

The University of Texas at San Antonio  
Department of Art and Art History  
**MA PROGRAM OF STUDY**  
**STUDENT HANDBOOK**  
**Revised 3/1/2017**

All graduate students are advised to read and familiarize themselves with the requirements set forth in the UTSA Graduate Catalog. See the sections on specific program; General Academic Regulations; and Master's Degree Regulations. See also the General Policies and Procedures for Graduate Students of the College of Liberal and Fine Arts. They are your guide and contract with the University. You are ultimately responsible for your progress through the program at UTSA, but you are encouraged to meet with the Graduate Advisor of Record at any time for questions or progress reports in your Graduate Degree Program.

### **ADVISOR**

The Chair of the Graduate Studies Committee, The Graduate Advisor of Record and your Advisor from the Faculty of Art and Art History are the same person. As you enter the thesis stage of your program of study your committee chair, also known as your Thesis Advisor, will become your Advisor.

### **COURSES AND COURSE DISTRIBUTION**

The MA degree is awarded upon completion of at least 36 credit hours, exclusive of conditionally required coursework, and inclusive of 6 hours of Master's Thesis, as well as passing your language proficiency test and your comprehensive examination (see below). AHC 5123, Research Methods, is generally required as a prerequisite for further graduate courses, though you may take other graduate level courses while enrolled in it. If you enter in spring semester, this course requirement will be deferred until the following fall, as it is given fall semester only.

You may take up to 6 hours of independent study, and up to 6 hours of upper division undergraduate courses and apply them to your degree, with permission of the department. If you have had no studio courses in your undergraduate studies, a graduate course in Studio Art is required. This will count towards the one of your free electives.

Students should be aware that at the MA level, they are not expected or encouraged to be restricted to a rigid program of specialization in one area alone, although their primary interests will probably be reflected in the topic chosen for the thesis (and reflected, in part in their Comprehensive Examination). Students should plan to take courses and seminars across the disciplines offered within the program. We also require that students take up to 6 hours of free elective graduate courses in other departments related to your field of study (history, anthropology, Spanish, and/or studio); these will count as part of the required 36 hours. If you are considering taking a course outside of these four areas, you must seek approval from your GAR prior to enrolling in the course.

## REQUIRED EXAMINATIONS

In addition to examinations and papers required within graduate courses, there are two examinations that must be successfully passed in order to complete your degree: The Language Proficiency Examination and the Comprehensive Examination.

### **Language Proficiency Examination:**

Students are required to be able to conduct research in one foreign language besides English. A language proficiency examination will confirm this ability. This exam must be completed within the first 3 semesters (fall and spring) of enrollment or by the time 18 credit hours of the program of study have been completed. Please consult with your GAR during your second semester to schedule the exam.

It normally consists of two short passages of art historical literature in the language elected by the student and his/her advisor. Dictionaries may be used. This examination is normally given as a “take home,” over a weekend. It is not a literal word-for-word translation, but rather a detailed synopsis that demonstrates complete comprehension of the passages, should be typed and double-spaced.

The language examination will be read and reviewed by two faculty members, and duly entered into the student’s records.

### **Comprehensive Examination:**

**Please contact the GAR for your study guide and preparation for your comps.**

The student must have completed:

1. All conditions of admission
2. Be in good standing.
3. Demonstrate an acceptable program of study.
4. ***Have his/her thesis topic approved by the supervising Professor and his/her thesis committee, which must be established by this point. (i.e. Have filed, and had approved, their Intent to Write a Thesis form).***

The course entitled “Comprehensive Examination” (AHC 6961) is *not* required as long as the student is enrolled in other courses during the semester in which the exam is taken.

**The comprehensive exam can only be retaken once. The exam in its entirety or individual sections that were not passed can be retaken on the second attempt. Sections passed on the first attempt will not need to be retaken.**

**The comprehensive exam will be scheduled the last Friday in September for fall exams, and the last Friday in February (to be moved forward one week if the date conflicts with CAA) for spring exams. Parts I and II are administered in the Art Building in at the designated time and location. Part III is a Take-Home essay to be completed over the weekend of the above dates and submitted electronically to the GAR by 4:30 PM that Monday. Late submissions are not accepted and essays submitted after 4:30 PM will be graded as 0.**

The comprehensive exam will be composed and evaluated by all full-time AHC faculty. The following areas will be covered by the exam:

1. Pre-Columbian America to Viceregal Latin America
2. Ancient and Medieval Europe and the Near East
3. Renaissance and Baroque Europe (including Mannerism and Rococo)
4. Modern (1750-1960) Europe and the U.S.
5. Contemporary (1960-present)
6. Post-Independence to present Latin America

A 300 image database covering the above six areas of study is available through ARTstor. To access the Comp Exam Image Database on ARTstor. Please do as follows to access the comp images: ARTstor--Register (you must be registered to access folder)-- go into "Folders & Image Groups"--choose "Master Comp Images"

Your comprehensive exam will be based on this database. You are expected to do your own research on these images. The following basic art history textbooks will assist you in your preparation:

1. Marilyn Stokstad, *Art History* (Latest edition)
2. Helen Gardner, *Gardner's Art Through the Ages: A Global History* (Latest edition)
2. Mary Ellen Miller, *The Art of Mesoamerica from Olmec to Aztec* (Latest Edition)
3. Dawn Ades, *Art in Latin America: The Modern Era 1820-1980*, (1993)
4. Jacqueline Barnitz and Patrick Frank, *Twentieth Century Art of Latin America* (Austin: University of Texas Press, 2015)
5. Kelly Donahue-Wallace, *Art and Architecture of Viceregal Latin America, 1521-1821* (Albuquerque: University of New Mexico Press, 2008)
6. Rebecca Stone Miller. *Art of the Andes. From Chavin to Inca* (London: Thames and Hudson, Latest Edition)
7. Ilona Katzew, *Contested Visions in the Spanish Colonial World* (Los Angeles: LACMA, 2011)
8. Eleanor Heartney, *Art and Today* (London: Phaidon Press, 2008)

The examination is in 3 parts (Note: **Revised 1/2013**):

1. Image identification:  
15 images-5 minute short answers. Student is expected to identify artist (if known) or region, title, medium, approximate date, and articulate a brief (2-3) sentence essay identifying what is represented (content) and how (formal analysis). Two or three images from each of the above fields will be drawn from the **300-image database**. Total time: 75 minutes.
2. Object Study:  
An essay on one selected image (or a choice of one of two) drawn from the **15-image guide**, dealing with the image's historical significance, cultural context, iconography, sources, influences, and formal and stylistic analysis. This is essentially an exercise in connoisseurship and methodology, drawing on concepts presented in Research Methods and your subsequent courses. The essay should address the following questions: 1. What is represented? 2. How is it represented? 3. What function did it serve/why was it

created? 4. What sources does it draw upon? 5. What is its art historical significance and how is it innovative? 6. What is the artwork's social, cultural, and historical context? 7. What has been the reception and interpretation of the artwork? Should any of the former questions not be relevant to the object, the student may state briefly why the question is not relevant. Time: 45 minutes.

3. Field Question:

This is a take-home essay specific to each student's area of study or thesis work. You should meet with your thesis chair early in the semester that you are sitting for your comprehensive exams to determine what primary and secondary material your field question will cover. Your essay should provide an overview of your thesis or project. Your essay must also elaborate the state of research of your chosen topic and demonstrate knowledge of existing scholarship. Furthermore, you must articulate your intended contribution to the existing field of study. You must include a bibliography of 3-5 relevant scholars and titles of articles and/or books. (Expected Length: 3-5 double-spaced typewritten pages)

### THESIS TRACK

The thesis track offers training in academic scholarship and methodology through coursework and specialized research. Students who plan to go on to a Ph.D. or pursue careers in art-history education typically choose to follow a thesis track. You will need to form a Masters Thesis Committee by first selecting your Thesis Committee Chair from the AHC tenure-track faculty. The *Thesis Committee Chair* is your primary advisor. You can then, with your Chair's council and approval, select the remainder of your committee. 6 semester credit hours of AHC 6983 are required and six only will be counted toward the degree. The "Intent to Write a Thesis" form with title, and abstract must be approved by the thesis advisor, signed by two additional committee members, and filed via your Graduate Advisor with the office of the Associate Dean in the semester that you are completing your 30 hours of coursework and prior to enrolling in AHC 6983. For complete information on thesis format, guidelines, and deadlines, go to website: <http://graduateschool.utsa.edu/current-students/category/thesis-dissertation/>

