

MA HANDBOOK (2021-22)

This handbook contains a lot of useful information concerning our MA program. Please consult it first before contacting the Graduate Program Director and the Program Assistant. If questions persist, feel free to email us any time!

Territorial Acknowledgment

We would like to begin by acknowledging that Concordia University is located on unceded Indigenous lands. The Kanien'kehá:ka Nation is recognized as the custodians of the lands and waters on which we gather today. Tiohtià:ke/Montréal is historically known as a gathering place for many First Nations. Today, it is home to a diverse population of Indigenous and other peoples. We respect the continued connections with the past, present and future in our ongoing relationships with Indigenous and other peoples within the Montreal community.

This territorial acknowledgement and resources were created by Concordia University's Indigenous Directions Leadership Group (2017). To read the entire territorial acknowledgement and learn more about why it was written this way, please visit:

<https://www.concordia.ca/about/indigenous/territorial-acknowledgement.html>

Welcome to the MA in Art History at Concordia University

On behalf of our Department Chair Dr. John Potvin and our entire faculty, I want to welcome you to Concordia and to extend our very best wishes as you launch a new phase of your academic career by beginning your graduate studies with us. Concordia is ideally located for graduate studies, as it is at the heart of a diverse, cosmopolitan city that has much to offer in terms of research and internship opportunities. Our Department takes pride in fostering a mutually supportive, inclusive and collegial environment in which our students can improve their research skills, fine tune their writing, gain confidence at speaking in public, as well as get involved in various activities, on campus and beyond. This handbook provides you with information about the yearly progression of requirements for your degree, as well as specific guidelines to help you efficiently plan and manage your program of study.

This Art History MA handbook offers information that will be useful to you throughout your degree. Please read it carefully before the first meeting of the thesis seminar and consult it on our webpage for future reference.

In addition to these documents, ARTH 655 *Thesis Seminar* will offer guidance through many of the steps towards successfully completing your MA. This series of occasional seminars is offered over the first two years of the program, typically on Wednesday evenings (due to the COVID-19 pandemic, we will meet on Zoom, until further notice). A schedule will be circulated at the beginning of the Fall term.

Please note that for the safety of students, staff and faculty, all MA seminars will be delivered remotely for the entirety of the Fall term. Information about the Winter term will be posted as soon as it becomes available. Students living outside of Canada are advised to consult with the Concordia International Students Office first (as they have the most up to date information) and keep their advisor and the Graduate Program Director in the loop. Up to date general information on COVID-19 can be found here: <https://www.concordia.ca/coronavirus.html> Specific information on COVID-19 as it relates to graduate students can be found here: <http://www.concordia.ca/sgs/covid-19.html>

If you have any questions that the handbook does not answer, our administrative team will be happy to assist. For questions about academic matters, please consult me, the Graduate Program Director. Administrative questions should be directed to the Department Assistant, Chiara Montpetit. Chiara is available Monday to Friday during regular office hours. My regularly scheduled times for consultations for the Fall 2021 term are Mondays from 1:00 to 3:00 PM. I am also available for drop-in meetings, if necessary. We please ask you to contact us via email and/or book a Zoom or phone appointment, until further notice.

Once again, welcome to the Department of Art History! I look forward to getting to know each of you better during the course of your graduate studies. I wish you a wonderful term, successful studies, as well as peace and resilience during these challenging times.

Sincerely,

N+P

Nicola Tullio Pezolet, PhD
Graduate Program Director
Department of Art History
nicola.pezolet@concordia.ca

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This handbook does not replace the official program website and graduate calendar, and should be used in conjunction with the regularly updated information that is contained there.

GENERAL INFORMATION

Contacts

Dr. Nicola T. Pezolet

Graduate Program Director

EV 3-765

nicola.pezolet@concordia.ca

514-848-2424 x 5449

Contact Nicola for **academic** matters.

Dr. John Potvin

Chair of Department

EV 3-820

john.potvin@concordia.ca

514-848-2424 x 4692

Chiara Montpetit

Department Assistant

EV 3-817

art.history@concordia.ca

514-848-2424 x 5392

Contact Chiara for **administrative** matters.

Camille Pouliot

Department Coordinator

EV 3-819

camille.pouliot@concordia.ca

514-848-2424 x 4700

For nearly all information related to your program, please consult this handbook and our Department website: <http://www.concordia.ca/finearts/art-history.html>. If you are unable to answer your program-related queries via these resources, email or call Chiara Montpetit for assistance.

