Graduate Student Handbook

PhD Program in Art & Architectural History
McIntire Department of Art
2019-20

University of Virginia
(Rev. 8/2019)
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**Introduction**

Welcome to the Program in Art and Architectural History at the University of Virginia. This handbook is designed to help plan your path towards your PhD degree in the Art and Architectural History Program, and to give practical information and guidance to make your time at UVA as successful and rewarding as possible. In addition to the requirements, policies and resources outlined here, students must also work within the guidelines required by the Graduate School of Arts & Sciences for Enrolled Students (http://graduate.as.virginia.edu). While this handbook is meant to clarify aspects of the program, we urge you to speak regularly with the Director of Graduate Studies, faculty members, and each other as fellow graduate students to further your progress and success.

The PhD program is a professional degree program intended to prepare highly qualified students for careers in research, teaching, criticism, and museum work, as well as support an exploration of emerging career paths that depend upon expertise in the histories of art, architecture, archaeology, and visual culture.
GETTING ORIENTED: GRADUATE SCHOOL AND UNIVERSITY RESOURCES

The Graduate School of Arts & Sciences (GSAS) website (http://graduate.as.virginia.edu) has current information about resources, policies and procedures that apply to all graduate students and departments across the university. Please feel free to refer to it at any time. The University of Virginia also has many resources for graduate students. Below are a few that you might find useful.

Graduate Life
- For general information about graduate life at UVA, students should consult The Graduate Guide (http://gradstudies.virginia.edu/gradguide/). Distributed by The Office of Graduate and Postdoctoral Affairs, The Graduate Guide offers information that ranges from health and community resources to shopping, athletics and recreation.

Changes in Academic Status
- Students seeking information about changing their academic status, including medical leaves, should consult the Registration Procedures on the GSAS website (http://graduate.as.virginia.edu/registration-procedures). Any student seeking to change their academic status must consult with the Director of Graduate Studies.

Confidential Counseling
- Counseling & Psychological Services (CAPS) provides free counseling (400 Brandon Ave, two blocks from the UVA Hospital on Jefferson Park Ave., 434-243-5150), Monday-Friday, 8:00-4:30/5:00pm. More information can be found at http://studenthealth.virginia.edu/CAPS. Students should inform their advisor, DGS, department chair or individual professors if they have a situation that might require accommodation or modification of any procedure in this handbook.

THE PROGRAM OF THE HISTORY OF ART & ARCHITECTURE IN THE McINTIRE
DEPARTMENT OF ART

PEOPLE AND ROLES

Staff

The main office for the McIntire Department of Art and the graduate program in Art and Architectural History is located in Fayerweather Hall, room 203. The Art Department Administrative Supervisor or the Administrative Coordinator can answer most of your practical questions, including those about funding, reimbursement and course scheduling.

The two members of the program’s administrative staff are:
Laura Mellusi, Art Department Administrative Supervisor (lk9a@virginia.edu, 924-6122)
The Administrative Supervisor oversees and manages budgets, payroll, the processing of student funding including health insurance, and supports Chair, Department, and Dean’s Office projects.

Keith Robertson, Administrative Coordinator (zkr7e@virginia.edu, 924-6123)
The Administrative Coordinator manages reimbursements, plans art history events, processes all student information (through SIS—the University’s information system), assists with course scheduling, reserves classroom space and the Fayerweather Lounge, and keeps track of TA and faculty office hours.
Faculty Positions and Responsibilities:

The graduate program in Art and Architectural History has two Chairs (the Chair of the McIntire Department of Art and the Chair of Architectural History), and a Director of Graduate Studies (DGS). The McIntire Department of Art also has a Director of Undergraduate Programs (DUP) whose responsibilities have significant impact on the graduate program. These faculty appointments rotate, and the DGS and DUP come up for renewal every three years. Aside from this, every year faculty members are chosen to serve on various committees and posts including the Graduate Committee, the Graduate Admissions Committee, the Coordinator for the Graduate Program in Mediterranean Art and Archaeology, and the McIntire Lecture Series Coordinator. The roles of Chair(s), DGS, DUP, and Coordinator(s) are indicated on the Faculty & Staff page of the Department website.

McIntire Department Chair

The Department Chair is a regular member of the Department of Art faculty selected for a multi-year appointment (3-5 years). The Chair is the liaison between the University administration and the Art Department, approves disbursement of department funds, calls faculty meetings, and also initiates faculty and post-doc searches and hires in the department, among many other duties. The McIntire Department Chair is also co-chair of the PhD program in Art and Architectural History and works with the Chair of Architectural History to oversee graduate program decisions and set policies.

Chair of Architectural History

The Chair of Architectural History is a regular member of the graduate faculty who serves in the School of Architecture. The Chair is typically selected for a multi-year appointment (3-5 years), and coordinates with the School of Architecture to approve the disbursement of department funds, calls faculty meetings, and among other duties, oversees the undergraduate and M.A. programs in Architectural History in the School of Architecture at UVA. The Chair of Architectural History is also co-chair of the PhD program in Art and Architectural History and works with the McIntire Department Chair to oversee graduate program decisions and set policies.

Director of Graduate Studies

The Director of Graduate Studies (DGS) for the department is also a regular member of the faculty appointed by the Chair of the Department of Art and usually serves for a three-year term. The DGS can address questions regarding the timeline for your graduate studies, course and language requirements, dissertation preparation, teaching assistantships and University policies. The DGS also is available to mediate between faculty and students, and to offer advice and provide direction concerning funding opportunities, challenges with serving as a teaching assistant (TA), or other various graduate-related issues. The DGS holds regular office hours or you may make an appointment by email. Students who have not yet advanced to candidacy should try to meet with the DGS at least once every year to assure that they are on track to complete their graduate work.

Graduate Student Representation

Art History Graduate Association (AHGA) — AGHA is an active graduate-student organization in the department that has two primary goals: to provide a forum for the academic and professional development (as well as social interchange) of graduate students in the McIntire Department of Art; and to foster communication between AHGA and the faculty. Activities may include social events for graduate students,
extracurricular opportunities with faculty and staff, lectures, and field trips. Membership is open to all students in the graduate program.

**GSAS Student Council** – The Graduate Student Council is an organization within the Graduate School of Arts & Sciences (GSAS) whose purpose is to facilitate interactions of graduate students across departments and schools and represent the interests of graduate students at the University of Virginia. General body meetings are open to all GSAS students. One individual from Art and Architectural History (ARAH) is selected as the Student Council Representative to represent the interests of the program. The Graduate Representative is expected to attend the group’s monthly meeting and serve as a bridge for communication between the department and the council. The DGS will request volunteers for this position at the beginning of each academic year.

**Facilities and Resources**

**Faculty and Graduate Student Offices**

Graduate student offices are located on the 3rd floor of Fayerweather Hall, rooms 302 and 304. Here you can find computers, desk space and book shelving that are available for use. Often, these spaces are used to study; they are also used by TAs to hold office hours and related tasks. It is important for all users to remain flexible and possibly coordinate schedules so that there is an equitable use of the rooms.

**Visual Resources Collection (VRC)**

The Visual Resource Collection is located on the 1st floor of Fayerweather Hall and is overseen by its Director and Assistant Director. The VRC provides research, teaching and professional presentation support for faculty, students and staff, and maintains the department’s digital visual resource collection. The VRC assists with ARTstor and other digital repositories as well as training in scanning, image editing, and digital storage. It also houses the department’s 3D printer (the Lulzbot TAZ 6); 3D-printing projects are managed by the VRC Staff.

The Visual Resources Collection Director is Daniel Weiss (dsw5k@virginia.edu); the Assistant Director is Victoria Valdes (vav6n@virginia.edu).

**VRC Slide Room**

The Graduate Student Carrels are located in the Slide Room of the Visual Resource Collection on the 1st floor of Fayerweather Hall. Additionally, tables and study space for graduate students are available in the Slide Room. Many students eat lunch, read, or congregate in this space between classes and before departmental or University events. Please note that at times, the Slide Room is being used to study and you will want to mindful of activities taking place there.

