

Welcome to the MA in Art History at Concordia University!

On behalf of our Department Chair Dr. Johanne Sloan, and our entire faculty, I want to wish you all the best as you begin your graduate education. The MA program at Concordia balances historical and theoretical approaches to art, giving students exposure to the critical issues that make art history such a vibrant discipline. Our goal is to offer you a stimulating, supportive and challenging environment in which to pursue your studies. We recognize that a graduate program is only as strong as its students, and we look forward to your contribution to the program and the department.

Graduate school is a unique undertaking – at once enriching and demanding. One of the chief differences from the undergraduate experience is the amount of responsibility that it asks students to take for their own education. I therefore encourage you to learn about the program's opportunities as well as those of the university and the dynamic city of Montreal.

This Art History MA handbook offers information that will be useful to you throughout your degree. Please read it carefully now and consult it on our webpage for future reference.

Additional important information is also provided in the Concordia Graduate Students Guide: <http://www.concordia.ca/sgs/new-graduate-students/graduate-student-guide.html>

In addition to these documents, ARTH 655 *Thesis Seminar* will offer guidance through many of the steps towards successfully completing your MA. This mandatory series of occasional seminars is offered over the first two years of the program, typically on Wednesday evenings. A schedule will be circulated.

If you have academic questions or require assistance at any point during your degree, I am available to meet with you. My office hours for the fall 2018 term are Thursdays 3:00 - 5:00 pm, or by appointment. You are also most welcome to drop by the office and see if I am available, or to phone

Once again, welcome to the Department of Art History. I look forward to getting to know you better during the course of your degree, and I wish you a wonderful first term with a smooth transition into graduate study here at Concordia.



Dr. Kristina Huneault
Graduate Program Director
Department of Art History
kristina.huneault@concordia.ca

CONTACTS

Department of Art History

Dr. Kristina Huneault
Graduate Program Director (GPD)
EV 3.779
kristina.huneault@concordia.ca
(514) 848-2424 x 4697

Contact Kristina for academic matters.

Dr. Johanne Sloan
Department Chair
EV 3.820
johanne.sloan@concordia.ca
(514) 848-2424 x 4702

Candice Tarnowski
Department Assistant
EV 3.817
candice.tarnowski@concordia.ca
(514) 848-2424 x 5392

Contact Candice for administrative matters.

Dr. Anna Waclawek
Department Coordinator
EV 3.819
anna.waclawek@concordia.ca
514-848-2424 x 4700

For nearly all information related to your program, please consult our Department website: <http://www.concordia.ca/finearts/art-history.html>. If you are unable to answer your program-related queries via the department or university websites, you may email or call Candice Tarnowski for assistance. Should Candice be unavailable, Anna Waclawek will happily assist you.

Your Contact Information

Please make sure that you update your personal information in the MyConcordia.ca portal: current phone number, address, email address, etc. A Concordia email account can be obtained from IITS on the 9th floor of the Hall Building (student ID required). This account will be our major way of keeping you up to date about important program information. All program or course-related emails are considered a form of academic communication. While we enjoy a fairly informal atmosphere within the department, please use appropriate forms of address (“Hey” is not the way to approach a staff member or prof.).

Your Graduate Student Profile

Art History graduate students should create an individual profile for the Art History website. Profiles contain a portrait image, thesis title, supervisor’s name, the student’s research interests and a short biography and are located here: <https://www.concordia.ca/finearts/art-history/student-life/graduate-profiles.html>. Please create your profile within the first month of your program and update it regularly throughout by filling in this form: <https://www.concordia.ca/finearts/art-history/student-life/graduate-profiles/create-grad-profile.html>.

School of Graduate Studies (SGS)

The School is located In the GM (Guy Metro) building, room 930. Among the offices it houses are the Graduate Awards Office and the Thesis Office. The SGS website is one you should be familiar with: <https://www.concordia.ca/sgs.html> Key services offered by the School include GradProSkills – a series of professional development workshops offered on a wide range of topics including language training,

grant writing, technology, and teaching skills. You will be required to complete a minimum number of these workshops as part of ARTH 655 *Thesis Seminar*.

Student Research Groups

The Department of Art History is home to several extremely active and dynamic student groups, including the Art History Graduate Students' Association (AHGSA), which represents art history students at the University Graduate Student Association. We encourage you to become involved. For details: <https://www.concordia.ca/finearts/art-history/student-life/associations.html>

Libraries and Other Research Resources

Concordia's libraries offer important resources to graduate students, including a CREPUQ card (which you must request) that will enable you to borrow books at other university libraries (McGill, U de M, UQAM), as well as Inter-Library Loans for materials not held by Concordia, and dedicated study spaces.