Your Contact Information

It is very important that you keep your contact information up to date on the <https://my.concordia.ca> portal **and** with the Department Assistant. If you change email addresses on the portal without informing the Department Assistant, we will not be aware that you have made the change. Concordia email accounts can be obtained through the MyConcordia portal. For more information, visit <https://www.concordia.ca/it/services/office-365-education.html>.

Student Cards and Student Accounts

Student ID cards are being issued by the Birks Student Service Centre by appointment only.

Appointments can be booked via your MyConcordia portal under Student Services (ID Card Appointment Booking). Please ensure that you are currently registered for at least one course for 24 hours before your appointment. The ID cards are issued in the LB building, and the entrance is at the corner of Bishop and de Maisonneuve.

To avoid late charges, your fall tuition and fees must be paid in full by September 30. In the face of the COVID-19 pandemic, requests that were previously made in-person at the Birks Student Service Centre can now be made online. You can call 514-848-2424 x 2668 Monday to Friday between 9 a.m. and 5 p.m. EST with any questions. Otherwise you can email students@concordia.ca. More information can be found here: <https://www.concordia.ca/students/birks/covid-19.html>.

The Graduate Community in Art History

Each year, the Art History Department organizes a graduate potluck. Since we are still practicing social distancing at this time, you will receive information concerning the form this event will take later on if and only if the public situation permits. You will receive invitations by email. The Department of Art History is also home to several extremely active and dynamic student groups, including the Ethnocultural Art Histories Research group (EAHR), the Indigenous Art Research Group (IARG), the Afrofuturism Research Collective (ARC), the Global South Working Group, and Art History Graduate Students' Association (AHGSA), which represents art history students at the University Graduate Student Association. We encourage you to become involved. Attendance at public lectures is a good way to become part of our intellectual community, as are peer reading and/or writing-groups. For details on student groups see: <https://www.concordia.ca/finearts/art-history/student-life/associations.html>.

FUNDING AND PROFESSIONAL DEVELOPMENT

Teaching Assistantships

Art History MA students have the opportunity to work as teaching assistants for an undergraduate course in their first year as part of their admissions package. A very small number of TAships for year 2 are sometimes available. Please make an application to the GPD with the Program Assistant in CC:, consisting of a letter expressing interest and qualifications, as well as a short note of support from your supervisor. Decisions concerning TAship will be done by the GPD in consultation with the course instructor and the Department Coordinator, as needed.

Graduate teaching assistants establish their responsibilities together with the instructor via a TA Workload Form filled out at the beginning of their contracts. Please ensure that you have a clear sense of when professors expect graded work to be returned. TRAC (Teaching and Research Assistants at Concordia) is the labour union for Concordia TAs and RAs. We ask TAs not to multitask during classroom lectures and to respond to any emails from the instructor as soon as possible (and certainly within 48 hours).

Research Assistantships

Many faculty members employ research assistants through their grants. Interested students should enquire directly with their supervisors or other faculty members. Supervisors might also have research assistantships or other forms of research funds allotted at prescheduled semesters that are specifically intended and/or reserved for incoming students as per their admissions offer letter. Before accepting a research assistantship, please be sure to check in with your MA supervisor first, as students should not work too many hours per week or accumulate multiple contracts at the same time. You should also inform our Program Assistant of your contract, so we can keep our Departmental records up to date.

Grants, Scholarships, and Awards

You have already been considered for all available Concordia funding for your first year. If you have been awarded a scholarship, payments will automatically be deposited in your student account after the DNE date of each term within the tenure period of the award. The money will be applied to outstanding tuition and fees. If a credit balance remains in the account, you can request a refund through your

student centre. Cheques are automatically mailed to the address on file within 10 business days after the refund request has been submitted. For information about conditions of tenure for Concordia awards consult <https://www.concordia.ca/sgs/awards-funding/award-holder-information.html>.

Some small awards are available to students for their second year or as they begin to travel for research. A list of Departmental awards available to Art History graduate students can be found on the website. <http://www.concordia.ca/finearts/art-history/programs/graduate/funding-awards.html>.