**Fayerweather Lounge and Kitchen**

The 1st floor of Fayerweather has a Lounge and Kitchen. The Fayerweather Lounge is the location of most Departmental receptions (Orientation, McIntire Lecture, etc.), although when not scheduled, it can be used as an open study space for university students. The kitchen contains microwave, refrigerator, sink and dishes. As the kitchen is available for use by all occupants of the building, it is important that everyone be responsible and maintain the cleanliness of the space.
**Museums**

The Fralin Museum of Art is the university’s fine arts museum and is located next to Fayerweather Hall. Dedicated to the University community and the general public, the Fralin organizes a range of exhibitions and educational programs, and holds a collection of nearly 14,000 objects representing American and European painting, sculpture, and works on paper of the 15th-20th centuries, art from the ancient Mediterranean, Asian art; and Native American art. The museum offers opportunities for graduate students to work with the collection for research, teaching and curatorial purposes.

The Kluge-Ruhe Aboriginal Art Collection is the only museum dedicated to Indigenous Australian art outside of Australia. With a permanent collection of more than 1900 artworks, the museum is committed to ongoing consultation with Indigenous people and has hosted more than 400 Indigenous artists and scholars. Like the Fralin, the Kluge-Ruhe organizes exhibitions and educational programs, and offers opportunities for graduate students to work with its collection for research, teaching and curatorial purposes. The Kluge-Ruhe is located at 400 Worrell Drive in the Pantops neighborhood in Charlottesville.

**Libraries**

Upon arrival, you are urged to explore the libraries at UVA and familiarize yourself with their holdings and services, especially the Fiske Kimball Fine Arts Library, which is the circulating library affiliated with our graduate program. The Fiske Kimball serves the McIntire Department of Art, the School of Architecture and the Department of Drama—it is located between Campbell Hall and Ruffin Hall. The main website of the University of Virginia Library (https://www.library.virginia.edu) is a portal to numerous electronic research tools and services; you should familiarize yourself with it as well.

UVA’s library system also includes Alderman Library, which houses works in the humanities and social sciences; Clemons Library, which offers resources in film, television, drama and dance, and the Harrison Special Collections Library, which contains a collection of 16 million objects including manuscript, archival records, rare books, maps, photographs and audio and video recordings. There are other small, specialized collections specific to certain departments and programs that you will get to know as you become involved with them, including those in support of music, science and engineering, chemistry, business and law. Student can search holdings for these collections through the on-line library catalogue, Virgo. Through Virgo students also can access online articles, search databases specialized by media and/or discipline, and request materials through Interlibrary Loan. Virgo also allows students to check their library accounts to see which books they have checked out and the dates that they are due.

The Research Librarian for Art, Archaeology, and Classics, is Lucie Stylianopoulos (lws4n@virginia.edu), whose office is in the Fine Arts Library. She is a reference librarian as well as our specialist librarian who can help with using and locating databases and acquiring related research skills. You may make an appointment with her for an individualized consultation about research resources in your field.

**Graduate Study Carrels (Fine Arts Library and VRC Slide Room)**

Fine Arts Library: Graduate students are eligible to apply for their own carrels in the library. This can be done at the circulation desk and assignments exist for one academic year. (Students may renew their assignments each year.) In addition to providing you with work space, a carrel give you a place to store your books in the library. Books in your carrel must be checked out to you and have carrel slips in them or they will be removed from the carrel.

The VRC Slide Room: Advanced graduate students may request a designated “carrel” through the Director of the Visual Resources Collection. Carrels are assigned based on availability and seniority.
Communication

Announcements, E-mails, and Flow of Information

Most departmental announcements and much of the daily information flow are communicated via email. Therefore, it is very important that you check your email regularly, respond to requests for information or meetings in a timely manner, and that you keep the office staff informed of any changes to your contact information. Also, we will contact you by e-mail when special opportunities arise at UVA or elsewhere. Announcements of department and University activities, as well as events of interest, will be communicated by email, or posted on the bulletin boards outside of the main office.

Email Listservs

There is a PhD program email listserv maintained by the graduate student group AHGA (Art History Graduate Association), to which your name is included beginning the Fall of your first year. Graduate students can post to the group and representatives of AHGA (ahga@virginia.edu) and often use this listserv to contact others about Association events. Subscription to the AHGA email list is restricted to University of Virginia Art and Architectural History graduate students only. It provides a forum for various types of communication relevant to the program’s graduate community, including lecture announcements, calls for papers, job and grant leads, social events, questions, etc. It is also the primary tool by which graduate student representatives communicate with those in the program.

The other major email listserv is arahgrads@virginia.edu. It is the primary means by which the Chairs, the DGS, and staff communicate with faculty and students as a group, and certain members of the faculty and staff can send email to members of the list. Graduate students receive most of the general information about fellowships, deadlines, and departmental events via this list. This list is maintained by the Administrative Supervisor (Laura Mellusi) and the Administrative Coordinator (Keith Robertson).

Additional email listservs include those for students specializing in Mediterranean Art and Archaeology and those distributed by the School of Architecture.

- Mediterranean Art and Archaeology: The listserv artarchy@virginia.edu focuses on a range of activities and events. This list is internal to archaeology students and alumni in the graduate program. Students and faculty may post through this listserv.

- The School of Architecture: The listserv sarc-community@virginia.edu announces lectures, events, exhibitions, and resources—professional and intellectual opportunities that are available to you as a student in the Art and Architectural History PhD program. You may request to be added to the School of Architecture listserv by completing an A-School IT Request form at http://www-2016.arch.virginia.edu/Service_Request. There can be a lot of email traffic on this listserv, so you may choose to follow the events and announcements on the School of Architecture's website instead at https://www.arch.virginia.edu.

Department Events & Professional Activities

Fall Reception and Holiday Party

At the beginning of each Fall semester, a reception is held to welcome incoming graduate students. Faculty (including art historians, studio art faculty, architectural historians, and archaeologists) and resident graduate students in the program attend, as do many faculty, staff and colleagues from the Fralin Museum of Art and
the School of Architecture. This is an excellent opportunity to get to know the arts community at UVA. Likewise, there is an annual winter holiday party held in early December. This event is a festive gathering for students, faculty, staff and their families before the University’s winter break.

**Graduate Symposium**

Held biennially, the Art & Architectural History Graduate Symposium presents an opportunity for graduate students to engage in a scholarly dialogue on a topic of their own selection with colleagues from other programs and institutions. It represents a significant contribution towards enhancing the visibility of the McIntire Department of Art, both within the University and the field at large. The Symposium is planned by a five-member Graduate Symposium Committee, in consultation with a Faculty Advisor and the Director of Graduate Studies. The AHGA Academic Chair organizes the Committee; please contact the Chair if you are interested in participating.

**McIntire Lecture Series and University Lectures**

The McIntire Lectures are a set of talks by visiting scholars formulated to engage those working across a variety of architectural, archaeological and art historical fields. These events are planned by and for the Department as well as for the wider intellectual community at UVA and Charlottesville. It is expected that graduate students attend these events whether or not they are directly related to a student’s own research, and that graduate students take an active role in the discussion about the lecture and any seminar activities that may be scheduled.

Other related lecture series affiliated with the Program are the Studio Lecture Series and various lectures hosted by the Fralin Museum of Art, including the Ellen Bayard Wheedon Lectures on the Arts of Asia. Routinely, information about these presentations are distributed to students through the graduate student listserv arahgrads@virginia.edu. Students also can consult the Studio Art webpage on the McIntire Department of Art website and the Fralin Museum website at https://uvafralinartmuseum.virginia.edu.

In addition, UVA is a thriving academic environment and you should be aware of the numerous lectures and events hosted by other departments, centers and programs relevant to your research interests. These might include events hosted by the Archaeological Institute of America (AIA), the Institute of the Humanities & Global Culture (IHGC), The Carter G. Woodson Institute of African American and African Studies, and the Americas Center/Centro de las Américas.

**External Conferences and Departmental Funding**

The Annual conferences of College Art Association (CAA), the Archaeological Institute of America (AIA), and the Society of Architectural Historians (SAH) are just a few of the important events at which graduate students can present original research, engage with other scholars and take part in your fields’ professional organizations. Students should regularly consult calls for participation from these and other organizations so that they may begin and/or stay involved in professional activities important to their academic careers.

Students may send an email to the DGS and Chair requesting conference funding (see “Internal Funding,” p. 28 below). Students presenting a paper at an external conference should schedule a run-through of their talk in the Program in advance of the conference.
Summary of Program Curriculum and Requirements

Admission

Applicants to the PhD program must possess the Bachelor of Arts degree or its equivalent. Application is made directly to the Graduate School. The Program requires a writing sample to be submitted with your application. The University TOEFL requirement appears on the Graduate School or Arts and Sciences website. We encourage applicants to come to the University of Virginia prepared with knowledge of the languages needed in order to undertake research in their chosen field. We also strongly recommend that applicants contact the professors with whom they are interested in working, and/or the DGS, before submitting their applications. Admitted Students are notified through the Graduate School’s online system; admission must be accepted by April 15. Official transcripts must be received by the Graduate School of Arts & Sciences (GSAS) before matriculated students begin classes in the fall of their first year.

