

Department of Art Policy and Procedure Handbook  
For Master of Arts in the History of Art

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## **Introduction**

### **Welcome**

This manual is written with you, the new or continuing graduate student in mind. Please read and refer to this manual as you begin and progress in your studies in the New Mexico State University (NMSU) Department of Art. The rules and procedures described herein are in addition to ~~and take~~ precedence over those of the NMSU Graduate School. This handbook serves as a contract between you and the Department of Art Faculty and, to this extent, provides you with informed consent to those expectations that we have of every Department of Art graduate student.

In the event that you have questions or concerns over any aspect of your MA program, one of the graduate advisors will assist you. Please avail yourself of their assistance; one of the most important aspects of a successful graduate experience is open and clear communication among all those concerned.

The Department of Art is located in Williams Hall and Williams Hall Annex, buildings 10 and 11, <http://www.nmsu.edu/General/Maps>. The Art History offices and classroom are located at the Center For The Arts (CFTA) on rooms 331 to 336. The Department of Art main office hours are Monday through Friday 9:00 AM to noon and 1:00 PM to 5:00 PM (MST). Our main office number is (575) 646-1705.

### **Graduate Catalog**

The graduate catalog is online at <http://catalog.nmsu.edu/> and will provide you with current information regarding registration, financial aid, grades, housing and payment plans.

### **Department Mission**

Within the scope of the university's land-grant mission, the Department of Art serves a diverse population through a dynamic, rigorous array of studio, art history, and art conservation course offerings. Students are given the opportunity to develop their artistic, intellectual and professional skills through engagement with materials, techniques and concepts. Critical theory and analysis underpin art history and studio offerings at all levels. The student experience is also enriched through an active visiting artist program, and the University Art Gallery which maintains a permanent collection of historic and contemporary works as well as hosting rotating exhibitions.

### **MA in Art History**

The MA in art history can concentrate on the periods from the Medieval to Contemporary including non-western studies in the arts of the Americas and China. Students accepted into the program will be mentored by the faculty member in the proposed field.

The following are the fields of art and architecture studies:

- History and Theory of Western World:
  - Medieval art and manuscript illumination
  - Northern Renaissance
  - Baroque in Europe and Latin American

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- Rococo in Europe and Latin American
- Nineteenth-Century European Art
- Twentieth-Century European and American Art
- Modern and Contemporary Art
- American Art
- History of Photography
- Folk Art
- Mysticism in Art
- History and Theory of non-western World
  - Pre-Columbian Art and Architecture of Mesoamerica
  - Pre-Columbian Art and Architecture of the Andes
  - Arts of China
  - Native American Arts
  - Brazilian Baroque and Native Arts

**Departmental Master of Arts titles of Thesis**

- Madeleine F. Griffin, *Manuel Carrillo's Photographic Vision of Mexico* (2016).
- Susan L. Pinkerton, *The Art of Mata Ortiz in the Twenty-First Century: Factors Related to Second Generation Innovation* (2014).
- Mariah Lynn Chase, *'Was She or Wasn't She?': The Image of the Post World War II Happy Homemaker in America* (2013).
- Minea Armijo King, *Analysis of Five Marian Advocations :The Colegio de Propaganda Fide de Nuestra Señora de Guadalupe, Zacatecas, Mexico* (2008).
- Sarahh Elizabeth Malka Scher, *Moche 'Erotic' Art: Fertility and Ritual in Pre-Columbian Peru* (2001).
- Joan M. Jensen, *Native American Women Photographers as Storytellers* (2000).
- Joshua S. Cooley, *Landscape as Critical Trope: Joan Mitchell in Context(s)* (1999).
- Dyan Tintor, *Arnaldo Pomodoro : Towards the 'Buried Cemetery' of Urbino* (1984).
- Adair Wakefield Margo, *Nuestra Señora de Guadalupe del Paso del Norte: Its Foundation, Construction and Decoration, 1668-1982* (1982)
- Rosina Usel Johnson, *An Art Historical Assessment of the Church of St. Augustine and Its Sacred Images at Isleta Pueblo in New Mexico* (1981).
- Patrice Linda LeBovit, *Government Art Patronage of the 1930's: Tom Lea in Santa Fe: 1933-1935* (1978).
- Becky Reese Duvall, *The Mexican Retablo Collection, the Department of Art, New Mexico State University: A Catalog* (1975).
- Julie Davis Fitzsimmons, *An Iconographical Study of the Noble Savage: American Indian and Antipodean Native* (1975).