Additional information is available from the Graduate Awards Office of SGS (School of Graduate Studies): <https://www.concordia.ca/sgs/awards-funding.html> or x 3800. Their location is GM (Guy Metro Bldg) 930.01 (in SGS). If your GPA is higher than 3.7, consider beginning to prepare applications for federal and provincial funding bodies immediately, notably the Social Sciences and Humanities Research Council (<http://www.sshrc-crsh.gc.ca/home-accueil-eng.aspx>) and the Fonds de recherche – Société et culture (<http://www.frqsc.gouv.qc.ca/en/bourses-et-subventions>).

Professional Development

The University runs a full range of free professional and personal development workshops called GradProSkills. Learn more at <https://www.concordia.ca/students/gradproskills.html>.

Students are encouraged to consider developing a seminar paper or portion of their thesis for public presentation at a conference, or for publication. A graduate venue is ideal within a student's first year in the MA, then possibly a professional venue when the thesis is well advanced. Search the web for conference opportunities and then 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>).

PROGRESS MARKERS

Expectations

For students 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. You are strongly encouraged to complete your MA within the standard 2-year timeframe as those who exceed it are at a considerably higher risk of not completing their degrees.

Milestones

Program milestones help you chart your progress through the degree. As you complete each milestone, it will be recorded in the Student Center of your student portal. Click on 'Details' below the list of milestones to view the status. The target dates given below are the norm for your program, assuming a September start. (If you begin the program in January, consult with the GPD to determine your personalized schedule). There is no penalty for deviating from these dates, but any choice to do so should be carefully discussed with your supervisor.

Progress Report 1	March of 1 st year
Language Proficiency	End of 2 nd term (end of 1st term is encouraged)
Thesis Proposal	End of 2 nd term
Completion of Seminars	End of 2 nd term
Annotated Review of Sources	End of 3 rd term
Thesis Presentation	End of 4 th term
Progress Report 2	March of 2 nd year

Program Time Limit

University regulations stipulate that all requirements must be completed within 9 terms (3 years) for full-time students and 15 terms (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.

Annual Reports

Each winter, the School of Graduate Studies requires that students and supervisors complete an annual report which is reviewed by the Graduate Program Director. The purpose of the report is two-fold: it enables you and your supervisor to take stock of your progress, and it enables departments to identify any students who may be having difficulties in their program and contribute to solutions when possible. Students have the opportunity to request confidential follow-up from their GPD or from the School of Graduate Studies. The accounts of students who do not complete the report are blocked until the report is received; beyond this, however, the reporting is not a punitive process in any way and we encourage you to be honest in your self-assessment and to ask for additional help if necessary.

INTEGRITY AND CONFLICT OF INTEREST

Plagiarism

The most common offence under the Academic Code of Conduct is plagiarism, which the Code defines as "the presentation of the work of another person as one's own or without proper acknowledgement." Unintentional plagiarism may occur if you paraphrase too closely or even if you adopt an idea from someone else without acknowledgement. Don't be embarrassed to ask your supervisor for guidance.

Technology, Code of Conduct and Intellectual Property

Per Concordia rules, all individuals participating in courses are expected to be professional and constructive throughout the course, including in their communications. Concordia students are subject to the Code of Rights and Responsibilities which applies both when students are physically and virtually engaged in any University activity, including classes, seminars, meetings, etc. Students engaged in University activities must respect this Code when engaging with any members of the Concordia community, including faculty, staff, and students, whether such interactions are verbal or in writing, face to face or online/virtual. Failing to comply with the Code may result in charges and sanctions, as outlined in the Code. Content belonging to instructors shared in online courses, including, but not limited to, online lectures, course notes, and video recordings of classes remain the intellectual property of the faculty member. It may not be distributed, published or broadcast, in whole or in part, without the

express permission of the faculty member. Students are also forbidden to use their own means of recording any elements of an online class or lecture without express permission of the instructor. Any unauthorized sharing of course content may constitute a breach of the Academic Code of Conduct and/or the Code of Rights and Responsibilities. As specified in the Policy on Intellectual Property, the University does not claim any ownership of or interest in any student intellectual property. All university members retain copyright over their work. The complete Code of Rights and Responsibilities is available online:

<https://www.concordia.ca/content/dam/common/docs/policies/official-policies/BD-3.pdf>

Sexual Violence and Consensual Relationships

Sexual discrimination, intimidation, harassment and assault are not tolerated at Concordia University. If you require immediate assistance, contact security. If you have experienced or witnessed sexual violence or misconduct, help is available at the [Sexual Assault Resource Centre \(sarc@concordia.ca\)](mailto:sarc@concordia.ca). Power differentials between students and their instructors (including Teaching Assistants) mean that even consensual sexual or romantic relationships put students in a vulnerable position and constitute a conflict of interest that must be formally declared and addressed. Such relationships are strongly discouraged. To learn more visit:

<https://www.concordia.ca/students/sexual-assault/standing-committee-on-sexual-violence.html>.