Note that at least 50% of your thesis committee must be composed of UTSA Art History faculty. Outside readers must be Members of the Graduate Faculty or become Special Members of the Graduate Faculty and this status must be established prior to filing the Intent to Write a Thesis form. Approval of an application for Special Member status is a process that can take some time; therefore, students must plan ahead. For application deadlines and a list of approved members see: <http://graduateschool.utsa.edu/faculty-staff/special-and-adjoint-members-of-the-graduate-faculty/>

### PROJECT TRACK

The project-based track emphasizes coursework in breadth and practical training experience through a supervised practicum. The project track may be more appropriate for students interested in pursuing certain positions in art museum professions, commercial and non-profit galleries and art centers or other visual arts organizations. 6 semester credit hours of *one* of the following courses: AHC 6833 Gallery and Museum Practices **or** AHC 6813 Practicum in Art History and Criticism **or** AHC 6843 Project in Art History are required and six only will be

counted toward the degree. Additional hours of AHC 6833, 6813 or 6843 taken prior to the start of your Masters Project and focused on an unrelated project can be used with GAR approval to fulfill degree credit requirements under section B once the required 18 semester credit hours of organized courses have been completed.

You will need to form a Masters Project Committee by first selecting your Project Committee Chair from the AHC tenure-track faculty. The *Project Committee Chair* will function in the same capacity as a thesis committee chair and become your primary advisor. You can then, with your Chair's council and approval, select the remainder of your committee. The "Proposal of Masters Project" form with title, and abstract must be approved by the thesis advisor, signed by two additional committee members, and filed via your Graduate Advisor of Record with the office of the Associate Dean in the semester that you are completing your 30 hours of coursework and prior to enrolling in AHC 6833,6813 or 6843.

Note that at least 50% of your Masters Project Committee must be composed of UTSA Art History faculty. Outside readers must be Members of the Graduate Faculty or become Special Members of the Graduate Faculty and this status must be established prior to filing the Intent to Write a Thesis form. Approval of an application for Special Member status is a process that can take some time; therefore, students must plan ahead. For application deadlines and a list of approved members see: <http://graduateschool.utsa.edu/faculty-staff/special-and-adjoint-members-of-the-graduate-faculty/>

### **THESIS TRACK OR PROJECT TRACK ELECTION**

Thesis or project track election is made after a student has completed 18 semester credit hours of their program of study with the approval of their advisor. Students are encouraged to seek information from the GAR and prospective project chair faculty in order to form an informed election request.

### **COLLEGE OF LIBERAL AND FINE ARTS PROJECT AND INTENT TO WRITE A THESIS FORMS**

The *Intent to Write a Thesis Form* or the *Masters Project Form* **must** be completed during the semester that a student completes 30 semester credit hours of their Graduate Program of Study. The form **must** be completed and on file in the Dean's Office before enrollment in Master's Thesis, AHC **6983** (for thesis track students) or before enrollment in credit hours applied to the Masters Project of AHC 6833, 6813 or 6843.

### **RESOURCES**

The graduate school (<http://www.graduateschool.utsa.edu/>) offers workshops for various topics of interest to graduate students throughout the year. The graduate advisor of record will try and forward this information to you in a timely manner via email, or by flyer in your mailboxes or by email. **Be sure to check your mailboxes frequently!!!**

## **Financial Aid and other considerations.**

1. If you are working outside of school be aware that to be a full-time graduate student and enjoy all benefits, you must not work more than 20 hours a week, and must be taking at least 9 hours of graduate credit per semester.
2. A limited number of small scholarships (\$500-5000) awarded each semester are available to Art and Art History students on a competitive basis. Normally the recipients are announced before academic semesters begin. Please see the Art office for the necessary forms. Be aware that significant scholarship opportunities through a separate application process are also available from COLFA. Check for deadlines, which usually take place in the early part of the spring semester.
3. Reader-grader positions are available in large enrollment (80 plus) courses. Check with GAR and individual instructors of such courses (generally ART 1103, AHC 1113, 1123, and 1133, occasionally others). You must be enrolled in 6 hours to qualify for an RG position.
4. Graduate research positions in the gallery, visual resources library, etc. may become available at any time.
5. If you wish to secure a work-study position, you must visit the University Financial Aid Office (MS 2.03.14) for eligibility.
6. After 18 hours of coursework and reader-grader experience and/or a practicum in teacher assistance, you may qualify to teach a section of lower division art history. Check with the GAR if you are interested and meet the qualifications at the beginning of the semester **before** you would like to teach. There are specific University and Departmental requirements that must be completed at least one full semester before the assignment of a course section as an Instructor of Record can be awarded. If you are interested in teaching please discuss these requirements with the GAR.