In addition to the Program in Art and Architectural History, the McIntire Department of Art sponsors an interdisciplinary Program in Mediterranean Art and Archaeology, leading to the PhD degree. This program aims to foster a thorough acquaintance with Greek and Roman visual and material cultures; it also allows students to acquire a broad understanding of ancient culture. Students typically work closely with faculty in other departments such as Anthropology, Classics, History, or Religious Studies. Course work may also be taken in a relevant post-Classical period, such as Medieval or Renaissance. At an appropriate stage in their graduate study, most students in the program will also participate in archaeological field work.

General Overview

Years 1-5

It is expected that dissertations will be completed in 5 to 6 years (from admission to defense). While time-to-completion of the PhD degree varies, currently the Graduate School does not guarantee funding beyond the fifth year. Therefore it is ideal that students follow one of the Calendars of Study, a timetable that details when coursework, TA duties, exams, prospectus approval, and dissertation research and writing should be completed. Also remember that during years 1-5 it is important to balance your academic work with professional activities, including the acquisition of fellowships and grants, to gain important early recognition in the field and supplement the cost of research.

**Funding after Year 5**

There is little available funding from the university for dissertation work beyond the fifth year. Students are strongly encouraged to apply for external fellowships and grants that will allow them extra time to complete their dissertations and provide valuable professional experiences. Should sixth year funding be necessary to complete the dissertation, students can apply to be considered for a one-time Dissertation Completion Fellowship, offered by the GSAS. Applications for the Dissertation Completion Fellowship are due the spring of the student’s fifth year. This fellowship, however, is very competitive and our program can only nominate one student and one alternate each year. Other University-sponsored fellowships may be available to advanced graduate students, but the number and nature of these funding resources can vary from year to year. Students should expect to apply for external funding, particularly if their dissertation work will take longer than 5 years to complete. Students are expected to complete the degree by year 7 at the latest.
**Academic Requirements**

The following requirements apply to all graduate students in the Art and Architectural History PhD program. University of Virginia Graduate School of Arts & Sciences (GSAS) requirements are subject to change; therefore, it is important to consult the GSAS website and our program’s Director of Graduate Studies (DGS) for actual policy. You should also confer regularly with your advisor and with the DGS about crafting your individual course of study in order to stay on track.

All students must successfully complete a series of program “milestones” or requirements during their first four years, the results of which are forwarded to the DGS and recorded in SIS by the Administrative Coordinator. They include passing two language exams, completing Qualifying Paper, passing the PhD exam (both written and oral portions), and finishing the Dissertation Prospectus.

The DGS and the graduate program staff will do their best to make certain that you meet your milestones in a timely manner, but ultimately you are responsible for knowing what the PhD requirements are, ensuring that you have met them, and that your completion of individual milestones has been noted in your file in the program office. You can best do this by becoming familiar with the program requirements, responding to emails about your progress, and checking in regularly with your advisor and the DGS.

While graduate students in Mediterranean Art and Archaeology maintain a slightly different PhD calendar, they complete the same milestones as the Program’s other graduate students.

**Graduate Committee**

The Graduate Committee is a key group of 3 to 4 faculty members, including the DGS, that assesses and approves your early requirements in the program. The committee evaluates your progress as exemplified by the milestones you complete, and it provides you with written responses about your submitted material. Students can submit material to the Graduate Committee four times per academic year: September 15, November 15, February 15 and April 15. On some occasions the Graduate Committee can meet to evaluate time sensitive material.

**Graduate Student Evaluation**

It is important for students to receive feedback on their performance in the program and progress toward their degrees. As a student submits materials for each academic milestone, the DGS will consult with the dissertation advisor and the Graduate Committee about the student’s progress within the Art and Architectural History program. Areas needing improvement are identified and concerns are voiced. The DGS then will communicate any concerns with the dissertation advisor, who will relay the information to the student. All students are encouraged to schedule yearly meetings with their dissertation advisor or the DGS to discuss their academic progress. Any immediate concerns can be brought to the dissertation advisor or DGS at any time.

**PhD Calendars and Requirements**

Students admitted to the graduate program follow one of two general tracks: those with a BA upon entering the program, and those with an MA upon entering the program. The PhD Calendars of Study are listed on pages 12-15; the PhD Calendars of Study for the Program in Mediterranean Art and Archaeology are listed on pages 16-19.
Calendar of Study (Entering with BA)
42 total graded credits

**Year 1**
Enrollment/ 6 graded courses: 5 seminars and 1 “Methods” seminar, 1 Independent Study
Coursework: Independent Study – ARAH 8695 (Special Reading Problems)
3 credits/semester of Non-Topical Research Doctoral Prep: ARAH 9998
TOTAL 24 credits

Requirements: First language exam (as necessary)
Teaching: None

*Summer (Year 1→Year 2) – Language preparation*

**Year 2**
Enrollment/ 4 graded courses: 2 seminars and 2 Independent Study
Coursework: Independent Study (fall) – ARAH 8695 (Special Reading Problems)
Independent Study (spring) for PhD Exam preparation – ARAH 8695 (Special Reading Problems)
6 credits/semester of Non-Topical Research Doctoral Prep: ARAH 9998
TOTAL 24 credits

Requirements: Second language exam (as necessary)
Teaching Assistantship (2 semesters)

*Summer (Year 2→Year 3) – PhD exam preparation*

**Year 3**
Enrollment/ 4 graded courses: 2 seminars and 2 Independent Study
Coursework: Independent Study (fall) for PhD Exam preparation – ARAH 8695 (Special Reading Problems)
Independent Study (spring) for Prospectus preparation – ARAH 9995 (Supervised Research)
6 credits/semester of Non-Topical Research Doctoral Prep: ARAH 9998
TOTAL 24 credits

Requirements: PHD EXAM (fall)
DISSERTATION PROSPECTUS APPROVED/ABD STATUS (spring)
Teaching: Teaching Assistantship (2 semesters)

*Summer (Year 3→Year 4) – Dissertation research*

**Year 4**
Enrollment: 12 credits/semester of Non-Topical Research Doctoral: ARAH 9999
**Year 4 (cont.)**

**Requirements:** Dissertation research
Apply for fellowships as relevant (Fulbright, Chateaubriand, Carter Manny, etc.)

**Teaching:** Teaching Assistantship (2 semesters – can also be completed Year 5 with approval)

*Summer (Year 4→Year 5)* – Dissertation research and writing

**Year 5**

**Enrollment:** 12 credits/semester of Non-Topical Research Doctoral: ARAH 9999

**Requirements:**
- **DISSERTATION PRESENTATION (complete Year 6, if necessary)**
  - Dissertation research
  - Dissertation writing
  - Apply for fellowships as relevant (CASVA, Kress Institutional, etc.)

**Teaching:** Teaching Assistantship (2 semesters – if not completed in Year 4)

*Summer (Year 5→Year 6)* – Dissertation Writing

**Year 6**

**Enrollment:** 12 credits/semester of Non-Topical Research Doctoral: ARAH 9999

**Requirements:**
- **DISSERTATION PRESENTATION (if not completed in Year 5)**
  - Dissertation writing
  - Dissertation defense

**Teaching:** None
**Calendar of Study (Entering with MA)**

**30 Total Graded Credits**

**Year 1**

**Enrollment/ Coursework:**
- 6 graded courses: 4 seminars, 1 “Methods” seminar, 1 Independent Study
- Independent Study (spring) – ARAH 8695 (Special Reading Problems)
- 3 credits/semester of Non-Topical Research Doctoral Prep: ARAH 9998
- TOTAL 24 credits

**Requirements:**
- First language exam (as necessary)

**Teaching:**
- None

*Summer (Year 1 → Year 2) – PhD exam preparation / language preparation*

**Year 2**

**Enrollment/ Coursework:**
- 4 graded courses: 2 seminars and 2 Independent Study courses
- Independent Study (fall) for PhD exam preparation – ARAH 8695 (Special Reading Problems)
- Independent Study (spring) for PhD exam preparation/Prospectus preparation
  - Exam preparation: ARAH 8695 (Special Reading Problems)
  - Prospectus preparation: ARAH 9995 (Supervised Research)
- 6 credits/semester of Non-Topical Research Doctoral Prep: ARAH 9998
- TOTAL 24 credits

**Requirements:**
- Second language exam (as necessary)
- **PHD EXAM (April/May)**

**Teaching:**
- Teaching Assistantship (2 semesters)

*Summer (Year 2 → Year 3) – Complete Prospectus Draft and Submit to Graduate Committee by September 15.*

**Year 3**

**FALL**

**Enrollment:**
- 12 credits/semester of Non-Topical Research Doctoral Prep: ARAH 9998

**Requirements:**
- **DISSERTATION PROSPECTUS APPROVED/ABD STATUS (Fall)**
  - Apply for fellowships (Fulbright, Chateaubriand, Carter Manny, etc. as relevant)

**Teaching:**
- Teaching Assistantship

**SPRING**

**Enrollment:**
- 12 credits/semester of Non-Topical Research Doctoral: ARAH 9999

**Requirements:**
- Dissertation research
  - Apply for fellowships as relevant (Fulbright, Chateaubriand, Carter Manny, etc.)

