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Introduction

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 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.

If you have questions or concerns over any aspect of your MA program, please contact one of the graduate advisors in the Department of Art. 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.

How to Find Us:

The Department of Art is located in Devasthali Hall, located on University Avenue (<https://map.nmsu.edu/>) The Department of Art main office is in room 118 at the south entrance. The 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 <https://catalogs.nmsu.edu/nmsu/graduate-school/> 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 utilizes our unique geographic location to serve and reflect diverse border communities. The program supports innovative and hybrid techniques, investigation of materials through both studio practice and a museum conservation program, as well as exhibition and curatorial opportunities. Establishing a foundation in critical and cultural discourse includes in-depth examination of theory, methodology, and historiography of art and art history.

Capitalizing on the expertise and research agendas of the department's faculty, as well as a state-of-the-art facility, students are provided with multiple platforms for artistic and critical engagement, as well as professional advancement. The curriculum fosters learning through collaborative and cross-disciplinary approaches and encourages exploration through a variety of research and curatorial practices. Critique and discourse are contextualized within historical and contemporary frameworks, with the possibility of developing new strategies of inquiry into culture and knowledge production. The faculty of nationally and internationally recognized practicing artists, historians, and conservators, in conjunction with a vibrant roster of visiting artists and researchers, create opportunities for active engagement across varied disciplines.

Certificate in Museum Studies

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://catalogs.nmsu.edu/nmsu/graduate-school/museum-studies-graduate-certificate/>

Classes for the MA and the for the Certificate may be taken concurrently, and a few courses can be counted for both degrees. Please consult with your MA advisor about this.

The MA and the Certificate count as two separate programs, so must be applied for separately. Similarly, when applying for graduation, you will have to make two separate applications.

Program Overview

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 careers for graduates 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.

An emphasis in art history requires a minimum of 33 credits of art history, 6 of which may be thesis credits. 6 credits of related courses taken outside the department are also required and should be selected with the approval of the department head and the student's major advisor. Note that courses must number 450 or higher to qualify for graduate credit.

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. Any course work needed to achieve this level (generally at least 4-5 semesters) are in addition to the required minimum requirements for the degree. A reading proficiency exam will be arranged with a professor specialized in the selected language in conjunction with the major advisor.

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. Undergraduate deficiencies and the second 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.

To apply for the MA program, go to <https://apply.nmsu.edu/apply/> and for the "Intended Major", click on "Art". You must also submit the following documents:

1. A polished undergraduate research paper on an art historical or related topic
2. A written statement of intent
3. Letters of recommendation from people qualified to address your ability to succeed at the graduate level
4. Official undergraduate transcript

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: https://catalogs.nmsu.edu/nmsu/graduate-school/graduate-school_transfercreditstext.pdf

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 450 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). See <https://www.collegeart.org/standards-and-guidelines/guidelines/art-history-ethics>

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.

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: <https://report.nmsu.edu/decision-tree/>

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

Checklist of requirements for the MA in Art History:

- Course Requirements:
 - Art History (ARTH) courses: 18 credits
 - Non-ARTH/ARTS courses: 6 credits
 - Art History Thesis (ARTH 599): 6 credits
 - ARTH 579 (offered in Fall only) 3 credits
- Second Language Proficiency must be acquired prior to thesis proposal presentation at their Candidacy.
- Candidacy:
 - Preparation of thesis proposal and selection of the second Departmental committee member.
 - Public presentation of thesis proposal
- Upon advancement to candidacy:
 - 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

Suggest Course Sequence:

First Semester: 9 credits

- ARTH 579
- ARTH 578
- ARTH 578

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.

Second Semester: 9 credits

- ARTH 578
- ARTH 578
- Non-Art elective

What to expect this semester:

- 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.
 - If you are also doing the Museum Studies Certificate, then this may be delayed to the third semester
- End of the semester: Fill out the form for Application of Admission to Candidacy.
 - The point grade average must be 3.0.
 - All undergraduate deficiencies must be fulfilled before presenting your proposal.