**If you have any questions during the academic year, please contact Dr. Eckmann (Arts 3.01.12; phone 458-4617 OR 414-7497 (cell-to 7 p.m. only). We can make an appointment.**

### **Notice to all MA in Art History Students**

**Please make specific note to the following policies governing the completion of your Degree effective immediately:**

**AHC 6983 – Master’s Thesis** - Requires enrollment each term (Fall and Spring) in which the thesis is in progress. Thesis is considered in progress once all course work is completed, thesis committee has been formed, and “Intent to Write a Thesis” form has been filed. Thesis hours are graded. Students enrolling in this course will receive a performance evaluation of Satisfactory Progress (S) or Unsatisfactory Progress

(U) for each semester of enrollment. Students receiving an evaluation of unsatisfactory (U) will be placed on program probation and students receiving two unsatisfactory evaluations will be reviewed for a determination of removal from the degree program. The Instructor of Record will make the determination of Satisfactory (S) or Unsatisfactory (U) progress for each semester of enrollment. Determination of continuation within the program, in the event of two unsatisfactory evaluations, will be made by a majority vote of the full-time graduate faculty of the Art History faculty.

**Program Enrollment Status** - MA students must be enrolled each regular semester (Fall and Spring), “without breaks” unless they receive approval as defined below.

**Please Note** - Students that have extraordinary reason for non-enrollment for a regular semester after their program is in progress must have approval of the Art History Graduate Advisor of Record (AHC-GAR) and the Department Chair. In all cases the determination of the acceptance of extraordinary reason will be determined by the AHC-GAR with Department Chairs approval. Non-enrollment without this approval will constitute removal from the program without any guarantee of reinstatement or acceptance of completed graduate level course-work outside of the 6-hour transfer maximum. Enrolling and dropping a course on or before census day is considered non-enrollment. Dropping AHC 6983 - Thesis enrollment after census day will be considered and evaluated as “Unsatisfactory Progress” unless approval of the GAR and Department Chair is received *prior* to dropping from enrollment.

**AHC 6983 – Master’s Thesis - Evaluation of Progress** - Student progress in regards to progress on the thesis will be evaluated at the end of each enrolled semester. The faculty of record will determine Satisfactory Progress (S), or Unsatisfactory Progress (U). An evaluation of Unsatisfactory Progress will place the student on probation within the program. Two evaluations of Unsatisfactory Progress will result in a review of the student’s eligibility for continuation in the program. Student eligibility for continuation in the program is determined by a vote, called by the AHC-GAR, of the full-time Graduate Art History Faculty.

**Teaching Eligibility as a Graduate TA in the MA Art History Program** - Eligibility for teaching assignment is contingent on successful progress towards the completion of the thesis as determined by the AHC-GAR. (Students may teach only 1 course a semester unless their thesis chair in discussion with the GAR notes sufficient thesis progress as to recommend that the student may teach an additional class)

**Professional Commitment** – Students that accept employment as Reader/Graders or as Instructors of Record are making a professional commitment. Failure to honor this commitment (backing out before a semester starts or quitting in the middle of a semester) without extraordinary circumstance will result in the student’s ineligibility for future employment within the department and future scholarship eligibility or support.

Extraordinary Circumstance will require acceptance and approval of both the AHC-GAR and the Chair.

**Department of Art and art History - University of Texas at San Antonio**  
**Policy for the provision of Reader Grader positions and their use - 9/10/2012-2017**

The Department of Art and Art History provides instructor support through the assignment of reader/graders at the discretion of the Chair when budgetary resources are available and committed to this use.

**General Guidelines for the assignment of Reader/Graders follow:**

- Lecture classes enrolled with 80 students or more.
- Availability of qualified persons for assignment.
- Available funding approved by the Chair of the Department.
- Special faculty assistance for Tenure - Tenure Track Faculty

**Important Note:**

There is no obligation or responsibility on the Department/University's part to provide reader graders for any class. The Department does this as a support when possible.