**Teaching:**
- Teaching Assistantship

*Summer (Year 3 → Year 4) – Dissertation research*
Year 4
Enrollment: 12 credits/semester of Non-Topical Research Doctoral: ARAH 9999

Requirements:
- DISSERTATION PRESENTATION (complete Year 5, if necessary)
  - Dissertation research
  - Dissertation writing
  - Apply for fellowships as relevant (CASVA, Kress Institutional, etc.)

Teaching:
- Teaching Assistantship (2 semesters – can also be completed Year 5 with approval)

Summer (Year 4 → Year 5) – Dissertation writing

Year 5
Enrollment: 12 credits/semester of Non-Topical Research Doctoral: ARAH 9999

Requirements:
- DISSERTATION PRESENTATION (if not completed Year 4)
  - Dissertation research
  - Dissertation writing
  - Dissertation defense

Teaching:
- Teaching Assistantship (2 semesters, if not completed in Year 4)
Mediterranean Art & Archaeology Program

Calendar of Study (Entering with BA)
42 Total Graded Credits

**Year 1**

Enrollment/ Coursework: 6 graded courses: 5 seminars and 1 “Methods” seminar, 1 Independent Study
Independent Study – ARAH 8695 (Special Reading Problems)
3 credits/semester of Non-Topical Research Doctoral Prep: ARAH 9998
TOTAL 24 credits

Requirements: First language exam (as necessary)
Slide and written exam in 2 areas (Aegean, Greek, Roman, Byzantine art and architecture)

Teaching: None

*Summer (Year 1 → Year 2)* – Qualifying paper / qualifying exams / language preparation

**Year 2**

Enrollment/ Coursework: 4 graded courses: 2 seminars and 2 Independent Study
Independent Study (fall) – ARAH 8695 (Special Reading Problems)
Independent Study (spring) for PhD Exam preparation – ARAH 8695 (Special Reading Problems)
6 credits/semester of Non-Topical Research Doctoral Prep: ARAH 9998
TOTAL 24 credits

Requirements: Second language exam (as necessary)
QUALIFYING PAPER (fall)
PHD EXAM PREPARATION (spring)

Teaching: Teaching Assistantship (2 semesters)

*Summer (Year 2 → Year 3)* – PhD exam preparation and fieldwork

**Year 3**

Enrollment/ Coursework: 4 graded courses: 2 seminars and 2 Independent Study
Independent Study (fall) for PhD exam preparation – ARAH 8695 (Special Reading Problems)
Independent Study (spring) for Prospectus preparation – ARAH 9995 (Supervised Research)
6 credits/semester of Non-Topical Research Doctoral Prep: ARAH 9998
TOTAL 24 credits

Requirements: PHD EXAM (late fall/early spring)
DISSERTATION PROSPECTUS APPROVED/ABD STATUS (spring)

Teaching: Teaching Assistantship (2 semesters)

*Summer (Year 3 → Year 4)* – Dissertation research and fieldwork
**Year 4**

Enrollment: 12 credits/semester of Non-Topical Research Doctoral: ARAH 9999

Requirements: Dissertation research
Apply for fellowships as relevant (COARC, Oliva James, etc.)

Teaching: Teaching Assistantship (2 semesters – can also be completed Year 5 with approval)

*Summer (Year 4 → Year 5)* – Dissertation research and writing

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**Year 5**

Enrollment: 12 credits/semester of Non-Topical Research Doctoral: ARAH 9999

Requirements: **DISSERTATION PRESENTATION (complete Year 6, if necessary)**
Dissertation research
Dissertation writing
Apply for fellowships as relevant (Rome Prize, American School in Athens, etc.)

Teaching: Teaching Assistantship (2 semesters – if not completed in Year 4)

*Summer (Year 5 → Year 6)* – Dissertation Writing

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**Year 6**

Enrollment: 12 credits/semester of Non-Topical Research Doctoral: ARAH 9999

Requirements: **DISSERTATION PRESENTATION (if not completed in Year 5)**
Dissertation writing
Dissertation defense

Teaching: None
Mediterranean Art & Archaeology Program

Calendar of Study (Entering with MA)
30 total graded credits

Year 1
Enrollment/Coursework:
6 graded courses: 4 seminars, 1 “Methods” seminar, 1 Independent Study
Independent Study (spring) – ARAH 8695 (Special Reading Problems)
3 credits/semester of Non-Topical Research Doctoral Prep: ARAH 9998
TOTAL 24 credits

Requirements: First language exam (as necessary)
Teaching: None

Summer (Year 1 → Year 2) – PhD exam preparation / language preparation and fieldwork

Year 2
Enrollment/Coursework:
4 graded courses: 2 seminars and 2 Independent Study courses
Independent Study (fall) for PhD Exam preparation – ARAH 8695 (Special Reading Problems)
Independent Study (spring) for Prospectus preparation – ARAH 9995 (Supervised Research)
3 credits/semester of Non-Topical Research Doctoral Prep: ARAH 9998
TOTAL 24 credits

Requirements: Second language exam (as necessary)
PHD QUALIFYING EXAM (end of fall/beginning spring)
DISSERTATION PROPOSAL (spring)
Teaching: Teaching Assistantship (2 semesters)

Summer (Year 2 → Year 3) – Complete Dissertation Prospectus draft and fieldwork.

Year 3
FALL
Enrollment:
12 credits/semester of Non-Topical Research Doctoral Prep: ARAH 9998

Requirements: DISSERTATION PROPOSAL APPROVED/ABD STATUS (fall)
Apply for fellowships as relevant (COARC, Oliva James, etc.)
Teaching: Teaching Assistantship

SPRING
Enrollment:
12 credits of Non-Topical Research Doctoral: ARAH 9999

Requirements: Dissertation research
Apply for fellowships as relevant
Teaching: Teaching Assistantship
Year 3 (cont.)
Summer (Year 3 → Year 4) – Dissertation research and fieldwork

Year 4
Enrollment: 12 credits/semester of Non-Topical Research Doctoral: ARAH 9999
Requirements: DISSERTATION PRESENTATION (complete Year 5, if necessary)
Dissertation research
Dissertation writing
Apply for fellowships as relevant (Rome Prize, American School in Athens, etc.)
Teaching: Teaching Assistantship (2 semesters – complete in Year 5 with approval)

Summer (Year 4 → Year 5) – Dissertation writing

Year 5
Enrollment: 12 credits/semester of Non-Topical Research Doctoral: ARAH 9999
Requirements: DISSERTATION PRESENTATION (if not completed Year 4)
Dissertation research
Dissertation writing
Dissertation defense
Teaching: Teaching Assistantship (2 semesters, if not completed in Year 4)
PhD Requirements

Language Requirements

Advanced research in the humanities requires knowledge of languages besides English, and all graduate students in the Art and Architectural History PhD program must demonstrate reading knowledge of at least two foreign languages. These languages should be appropriate to the dissertation field and defined in consultation with the student’s advisor and, if necessary, the Director of Graduate Studies (DGS). The department seeks reading competence as demonstrated by passing a one-hour, open-dictionary exam that tests for speed and quality of translation. With approval from the DGS and the advisor, students can complete intensive language study through UVA’s Summer Language Institute (https://sli.virginia.edu/). Once completed for credit, this study will take the place of one (1) language exam. Please note that students may use the Summer Language Institute as a substitute for only one exam. Students should contact their advisor about the viability of this option and its effect on their academic progress.