One-on-one consultations with the Fine Arts Librarian, Jenna Dufour (jenna.dufour@concordia.ca), are also available.

ArtexTe (www.artexTe.ca) is a documentation centre specializing in contemporary Canadian art; it, and the library at the Musée d'art contemporain (Médiathèque <https://macm.org/en/general-information/archives-and-media-centre/>) are excellent places to conduct research on modern and contemporary art. If your research concerns architecture, then you will probably want to consult the Canadian Centre for Architecture's world-class library and archives (<https://www.cca.qc.ca/en/38252/collection-access-and-use-faq>). The Bibliothèque Nationale (www.banq.qc.ca) is another important resource, as are the libraries and archival resources at the Montreal Museum of Fine Arts (<https://www.mbam.qc.ca/en/>) and the National Gallery of Canada in Ottawa (<https://www.gallery.ca/collection/search-the-collection>)

MA PROGRAM INFORMATION

Program Time Limit and Student Work Hours

If you are enrolled full-time, the MA in Art History is a two-year degree. To graduate within this timeframe, you will need to work 35 – 40 hours per week. Grad school is a job.

Ideally, you will complete your course work during the first year. Thesis research and your literature review (ARTH 654) happens during the summer between years 1 and 2. The thesis is written in the second year: drafted in the fall and edited in the winter. You are strongly encouraged to complete your MA within this timeframe, as experience has indicated that full-time students who take longer than two years to complete are at considerably higher risk of not graduating.

University regulations stipulate that all requirements must be completed within four years for full-time students and five years for part-time students. Your official time limit is indicated on your student record. Responsibility for remembering it rests with students and the Department only supports requests for extensions in extenuating circumstances. The minimum residency requirement is three terms of full-time study, or the equivalent in part-time study.

Degree Structure

Year 1 Course work (21 credits)

Year 2 Thesis (24 credits)

Note that although the thesis is only 40-45 pages long (double spaced, excluding notes), it is worth more credits than all the coursework combined. This is a reflection of the work required to complete a thesis. Be aware that students routinely take too much time to produce their first draft and underestimate the time and effort that it takes to see a thesis through to completion.

MA PROGRAM YEAR ONE: Standard Schedule

September: You will begin your seminars, including ARTH 655 *Thesis Seminar*. For most students, 5 seminars + ARTH 655 are recommended in Year 1.

Mid-December: Please submit your completed Thesis Supervision Form (attached) to Candice by Monday, December 17th, 2018. (See below, *Deciding on a thesis supervisor*)

Early March: Your supervisor must submit an approved version your MA thesis proposals to Candice in PDF format by March 6th. It will be assessed by the Graduate Program Committee. Following this, your supervisors will provide feedback and all thesis proposals will be finalized by early April, 2019. Ask your supervisor when they need to see your proposal to meet the March 6th deadline.

Early May: After consulting with your supervisor at the end of April, please register before May 1st, 2019 for ARTH 654 *Annotated Review of Sources and Documents*. (See below, *ARTH 654 Annotated Review*)

Summer Terms: You will read, conduct research and work on your Annotated Review, which is due on August 15th, 2019 (this date is to be confirmed between you and your supervisor).

Course Work (21 credits)

Course work consists of five, 3-credit seminars plus ARTH 655 *Thesis Seminar* (3-credits) and ARTH 654 *Annotated Review of Sources and Documents* (3-credits), overseen by your supervisor.

Seminars are a hallmark of our MA program and form an important part of the core curriculum. They provide training in critical discussion skills such as the abilities to develop arguments, respond to counter-proposals and convey your points clearly in a group setting within a limited amount of time. These are skills, along with research and writing, at which you are expected to be highly competent upon the completion of a MA degree; seminars are key platforms to do this, and we encourage you to take courses on topics you may not have considered before and in areas not directly related to your thesis, as these are opportunities to broaden your knowledge base. Seminar formats change according to the instructor, but they are all highly participatory and all students are expected to actively participate in class discussions. Should you have questions or concerns about any of your classes, we encourage you to meet with the instructor or with the GPD.