**Use of Reader/Graders:**

- Reader/Graders cannot start working until their appointments are approved. You and the Reader/Grader will receive an email from the Art Office notifying you of the date that you can start using the Reader/Grader. It is important to understand until you receive this notification that the Reader/Grader is not on payroll and thus will not be paid from University resources. If, as an Instructor, you work a Reader/Grader prior to work approval you will be responsible for paying the earned wages from your own resources.
- Reader/Graders assist with grading and other class tasks, but the Instructor of record remains as the responsible party for all grades and for the quality of the Reader/Grader's work.
- Reader/Graders are not substitute teachers and should not be used to present course materials in the absence of the instructor of record.
- Reader/Graders that are graduate students may perform some presentation activities as part of their training for future TA duties/assignments.
- Reader/Graders that are graduate students may lead group review sessions upon agreement with instructor
- Reader Graders can be used to take role, pass-out and collect handouts, assignments, quizzes, exams, etc.
- Reader Graders are not to be used for duties that are not directly necessary for the class(es) in which they are assigned.

**Time Sheets:**

Accurate time sheets are due on time to the Art Office. Time sheets must be complete, legible, and must have the instructor's signature. Time sheets may not exceed assigned hours per week



(typically 9, 10 or 19 hours). The instructor is responsible for review and accuracy of the hours reported on this time sheet. Reader graders may not work more hours one week and report the overage in weeks after. Comp-time and hours banking are not permitted.

The Department Office will provide Reader-Graders with a **time sheet form** (see p. 20) to be used throughout the semester. You will need to fill them in recording your time by hours worked and sign them. The hours worked are denoted in minutes, 4:15, 3:30, 4:45, etc. But when you total the hours in the total hours worked column, any fraction of an hour is converted to a decimal value. For example: 15 = .25 of an hour; 30 = .5 of an hour; 45 = .75 of an hour.

Time sheets are due in the Department of Art & Art History every Monday AND the 1st and 16th of every month, even if you turn a time sheet in on Monday, May 30th and then the following day is Tuesday, June 1st. Also, if you turn in a timesheet Monday, June 13th, you will also need to turn in another one for Thursday, June 16th. These time sheets that are turned in on the 1st and 16th of the month are for a partial week of work. So, the timesheet that you turn in on Monday, May 30th will be for the workweek of May 16th – May 29th. The timesheet that you turn in on Tuesday, June 1st, will be for the time you worked from Monday, May 30th through Tuesday, May 31st.

#### **Reader Grader qualifications:**

- Reader/Graders must maintain full-time enrollment.
- Reader/Graders must have received an A in the class in which they will be assigned.
- Reader/Graders should have completed at least two of the three AH survey courses (1113, 1123, 1133, 1103) with a final grade of A or B.
- Reader/Graders must have at least a 3.0 overall GPA.
- Reader/Graders must be in good academic standing to be eligible for these positions.
- Reader/Graders must be punctual, organized, reliable and professionally minded individuals.
- Reader/Graders must minimally be classified as upper division undergraduate students.
- Should a Reader/Grader recuse themselves from their position at any point during the semester, they will be ineligible for future hire
- The Reader/Grade position is intended to prepare graduate students to serve as Teaching Assistants for the AH survey and Introductory courses. It is a required step towards eligibility for a TA position.
- A preference for qualified graduate students will be in practice when considering candidates for Reader/Graders appointments.

#### **Job Description:**

Reader/Graders may serve for one (10 hours) or two classes (19 hours). The hourly rate of pay is \$10+ per hour. Reader/Graders must attend assigned class(es) during scheduled meeting times and perform grading or record keeping duties as per the instructor's direction.

**Common courses utilizing Reader/Graders:**

- AHC 1113 – Survey of Art and Architecture from Prehistoric times to 1350
- AHC 1123 – Survey of Art and Architecture in Europe and the New World from 1350 to 1750
- AHC 1133 – Survey of Modern Art
- ART 1103 – Introduction to Visual Art

**Finding Reader/Graders:**

- Look for quality students in your classes and announce the opportunity of being employed as a Reader/Grader.
- Make recommendations of candidates to the Art History Graduate Advisor of Record (AHGAR), Dr. Eckmann.
- When talking to interested students please give them a copy of the application.
- Faculty teaching upper-division classes and grad classes need to announce the opportunity and identify quality candidates.
- The AHGAR will recruit Graduate student Reader/Graders.

**Timeline:**

Reader graders need to be identified the semester prior to their assignment.