Unsuccessful language exams are evaluated with suggestions for improvement. There is no limit to the number of times that students may retake the language exams, but they may not take their PhD Exams until the language exams are passed.

Coursework and Grades

- All students admitted to the doctoral program must complete at least two years of coursework. The number of years of coursework depends on whether the student entered with an MA. Students must take all academic credit courses “A, A-, B+, etc./No Credit” unless it is impossible to do so. Independent Study courses may be taken S/U. A full course schedule in the Graduate School of Arts & Sciences (GSAS) is 12 credits. Students must consult with their advisor each term, and if desired, with the DGS about possible classes to take.

- Classes with the listing ARAH are designated for the graduate programs of Art and Architectural History and Mediterranean Art and Archaeology. Unless noted on the schedule of courses, students do not need special permission to enroll in ARAH classes since they fulfill graduate coursework requirements. Appropriate graduate-level courses in other departments may be taken after advisor consultation and/or DGS approval.

- The lowest satisfactory grade for graduate credit is B-. Students who receive grades of Unsatisfactory (U) or No Credit (NC) are considered to have failed the course. Graduate students must achieve a minimum grade point average of 3.00 during each academic term and sustain a minimum grade point average of 3.00 cumulatively in order to maintain good academic standing. Unsatisfactory performance during a given semester may be considered sufficient reason for a student to be placed on academic probation or asked to leave a program.

- A grade of Incomplete (IN) is given for a course in which work has not been completed in the registered term. As per the rules of GSAS, an Incomplete received for a graduate course must be resolved by the conclusion of the next full term. Students should consult the GSAS website for more information. It is not a good habit to take on Incompletes. They can be difficult to finish, particularly with additional coursework, teaching assignments and other responsibilities that begin anew each semester. Graduate students should speak with their instructors as soon as possibly if they anticipate needing an “Incomplete” and should coordinate a schedule for completing and submitting the remaining work. Students carrying multiple grades of Incomplete at the conclusion of a term are subject to probationary measures for unsatisfactory academic performance.
Qualifying Paper (QP) Guidelines

Students entering with the BA will be asked to develop one of their first-year seminar papers into a polished piece of academic writing based on original research. This document of approximately 30 pages in length is the Qualifying Paper (QP). It is important that students seek out and incorporate criticism from the professor for whom the paper was written, their advisor, and other relevant faculty members into the final version of the paper. Substantial improvement and revision is expected to take place between the draft submitted for the seminar and the document submitted to the Graduate Committee.

The purpose of the QP is to give a student the experience of working on a piece of writing over a period of time that extends beyond a semester, and the experience of consulting with multiple professors in the process of doing so. Students also gain expertise in how to create a polished piece of writing that has the potential to serve as a writing sample for fellowship applications.

**Qualifying Paper Approval:** The QP must be approved by the student’s PhD advisor before submission to the Graduate Committee for review.

PhD Exams

The PhD Examination is designed to help students develop competency in their chosen field (as it is broadly defined) as well as prepare them for focused research on their dissertations. There are three members of the examination committee: the student’s primary advisor and two other members of the graduate program faculty. In the Mediterranean Art and Archaeology Program, two or three members of the faculty serve as the exam committee. The Exam is intended to gauge the student’s depth of understanding of the methodologies, history, literature and critical debates relevant to the field. The oral examination that occurs within 2 weeks after the written exam is designed to extend the discussion of the written questions and focus on the issues raised in the student’s written responses.

**PhD Exam Approval:** The PhD Exam Reading List must be approved by all members of the student’s exam committee before submission to the Graduate Committee for review.

Dissertation Prospectus

The Dissertation Prospectus or proposal is a document that explains the major issues to be pursued and arguments to be made in the dissertation. Length may vary, but the prospectus will normally run 10-12 pages (double spaced) and should lay out the project in the context of the most relevant scholarship and bibliography, address why the project is important, what the parameters of the project are, what critical methods will be used, and what contributions the dissertation makes to the field. The prospectus should be drafted in consultation with the student’s dissertation advisor and discussed with individual committee members as appropriate.

The Dissertation Prospectus offers a critical starting point for dissertation research. It identifies methodological investments, clarifies arguments, outlines a research plan, and organizes a schedule for completion in a document that will be returned to again and again. It is routinely the foundation of conference abstracts, fellowships applications and grant proposals. It is important to make the prospectus as clear and concise as possible and recognize it may need to be updated as the dissertation evolves. These later revisions, while not required, can be of benefit to students after they have begun to research and write the dissertation.
**Dissertation Prospectus Approval**: The Dissertation Prospectus must be approved by the student’s PhD advisor before being submitted to the Graduate Committee for review. Once the prospectus is approved by the Graduate Committee, any additional changes to the document do not require committee approval.

**Dissertation Presentation**

In conjunction with the student’s PhD advisor and DGS, the student schedules a formal Dissertation Presentation in which they present their thesis research to ARAH colleagues and faculty. This should be scheduled roughly one year prior to the formal PhD defense, at a stage in the project when research and argumentation is well advanced, but at a point when criticism and feedback can still be productive. This is often scheduled in conjunction with one or two other ARAH PhD candidates.

**Practical Information: How to Complete…**

**THE PHD EXAM**

**Forming the Exam Committee, Defining Areas, and Exam Preparation**

With their advisors, students discuss what three areas of study will comprise the PhD examination, what will be the significance of these areas on both their intellectual development and dissertation work, and who the examiners will be. Members of the exam committee need not be readers of the dissertation; rather they possess expertise that relate to the student’s intellectual interests. The “major” field is the longest section of the exam and it is completed with the advisor. Together, the student and advisor conceive of a reading bibliography beneficial to future research and teaching, testing for general competency in the discipline. Typically, this list consists of roughly 50 items (including books, chapters, and articles) that constitute major landmarks in the field. The “minor” fields or areas are completed with the two other committee members, and may address the student’s proposed specialization within the field and/or the specific needs of the dissertation. Students should schedule a meeting with faculty with whom they would like to work and inquire if that person might serve on the exam committee. Once these members have agreed to participate, students will work with them to formulate the parameters of minor fields and form a bibliography for each field question. Typically this list contains roughly 30 items that shaped and currently define the subfield in question. Understanding how and why these sources are landmarks in the field is a key component of the exam. Students are encouraged to take ARAH courses with their examiners and/or pursue an independent study as preparation for the exam.

Once the student and the members agree on the bibliography, the reading lists must be submitted to the Graduate Committee. After the Graduate Committee has approved the PhD Exam lists, the student will meet regularly with members of the committee during the period of exam preparation to discuss schedules and expectations as well as the content of the readings and related visual material.

**Taking the Exam**

**Written Exam**: The written exam takes place over 3 days, typically a weekend, on a date determined by the student and the advisor. After consulting with the other committee members, the advisor compiles the exam questions into a single document and forwards it to the student (either by email or in hard-copy) on the morning of the exam’s first day. In response, the student sends a reply email to the advisor confirming that the questions have been received. Once the exam is completed, the student returns the written work to their advisor via email by its due date and time, and the advisor then distributes the student’s responses to the
other committee members. All committee members receive the responses although they may focus their assessment on particular parts of the exam.

The total exam takes approximately 8 hours to complete, and students should expect to take 4 hours to complete the major field exam, and 2 hours committed to each of the minor exam questions. Students should spend the allotted time planning, writing and editing responses. Typically, students will answer the major question in around 8-12 double-spaced pages and the minor question in around 5-7 double-spaced pages. To answer the questions, students may use appropriate research resources although it is not expected that these questions will require further research beyond that done for the exam’s preparation.

Oral Exam: The oral exam takes place within 2 weeks of the written exam, and is scheduled by the Advisor and the student, and at a date and time agreeable to the remaining committee members. The oral exam and its evaluation takes approximately 2 hours to complete.

While students can be questioned about any aspect of their exam, often they are asked to provide clarification about responses, to expand discussion of a particular point, or to discuss specific visual or textual examples provided by the student or by a committee member. The advisor determines the order in which essay questions will be discussed and each faculty member leads the conversation about their field-specific exam question. It is understood that any committee member may ask for clarification by the student at any point where they think it will be profitable in assessing the student’s knowledge, keeping in mind the brevity of the process. When the examiners are satisfied, or after about 2 hours of discussion, the advisor will end discussion and invite the student to leave the room so the committee can discuss the results of the examination and arrive at a decision about the student’s performance. This will normally be in the form of a discussion moderated by the advisor. When a decision has been reached, the student will be invited back into the room and informed of the results of the examination.