Important Deadlines for Adding/Dropping Courses

- Monday, September 17th, 2018 is the Fall DNE deadline: last day to add or drop Fall Term (/2) courses and receive a tuition refund for the latter.

- Monday, November 5th, 2018 is the Fall DISC deadline: last day to withdraw from Fall Term (/2) courses. Your transcript will show the course number with a “DISC” (Discontinued) notation.
- Monday, January 21st, 2019 is the Winter DNE deadline: last day to add or drop Winter Term courses and receive a tuition refund for the latter.
- Monday, March 18th, 2019 is the DISC deadline: last day to withdraw from Winter Term (/4) courses. Your transcript will show the course number with a “DISC” (Discontinued) notation.

Credits Outside the Core Program Offerings

You may apply for permission to take a maximum of one seminar (3 credits) outside the core seminar offerings of the department: this may be an internship, an independent study, a graduate seminar in another Concordia department or a graduate seminar at another Quebec university.

If you wish to obtain such permission, contact your supervisor and the instructor (within Concordia) or submit a CREPUQ request (other Quebec university). Then submitting a written rationale to the GPD along with an email from your supervisor confirming their support and, where available, a course syllabus. Courses outside the department should directly foster your thesis research. Permission to take an independent study within the department is granted only in exceptional circumstances and the work must not overlap with the thesis research. Internships are more fully described below, under ***Internships***.

ARTH 655 Thesis Seminar

This required 3-credit course is designed to introduce you to the professional aspects of graduate school. The sessions are spread out over the course of the degree, but are weighted more heavily in the first year. Note that you do not register yourself for this course. Registration is automatically processed by the department once you have given your thesis presentation (see below, ***Thesis Presentation***). ARTH 655 is a pass/fail course.

Language Requirement: French Language Exam

Reading knowledge of English and French is mandatory. Art History MA students are required to pass a French language examination which is given by Candice in both the Fall and Winter terms of each academic year. You are encouraged to take the exam early in your program.

The exam requires reading comprehension of a selected art history text in French. The text is approximately 5 pages, followed by 5 questions about it, written in English, that must be answered in writing, also in English. French/English dictionaries are permitted. The grade is pass/fail. Students who do not pass may re-take the exam without penalty.

You may apply to be exempted from the French language exam if you have studied in French for two years or more and can provide both transcripts and a written statement in French attesting to language competency. Please let Candice know if you would like to apply for the exemption.

Teaching Assistantships

Most students will have the opportunity to work as teaching assistants for an undergraduate course in their first year as part of their admissions package. A small number of TAships are available to second year students, on a competitive basis. If you are interested, submission of an email letter summarizing your qualifications to the GPD by June 1st of the year following admission).

Responsibilities as a TA include attending lectures and, depending on the course, corresponding and meeting with students, assisting students with assignments, conducting relevant research for the professor, preparing visual supplemental materials, participating in field trips, and helping the professor grade assignments. TAs establish their responsibilities together with the instructor of the course, in a TRAC TA Workload Form filled out at the beginning of their contracts. TRAC (Teaching and Research Assistants at Concordia) is your labour union

(<https://www.concordia.ca/students/gradproskills/workshops/partners/qtra.html>)

Applying for Grants and Awards

We encourage you to familiarize yourself with the Graduate Awards Department of SGS (School of Graduate Studies): to keep abreast of the various awards available to graduate students, their eligibility criteria and value: <https://www.concordia.ca/sgs/awards-funding.html> (x 3800. GM 930.01)

If your CGPA is 3.7 or higher, consider applying for provincial and federal scholarships: FRSQC, Fonds de recherche Société et culture (<http://www.frqsc.gouv.qc.ca/en/bourses-et-subventions>) and SSHRC, Social Sciences and Humanities Research Council (<http://www.sshrc-crsh.gc.ca/home-accueil-eng.aspx>). Check your eligibility carefully, as well as the application deadlines and requirements.

Information related to Departmental / Internal awards that are available to Art History graduate students is posted on the Department of Art History website: <http://www.concordia.ca/finearts/art-history/programs/graduate/funding-awards.html>.

Developing a Thesis Topic

This is something you should begin thinking about during your first term in the program, although it is inevitably a process that goes through several stages – from the first ideas you jot down, to the series of discussions you have with your supervisor, to the thesis proposal you will write and submit to the department in your second semester.

Many kinds of topics and approaches are possible. To get a sense of what previous MA students at Concordia have accomplished, go to the Spectrum Thesis Repository: <https://spectrum.library.concordia.ca/view/divisions/dep=5Farthist/>.