Spring for Summer and Fall, Fall for Spring, Summer for Fall.

Solicitation for interested students should begin in the last quarter of the semester.

Successful Reader Graders should be encouraged to work multiple semesters.

In class announcements and posting on Blackboard are effective recruiting mechanisms.

**Department of Art and Art History - Reader/Grader Application**

Date \_\_\_\_\_

Student Name \_\_\_\_\_

Student # --@\_\_\_\_\_ Major \_\_\_\_\_ Minor \_\_\_\_\_

Phone # \_\_\_\_\_ Email Address \_\_\_\_\_

Please check all of the following courses that you have completed:

\_\_\_ AHC 1113 – Survey of Art and Architecture from Prehistoric times to 1350

\_\_\_ AHC 1123 – Survey of Art and Architecture in Europe and the New World from 1350 to 1750

\_\_\_ AHC 1133 – Survey of Modern Art

**Please complete and submit this application into the Art and Art History Office AR 4.01.06**

**Attention: Dr. Teresa Eckmann**

### **MA Graduate office**

All Art History MA students and graduate Reader-Graders should request a key to room #AR 3.01.14, 3<sup>rd</sup> floor of the Art Building

Note from Chair Elliott to AH Teaching Assistants with Reader-Graders:

The room #AR 3.01.14 is the MA Graduate office and only students who are currently enrolled as MA students are permitted to use this room. If you have a MA Grad student as a reader/grader than it is appropriate that they work on their duties in AR 3.01.14. This room foremost is Grad turf!!!

If your reader/grader is not a MA grad than they should not be working in AR 3.01.14. If your reader/grader is an undergraduate, a MFA student or any other non-MA-AHC student they should be working in your office space to complete their duties. These students should arrange access to your office by making arrangements with you or by coming to the Art office so that we can grant them access.

If you are in a shared office space please be sure to explain that this access is exclusively for reader/grader duties and is not to be used for "hang-out" privileges.

If you are a past grad now teaching with us as a NTT and you still have a key to AR3.01.14 then please immediately turn in your key to Willie in the Art Office.

### **Regarding Summer sessions**

Please take note that your professors are on a 9-month contract. That means that they are not formally available to students during the summer months, when they are performing their research duties. If your professors teach a course during the summer, their responsibilities are to the students enrolled in that course. This means that:

You should not expect to enroll in thesis hours during the summer. This may happen only in rare circumstances with the agreement of your thesis advisor, GAR, and the Department Chair.

Do not expect to meet with your thesis advisor during the summer months, or to have material read or reviewed by your thesis advisor during that time.





## MA Thesis Schedule

Step	Date	Schedule	Topic	Obligation
1st Semester of Enrollment (3-9 hours)				
1.		1st week of 1st term of enrollment	Program Discussion	Meet with GAR to discuss status in program, degree requirements as outlined in MA Handbook and acknowledgement of this schedule
			GAR signature	
			Student signature	
2.		14th week of 1st term of enrollment	Program Discussion	Meet with GAR to discuss status in program, course schedule for subsequent semester, and acknowledgement of this schedule
			GAR signature	
			Student signature	
2 <sup>nd</sup> Semester of Enrollment (6-18 hours)				
3.		1st week of 2nd term of enrollment	Program Discussion	Meet with GAR to discuss status in program, degree requirements and acknowledgement of this schedule. Set date for language proficiency exam.
			GAR signature	
			Student signature	
4.		14th week of 2nd term of enrollment	Program Discussion	Meet with GAR to discuss status in program, course schedule for subsequent semester, and acknowledgement of this schedule

			GAR signature	
			Student signature	
3 <sup>rd</sup> Semester of Enrollment (9-27 hours)				
5.		1st week of 3 <sup>rd</sup> term of enrollment	Program Discussion	Meet with GAR to discuss status in program, degree requirements and acknowledgement of this schedule  If semester preceding comps then review structure of the comps, collect study guide, acknowledgement of need to work closely with thesis advisor
			GAR signature	
			Student signature	
6.		4 <sup>th</sup> week of 3 <sup>rd</sup> term	Thesis Advising	Student reports that thesis topic and advisor have been selected and bibliography started
			Thesis advisor signature	
			GAR signature	
			Student signature	
7.		6 <sup>th</sup> week of term	Committee Selection	Student reports that committee members have been selected
			Thesis advisor signature	
			GAR signature	
			Student signature	