Assessment of the PhD Exam

Both the written and oral exams are assessed by the entire examination committee. After the oral exam, the advisor confers with the graduate student about the results of the exam and discusses any additional comments made by the committee, including the need for supplemental reading as the student formulates the Dissertation Prospectus. In some cases, the advisor will provide the student a written memo with any recommendations for further study that might have emerged in the assessment discussion.

The exam committee determines whether the student has passed the written and oral portions of the PhD exam and whether any parts of it need to be retaken. If a student does not successfully complete the exam or does not successfully complete retaken portions of the exam, the result is termination from the graduate program. Passing both parts of the exam qualifies the student to move to the next stage: preparing the Dissertation Prospectus and submitting it to the Graduate Committee for evaluation.

If a student fails to complete the exam by the end of the student’s fifth semester (if entering with BA). or fourth semester (if entering with MA) an academic/financial hold is placed on the student account. In certain circumstances a student may petition the DGS for an extension of one semester with the expectation that the student will take the written and oral exams by the end of the following semester. The granting of an extension, however, does not change the timetable completing later milestones.

THE DISSERTATION PROSPECTUS

One of the most important documents you will complete as a graduate student is the Dissertation Prospectus. The prospectus will guide your work as you research and write the dissertation over a number of years. The
Prospectus is also a key resource for completing many fellowship and grant applications. A successful prospectus is one that communicates effectively the dissertation project to those who are not specialists in the student’s particular field. This includes an emphasis on clarity of argument and economy of expression.

The general format for the prospectus (10-15 pages before the bibliography) is:
1. Introduction or Overview or Abstract of the material and argument of the dissertation (1-2 pages).
2. The Description of Project should detail the parameters of your project and its importance to the overall field of study in which you are working.
3. The State of the Field or previous scholarship relevant to the dissertation; this includes a broad review of previous scholarship and a discussion of how the dissertation interacts with or differs from them in argument and method.
5. State the Significance of the Project and its intended impact on your specialty and on your field in general.
6. A Timetable or Research Plan that narrates when and where research will be undertaken, when the student will begin to write, and an expected date of completion. (1-2 pages).
7. A Bibliography of the major sources you have consulted and anticipate consulting in investigating and defining your topic.

THE DISSERTATION

Formation and Maintenance of the Dissertation Committee

The dissertation committee normally consists of four members. Typically, at least three members of the Program’s faculty (the student’s advisor and two others) will serve on the committee. The fourth committee member should teach in a different department at UVA. All committee members must be tenured or hold a tenure track position at the university. They are chosen in consultation between the student and advisor. Students should be mindful that committee members will often be lifelong colleagues, may write letters of recommendation for them, and will act as mentors in many ways. The position is therefore a relationship that entails a great deal of responsibility and should be treated with respect. Additionally, it is helpful to establish early on the parameters for sharing drafts with committee members and receiving comments; this will maximize feedback and clarify expectations for all participants. The Director of Graduate Studies (DGS) is available to answer questions about navigating this contact between faculty and student.

It does happen that, as dissertations progress and sometimes change, it becomes advisable for committee membership to change as well. In such cases, it is important to notify the committee member as soon as possible. Although the advisor will be the committee member who will be most involved with the structure and progress of the dissertation, it is essential to keep other committee members apprised of progress in the dissertation and major professional undertakings including when committee members might expect to receive chapters or read grant proposals. In addition, all committee members are resources in different capacities and graduate school is the best time to take advantage of what they can offer by way of critical exchange and professional development.

ABD/PhD Candidacy

After the general exams (written and oral) have been passed and the dissertation prospectus is approved by the Graduate Committee, the student is considered ABD (“All But Dissertation”), and thus a PhD candidate. This is an important designation for many external research fellowships because it signals to organizations and other scholars that the student has a viable dissertation topic and has begun working independently. As a
PhD Candidate, the balance of the graduate career should be devoted to researching and writing the dissertation as well as securing professional fellowships and grants.

The Dissertation

The dissertation should be a substantial book-length contribution to the scholarship in the history of art, architecture, or archaeology, embodying original research. The goal is a product suitable for publication as submitted or in revised form. Students should be in close touch with the advisor, committee members and, when necessary, the DGS throughout their graduate careers, submitting progress updates and chapter drafts regularly, even when undertaking research away from campus.

The deadline for submission of the dissertation for May Commencement is determined by the Graduate School of Arts & Sciences (GSAS) (consult the Graduate School website for specific dates). Nonetheless, students should not wait until the deadline to alert readers that the final version is coming. Allow plenty of time for carrying out requested revisions. It is important that the dissertation advisor and other committee members have ample time to read and respond to the dissertation draft. It is expected that all readers receive the “final” draft of the dissertation at least 6 weeks before the expected Defense date. This will allow time for careful reading by committee members.

Paperwork:

- Doctoral students must apply for their degrees online in SIS by the deadline for the term in which they plan to graduate. These deadlines are typically at the beginning of the semester of graduation. Please consult the exact dates on the GSAS website, the heading: “Thesis Submission and Graduation.”

- Students must send their dissertation title to the DGS in the year that they will defend their dissertation. For those graduating in the fall term, the title of their dissertation should be submitted with the final exam form. For those graduating in the spring term, the title of their dissertation should be submitted via email by March 15.

- Doctoral students must complete the Survey of Earned Doctorates, a document available online at http://graduate.as.virginia.edu/thesis-submission-and-graduation, advance of submitting the dissertation. The survey may be completed at any time during the term in which the student will graduate.

The Dissertation Defense

The Dissertation Defense is required, representing the culmination of a student’s graduate research and writing that is then discussed between the dissertation-writer and the dissertation committee. Two hours are allocated for the dissertation defense, which will be attended by the candidate, the advisor and at least two other members of the dissertation committee. In preparation, the student should meet with the adviser to plan a timetable for the defense, keeping in mind the time required for all committee members to read the drafts and the time needed for revisions. The student is also responsible for contacting all readers to find an acceptable date and time for the defense and to work with the department office staff to ascertain a suitable location for the event.

The defense is also open to members of the graduate program and any individuals the student would like to invite. At least 90 minutes of the defense involves a serious intellectual conversation between the dissertation-writer and the dissertation committee. The dissertation chair presides over the defense. The dialogue is meant to be productive and challenging, and to serve as the foundation for the student’s future academic work. The
defense is not to trip the student up at the last moment. Rather, it is to provide a specific opportunity for the student to talk with committed readers about the dissertation, and its possible future iterations.

At the end of the conversation, the student (and invited guests) are asked to leave the room so that the dissertation committee can deliberate privately on whether or not the candidate has passed. The student then will be called back into the room and informed of the Committee’s decision. Typically, the student will meet with the advisor or the whole committee at this time to go over areas of the dissertation that require revision before final submission to the graduate school.

Paperwork:
- Upon passing the defense, the student will complete and have committee members sign the Final Examination Form (available on the GSAS website). This document is submitted to the Administrative Coordinator so that this milestone can be entered into SIS.

Submitting the Dissertation
Once all revisions have been completed, students will upload the approved version of the dissertation to the University Library’s digital repository, also known as LIBRA. Keep in mind that there are no specific formatting requirements for submitting the dissertation on LIBRA; however, the title page of the dissertation should be formatted according to the template offered by GSAS. It is also important that students should be sensitive to copyright rules and regulations regarding the reproduction of images. Consult the Graduate School website for more information including specific deadlines, information about copyright, and the GSAS template for the title page.

Other Graduate Student Responsibilities

Teaching Assistantships

A portion of graduate funding is allocated through Graduate Teaching Assistantships (GTAs), and they are assigned based on the schedule of both the graduate and undergraduate courses in the Department of Art and the School of Architecture. These positions come with tuition, health insurance, health services fee, and a stipend.

The PhD Program in Art and Architectural History trains graduate students to become educators as well as researchers. We regard teaching assistantships not only as financial aid, but also as an opportunity to develop teaching skills. Most students will hold GTAs in the Department from the second year to the fourth year. Each teaching assistant, commonly referred to as a “TA”, works closely with the professor of the assigned course. TAs lead independent discussion sections in consultation with the instructor for undergraduate students enrolled in the class. Students will be asked to teach up to 3 sections (no more than a total of 60 students), and to grade assignments. Faculty members differ in their requirements for the TAs working with them, but the TD should allot no more than 20 hours per week to this job.