Deciding on a Supervisor

Once you have ideas for a possible thesis subject, you should contact one or more permanent full-time faculty members to discuss your research interests and the possibility of supervision. The GPD can help you figure out who is available and who might be a good fit for your project. When considering potential supervisors, students should take into account the professor's intellectual approach to art history, their areas of expertise, and their approach to thesis supervision. Feel free to ask questions about what kind of supervision you can expect to receive (i.e.: how often you will meet, how active the supervisor will be

in the writing process, what expectations the supervisor will have of you). A good supervisor-student relationship is one of the most important elements of a successful graduate experience, and clear and open communication is at its heart. It is your responsibility to schedule the supervision sessions you need to keep your work on track.

To finalize your choice of supervisor, you must complete the attached *Thesis Supervision Form* and submit it to Candice by Mon. Dec. 17th, 2018.

Thesis Proposal

You will write your thesis proposal once you have a supervisor and have discussed your topic with them. Your proposal should be approximately 500-600 words in length (maximum 2 pages, double-spaced). It should also include a 1-page (single-spaced) bibliography of primary and secondary sources and contacts, as appropriate. One visual, with full caption, may also be provided. No title page is required. The proposal should consist of the following:

- a description of the topic
- a statement of objectives
- a description of methodology (including research strategies and theoretical framework)
- the relation of the thesis to existing scholarship.

Plan your approach with your supervisor, and be sure to send them a draft well in advance of the deadline. Once your supervisor has approved your proposal, they will send it electronically to Candice who forwards it to the Graduate Program Committee for approval. You will receive notice of the committee's decision from your supervisor, along with comments or suggestions for improvement. If revisions are deemed necessary, the committee may require that the proposal be resubmitted. The thesis proposal is part of the coursework for ARTH 655.

- Full-time students admitted to the program in September will submit their thesis proposals in early March of the same academic year. For 2018-19 the deadline for your supervisor to submit your proposal to Candice is March 6th 2019. Consult your supervisor to establish YOUR deadline.
- Part-time students admitted to the program in September submit their thesis proposals in early March of the next academic year.

ARTH 654 Annotated Review of Sources and Documents

As part of your thesis research, you will undertake an annotated review of sources and documents, normally in the summer term at the end of your first year of study. This research serves as the foundation for the thesis project to be completed in the second year. The work, which is overseen by your thesis supervisor, will enable you to determine your program of research, to undertake the majority of that research, and to lay out the scholarly and theoretical groundwork for your thesis. The MA thesis no longer encompasses a separate "literature review" section, though you may include your general conclusions about existing scholarship.

After consulting your supervisor, you must register yourself for ARTH 654 by May 1st, 2019, in the first Summer Term 2019 (there are two summer terms - ARTH 654 is offered in the first term only). You will then prepare a draft course proposal and a bibliography of primary and secondary materials to be read. This draft is modified and/or approved at a meeting with your supervisor at the end of April of your first year, and it becomes your agreed syllabus for ARTH 654.

You will return at the end of the summer with roughly 15 annotations on key readings (approx. 300-500 words each), together with a 10-page, double-spaced essay (approx. 3300 words) which provides a synthesis of the annotated material and other sources as relevant. The precise number of annotations to be included is determined by your supervisor.

The standard deadline for submitting the final paper and annotations is August 15th, 2019. Please confirm this date with your thesis supervisor.

ARTH 650 Supervised Internship

Exceptionally, and with approval from your thesis supervisor and the GPD, you may register for an internship (ARTH 650) as part of your MA coursework. Student internships consist of 150 hours of work at an arts organization, performing concrete tasks designed to enhance learning through practical experience (e.g. curating an exhibition, writing a catalogue essay, editing a publication, organizing a speakers' series). Students also have the opportunity to reflect on that experience. Internships are overseen by the thesis supervisor, the GPD, and an on-site supervisor, who ensure that the tasks, learning objectives and assessments are consistent with the objectives of the MA program.

Responsibility for creating an internship opportunity typically rests with students, who develop their proposal in conjunction with an arts organization and their thesis supervisor. The student completes an Internship proposal form and its related project description, obtains the required signatures and submits the application to the GPD. You should make sure that you clearly understand the expectations of your workplace and thesis supervisors. Work must be completed within the stipulated period; no extensions will be granted beyond the end of term.