- Candidacy: consists of a 20-25 minute visual presentation of the proposal to an open public, and response to questions from all the faculty in the Department of Art concerning research and bibliography for 20-25 minutes (total 45 minutes)
 - The faculty will determine if the proposal allows the student to pass candidacy
- Upon successfully passing into candidacy, the student will select a third member of their thesis committee from outside the department of Art.

Third semester: 9-12 credits

- ARTH 578
- ARTH 578
- Non-Art elective (should directly relate to the chosen thesis proposal)
- OPTIONAL: ARTH 599 Thesis (3 credits)

Your thesis should be in outline or rough draft form by the end of this semester.

Fourth semester: 3-6 credits

- ARTH 599 Thesis (3-6 credits)
 - The final thesis length is variable, but typically is 100-300 pages
 - You will need to format it according to ProQuest specifications, using footnotes and a final bibliography formatted according to the Chicago Manual of Style
 - For checklist of thesis submission requirements, see <https://gradschool.nmsu.edu/Current%20Students/thesis-and-dissertation.html>
- Schedule your thesis defense:
 - For deadlines, see <https://gradschool.nmsu.edu/Current%20Students/Graduate%20School%20Calendar.html>
 - Submit Master's Final Examination Form to the Graduate School: <https://gradschool.nmsu.edu/Current%20Students/Graduate%20Forms.html>

Language Requirements:

Students have several options to fulfill the second language requirement for the MA degree:

- "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, or need refreshers, 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.

Graduate Assistantships

Qualification Requirements: 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 450 level and above classes. Students who are in their last semester may file a request for a waiver permitting them to take less than 9 credit hours. Please contact your advisor about this.

Teaching/Graduate Assistantship Awards: At the end of each semester the Department Head and the graduate committee award GAs for the following semester. At this time, each student will receive an award letter stating the amount of the GA-ship ($\frac{1}{2}$ 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 GA-ship one semester does not guarantee one in the next and students will receive evaluations each semester.

Contract Dates: 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 GAship.

Work Schedule: A half GA is 10 hours, and a full GA 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. If an emergency 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.

Assistantship Oversight and Mentoring: It is the responsibility of one's 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. 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.

Disciplinary Action and Early Termination of Graduate Assistantship:

Early termination of a Graduate Assistantship may be merited if the GA does not maintain academic standards of integrity, or if the GA is performing inadequately. The GA's supervisor will contact the Department Head regarding inadequate performance by a GA. 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. A predetermination meeting will be convened, and may invoke Union representation as per the CAB Agreement between the Graduate Student Union and NMSU (see https://gradschool.nmsu.edu/ga-and-union/grad-assistant-forms/NMSU%20CBA%20Agreement_updt.pdf). Disciplinary action will be issued in writing and shall be signed by the GA acknowledging receipt of the action (or a notation that the GA refused to sign the document).

Conduct and Conflict Resolution:

- For Student Conduct, see <https://studenthandbook.nmsu.edu/#sc3>
- For Graduate Student Academic Grievances, see <https://arp.nmsu.edu/5-14/>

Office Policies:

Mail: 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, but otherwise the copy machine is not available to students. Students may use Kinko's, the Copy Center (Corbett Center) or the library. Please check 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 notify our departmental Administrator or the Chemical Safety Manager.

Room reservations: If you want to reserve the Conference Room or another classroom 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.

Office space: NMSU does not guarantee office space for MA graduate students; however, if there is office space available, MA graduate student needs shall be considered.

Funding/Scholarships

- NMSU will guarantee a base level of scholarship of at least \$650 or two credit hours of semester per semester per student to all members of the Graduate Student Union who hold a GAsip.
- The Graduate Advisor(s) will seek additional awards from the Graduate School on behalf of graduate students based on availability. We are normally only allowed to nominate one person per program per award, and the determination of who to nominate will be made by vote from the full faculty. More information about these awards can be found here:
<https://gradschool.nmsu.edu/Current%20Students/Awards%20and%20Funding.html>
- The Department of Art has its own scholarships and awards, which are typically awarded in the Spring at the occasion of the Juried Student Show in the University Art Museum for the following academic year. To be able to apply for these, students must have filled out their annual FASFA as well as an annual ScholarDollar\$ application (<https://scholarships.nmsu.edu>).
- The College of Arts & Sciences and the Graduate School also have travel awards to support students in the dissemination of their research. These calls will go out each semester.

