Outline of Qualifying Paper Process and Deadlines – Fall 2015-Spring 2016

Please note that what is suggested below are minimal expectations of the interaction of advisor and student. Students are expected to work closely and regularly with their faculty advisors throughout the QP process.

1. Formation of Qualifying Committee
   Date: Semester prior to ARHS 593

   In the semester prior to enrolling in ARHS 593, the student meets with the DGS and describes his or her general area of research for the qualifying paper and a potential advisor. The student is responsible for meeting with a selected faculty advisor to discuss the project. The DGS, faculty advisor and student also discuss the make-up of the graduation committee. This will include at least one person who is outside of the area of the paper, e.g., Modern, pre-Modern, or non-Western. The student is responsible for speaking with the potential committee members to describe the topic and reach an agreement; and once these agreements have been met, this is communicated to the DGS, who formally invites the faculty to serve on the committee and sets out the timetable and expectations for the coming semester. (Note: The advisor should be a regular faculty member of the program, i.e., someone who has taught courses and supervised student research papers. This can include adjunct faculty. At least one member of the committee should be from the full-time faculty. One member, with the agreement of student, advisor, and DGS, may be from outside the program.)

2. Prospectus
   Date: Ongoing through spring semester.
   October 9, 2015: complete, polished draft due to faculty advisor.
   November 30, 2015: final prospectus due to committee.

   It is expected that the student will complete and receive approval for the prospectus during the semester before graduation. The advisor and student should meet regularly to discuss the prospectus, and the student should submit to the advisor a complete draft of the prospectus by October 9, 2015. The advisor will respond within 10 days. By November 30, 2015 the student must submit the final version of the prospectus to the committee members. Electronic copies are preferred.

   Prospectus Requirements: Approximately 10-15 typed and double-spaced pages of text, with an additional bibliography, limited to 5 pages. The prospectus, in which bibliographic material and citations must be in the format used by the current edition of the Chicago Manual of Style or Kate Turabian’s A Manual for Writers, must be organized in the following format:
   • Student name
   • Title of paper
   • Introduction
     State the subject of the research and why it is important
   • The Problem
State the problem or purpose, research question or hypothesis, limitations of the study, and definitions of terms

- Review of Literature
  Summarize current knowledge in the field of study demonstrating extensive research background

- Procedure
  Describe subjects, materials, methodologies, and approach

- Outcomes
  Describe expected outcomes of the project

- References
  List all relevant sources, including archives, journals, and books

3. Approval of Prospectus
   Date: December 14, 2015

Faculty (i.e., all the committee members) are to read the prospectus and make suggestions and comments for the student in a very timely fashion. If no major revisions are required, faculty should sign the approval form in the graduate office on or before the deadline date. If revisions are required, these should be noted and communicated to the student and advisor at least five days before the approval deadline so that timely changes can be made. If approval cannot be made by the deadline, then the committee must meet to discuss whether to move ahead with the project and under what conditions and timetable.

In the event that there are difficulties in approving the prospectus, the DGS may wish to delay registration of the student for ARHS 594 until the prospectus is approved.

4. Work on the Qualifying Paper
   Date: Continuous. Note that work should begin immediately upon submission of the prospectus.

**Please note: Your page count should be between 30-50 pages of text. Please discuss this page count with your advisor.

The student should begin work on the research as soon as the prospectus is turned in. During the period of research and writing that follows, students should meet regularly with the advisor; the timing of meetings will be determined by the advisor and student, and may increase as the deadline for submission approaches. Students should plan to begin sending written drafts to their advisor well in advance of the submission for the first reading. Submission of the paper for the first reading should be done with the approval of the advisor, so it is necessary to plan in advance for the review and critique and revision of drafts by the student in the month before the submission deadline.