All students must complete the Sexual Violence Awareness and Prevention training once during their program. All information is on <https://www.concordia.ca/conduct/sexual-violence/training.html>. It is a 40 minute training that can be accessed in MyConcordia.

PROGRAM REQUIREMENTS AND PROCESSES

Degree Structure

Year 1: Seminars (15 credits) and Annotated Review (3 credits)

Year 2: Thesis presentation (3 credits) and 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 underestimate the time and effort that it takes to see a thesis through to completion.

Standard Schedule

September: Students begin their seminars, including ARTH 655 *Thesis Seminar*.

Mid-December: By this date, students should be matched up with their supervisors (see below, *Deciding on a Supervisor*). Please submit your completed Thesis Supervision Form (at the end of this Handbook) to the Department Assistant by Thursday, December 16th, 2022.

Early March: Students submit PDFs of their approved and finalized thesis proposals to their supervisors, who send them on to the Department Assistant. They are then assessed by the Graduate Program Committee. Following this, supervisors will provide feedback to students roughly one month later. The submission deadline for 2022 is Thursday, March 9.

Early May: After consulting with your supervisor, please register before May 1st, 2022 for ARTH 654 Annotated Review of Sources and Documents for the first Summer 2022. Students meet with their supervisors (usually in the first week of May) to plan for the production of their Annotated Review.

Summer Term: Students read and conduct research, and work on their Annotated Review, which is due on August 15th (this date is to be confirmed between students and their supervisors).

First week of September, year 2: Students meet with their supervisors, bringing a proposed plan or plans for their thesis.

Fall term, year 2: Writing

Early November year 2: Thesis presentations

By end of Fall term, year 2: First full draft to supervisor

January, year 2: Apply to graduate if you intend to do so in June.

Winter, year 2: Redrafting and revisions to thesis

March, year 2: Alternate possibility for thesis presentations

April 1 – September 1, year 2: Final submission on Spectrum

MA PROGRAM: YEAR ONE

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 the Department Assistant in both the Fall and Winter terms of each academic year. 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, as often as necessary. We therefore encourage you to take the French exam early in your degree so that you can assess your skill level. Students may apply to be exempted from the French language exam if they 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 the Department Assistant know if you would like to apply for the exemption.

The dates of the test for this year are November 8, 2021 and April 4, 2022.

Seminars (15 credits)

Seminars provide training in critical discussion skills such as the ability to develop arguments, to respond to counter-proposals, to convey your points clearly in a group setting within a limited amount of time, and to hone your writing skills. 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. The format of seminars may 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, 20 September 2021 is the Fall DNE deadline: last day to add or drop Fall Term (/2) courses and receive a tuition refund for the latter.
- Monday, 8 November 2021 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.
- Tuesday, 19 January 2022 is the Winter DNE deadline: last day to add or drop Winter Term (/4) courses and receive a tuition refund for the latter.
- Monday, 21 March 2022 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.

Thesis Seminar ARTH 655 (3 credits)

Please keep Wednesday evenings free for this required 3-credit course, which is designed to introduce students to the intellectual and 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 your thesis proposal is approved and you have given your thesis presentation (see **Thesis Presentation** below). ARTH 655 is a pass/fail course.

Credits Outside the Core Offerings

Students may apply for permission to take 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.

Students wishing to obtain such permission should contact their supervisor and then develop a written rationale for submission to the GPD, which they will submit together with an email from their supervisor confirming support and, when available, a course syllabus. Courses outside the department should directly foster the student’s 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 (ARTH 650)

Graduate internships at arts institutions enable students to build their professional network, gain intellectually-challenging career experience, and meet pedagogical goals that are specifically tailored to their workplace environment.

Internships may be paid work experiences OR pursued for academic credit.

Applications for paid internships are circulated by the department and/or the Faculty of Fine Arts, via email, on an ad-hoc basis, as opportunities arise.