Applicants to the M.A. in art history may also acquire a Certificate in Museum Studies. This interdisciplinary certificate consists of 18 credits taken between the departments of Anthropology, Art and History. More information about this can be found at: <https://anthropology.nmsu.edu/grad-certificate-in-museum-studies/>

## **PROGRAM REQUIREMENTS**

An emphasis in art history requires a minimum of 33 credits of art history, 6 of which may be thesis credits. Of the required minimum, 6 credits of related courses may be substituted with the approval of the department head and the student's major advisor.

Reading proficiency in a foreign language is also required and should be acquired prior to the beginning of the thesis research for which it will be employed. A reading proficiency exam will be arranged with a professor specialized in the selected language in conjunction with the major advisor. A one-credit course may be taken for the student to show reading and comprehension proficiency in a specific language.

It is strongly recommended that students focusing their research on Western art to take one course in non-western art at a 500 level. Similarly, students with concentration on non-Western art should take a course on Western art.

### **Program Admission**

The admission to the MA program with emphasis in art history is based on a university-accredited BA or BS degree (or equivalent) with at least 18 art history credits and 9 studio credits. Undergraduate deficiencies and the language requirement must be completed before advancement to candidacy. Exceptions to these requirements may be considered by the art history faculty. Psychometric test scores are not required.

All applicants for admission to the MA program must submit to the NMSU Graduate Admissions (<http://gradadmissions.nmsu.edu/>) the following documents:

1. A polished undergraduate research paper;
2. A written statement of intent;
3. Letters of recommendation from three qualified people of the applicant's choice, and
4. Official undergraduate transcript.

The final submission date for all application materials and teaching assistantship is January 20<sup>th</sup> for the fall semester and November 20<sup>th</sup> for the spring semester.

### **MA Transfers**

A student, who has taken graduate credits at NMSU or another university-accredited institution, may transfer credit to the new program. However, the graduate school has a number of rules and procedures related to the transference of credits. Please check the graduate catalog for more information: <http://nmsu.smartcatalogiq.com/en/2014-2015/Graduate-Catalog/General-Information/Regulations-and-Procedures-for-Students/Transfer-of-Graduate-Credits-into-a-Degree-Program>

At the master's level, students must take at least 50 percent of the course work required for the degree from NMSU faculty to meet the residency requirements for their degree. Transfer credits must meet the same time-limit requirements (seven years) as graduate classes at accredited universities. Course work taken elsewhere after initiation of graduate school at NMSU must have prior approval of the department head and the Dean of the graduate school if such work is to be transferred. "Request for Transfer of Credit" forms are available at University Admissions.

## **Residency Requirements**

Students are required to be in residence and enrolled full time (9 credit hours) in classes while in the MA program at NMSU. All the courses must be taken at a graduate level. Courses numbered 450-499 are designed for seniors and graduates; 500 through 599 are primarily for graduate students working on the master's degree. Credits below those are only for students with admission deficiency and cannot be used for their graduate program.

## **Academic Requirements and Expectations**

The Master of Art in Art History curriculum offered by the NMSU Department of Art is structured in accordance with the guidelines set forth by the College Art Association (CAA).

Students enrolled in the graduate program are expected to conduct themselves with the highest level of professionalism and will be evaluated on commonly accepted standards.

While it is both understandable and legitimate that MA candidates may be pursuing graduate level studies for a variety of reasons, it is important to stress that the Department of Art offers an academic graduate degree.