Please contact the GPD or Candice for more information and full internship guidelines.

Professional Development

We encourage you to consider developing a seminar paper or portion of your thesis for public presentation at a conference, or for publication. A graduate venue is ideal for your first year in the MA, then possibly a professional venue when the thesis is well advanced. Search the web for conference opportunities and discuss them with your supervisor. Exhibition and book reviews are a good place to begin developing a publication portfolio. If you are presenting your work at a conference, funding may be available through the school of graduate studies (<http://www.concordia.ca/sgs/awards-funding/in-house.html#conference-exposition>). It is important not to become overcommitted, so discuss with your supervisor how many opportunities to look for.

MA PROGRAM YEAR 2

Thesis (24 credits)

The MA Thesis is a scholarly research essay consisting of 40 to 45 double-spaced pages of argument (approximately 13,000-15,000 words) with additional pages devoted to endnotes, bibliography, appendices and illustrations. The MA thesis should identify and develop a specific topic or case-study, and the research project should be situated in relation to existing debates and discussions within the discipline of art history and, as appropriate, in broader networks of intellectual exchange. A good thesis needs to convey a clear argument to fully support its claims, have a logical and transparent structure,

make a distinctive contribution to knowledge, ensure that no essential aspects of the discussion are missing, and to be entirely free of errors (fact, spelling, grammar). In scope and length, a thesis may be considered as equivalent to a publishable scholarly article.

This is the most challenging and often the most rewarding part of the degree. For most students, it is the lengthiest piece of writing they will have undertaken to date, and provides the first opportunity to perfect a text through multiple drafts. Your supervisor will guide you through the process, providing input into the kind of research that is necessary, how to best develop and present your argument, and how to organize your material. If you have elected to enroll in a seminar in the second year of your MA, do not let it eat up the time you have scheduled for thesis writing.

Thesis Presentations

Once you have begun the research and writing of your thesis, you will present your work-in-progress to the students and faculty members in the program. Students require the approval of their supervisors before signing up to present, and supervisors must approve their students' presentations prior to delivery. Students must budget enough time for their supervisor to review their presentations and provide revisions prior to their delivery at the session.

The goals of the presentation are: to introduce others to your research, to demonstrate your ability to speak clearly and knowledgeably about your work, and to have the opportunity to receive feedback from students and professors. Your supervisor will be able to help you determine the most appropriate content for your presentation. Generally speaking, a good presentation will provide a broad overview of the thesis, your objectives, and the methodological and/or theoretical framework for your research, as well as a specific example or examples that enable your audience to see the developing argument in practice. Students are encouraged to illustrate their presentations with visual material.

Fall and Winter thesis presentation sessions are scheduled by Candice in the Art History Seminar Room and email notifications will be sent out well in advance of each date. Full-time students admitted in September should aim to give their thesis presentations in the Fall Term of their second year, unless their supervisor recommends otherwise. Deadlines for presentations from students who are enrolled in the program on a part-time basis will be established in conjunction with the supervisor.

All MA students are expected to attend both thesis presentation sessions. Each presentation lasts 20 minutes, followed by a 10-minute question period. As a general guideline, a 20-minute presentation equals 8-9 pages of double-spaced text (12 pt. font), approximately 2500-3000 words.

The following suggestions for presenting might also be helpful: Practice your lecture out loud in advance; speak slowly and clearly; look up from your pages as much as possible when presenting. AHGSA (Art History graduate Students Association) often schedules a dry-run thesis presentation session a week prior to the formal date to help students get a feel for the space and presenting to their peers. An email call for sign-up to the dry-run sessions will be sent out by Candice and AHGSA.

Thesis Writing: Fighting Graduate Drift and Isolation

Some of the major challenges of the second year in the program are those of establishing your own writing schedule and combatting student isolation. Without the framework of regular class sessions and assignments it can be easy to flounder. To combat graduate drift, students are advised to set small,

clear goals (ask your supervisor for help with this), establish regular writing hours, and work in a dedicated space.

The best allies in the fight against graduate isolation are peers. Set up a writing group and meet regularly to discuss whether you've met your writing goals for the week. You might also consider signing up for GradProSkills workshops (in addition to those required for the Thesis Seminar) and getting involved with the graduate student conference. Above all, don't let yourself become overcommitted and don't wait for inspiration! Just start writing, whether you feel like you know what you want to say or not.