- See also: <https://gradschool.nmsu.edu/Current%20Students/conference-travel.html>

Past MA Theses:

- Tracie Amend, *Queering the Margins: How Performers on the Border Enact Productive Double and Triple Othering* (in progress)
- Hamed Azizangilan, *The Alchemy of Androgynous Equanimity: Exploring Artistic Meditation in Albrecht Dürer's Melancholia I* (in progress)
- Courtney Uldrich, *Establishing Our Own Art History: The Influence of Judy Chicago* (2022)
- Sara Kay (Walker), *Michelangelo's Letter of 1542: Question of Authenticity* (2019)
- Haley Luster, *Designing the Divine: A Perceptual Analysis of the Theilo/Chad Gospels at the Lichfield Cathedral Library* (2017)
- Michelle Lanteri, *Wendy Red Star's Four Seasons Series: An Interdisciplinary Approach* (2016)
- 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).
- Sarah 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).

Appendix

Going up for Candidacy and the MA Thesis

If you are doing the MA without doing the Museum Studies Certificate, this timeline goes quickly. Here is a suggested calendar:

I. Semester One:

- a. you should plan to use this semester to explore various thesis topics and do some preliminary bibliographic research to narrow down your possibilities to a couple of viable options
- b. you will need to work on your second language this semester

II. Semester Two

- a. You should meet with your advisor at the beginning of the semester to determine when your candidacy presentation will be scheduled. This date will determine the timeline for the semester, and is typically around the same time MFA reviews/candidacies are held (just before Thanksgiving in Fall, mid-April in Spring)
- b. Your proposal will be in the form of a lecture that is 20-25 minutes
 - i. Around 7-9 pages, double spaced
 - ii. Your lecture should include images that are well-labeled
 - iii. It must include:
 1. a state of research of the topic
 2. An argument for why this topic deserves in-depth study
 3. What questions you intend to ask, and your plan for obtaining answers
- c. You should work with your advisor and another committee member throughout the semester on drafts; the final draft and Powerpoint should be distributed to your advisor and committee member at least two weeks before the candidacy
- d. Candidacy is open to the public, and the full faculty and grad students are invited. Professors may also encourage undergraduates to come to the lecture
 - i. After the lecture is completed, the audience will be excused, and the candidate will remain with the Department of Art faculty for Q&A.
- e. Before the end of the semester

III. Summer and Semester Three

- a. This will be when you do all your research for your thesis
- b. Be sure to keep an eye out for travel grants to help subsidize this
- c. You should have a draft completed by the end of the third semester
- d. Meeting with your committee:
 - i. You will be working most closely with your thesis chair, with whom you will take your thesis credits
 - ii. You should update the other members of the committee on your progress at least three times during this period

- iii. It is advisable to distribute the rough draft to your entire committee at the end of semester three for their feedback

IV. Semester Four

- a. Because the timeline is so fast, you will primarily be working on editing your draft with your advisor. The deadline to hold a thesis defense is typically around week 10-11 of the semester, and the final edited thesis in correct ProQuest formatting must be submitted to the Grad School on or before week 11 (see the graduate calendar for precise dates:
<https://gradschool.nmsu.edu/Current%20Students/Graduate%20School%20Calendar.html>)
- b. You must distribute your final thesis to your committee TWO WEEKS before your thesis defense. Due to copyright restrictions, the final thesis that is submitted to the Grad School is not required to include illustrations.
- c. You MUST be registered for at least one credit of ARTH 599 in order to defend and submit your thesis to the grad school.

Candidacy and MA Thesis timeline (when also doing Museum Studies Certificate)

When opting for a three-year track, the candidacy and MA thesis timeline are expanded a bit. This will give you more time to work on second-language competency. Candidacy can be held Semester 2, 3 or 4, and the Thesis expanded into Semesters 3, 4, 5 and 6. You will work with your advisor on determining the best path for you.