According to the College of Art Association the code of ethics for art historians are the following:

Art historians must be competent researchers; they must also be fully aware of professional conduct and employ ethical practices. Scholarly integrity demands an awareness of personal and cultural bias and an openness to issues of difference as they may inflect methodology and analysis. Art historians are responsible for carefully documenting their findings and then making available to others their sources, evidence, and data. They must guard against misrepresenting evidence and against the offense of plagiarism. They should fully acknowledge the receipt of financial support and institutional sponsorship, or privileged access to research material and/or original works of art, as well as crediting people in the field who give interviews and/or provide access to materials and works. It is equally important that assistance received from colleagues, students, and others be fully acknowledged. The following sections of this document outline the responsibilities of art historians in specific areas of professional practice. Specific applications of these responsibilities are discussed in the Guidelines for the Professional Practice of Art History. <http://www.collegeart.org/guidelines/histethics>

Members of the graduate committee in consultation with the Department Head handle issues of discipline, misconduct, academic probation, etc. with students and/or between students and faculty members. The graduate committee brings matters regarding policies and procedures to the full faculty for discussion and decision-making. For up-to-date information on appeals, consult the following website under Graduate Students Appeals Board. <http://catalog.nmsu.edu/grad-2012-2013/01-general/regulations.html>

In order to remain in good standing in the MA program a student must maintain an average GPA of 3.0. A grade of C or lower in a Department of Art graduate course is considered failing. In the event that a

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student fails a required course, they must repeat the class in order to get credit for it. In order to maintain a graduate assistantship, an average GPA of 3.0 is required.

Check list of requirements for the master degree:

- Completion of required course work. Students must take coursework from a variety of faculty. Students may not take more than half of the minimum credits required for the master's degree with the same professor.
- Foreign Language Proficiency must be acquired prior to thesis proposal presentation.
- Preparation of thesis proposal and selection of the second Departmental committee member.
- Public presentation of thesis proposal
- Advance candidacy after successful presentation
- Selection of the third member from outside the Department of Art (the Dean may appoint this person if the student does not have a preference)
- Distribution of the thesis already approved by the major professor to the other members of the committee at least two weeks before the oral examination.
- Defense of thesis with the three members of the committee. The form to schedule the exam must be filled with the Graduate School for the Dean's Approval

The Department of Art's MA curriculum is targeted at developing core competencies that are considered essential for a successful career in the arts. The Department of Art seeks to promote a rigorous course of study so that graduates will have the best possible chance for success. Some of the major opportunities for graduate with a MA in art history includes: Antiques Dealer, Antiquarian Book Trade, Art Librarian, Architectural Conservation, Art advisor, Art Consultant (hotels, corporations), Art Law & Law Enforcement, Collection Management, Teaching, Preservation & Conservation, Estate & Art Appraisals, Curator, Museum Director, Galleries, Museum exhibit installation, Art Handling, Art Investment, Auction House & Auctioneers, Visual Resources, Arts Management, Marketing, Artist Representative, Critic, Editing & Publishing, Archivist, Arts Administrator, Art Therapist, Designer, Museum Registrar, Historic Interpretation and many other activities. The arts are a highly competitive field, and many of these careers will require a doctoral degree.

**Course Requirements (33 cr.)**

Art history courses .....	18 cr.
Non-art courses.....	6 cr.
Art History thesis.....	6 cr.
Graduate Seminar: Art Theory, Criticism, Historiography (ART 579).....	3 cr.

**Suggested Course Sequence for M.A .**

The MA advisor will work with graduate students to determine the optimum sequence of courses taken. Follows is a suggested sequence.

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<p><b>First Semester</b></p> <p>AH 500-level            3 hours</p> <p>Art 579/Historiography 3 hours</p> <p>Elective                    3 hours</p>	<p><b>Second Semester</b></p> <p>AH 500-level    3 hours</p> <p>AH 500-level    3 hours</p> <p>Elective            3 hours</p>
<p><b>Third Semester</b></p> <p>AH 500-level            9 credits</p>	<p><b>Fourth Semester</b></p> <p>Thesis hours    6 hours</p>

**Program Sequence**

**Semester 1- Semester Review – Faculty Advisor**

This is a time for exploration in your areas of interest. You may begin to formulate the topic of your thesis and start researching the relevant scholarships to determine if your topic is viable.

