline. See Handbook for Defense format and instructions. Faculty complete a Thesis Evaluation Rubric, which provides their assessments to the Advisory Committee, Advisor collects rubrics for comprehensive evaluation report (see below).

After the Defense, if revisions are sufficiently minimal, students may make those revisions to the Thesis and submit it again for final approval. A series of deadlines for final submission will be negotiated. See below for Grad. School's thesis submission & approval deadline.

Mar. 28 (Oct. 25, June 27)

Last Day to Defend Thesis

before April 4 (Nov. 1)

Revise & Finalize Written Thesis follow content and instructions in Handbook and using the Grad. School's official format guide (on their website).

Thesis must be reviewed and approved by Thesis Advisor before submitting to Grad. School. You must have all the required signatures by the submission due date (see box below).

April 4 (Nov.1)

Last Day to Submit Final PDF of Thesis & Thesis Approval Form (must follow Grad. School's Thesis Format Guidelines + have required signatures)

The thesis is due in PDF form to the Graduate School, and two digital (PDF) or spiral bound paper copies are due to the Thesis Advisor. (One of these will be archived in the Visual Resource Center).

April 24 (Nov. 11)

Last day to pay Grad. School's Thesis Fee & Comprehensive Evaluation Reports due to Grad. School. Must successfully complete Thesis Defense before this date.

May 14 (Dec. 11, June 30)

Final Grades are due for graduating students.

MA IN ART HISTORY THESIS DEFENSE RUBRIC

Student's name:

1. Assessment of the Professionalism of the Defense (for all faculty attending)

***We are assessing *professional competency*

SCORING: In each blank, indicate a score of 5 – 1. Use 5 for excellent. Use 4 for generally excellent with some minor weaknesses. Use 3 to indicate some achievement but with several weaknesses. Use 2 to indicate that the student has a vague sense of what the issue is but fails to achieve it. Use 1 to indicate the student's lack of understanding/ knowledge/awareness/ skill in that area.

- _____ The central topic of the thesis is clear from the presentation
- _____ The student's contribution to knowledge or to the discussion of the literature is clear
- _____ The presentation explains the organization of the thesis well
- _____ The oral aspects of the presentation are strong
- _____ The visual aspects of the presentation are strong
- _____ By responding to questions, the student demonstrated an appropriate depth of knowledge of the topic.
- _____ The student responded to questions in a professional manner

Scoring: 35 – 31 = A; 30.9 - 28 = B; 27.9 – 24.5= C; 24.4 – 21 = D.

2. Assessment of Thesis itself (for committee or other readers only)

Assign a score of 10-1 for each category, with 10 being the best and 7 being passing. Add the scores. The resulting number will be out of 100 total points.

- _____ Demonstrates firm grasp of the literature that serves as a context for the topic
- _____ Demonstrates knowledge of the relevant social and cultural history
- _____ Performs an insightful analysis of the objects of visual culture
- _____ The methodology (for analysis and/or discussion of topic) is clearly stated
- _____ Demonstrates awareness of relevant theoretical positions
- _____ The quality of the argumentation is good
- _____ The thesis is well organized
- _____ The writing is clear and compelling
- _____ The writing is free from errors of grammar, syntax, and diction
- _____ The use of footnotes, citations, bibliography are correct and appropriate.

Comments:

Web Addresses Included in this Document:

Graduate School

<https://www.depts.ttu.edu/gradschool/>

TTU Course Catalogue

<https://www.depts.ttu.edu/officialpublications/>

Art History MA Program

<https://www.depts.ttu.edu/art/programs/graduate/art-history-ma/index.php>

TTU MA Thesis Students

<https://www.depts.ttu.edu/art/programs/graduate/art-history-ma/index.php>

TTU Graduate School Scholarship

<https://www.depts.ttu.edu/gradschool/financial-support/index.php>

TTU Graduate Travel Funds

<https://www.depts.ttu.edu/art/resources/current-students/travel.php>

TTU Academic Calendar

<https://www.depts.ttu.edu/officialpublications/calendar/>

Latin American and Iberian Languages

<https://www.depts.ttu.edu/officialpublications/archives/01-02CONTENTS/01-02gradislatin.html>

TTU Book History Minor

https://www.depts.ttu.edu/english/programs_degrees/ba/minors/book_history_req.php

TTU Indigenous Language website link

<https://www.depts.ttu.edu/indigenous/>

Operating Policies & Procedures

<https://www.depts.ttu.edu/opmanual/>