Students are also advised from the beginning to write all drafts following the guidelines for the qualifying paper described in the student handbook, since this will alleviate the burden of revisions. Students should also consult with copies of the qualifying papers kept in the Graduate Office or OSF Library to see examples of the finished product.
Qualifying Paper Format:

I. First page: Title page:
   a. The title
   b. The designation, “Qualifying Paper”
      Submitted by *(full name of student)*
      Month of graduation
   c. The University of St. Thomas
      Master of Arts in Art History Graduate Program
   d. Committee Members:
      [List committee members with their degree indicated. Chair is listed
      first with the word chair behind their degree]

II. Second page:
   a. Title of paper
   b. Author’s name
   c. Committee members’ names
   d. 200-300 word abstract

III. Table of contents

IV. List of illustrations

V. Body of the qualifying paper – use section headings as appropriate

VI. References in footnotes or endnotes, as agreed upon with committee

VII. Bibliography

VIII. Illustrations

IX. Appendices (if appropriate)

All pages of the qualifying paper are to be of one size (8 1/2” x 11”), one reproduction process, and one type of paper. Pages must have margins of one and one-half inch on the left side of the page and one inch on all other sides. Text and illustrations may appear on only one side of the paper. Standard typing practices must be observed throughout, including matters of spacing following punctuation marks. The typeface must be a standard, serif bookface type (e.g. Times, Roman, Palatino, Courier, etc.), produced on a typewriter or laser or liquid ink printer. Typefaces such as script are not acceptable. Italics may be substituted for underlining book and article titles or foreign terms, provided it is used consistently. Headings may be underlined or printed in boldface.

The text of the paper must be double-spaced throughout. Single spacing is required for footnotes, endnotes, tables, and figures, and for all block quotations. Text and reference pages are numbered consecutively in Arabic numerals. Numbers are placed without punctuation in the upper right-hand corner, 1 inch from the right and 1/2 inch from the top of the page.

Illustrations: Scanned, laser-printed images are preferred for use as illustrations. Otherwise, photographs or photocopies must be mounted in the final copy so that the entire surface of each image adheres to the page. Photo mounting corners, rubber cement, transparent tape, and staples are unacceptable mounting materials. Each image should be given a consecutive figure number and a complete caption, including source,
and a separate List of Illustrations should be included, following the instructions in the *Chicago Manual of Style* or Kate Turabian’s *A Manual for Writer’s*.

Note: The inclusion of some original photos that are not your own may require formal permission for use and reproduction. Consult with your qualifying paper chair regarding this.

5. Submission to the Committee for the First Reading

   **Date: March 18, 2016**

   It should be stressed that this is not a first draft, as it is sometimes called euphemistically. The submission for the first reading must be as close as possible to the final form of the qualifying paper, and must include all notes, bibliography, illustrations, and other supporting materials. Legible photocopies are acceptable for illustrations with the approval of the advisor. Copies should be provided to each member of the committee directly. If holidays or travel plans occur, it is strongly suggested that the work be submitted earlier than the deadline.

6. Oral Review and Discussion

   **Date: Week of April 4, 2016**

   The chair of the committee should set the date and location for the oral exam in consultation with the committee members and the student.

   The purpose of the oral review and discussion is to have the student engage with the broader discipline of art history through a discussion of the qualifying paper, its research, methodologies, evidence, and conclusion and their broader implications. While much of the discussion will revolve around the qualifying paper, it should also be more general and place the student’s work within the discipline of art history. The discussion should provide opportunities for each member of the committee to ask questions.

   In preparation for the orals, the student should consult with each member of the committee during the week prior to the date of the exam to establish the parameters for their discussion. This may include suggestions for reading a specific article or chapter, or a review of material from a class that the student had with the faculty member.

   In preparation for the orals, the faculty should have read through the qualifying paper. If there are substantive concerns about the paper, these should be addressed at the orals. Normally orals are scheduled for one hour, but the time may be extended if there are important issues for revision of the paper. The chair of the committee should summarize any major concerns of the committee in writing for the student.
7. Committee Response to the First Reading  
   Date: Due to the student at their oral review / discussion (Week of April 4, 2016)

Each member should provide detailed response to the qualifying paper, whether in the form of editing or more substantive suggestions for revision. The faculty should make arrangements to ensure that the student receives this material on or before the deadline.