**Semester 2-Semester Review—Faculty Advisor**

Selection of the second member of the committee.

Language requirement must be fulfilled during this second semester. You need to make arrangement for the language proficiency test with your major professor.

Fill out the form for Application of Admission to Candidacy. It must be submitted no later than after the completion of 12 credits of graduate work. The point grade average must be 3.0. Please check the graduate catalog at <http://nmsu.smartcatalogiq.com/en/2014-2015/Graduate-Catalog/General-Information/The-Master-s-Degree/Application-to-Candidacy>.

All undergraduate deficiencies must be fulfilled by this time.

**Third Semester – Candidacy – Public presentation**

Submit proposal to the committee

Give a 20 minutes visual presentation of the proposal to an open public

The committee will determine if the proposal allows the student to pass candidacy, proceed with program as scheduled.

Select the third member of the committee (Outside the Department of Art-Dean’s representative)

Submit Advancement to Candidacy Form to the Graduate School

**Fourth Semester – Thesis - Orals**

Submit Forms to Graduate School

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Thesis Defense: to be conducted by the members of the committee and an appointed Dean's Representative.

Upon successful completion of the defense, submit three bounded copies of thesis to the Department of Art, Library and major professor.

## **LANGUAGE REQUIREMENTS**

Students may also complete one of the following two options to fulfill the second language requirement:

- “Native Speaker” Language Exemption: Foreign students following a program related to their native culture, whose native language is not English, may be granted exemption from one of the language requirements. Talk to your MA advisor.
- “Test Option”: For students who have studied a second language as an undergraduate can take a test of reading proficiency through the Department of Language and Linguistics. Talk to your MA Advisor about this.
- “Course Option”: Students who have no prior or limited experience in a foreign language may complete the equivalent of two years of college-level language study in one foreign language during their enrollment in the MA Program at Columbia University. Please note that language courses for the requirement do not count as coursework for the degree.
- Non-native English Speakers: While admission to the NMSU Graduate School requires that non-English speakers take the TOEFL exam, additional resources are available. For information about the resources of the American Language Program (ALP) and Writing Center please refer to the University Resources section of the handbook.

## **Taking Leave of Absence**

A leave of absence from the program can be granted with the permission of the graduate school for up to one year and can be applied for by addressing a request for a leave of absence through the Department Head to the Dean of the graduate school. The request should include the beginning date and anticipated ending date.

Leave of absence can be for professional or personal reasons. Leaves to accommodate special academic opportunities will be reviewed on a case by case basis for approval.

## **Evaluation of Student Progress**

A student's progress in the program is evaluated based on their GPA as well as on their research output as evaluated in semester reviews and candidacy meetings.

## **Teaching Assistantships (TA)**

**Qualification Requirements:** In order to qualify for a TA a student must have a 3.0 GPA. Also, the student must be enrolled full-time which is 9 credit hours in 400 level and above classes.



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**Teaching/Graduate Assistantship Awards:** At the end of each semester the Department Head and the graduate committee award TA/GAs for the following semester. At this time, each student will receive an award letter stating the amount of the TA/GA-ship (½ or full), their responsibilities, and supervisor. These awards are decided based on departmental needs and student qualifications. Financial need is not part of the consideration. Award of a TA/GA-ship one semester does not guarantee one in the next and students will receive evaluations each semester.

**Contract Dates:** TA/GAs are responsible to be available for work on the dates specified in the contract. The contract usually begins the week before classes start and ends the last day of finals week. Speak to your supervisor if there are special needs regarding the contract dates. Failure to be available during these dates may result in the loss of your TA/GAship.

**Work Schedule:** A half TA is 10 hours and a full TA is 20 hours. Students should not work more than the required number of hours per week. If there is a problem with the demands of a student's TA/GA-ship responsibilities and the number of hours is more than allocated, the student should speak to his or her supervisor first. If the problem persists, the student will consult with the MA advisor and after that, the department head. In no way, will the student be penalized for communicating a problem.