For-credit internships are one of the options exceptionally available to students wishing to take 3 credits outside the program's regular seminar offerings. As such, a for-credit internship may not be combined with an independent study, a course in another department, or a course at another university. Registration requires the approval of the student's thesis supervisor and the GPD, who work in partnership with the host institution to ensure that the student's responsibilities are in keeping with the aims of the MA program. Students must have chosen a thesis supervisor to be eligible for this option.

The Department of Art History has an ongoing for-credit internship arrangement with the university's Leonard and Bina Ellen Art Gallery and circulates a call for applicants. Other internships may be proposed by students or partner institutions, including galleries, museums, artist-run-centres, art periodicals, art libraries and archives, and educational establishments.

Internship Responsibilities

The student is responsible for finding a graduate-level internship opportunity and presenting a formal proposal, in the first instance to their thesis supervisor and then, with the supervisor's approval, to the GPD. Proposals must clearly indicate the work to be undertaken, the learning outcomes to be achieved, the dates of the internship, the name of the thesis supervisor, and the name and contact information of the supervisor at the partner institution. Proposals for graduate internships must be qualitatively and quantitatively more demanding than undergraduate internships, and have a strong pedagogical component.

The thesis supervisor is responsible for guiding the student during the completion of the proposal, for communicating with the partner institution during the internship, and for oversight and assessment of the coursework component. The thesis supervisor also follows up with the student to ensure that the internship is developing smoothly, and will raise any concerns with the GPD.

The GPD is responsible for reviewing the proposal to ensure that work tasks are appropriate and that suitable pedagogical goals are established. The GPD also sends a formal letter to the partner institution clearly identifying the conditions under which internship credits will be granted, and identifying the thesis supervisor as the liaison person for the internship.

The partner institution is responsible for overseeing work at the institution and for providing the GPD and supervisor with a report upon completion of the internship. This report summarizes the work completed and comments on the student's performance and the gallery's experience. The supervisor will take this report into consideration when assigning a grade and may, at their discretion, also share it with the student.

All internships must include the production of a written component (normally 15 pages) that demonstrates the student's learning during the term. The nature and content of the written component is determined by the student's thesis supervisor in conjunction with the student. Should the internship include the production of a catalogue text or other significant writing, the supervisor may choose to consider this as complete or partial fulfillment of this requirement.

A 3-credit graduate internship entails 150 hours of on-site work.

Internship registration and assessment

Once permission is granted, the GPD asks the Department Assistant to code the student, who then registers through their portal. Thesis supervisors must submit their grade within 5 days of the end of the exam period. Grades are entered directly into SIS by instructors and finalized by the GPD.

When assigning a final grade, the supervisor considers both the written assignment and the student's workplace experience. In most cases, the latter will be weighted more heavily.

Once a student has registered for the internship course, all work must be completed by the beginning of the final exam period for that semester. No extensions will be granted. For internships that span two semesters, students should register in the second semester.

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/>.

Choosing 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. Students confirm their supervisors by December 16th of their first year. Please complete the attached Thesis Supervision Form and submit it to the Department Assistant by that date.

Working with your Supervisor

A good student-supervisor relationship is key to a positive MA experience, and clear and open communication is at its heart. An early discussion with your advisor about mutual expectations is a very good idea, and you should ask questions about anything that you are uncertain about. Don't assume that just because your peers are doing something, you should too. At any point, if you feel that something about the supervision is not working well, the first step is to raise your concerns with your supervisor. The Graduate Program Director is also available to help. Few such problems are resolved by waiting, whereas an early word can make all the difference in contributing to a positive educational experience. It is ultimately your responsibility to ensure that you receive the supervision that you need, so if you have concerns, ask the GPD or SGS about your options. Guidelines and principles for positive supervision

relationships are available:

<http://www.cags.ca/documents/publications/working/Guiding%20Principles%20for%20Graduate%20Student%20Supervision%20in%20Canada%20-%20Orvsn7.pdf>

<https://www.concordia.ca/sgs/resources/handbooks/phd-supervision-guidelines.html>.

Thesis Proposal

The thesis proposal is written once the student has a supervisor and has discussed the thesis topic with that professor. A thesis 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 proposal deadline. Once your supervisor has approved your proposal, they will send it electronically to the Department Assistant who sends it to the Graduate Program Committee for approval. Students receive notice of the committee's decision from their 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.
- Part-time students admitted to the program in September submit their thesis proposals in early March of the next academic year.