8. Submission for Second Reading  
   Date: April 29, 2016

The student, working with the advisor, should revise the qualifying paper to meet the suggestions and requirements of the committee. The submission for the second reading should be in perfect and final form as described in the student handbook.

9. Approval/Non-Approval of the Qualifying Paper  
   Date: May 14, 2016

Members of the committee must complete a form indicating approval or non-approval of the qualifying paper by two weeks after the Second Reading. It is the advisor’s responsibility to ensure that the student has made all required changes to the final copy of the qualifying paper. If there are any changes to be made other than typographical errors for the final paper disposition, the committee should meet to discuss these and communicate these concerns to the student. If minor revisions are still required, the student with the approval of the committee will be given an incomplete and time to make the revisions for resubmission. In such cases, all committee members must approve the final revision of the qualifying paper during the same week, or else delay the approval process if a member is out of town. It should be noted, however, that this might delay final approval of the paper and the actual degree date for weeks or months.

10. Oral Presentation (Graduate Symposium)  
    Date: May 19, 2016

The purpose of the oral presentation is for the student to present their professional art history research to a broader public. The assumption is that this is an intelligent and discerning audience interested in art, but not necessarily an audience of scholars and fellow art historians. The presentations must not exceed 20 minutes, and the student should develop the structure of the talk in conjunction with the advisor, who should assist the student as necessary in rehearsals or preparation. Once the symposium date and location have been determined, students should find out the equipment limitations for the facilities and make plans for working within these limits. (Most common and preferred are presentations using PowerPoint). There will only be one forum per semester, whose date will be set by the DGS during the first three weeks of the semester, if not before.
11. Final Paper Disposition
Date: May 20, 2016

Following final approval of the qualifying paper by your committee, and after
verification of the final required changes by the advisor/chair, the student must submit
two bound copies of the qualifying paper to the graduate office. Kinko’s is the source for
the binding and is used by several UST graduate programs. Please follow the below
specifics regarding binding:

- The printing should be done on 20#, 25% or 100%cotton, watermarked paper.
- Two total copies need to be prepared with color images For the binding, the cover
  needs to be black with white printing on the spine. The spine text should read
  from left to right:
  - MA in Art History
  - The year which appears on the title page
  - Your name (as it appears on the title page).

Bring all your bound copies to the Graduate Office for distribution.

12. Miscellaneous

General Committee Responsibilities

The advisor is also the chair of the committee and is responsible for managing the
student's work and overseeing the deadlines. As such, the chair should take responsibility
for communicating with the student and the other members of the committee about
scheduling the oral exam. The chair/advisor is responsible for reviewing the qualifying
paper before its first submission to ensure that it meets expectations. The student and
advisor should also work together in developing the oral presentation, with the
understanding that there is a 20-minute time limit. The DGS and administrator provide
support as requested, and the DGS can approve extensions to deadlines if the committee
is agreed on a revised timetable.

Committee members should return comments, either written or in the form of a marked-up
copy of the prospectus or submitted papers. Usually this goes directly to the student,
and many times at the oral exam if ready, but it could go to the advisor first if so desired.
Members should also develop parameters for their discussion during the oral exam.

Extension of Deadlines

It is possible to extend some of the deadlines by a few days if that would ensure the
smooth and productive flow for the paper. However, any extension must be agreed in
advance by the entire committee and the student, and any adjustments to later deadlines
be made at that time. The DGS must approve any such changes. If final approval cannot
be done by the last day of exams, or if the forum is missed, this will result in an
incomplete that will move back the date of the degree to the following semester. (Please
note that St. Thomas confers degrees only in the fall and spring semesters.)
Grading of the Qualifying Paper
The qualifying paper does receive a letter grade (not pass/fail) determined by all members of the committee. The chair of the committee is responsible for submitting this grade.