Students will be given a work schedule at the beginning of each semester. This schedule should be arranged in such a way as to take into consideration the department's needs as well as the student's academic schedule.

**Assistantship Oversight and Mentoring:** It is the responsibility of one's TA/GA supervisor to mentor graduate students in the execution of their responsibilities. In some cases, the student will have responsibility for teaching a class and will be the teacher of record. The faculty reserves the right to observe classes for evaluation purposes. At the end of the semester the supervisor will evaluate the students' performance.

**Duties and Responsibilities:** At the beginning of each semester, students meet with their TA/GA-ship supervisor. At this time, he or she will provide specific information regarding the duties and responsibilities for that semester. For those students who teach a class or lab section all necessary information will be provided at this time. Grade records are state property and must be submitted to the departmental administrative assistant after final grades are issued each semester.

Monitoring a classroom may be part of the teaching assistantship responsibilities. The time allotted for this would be a part of the hourly requirements and not in addition to them.

In order to ensure fair grading and resolution of disputes, TAs who are instructing classes should keep careful records of class attendance, completion of assignments, critique participation, and any other relevant material.

At the end of each semester, TAs will distribute Student Evaluation Forms to be filled out. The TAs must leave the classroom during this time after requesting that a class member take the completed forms to the department secretary. After grades are turned in at the end of the semester, TAs will be given copies of their evaluation forms to read. It is essential that the TAs show up on time for each scheduled

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class. If an emergency situation occurs, the TA's supervisor is to be notified. In no case should the TA cancel the class without the direct permission of a supervisor.

If TAs need to attend events or participate in field trips that require their absence from scheduled class times, arrangements must be made ahead of time to cover classes. The TA supervisor will oversee these arrangements, but it is the TA's responsibility to provide coverage of the class. Usually these conflicts can be resolved through exchange of time with other teaching assistants. Failure to comply with this requirement would be sufficient reason to remove a teaching assistantship award.

**Early Termination of Teaching/Graduate Assistantship:** The TA's supervisor will contact the Department Head regarding inadequate performance by a TA. The Department Head will write a warning letter to the student, giving copies to the MA advisor and the dean of the Graduate School. The letter will outline the deficiencies and a course of action for improvement. The student has two weeks from the date of the warning letter to make these improvements. If the TA does not do so, the letter will be followed by a termination of the TA/GA award.

### **Graduate Office Space**

The Department of Art does not guarantee office space for MA graduate students; however, if there is office space available, MA graduate student needs shall be considered.

### **General Information**

#### **Art Office**

Office Hours: 9:00 a.m. – noon and 1:00 p.m. – 5:00 p.m. every weekday  
Holidays as listed in the back of the undergraduate/graduate catalog

Mail: Mailing Address: Department of Art  
New Mexico State University  
P.O. Box 30001, MSC 3572  
Las Cruces, NM 88003

Delivery Address: Department of Art  
New Mexico State University  
Williams Hall room 100  
1390 E. University Ave.  
Las Cruces, NM 88003

Mail is delivered to the Art Department once each day. The mail will be sorted and distributed ASAP. There is a mailbox in the office for each of you.

Copies: Copies are free when made for the class you are teaching. The copy machine is not available to students. Students may use Kinko's, the Copy Center (Corbett Center) or the library. Please check

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with the front office to get your copy code number.

**Department Keys:** New students are issued a set of keys that will allow them access to the building and primary studio area. If you are a returning student, please turn in keys you are no longer using and let the front office know what keys you have.

**Building repairs and maintenance:** For replacement of bulbs, dripping faucets, doors and locks that don't work, etc., please call the Safety officer Adam Labe at 646-2190. Adam Labe will place the work order to PPD (physical plant dept.). If it is an emergency, tell Adam that it's a priority.

**Room reservations:** If you want to reserve the Conference Room or Critique Room it is your responsibility to sign them out in the date books located in the front office. When finished please return room to original condition.