TA Assignments

Our program is committed to a policy that allows us to staff large classes in the Department of Art and the School of Architecture appropriately, while providing graduate students the opportunity to teach smaller class sections. The program tries to ensure that graduate students serve as TAs for a variety of courses, including a class taught by their advisor. These decisions, however, depend on issues such as course schedule and enrollment that can vary from year to year. In making TA assignments fairly and equitably, the DGS will take into account the requests of the graduate students and the faculty, the course schedule, the history of their previous TA assignments, and the seniority of members of the TA pool. In the semester prior to the teaching
term, the DGS will contact students about their teaching preferences and then will assign TAs and assist students in scheduling discussion-section assignments. Students should contact the DGS about questions or concerns about TA appointments.

**TA Responsibilities**

The Graduate School's policy is that TAs spend no more than 20 hours a week on teaching. While TAs may have to do more work in some weeks than in others, the average hours put in over the semester should not exceed this limit.

Faculty members will discuss responsibilities with TAs at the beginning of each semester and should be clear about their expectations in terms of teaching, grading, availability and preparation. Likewise, TAs should notify the supervising professor about their own schedules and availability. It is the responsibility of the professor to insure the teaching assistant is given enough advance time to prepare any materials or teaching plans and can perform with confidence. Likewise, the TA should be open with the professor about any difficulties or concerns in these matters. The mode of communication will necessarily vary with each teaching partnership but should always be one of mutual respect and optimal flexibility.

Regular TA duties will vary from course to course. Commonly assigned duties, beyond preparing and teaching sections include attending all classes, holding office hours, distributing assignments, grading both assignments and examinations, proctoring exams, and accompanying class sections to the Fralin and other museums. Some faculty may also request that their TAs make PowerPoint presentations or slide sheets and contribute questions for examinations. There should be regular TA meetings, typically each week, to facilitate planning, and they should be arranged to accommodate the schedules of both the professor and the TA(s).

1) TAs are normally responsible for grading the examinations and papers of no more than 60 undergraduates. Faculty members are expected to help with the grading if necessary. In the case of serious shortfalls, the faculty member may seek assistance from the Department in hiring additional graders. The final grades are assigned and submitted by the faculty members.

2) TAs are responsible for teaching no more than 3 sections. The Administrative Coordinator books classrooms for discussion sections and should be consulted if there is a concern about the classroom assigned. It is expected that all TAs will use the same section preparation as the starting point for teaching their section. The faculty member in charge may guide these preparations.

3) TAs are expected to hold weekly office hours and to meet with students by appointment who are unable to attend scheduled office hours.

4) As part of your training towards becoming a university instructor, you may be offered the opportunity to deliver a lecture or to help plan the syllabus. We offer these opportunities as a way to gain professional experience. Such opportunities are voluntary and should be negotiated between the faculty member and graduate student.

5) Any student accommodation requests from the Student Disability Access Center (SDAC) will be noted by faculty, although TAs may be asked to oversee activities such as proctoring separate exams or helping to secure notetakers.

**The Center for Teaching Excellence**

For more information about improving teaching skills, students may consult The Center for Teaching Excellence (CTE) (http://cte.virginia.edu/events/). The CTE is a pan-University center for collegial community and committed conversation about instructing students at all levels and in all academic disciplines.
They offer a number of services and resource materials designed to enhance the teaching abilities and professional development of faculty and teaching assistants at the University of Virginia.

Teaching Evaluations

The department has a standard evaluation procedure for each class, in which students are asked to evaluate the course and its design, and the performance of the professor and the TA. These online surveys provide us with valuable information on each course. TAs are encouraged to review evaluations on SIS after the end of the semester in which the course was taught and once grades have been turned in. The feedback provided on evaluations can be useful in helping develop skills as a teacher. The supervising professor also may visit one section per semester in order to provide useful insights and recommendations for teaching strategies, and, importantly, to allow that faculty member to write an informed letter regarding teaching ability.

Resolving Problems and TA Rights

Students having trouble should not hesitate to approach the faculty member to resolve the issue openly. If that should fail, they should approach the DGS, and then the Department Chair. Most problems can be averted in advance through timely communication. As is the case with any uncertainty or difficulty encountered in teaching, student complaints about teaching or grading that cannot be easily resolved between the student and the TA should be discussed with the faculty member supervising the course.

Graders

For courses without TAs but with enrollments of 50 students or more, the Program may contact graduate students about serving as graders. An optional employment opportunity in the Program, graders are paid for the time they work, and may not work more than 20 hours total at UVA (this includes other appointments or positions at the university). Graders are expected to attend weekly lectures unless excused by the course’s instructor and are required to grade papers, quizzes, and exams under the supervision of the instructor. Graders have no responsibilities beyond the assessment of student work. If a course’s enrollment exceeds 100 students, grading is to be divided equally between the graduate student and the instructor.

Funding Resources

Internal Funding

Students should be aware of the various internal funding options available to them at UVA. The Graduate School of Arts & Sciences (GSAS) offers guaranteed funding packages to incoming students. Students may also apply to the Graduate School for summer research grants. (See the GSAS website for details.)

Students may also send an email to the DGS and Chair requesting funds to attend academic conferences. The request should include a one-page description of the purpose and value of the conference and a brief budget with travel costs, conference fees, and hotel/rooming costs (per diems will not be awarded). Preference will be given to students presenting a paper. Students may make multiple requests in a single academic year, but total reimbursements rarely exceed $1,000 per academic year per student.

In addition, the department awards summer funding for language study, research, and site visits that support the completion of the degree. A call for requests for summer funding is sent out to students by the DGS in March or April and applications will be reviewed by the Chairs and DGS. Students who receive departmental
summer funding must submit a report to the DGS and Laura Mellusi by September 15 of that year. Summer funding can be uneven from year to year, and students are encouraged to budget their summer stipends (currently $4,000) to meet basic research needs and academic progress.

Finding External Fellowships and Grants

We expect all students to apply for outside aid. External awards provide extended research opportunities and professional contacts. They also provide public recognition of the quality of your scholarly work, which is important to careers beyond UVA. **It is important that you consult with your advisor about outside funding opportunities.**

There are numerous grants and fellowships available to individuals on the basis of field specialization, project content, personal demographics, and various other criteria. The Department does its utmost to aid students in their application process. However, students must take the initiative in researching and seeking aid. A list of grants and fellowships to which our graduate students have commonly made successful application is provided on the department website. In most cases, information is available online; in a few cases information is sent to the students via email from the office staff, or from announcements posted in the department. This is only a partial list. Other relevant awards may be found by using the many search tools listed on the “Resources” section of the Department’s website.

Many major grants are competitive within a department, which means that we can only nominate one candidate. Nominations are decided upon by the faculty in October; students will receive an email from the office staff alerting them to the deadline for submission of proposals. The deadline is usually on or around October 15. **Students, however, should search out funding opportunities aggressively and be aware of approaching grant deadlines.**

Other grants are open competitions and can be applied for individually. In each case, the Department and especially advisors will give students as much assistance as possible in formulating applications. Be sure to ask for recommendation letters well in advance of deadlines, and supply letter writers with all the information necessary for them to compose and submit a timely and positive letter of reference. Note, also, that although many grant deadlines are in late fall or even winter, the summer is an ideal time to start the process of identifying and preparing to apply for grants. Grant writing can seem like a full-time occupation, but the reward in the form of research funding can make the work worthwhile. A well-written and conceived Dissertation Prospectus is very helpful in writing grant proposals.

**While outside fellowship are important professionally and financially, keep in mind that external funding can have an impact on you completion schedule. You should contact the DGS, the Administrative Supervisor (Laura Mellusi), and your advisor to understand how the fellowships you receive will affect your academic schedule.**
Appendix A: Practical Tips for Arriving (and Current) Students

Mailing Address

The Department mailing address is: McIntire Department of Art, Fayerweather Hall PO Box 400130, University of Virginia, Charlottesville, VA 22904-4130. All mail should be sent to this address and it is delivered to the mailboxes in the copy room, 205 Fayerweather Hall. The street address of the Department is: 151 Rugby Road, Fayerweather Hall, University of Virginia, Charlottesville, VA 22904-4130.

Payments (Stipends, Wages)

Students receive stipends and wages through the Student Information System (SIS) and paid through direct deposit on a payment schedule determined by the University. Before you can receive payments, you need to have a bank account and to set up Direct Deposit. To sign up for this service, log onto SIS and go to your Student Center. Under the Finances section, you will find the link to the secure online electronic form to submit your information. Click on the link: “Sign Up for Direct Deposit.” For more information contact the Administrative Supervisor (Laura Mellusi) in the department office or visit the Student Financial Services website at https://sfs.virginia.edu.