Thesis Writing Spaces

Regular writing is the key to graduate student success, and having a dedicated working space is central to making that happen. Home is convenient, but the following spaces on and near campus offer alternative conducive environments for concentrated daily work:

Art History Graduate Student Lounge

Space within the department to leave your bags and books, meet with other students, and plan projects. Suitability for writing varies, depending on usage. You will receive a key to this space as of your first term in the program (to be returned when you graduate).

VCR – Visual Collections Repository

(formerly DISC - Digital Image and Slide Collection & MIRC – Moving Image Resource Centre) Located in EV 3.703, within the Art History Department area, this resource centre is a bright, friendly, quiet space for students to conduct research and to work. There is also a kitchen (equipped with microwave, fridge and a comfortable breastfeeding chair for nursing mothers). Login to the online database using your myconcordia.ca username and password at: <https://discdb.concordia.ca/Login.aspx>

FoFA Graduate Student Study Space

A newly renovated and dedicated space for Fine Arts Graduate students with a private lounge area, large study space, kitchenette, conference room, small meeting room, and five research labs. Located in the Faubourg Building (kitty-corner to the EV): FB 630, 1250 rue Guy:

<https://www.concordia.ca/finearts/student-life/graduate-study-space.html>. An access card is required for this space. Go to: <http://www.concordia.ca/finearts/facilities/academic-research-support/access-card-request.html> to submit the form or to renew or change the programming on an existing card.

Webster Library

A newly renovated space with a silent dissertation writing room and a graduate lounge as well as a bookable conference and teleconferencing room: <http://library.concordia.ca/>

Grey Nuns Reading Room

Part of the Webster Library, this is a beautiful, historic space located in one of Montreal's most important heritage buildings, the former residence of the Grey Nuns:

GN (Grey Nuns Building) A Wing, 1190 Guy St: <https://library.concordia.ca/locations/grey-nuns.php>

Concordia Greenhouse

Located on the 13th floor of the Henry Hall Building, at 1455 de Maisonneuve West, Concordia's Greenhouse is a lovely space to work and study, eat lunch and get a vista of the city. The greenhouse also hosts events and projects: <https://concordiagreenhouse.com/>

And a host of other spaces ...

The city also has many extraordinary library spaces where you can work regularly. Don't miss the Viger Avenue branch of the BANQ at 535 av. Viger Est – a showpiece of the Quebec government in a heritage building, with microwaves and lockers and a gorgeous cast iron reading room. The Westmount public library, at 4574 Rue Sherbrooke Ouest, also has a reading room and a greenhouse where you can eat your lunch (very nice come wintertime): <https://westlib.org/iguana/www.main.cls>

The Thesis Process: From Writing to Submission

Note that once you have a first draft of their thesis, steps 2 – 6 often require up to 6 months and longer. Refer to the thesis drafting timelines included at the end of this handbook to initiate conversation with your supervisor and prepare an individualized timeline.

1. The research and writing stages inevitably take several months. The summer of your first year and fall & winter terms of your second year will be most satisfyingly focused entirely on this.

Please refer to the *Thesis Preparation Guide* before you begin writing, during the writing process, and as you complete your drafts:

<http://www.concordia.ca/content/dam/sgs/docs/handbooks/thesispreparationguide.pdf>

2. Give your supervisor a full draft of your thesis in December of their second year, or earlier if you intend to graduate the following spring. The completed draft should be the best work you are capable of without further input. Your supervisor will read, make extensive comments, and request further drafts (sometimes as many as 4).
3. Once your supervisor has approved a text for submission, you give a “reader-ready” copy of the draft to the designated reader (also known as the Examiner). Within 3 weeks of receipt, your reader will submit their comments and requests for changes *to the thesis supervisor*. Your supervisor will discuss your reader's comments with you and clarifies the changes to be made. Your supervisor will inform you if your reader also needs to see the revised version of the thesis.
4. You makes changes and show the revised thesis to your supervisor. If requested, send a copy of the revised thesis is shown to your reader once your supervisor as approved.
5. Sends a PDF of your Signature Page (included in the thesis) to Candice via email at least 4 weeks prior to submitting the thesis to Spectrum.
6. Once your supervisor confirms that the thesis is ready for final submission, upload it electronically to the thesis office via Spectrum. Spectrum submission information: <http://www.concordia.ca/students/graduate/thesis.html>.