Ethics Review

Research involving human or animal subjects must receive ethics clearance. If you plan to conduct interviews as part of your thesis research, you will need to submit a Summary Protocol Form to the Office of Research after your thesis proposal is approved. Please note that if you plan to conduct interviews in the summer between year 1 and 2, you should submit your ethics application immediately upon approval of your thesis proposal. Those who are also working with vulnerable populations or conducting greater than minimal risk research should consult with their supervisor or the Graduate Program Director about submitting their thesis proposal in the fall of their first year.

Annotated Review of Sources and Documents: ARTH 654 (3 credits)

Each student must undertake an annotated review of sources and documents relevant to their thesis, normally during the summer term between years 1 and 2. This research serves as the foundation for the thesis project to be completed in the second year. The work, which is overseen by the thesis supervisor, will enable students to determine the program of research to be undertaken for the thesis, to undertake

the majority of that research, and to lay out the scholarly and theoretical groundwork for the thesis. The MA thesis no longer encompasses a separate “literature review”; instead, students will briefly incorporate key aspects of their ARTH 654 findings into their theses.

Please schedule a meeting with your supervisor in late April or early May of your first year. In advance, you will prepare a draft course proposal and a bibliography of primary and secondary materials to be read over the summer. This draft is modified and/or approved at the meeting and returned to the instructor, whereupon it becomes the 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 the supervisor.

The standard deadline for submitting the final paper and annotations is August 15th. Please confirm this date with your thesis supervisor. Grades for ARTH 654 must be submitted by August 26.

Students register themselves for ARTH 654 for the Summer 2 term, after consultation with their supervisor.

MA PROGRAM: YEAR 2

Fighting Isolation and Graduate Drift

Some of the major challenges of the second year in the program are those of establishing your own work structure and combating student isolation. Without the framework of regular class sessions and assignments, it can be easy to flounder. To avoid graduate drift, set small clear goals (ask your supervisor for help with this), establish regular writing hours, and work in a dedicated space. Your best allies in the fight against graduate isolation are your 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 some GradProSkills workshops or getting involved with the graduate student conference, but don’t let yourself become overcommitted and don’t wait for inspiration. Just start writing, even if it feels early.

In Winter 2022, should the University re-open for social gatherings, the Jarislowsky Institute (EV 3.711) will be home to the Art History Write-In every Wednesday afternoon from 1 - 5 pm. Come for tea, cookies, and silent companionship in writing. More information to follow.

Thesis Presentations

All students present their work-in-progress to their peers and faculty members in the program. Full-time students admitted in September do their thesis presentations in November or March of their second year.

Attendance at all thesis presentation sessions is expected. Each presentation lasts 20 minutes, and is followed by a question period of 10 minutes. As a general guideline, a 20-minute presentation equals 8-9 pages of double-spaced text (12 pt. font) or approximately 2500-3000 words. Students require the approval of their supervisors before signing up for the presentations, and supervisors must also approve

students' presentations prior to delivery. Be sure to schedule enough time for your supervisor's review and revision. This year, the MA thesis presentations will be on October 27, 2021 and March 23, 2022.

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.

The following suggestions for presenting might also be helpful: practice your lecture out loud in advance; speak slowly and clearly; and 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.

Choosing a Reader

Once you have started writing, discuss the choice of a potential reader with your supervisor. Once you have agreed upon a professor, send them a formal invitation, explaining what your thesis will be about and giving them a realistic sense of when you plan to submit.

Once a reader has accepted your invitation, keep in touch with them to let them know when you have submitted your first full draft, and again when you have an accurate sense of when you will be submitting. Remember that you may need to coordinate with their research and/or holiday schedules.

Thesis readers must be chosen from among the full-time art history faculty at Concordia. In rare instances (for example, when a student requires expertise not possessed by the supervisor and reader), the department may invite *an additional* reader from within or outside the department. The student should consult with their supervisor and the GPD.

Applying to Graduate

Yes, this comes before you've finished your thesis. You will need to submit a formal application to graduate even before your thesis is complete. The deadlines for this are January 15 for Spring convocation, and July 15 for Fall Convocation. See: <https://www.concordia.ca/students/your-sis/apply-to-graduate.html>. Should your thesis be delayed, notify the Department Assistant who will cancel the application for graduation. The fee will be carried forward 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>.

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.