8.		8 <sup>th</sup> week of term	Thesis Topic	Student Reports on character of advanced thesis study
			Thesis advisor signature	
			Student signature	
9.		10 <sup>th</sup> week of term	Thesis Abstract	Student reports on character of advanced thesis study and drafts thesis abstract
			Thesis advisor signature	
			Student signature	
10.		12 <sup>th</sup> week of term	Thesis Abstract	Student receives approval on thesis abstract from advisor to share with entire committee
			Thesis advisor signature	
			Student signature	
11.		14 <sup>th</sup> week of 3 <sup>rd</sup> term of enrollment	Program Discussion; Intent to Write a Thesis	Meet with GAR to discuss status in program, course schedule for subsequent semester, and acknowledgement of this schedule; Student turns in completed docs with signatures from entire committee
			Thesis advisor signature	
			GAR signature	
			Student signature	



Semester of Comps (30-33 hours)				
12.		1st week of 4th term of enrollment	Exam Coordination	Student clarifies exam questions and discusses organization of field question with advisor
			Thesis advisor signature	
			GAR signature	
			Student signature	
13.		12 <sup>th</sup> week of	Research/ Writing Discussion	Student reports on character of research
			Thesis advisor signature	
			Student signature	
14.		14 <sup>th</sup> week	Presentation	Student presents on research to committee
			Thesis advisor signature	
			Student signature	
Semester of Writing or Thesis Completion (33+)				
15.		Schedule w/Advisor	Writing/ Research writing	Student turns in drafts and discusses research
			Thesis advisor signature	

			Student signature	
16.		Schedule w/Advisor	Writing/Research writing	Student turns in drafts and discusses research
			Thesis advisor signature	
			Student signature	
17.		10 <sup>th</sup> week of term	Draft to committee members	Student turns in draft to committee members
			Thesis advisor signature	
			Student signature	
18.		12 <sup>th</sup> week of term	Program Review	Student confirms graduation and thesis requirements
			Thesis advisor signature	
			GAR signature	
			Student signature	
19.		14 <sup>th</sup> week of term	Draft is complete	Student Earns MA!

Any adjustments to the above schedule must be made by agreement between Thesis Advisor and Student in communication with the GAR

**Employee Name:**

**Employee ID:**

**Job Title:** Student Reader/Grader II

**Empl Record:** 0

**Department:** Art and Art History

From Monday <u>9/5/2016</u> to Sunday <u>9/11/2016</u>						
Only report time worked in this section						
Day	Time In	Time Meal Out	Time Meal In	Time Out	Time Reporting Code or Absence Type	Quantity
<b>Mon</b>	12:00pm			4:15pm		4.25
<i>Mon</i>						
<b>Tue</b>	8:00am	12:00pm	1:00pm	5:00pm		8
<i>Tue</i>						
<b>Wed</b>	12:00pm			4:00pm		4
<i>Wed</i>						
<b>Thu</b>	8:00am	12:00pm	1:00pm	3:45pm		7.75
<i>Thu</i>						
<b>Fri</b>	12:00pm			4:30pm		4.5
<i>Fri</i>						
<b>Sat</b>						
<i>Sat</i>						
<b>Sun</b>						
<i>Sun</i>						

Comments: hours 28.5

I certify the above to be a true and correct accounting of all time worked and all time absent.

**Employee Signature:** \_\_\_\_\_

**Date:** 9/6/2016

**Supervisor Signature:** \_\_\_\_\_

**Date:**    /    / 2016

**Timekeeper Initials** \_\_\_\_\_ **Date:**    /    / 2016

Time Reporting Codes:	Absence Types:
1. <b>STCT</b> – State Time Comp Taken	1. <b>VAC</b> – Vacation
2. <b>OTCT</b> – Overtime Comp Taken	2. <b>SICK</b> – Sick
3. <b>CONF</b> – Conference*	3. <b>FHL</b> – Floating Holiday
4. <b>TRN</b> – Training* <u>          </u>	4. <b>BRV</b> – Bereavement
5. <b>TRVL</b> – Travel* <u>          </u>	5. <b>JURY</b> – Jury Duty
6. <b>OCP</b> – Over-Time <u>Payout</u>	6. <b>PTC</b> – Educational Activities

be used with reported Time Worked

For other absence types contact HR-Leave Administration