Examination of the Thesis

In most cases, the thesis examination committee is comprised of the supervisor and two additional members: the reader, who is a full-time Concordia art history faculty member, selected by the supervisor in conjunction with the student; and the department chair, who acts in an *ex officio* capacity. In cases where the chair is also the supervisor, the GPD will serve as the *ex officio* member of the examining committee.

If you and your supervisor deem it beneficial for the thesis to have the input of an additional expert, the *ex officio* member of the committee may be replaced by a second reader. The second reader may be external to the department or the university, but must confirm that they are able to adhere to your deadlines. In this case, you will have two sets of comments to incorporate.

It is your responsibility to formally invite your reader to participate, ascertain their availability well in advance, keep them up to date on the progress of the thesis, and confirm the delivery date for the thesis, also well in advance.

Theses submitted to readers should include all scholarly apparatus (title page, table of contents, list of illustrations, bibliography, etc.) and be flawless in terms of grammar, spelling and citation formatting so that examiners can focus on assessing the content and the structure of your argument, rather than writing mechanics.

When your supervisor has approved a reader-ready version of your thesis, contact your reader to ask which format they prefer (print or digital, PDF or Word) The thesis is then considered to be under examination. Your reader(s) must receive your thesis at least 5 full weeks prior to any final deadline. Readers make suggestions for improvement and requests for changes, which they communicate to your thesis supervisor. Together, your reader and supervisor will agree which changes (if any) are required, which are recommended but not required, and which are simply comments for consideration. Your supervisor will discuss your reader's comments with you and clarify any changes that need to be made. In some cases, students wish to meet with their reader to discuss their feedback; in most cases, an email will suffice to thank them for their input. Readers may stipulate whether they wish to see the revised thesis, or whether they will leave the changes to the supervisor's oversight.

Most students will be asked to make changes, and it is important to be prepared for this in both practical and psychological terms, including budgeting enough time to make revisions and resubmit.

Thesis Submission

Thesis submissions are made exclusively online through Spectrum.
<https://www.concordia.ca/students/graduate/thesis/ethesis.html>

The submission of your thesis may occur at any time in the academic year but, as outlined in the Graduate Academic Calendar <http://www.concordia.ca/students/graduate/graduate-academic-dates.html>, students intending to graduate in the Spring must submit their thesis to Spectrum by **April 1st**. Students intending to graduate in the fall must submit their thesis to Spectrum by **September 1st**.

There is no grade assigned to the thesis, although many MA Art History students who have produced outstanding theses have been selected for awards of academic excellence, which are announced during convocation ceremonies.

Applying to Graduate

Graduation is not automatic. You must apply to graduate online. See: <https://www.concordia.ca/students/your-sis/apply-to-graduate.html>. The application is submitted before completing the thesis: January 15 for Spring convocation and July 15 for Fall convocation.

Should your thesis be delayed, notify Candice who will cancel the application for graduation. Your fee will be reimbursed and you will need to submit a new application for the next deadline.

Full information on graduation and convocation is at: <http://www.concordia.ca/graduation-convocation.html>

Sample thesis drafting schedule for those planning to attend spring graduation

This schedule, which assumes 3 working drafts plus a final polished draft, is a very rough guide only. Some students require fewer drafts, some more. Turn-around times may be shorter or longer than indicated here. Since all thesis writing is an individualized process, students should work out a personalized schedule in consultation with their supervisor. Be sure to plan when you will give your thesis presentation and how it will affect this schedule.

October 19	First full draft to supervisor Leave 3 weeks for comment.
November 9	Supervisor returns first draft You have 3 weeks to redraft, edit, and proofread.
November 30	2 nd draft to supervisor Leave 3 weeks for comments while you work on images, notes bibliography, list of illustrations, and other apparatus.
December 21	Supervisor returns 2 nd draft You have 1 week for the holidays plus 3 weeks to edit and proofread thoroughly.
January 15	Apply to graduate
January 19	3 rd draft to supervisor Leave 3 weeks for comments. Notes and apparatus should be in good shape, but proofread them while waiting for comments.
February 9	Supervisor returns 3 rd draft You have 1 week to make recommended changes.
February 16	Submit final polished draft to supervisor for their approval. Leave 1 week for turn-around time.