Email Account

Once you have accepted your offer of admission, paid your tuition deposit (if required) and waited at least 72 hours, you can activate your email account. Students should follow the procedures listed on the Information Technology Services (ITS) webpage that highlights email for students to familiarize themselves with their computing responsibilities and to set up their accounts. The ITS Help Desk number is 434-924-4357.

UVA ID Card

Your UVA ID card can be obtained and replaced at the University ID Card Office in O-Hill Dining Hall (525 McCormick Road), lower level. Their academic year and summer hours are posted on their website. Be advised that to receive an ID card you will need to provide Proof of Identity. The documents that serve as Proof of Identity are listed on the Information Technology Services (ITS) webpage highlighting identity management. Your ID card gives you access to campus libraries and academic buildings; it is also your library card and your access card to recreation facilities.

Access to Fayerweather Hall

Admitted graduate students are granted 24-hour access to Fayerweather at the beginning of their first semester in the program. To enter the building after-hours, you must swipe your UVA ID through the card access panel located outside of Fayerweather Hall’s 1st-floor entrance (the door to the right of the main staircase). You should contact the Administrative Supervisor (Laura Mellusi) in the department office if you experience difficulty with the ID entry system or if your card has yet to be enabled.

UVA Bookstore

The UVA Bookstore is located at 400 Emmett Street, next to Newcomb Hall on the fourth floor of the Central Grounds Parking Garage. In addition to the main store, there are three satellite locations: at the Aquatics Fitness Center, at the Law School and across from the Darden School of Business. Besides books, the main bookstore contains supplies, a computer and technology store named Cavalier Computers, and a range of UVA apparel and gifts. You can also order regalia from the bookstore for graduation.
Parking

Parking near Fayerweather Hall is challenging and can be expensive. Free on-street parking near UVA is possible, but one must usually look several blocks from the main campus in order to find it. The lots closest to Fayerweather are monitored by aggressive and efficient attendants of Parking and Transportation who frequent ticket improperly parked vehicles. A popular lot among faculty and graduate students is the Culbreth Road Garage, located off of Culbreth Road near the Drama Building and the Campbell Hall. This lot is available to specific permit holders, but there is the possibility of daily parking here for a fee. Consult the signs posted at the Culbreth Garage for current information about its parking policies.

Housing

Housing is a matter of personal preference, however be aware that there are several resources that may help in making living arrangements. Consulting online housing resources often proves successful; also consult UVA’s The Graduate Guide (http://gradstudies.virginia.edu/gradguide/) for useful tips. In addition, local publications like The Charlottesville Progress and The C’Ville Weekly that consistently have information about rental properties in town.
Appendix B: Frequently Asked Questions

Does the Program in Art and Architectural History offer a terminal MA?

We do not admit students for a terminal MA. An MA will stand as a terminal degree in those cases that students admitted for the doctoral program end their graduate study at UVA after advancing to candidacy for the PhD.

Are there distribution requirements?

There are no formal distribution requirements for graduate students in the Art and Architectural History program. Instead, students are expected to meet with their advisor each semester to design the most appropriate course of study. This could include classes offered outside of the Program, or courses in support of additional language study.

What are credit hours?

Students are required to register for a minimum of twelve credit hours through the online Student Information System (SIS) by the stated deadline each term in order to maintain full-time status. These credit hours may be comprised of a combination of courses and non-topical research. First-year graduate students must enroll in a minimum of nine credits per term of graded coursework on the standard lettered scale (A through F). If a student seeks to enroll for more than fifteen credits (regardless of the grading option), the Director of Graduate Studies (DGS) must petition the Graduate School by sending an e-mail detailing the academic rationale for the exception to the Graduate School of Arts & Sciences (GSAS) Registrar.

Audited courses do not count toward full-time status. As such, students will typically need to add audited credits as a course overload beyond the twelve credits required for full-time status. In order to register for an audit, the student will submit a request via e-mail to the director of graduate studies, including the course name and five-digit SIS class number.

Can I transfer credits from another graduate program?

Students entering the program with an MA degree in art/architectural history may receive up to 12 graded credit hours from another graduate program that can be applied to their total credit requirements. Degrees completed outside the field must be approved by the Program in order to receive credit.

Can I file for an incomplete?

Time management and timely completion of the work you have contracted to do are important aspects of professional development. Students are not permitted to hold more than one grade of “Incomplete” at any given time. Students should make every effort to complete work on time, and to discuss their progress with faculty regularly. A pattern of Incompletes does not reflect well on a student’s record. Students having trouble completing coursework should be proactive about meeting with advisors, professors, or the DGS to find solutions that will keep them on track.

What is the teaching requirement?

As part of their funding package, graduate students are expected to TA for six (6) semesters beginning in their 2nd year in residence. It is expected that students will complete the first 4 semesters consecutively, students can request that the last 2 semesters of teaching be completed later in the tenure as graduate students. These requests typically are approved by the DGS for reasons of research either abroad or off-campus, or because of outside funding.
How do I receive reimbursement from the Department for travel and/or other expenses?

The two common instances in which students ask to be reimbursed by the department are for professional events and classroom support.

If you have an upcoming academic or professional event (conference, symposium, etc.), you may submit a request to the Program Chairs and the Director of Graduate Studies (DGS) to fund a portion or all of the travel and expenses. Your request should include specific information about the event including title, location and your anticipated role in it. Also, you must include a detailed budget for the monies you are requesting, this includes transportation, lodging, meals and other costs related to your trip. Students also are asked to submit a statement of support (via email) from their advisor detailing the significance of the event and support of the student’s participation. In consultation with the DGS and Chair of Architectural History, the Chair of the Department of Art will then approve or deny the request.

If approved, you should forward the approval letter to the Administrative Supervisor (Laura Mellusi) and the Administrative Coordinator (Keith Robertson). Then, you should discuss with Keith which aspects of the travel budget need to be purchased directly by the University, and which can be purchased by you up to and through the travel period. Keith also will advise about which receipts you need to save so that you can be fully reimbursed. Once you return, provide Keith with your organized and labeled paperwork so that he can begin to file for your reimbursement.

Students seeking reimbursement for something related to classroom activities must consult with the Administrative Coordinator (Keith Robertson) about what the department does and does not fund.

How do I change my student status?

- **Off-Grounds Status**
  Students completing degree requirements, pursuing research, or writing a dissertation or thesis away from Grounds for an entire semester or academic year may petition to enroll under the full-time off-Grounds status by submitting the requisite form to the DGS for review. Students enrolled in this category will be charged full tuition appropriate to their year of study but will be assessed reduced fees in the semester or year that they are away from Grounds and will not utilize University facilities.

  It is important that students considering Off-Grounds Status meet with the DGS and/or the Art Department Administrative Supervisor to discuss the impact of this change on funding packages.

- **Affiliated Status**
  Affiliated Status is intended for advanced graduate students who has completed all of their Graduate School of Arts & Sciences (GSAS) and Program requirements. Often these students are actively completing the dissertation under the supervision of their advisor; however, students can request this status if, for example, they are completing an external internship or study. Affiliated students pay an associated fee that is substantially lower than tuition and comprehensive fees, and retain access their UVA email account and electronic library resources. **Students can apply for Affiliated status for up to four consecutive terms.**

  Because students with Affiliated status are no longer full-time students, they will not have access to an active student ID card, and no access to University facilities, including Student Health services or student health insurance. Affiliated students also are not eligible for graduate teaching and research assistantships. **Please note that Affiliated Status could affect the deferment of student loans. You should determine what impact Affiliated Status has on your loans before applying.**
It is important that students meet with the DGS if they are considering applying for Affiliated Status.

- **Leaves of Absence**

  Leaves of Absence may be granted for a variety of professional, educational, medical, and personal reasons. They are granted for one semester or for one year, and the student must affirm his or her intent to return from leave via e-mail to the DGS and GSAS Registrar by November 1 to return in the spring term and by April 1 to return in the fall term. While on a leave of absence, no student may take examinations, submit a dissertation proposal for approval or submit a thesis or dissertation. Students returning from leave must submit a reinstatement form that is reviewed by the Dean of Students. More information can be found at [http://graduate.as.virginia.edu/registration-procedures](http://graduate.as.virginia.edu/registration-procedures).

  It is important that students consult with their advisor and with the DGS if they would like to request a Leave of Absence.