The Thesis Process: From Writing to Submission

1. The research and writing stages inevitably take several months. The fall semester of your second year will be most wisely focused entirely on this. Please see the sample thesis-drafting timelines included in this guide.
2. Give your supervisor a first full draft of the thesis. The completed draft should be the best work you are capable of without further input. **Students are strongly encouraged to submit their first full drafts no later than the end of the Fall term.**
3. Your supervisor makes comments and an extensive process of editing and further commenting occurs, typically resulting in multiple drafts. The departmental norm is to return drafts of student work within **three weeks**. Discuss the selection of your reader with your supervisor once you have submitted a first draft, unless you have done so previously.
4. With your supervisor's permission, submit a "reader-ready" draft, including a separate blank signature page, to the department assistant at least 5 weeks before your target date for final submission. This draft must be prepared according to the presentation guidelines in the Thesis Preparation Guide: <http://www.concordia.ca/content/dam/sgs/docs/handbooks/thesispreparationguide.pdf>. One exception: Art History MA theses are double-spaced.
5. The reader submits their report *to the thesis supervisor* (cc'ing the Department Assistant) within 3 weeks of receiving the thesis. Your supervisor will discuss your reader's comments with you and explain the changes that need to be made. You may also ask to meet with your reader if you wish.
6. You make any necessary changes and show your revised thesis to your supervisor. If your reader has also requested to see the thesis again, ask your supervisor to send the revised version to them.
7. Once your supervisor and/or reader approves your final version, they will email you (cc'ing the Department Assistant and GPD) authorization for you to submit your thesis on Spectrum. Follow this link for more information <https://www.concordia.ca/students/graduate/thesis/ethesis.html>.

*Students are responsible for verifying the availability of their examiners, including their supervisors.

Signature Pages

Signature pages must be properly formatted and submitted to the Department Assistant as part of the first submission, at least 5 weeks before the final submission deadline. A template is available upon request to the Department Assistant, who also takes care of getting the signatures and ensures delivery to the School of Graduate Studies. A blank copy of the signature page (with examiners' names and titles, no signatures) must be included in the final electronic thesis for deposit on Spectrum. Note: In the exceptional case when a student has been granted an extension on submission due to a family or medical emergency, they take care of the signatures and delivery of the signed signature page to SGS.

Thesis Submission Deadlines

Final submission of your thesis on Spectrum may occur at any time in the academic year but there are specific deadlines for students intending to graduate and/or avoid term fees.

- April 1 to convocate in June and avoid summer term fees.
- September 1 to convocate in November and avoid fall term fees.
- December 31 to convocate in June and avoid winter term fees.

The Department of Art History strictly enforces these deadlines except in cases of true medical emergency or death in the family.

Examination of the Thesis

In most cases, the thesis committee is composed of the supervisor and one additional examiner who is a full-time Concordia Art History Faculty member, selected by the supervisor in conjunction with the student.

If the student and supervisor deem it appropriate for the thesis to have the input of another reader whose expertise may be beneficial, an additional examiner may be invited. Requests should be submitted to the GPD, who will formally invite any examiner who is external to the department or the university. Students should be aware that they will be required to process the suggestions and requested changes of two examiners' reports. There may be unexpected delays, and additional scheduling and administrative details to manage.

Students have the responsibility to ascertain their reader's availability well in advance of the thesis submission, so be sure to check research and sabbatical schedules. Readers must receive theses at least 5 weeks before the student's submission deadline and students should confirm their delivery date in advance. When the supervisor has approved a final draft of the thesis, the student submits this version to the Department Assistant who sends it to the Examination Committee (thesis supervisor and reader) and the thesis is then considered to be under examination. Theses submitted to the Department Assistant 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. Per the School of Graduate Studies' guidelines, the supervisor and reader will examine the thesis on various points, including its contribution to knowledge, the quality of the research, the

understanding of the topic, the presentation of visual material, and the quality of the typescript. Readers will make suggestions for improvement and requests for changes, which are communicated to the thesis supervisor. Together, the reader and supervisor agree which changes (if any) are required, which are recommended but not required, and which are simply comments for consideration. The supervisor discusses the reader's comments with the student, and clarifies any changes that need to be made. At this point, students may also meet with readers to discuss their feedback. Readers may stipulate whether they wish to see the revised thesis, or whether they will leave the changes to the supervisor's oversight. Since most students will be asked to make changes at this point, it is important to be prepared for this in both practical and psychological terms. There is no letter grade assigned to the thesis that appears on the student transcript. Many of our students have been selected for awards of academic excellence announced during the convocation ceremonies.