February 23	Receive approval from supervisor. You have 48 hours to implement last-minute revisions.
February 25	Last possible day to submit thesis to reader. Firm departmental deadline. Leave three weeks for comments.
March 18	Thesis supervisor returns reader's comments to students You have 2 weeks to make required changes.
April 1	Thesis submitted to Spectrum

Sample thesis drafting schedule for those planning to attend fall graduation

All students hoping to attend fall graduation are strongly advised to have a first draft of their thesis to their supervisors by December of their second year. This will enable you to deposit in May and either work or have a holiday over the summer. The timeframe given below is geared to the last possible submission date. You will do well to avoid this when possible.

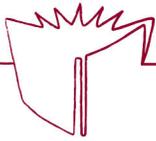
This schedule, which assumes 3 working drafts plus a final polished draft, is a very rough guide only. Some students require fewer drafts, some more. Turn-around times may be shorter or longer than indicated here. Since all thesis writing is an individualized process, you should work out a personalized schedule in conjunction with your supervisor. Be sure to plan when you will give your thesis presentation and how it will affect this schedule.

March 1	First full draft to supervisor Leave 3 weeks for comment.
March 22	Supervisor returns first draft You have 4 weeks to redraft.
April 19	2 nd draft to supervisor Leave 3 weeks for comments while you work on images, notes bibliography and other apparatus.
May 10	Supervisor returns 2 nd draft You have 3 weeks to edit and proofread thoroughly.
June 16	3 rd draft to supervisor Leave 3 weeks for comments. Your notes and apparatus should be in good shape, but proofread them while waiting for comments and make sure other apparatus is perfect.
July 7	Supervisor returns 3 rd draft You have 1 week to make final changes.
July 14	Submit final draft to supervisor for approval & apply to graduate Leave 1 week for turn-around time.
July 21	Receive approval from supervisor. You have up to 1 week to make last-minute refinements.
July 28	Last possible day to submit thesis to reader (firm departmental deadline). Leave 3 weeks for comments
August 18	Thesis supervisor returns reader's comments to students You have 2 weeks to make required changes.
September 1	Thesis submitted to Spectrum.

Sample thesis drafting schedule for those intending to avoid semester fees

Theses must be deposited by the DNE date of each semester to avoid being charged fees for that semester. These dates change every year. The following schedule pertains to the winter 2019 term. It is a very rough idea only, based on the assumption of 3 working drafts plus a final polished draft; some students require fewer drafts, some more. Turn-around times may be shorter or longer than indicated here. Since all thesis writing is an individualized process, you should work out a personalized schedule in conjunction with your supervisor. Be sure to plan when you will give your thesis presentation and how it will affect this schedule.

July 20	First full draft to supervisor
August 10	Supervisor returns first draft You have 4 weeks to redraft.
September 10	2 nd draft to supervisor Leave 3 weeks for comments, while you work on images, notes bibliography and other apparatus.
October 1	Supervisor returns 2 nd draft You have 3 weeks to edit and proofread thoroughly.
October 22	3 rd draft to supervisor Leave 3 weeks for comments. Your notes and apparatus should be in good shape, but proofread them while waiting for comments and make sure other apparatus is perfect.
November 12	Supervisor returns 3 rd draft You have 1 week to edit and proofread.
November 19	Submit final polished draft to supervisor for their approval Leave 1 week for turn-around time.
November 26	Receive approval from supervisor. You have up to 1 week to make all last-minute revisions.
December 3	Last possible day to submit thesis to reader. Firm departmental deadline. Leave three weeks for comments plus 2 weeks for the holidays
January 7	Thesis supervisor returns reader's comments to students You have 2 weeks to make required changes.
January 15	Apply to graduate
January 21 DNE deadline	Thesis submitted to Spectrum



Thesis Supervision Form

Student's Name: _____ ID #: _____

Thesis Supervisor: _____

Thesis Title (working): _____

Expected Date of Thesis Deposit: _____

Program Time Limit: _____

I agree to supervise this student's thesis project.

Thesis Supervisor's Signature: _____ Date: _____

I understand that this agreement extends only to the official completion date of the program. After this date, the terms of the agreement will have to be renegotiated.

I understand that I am expected to respond to all emails from my thesis supervisor in a timely fashion, i.e. 3 days. Should difficulties arise in meeting planned deadlines for thesis outlines or chapters, I will communicate with my supervisor as soon as such difficulties become apparent.

I understand that I must have my thesis supervisor's permission in order to take an independent study course.

I understand that I must have my thesis supervisor's permission prior to signing up for a thesis presentation session.

Student's Signature: _____ Date: _____

Please forward original to Department Assistant (for student's file).
Seen by GPD _____