Sample Thesis Drafting Schedule for Those Planning to Attend Spring Graduation

This schedule, which assumes 3 working drafts plus a final polished draft, gives a very rough guide only. Some students require fewer drafts, some more. Turn-around times may be shorter or longer than indicated here. If you plan your deadlines well in advance and stick to them, your supervisor and reader may be able to turn your drafts around much more quickly, making first submission possible as late as December. All thesis writing is an individualized process, so 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.

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 the Department Assistant. 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. This schedule, which assumes 3 working drafts plus a final polished draft, gives a very rough guide only. Some students require fewer drafts, some more. Turn-around times may be shorter or longer than indicated here. 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 <u>OR EARLIER</u>	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 Department Assistant (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.

SUPPORT AND RESOURCES

Student Hub

Information about most university services and resources - including Health Services, Counselling and Development, and the Sexual Assault Resource Centre - is centralized through the Student Hub, <https://www.concordia.ca/students/graduate.html>.

Accessibility

Concordia supports students with a variety of disability conditions through the Access Centre for Students with Disabilities. <http://www.concordia.ca/students/accessibility.html>

The Art History Department and the VCR are accessible to nursing mothers.

Opus Cards

Full-time students are eligible for reduced-fare opus cards: <https://www.concordia.ca/students/birks/opus-transit-card.html>.

Libraries

The Concordia Libraries offer important resources to graduate students, including a BCI card that will enable you to borrow books at other university libraries (McGill, U de M, UQAM), Inter-Library Loans for materials not held by Concordia, and study carrels. One-on-one consultations with the Fine Arts Librarian, John Latour (john.latour@concordia.ca), are also available.

The library at the Musée d'art contemporain (Médiathèque, which may be accessed via CUBIQ's advanced search by selecting 'Musée d'art contemporain de Montréal' under 'Bibliothèque' at <https://www.cubiq.ribg.gouv.qc.ca/advancedsearch/:new>) is a valuable resource, as is Artexpte Documentation Center (see <http://www.artexpte.ca>). These are both excellent places to conduct research on modern and contemporary art; if your research concerns architecture, then you will probably want to consult the Canadian Center 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>) and the National Gallery of Canada in Ottawa (<https://www.gallery.ca/collection/search-the-collection>).

The School of Graduate Studies

SGS is located in the GM building, room 930. Among the offices it houses are the Graduate Awards Office (ext. 3801/3816) and the Thesis Office (ext. 3812).

Access to Technology

Active Concordia students have access to Office 365 Education (a collection of services that allows you to collaborate and share your schoolwork). The services are available for free and include an email address, Office online (Word, PowerPoint, Excel, and OneNote), 1 TB of OneDrive storage, Yammer, and SharePoint sites. The subscription also allows you to install the full suite of Office software on up to 5 computers and 5 mobile devices free of charge. For more information, see: <https://www.concordia.ca/it/services/office-365-education.html>.

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 may not offer the most conducive environment 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 for this space.

VCR (formerly the slide library)

EV 3.703 Huge windows and a friendly, quiet space for students to work within the department. There is also a microwave and a fridge.

FoFA Graduate Student Study Space

A newly renovated and dedicated space for Fine Arts Graduate students with a private lounge area, a large study space, a kitchenette, a conference room, a small meeting room and a privacy area, as well as five research labs. Faubourg Building, FB 630, 1250 rue Guy. You need a key card to work in this space and can apply for it at: <https://www.concordia.ca/finearts/student-life/graduate-study-space.html>.

Espace Thèsez-vous

A cooperative writing environment that fosters concentration, structure and a motivating community, helping students and researchers from all universities and fields of study reach new levels of productivity while writing their theses. 7640 Rue Lajeunesse, Montréal, QC H2R 2J2

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.

Grey Nuns Reading Room:

A beautiful and historic space in a Concordia heritage building. Grey Nuns Building (GN) A Wing, 1190 Guy St.

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 Birks Reading Room and the Islamic Studies Library on the McGill Campus are also splendid spaces.

Semester Planner

Mark in all due dates for assignments and tests so that you can see the "crunch" and plan ahead.

Sunday Monday Tuesday Wednesday Thursday Friday Saturday



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 approval in order to apply for permission to do an internship, an out-of-program seminar, or an independent study.

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 _____