

PLEASE BE AWARE THAT THERE MAY BE SOCIAL DISTANCING AND OTHER PROTOCOLS, SUCH AS WEARING MASKS INDOORS, REQUIRED DUE TO COVID-19.

SEE: “Procedures for Fall 2020 Return” for procedures, protocols and updates:

<https://www.uttyler.edu/reboot/>

For Coronavirus Precautionary Information, see: <https://www.uttyler.edu/coronavirus/>

DO NOT COME ON CAMPUS IF YOU ARE ILL. CONTACT DR. LISOT (elisot@uttyler.edu)

If you suspect you have Covid-19, notify the university:

https://cm.maxient.com/reportingform.php?UnivofTexasTyler&layout_id=32 and get tested.

Please be aware that if the student (or instructor) of the thesis tests positive for Covid-19, then it is possible that changes may need to be made to how the oral defense of the thesis is conducted and whether or not there will be a public Thesis Presentation. It may instead be virtual. The written portion of the thesis should not be affected, unless there is a serious illness.

COURSE DESCRIPTION:

ART 5395 and 5396 (3 credit hours each) are faculty directed courses that graduate students enroll in while writing their master’s thesis in art history. Prior to enrolling in the course(s) the student will select a faculty advisor (chair) for their thesis. The chair must be an art historian at UTT, and the subject of the thesis must be in an area suited to the expertise of the chair. With the advice of the chair, the student will contact two additional UTT faculty members to form a thesis committee. In addition to the chair, it is preferred that one of the other faculty members also be an art historian. The number of faculty members must consist of at least three members, including the advisor and all should have expertise pertinent to the topic. It is required that all faculty on the committee have proper “Graduate Faculty Membership” according to the UTT Graduate School and be at the minimum a “Provisional Graduate Research Faculty.” The chair of the committee must have “Graduate Research Faculty” designation. No adjunct faculty may serve on a thesis committee in an official capacity. A visiting professor may be included as either a fourth non-voting advisory member or, if he or she has a relevant specialty in the thesis topic and meets the required criteria for selection according the UTT Graduate School regulation, may be included as a voting member or co-chair after approval by three qualified department faculty members, the department chair, the dean of the College of Arts and Science and the dean of the Graduate School.

COURSE PREREQUISITES: consent of graduate advisor and thesis advisor

ENROLLMENT: In order to enroll for the course, the student must first:

- a. Complete any required language classes needed for competent research on the thesis topic.
- b. Form a thesis committee and submit a departmental thesis committee form, page 10 of the “Art History Grad Policy for the Masters of Arts in Art with an emphasis in Art History.” The completed form must be signed by all committee members. The committee chair will submit a committee membership form to the dean of UTT Graduate School for approval.
- c. Develop, under the supervision of the chair, a formal proposal for the thesis, which must be approved by all committee members and include a working title that can change.
- d. Obtain the course permission code from the Department of Art and Art History. The student is not allowed to enroll without the permission of the thesis advisor (chair).
- e. Enroll in ART 5395 before enrolling in ART 5396, unless the two courses will be taken concurrently. The latter is only done with the permission of the chair.

REQUIRED TEXTS: Texts will be determined by the student and approved by the faculty. A formal bibliography is required as part of the thesis.

GUIDELINES AND PROCEDURES:

1. Allocate at least 9 hours per week to work on research and writing of the thesis per 3 hour course.
2. During the semester the student will maintain frequent contact with the chair, whether in person or via email; suggested frequency is at least every other week to discuss the progress of the thesis. The student should also keep all the committee members aware of his or her progress.
3. Students must follow all the procedures for completion of the thesis found on the UTT Graduate School website: <https://www.utttyler.edu/graduate/thesis-dissertation/thesis-students.php>
4. **The thesis must be written using the UTT Graduate School template:**
<https://www.utttyler.edu/graduate/students/files/manuscript-template.docx>
5. The first week of the semester, the student will create and submit to the chair a calendar delineating proposed dates for submission of the various parts of the thesis to the chair during the semester, including: a working bibliography, an introduction, chapters, images, thesis abstract and a suggested defense date. The chair must approve the proposed calendar.
6. During the course of the semester, the student will email drafts of sections of the thesis to the chair according to the proposed calendar and edit the thesis as suggested by the advisor's feedback. If the student is unable to meet the proposed dates for submission, the student must contact the supervisor in a timely manner and set up new dates for completion of sections.
7. If the thesis is not completed by the end of the semester, the student will make a PowerPoint presentation demonstrating the progress made on the thesis to be presented during the semester-end critiques (typically during finals week). Faculty and fellow students will give feedback.
8. Once the chair determines that the thesis is reasonably complete, the student will submit a draft of the thesis to all committee members. This should be done FIVE TO SIX WEEKS before a proposed oral defense date.
9. The committee members should provide written comments to the student recommending improvements within two weeks after the draft submission.
10. The student will make edits according to the feedback of all committee members and resubmit a final thesis draft at least two weeks before the oral defense date.
 - a. The oral defense of the thesis will take place after a final draft of the thesis has been submitted to all committee members, they have had time to respond and the student has made requested changes.
 - b. The student is required to pass an oral defense of the thesis, which requires a scholarly presentation of the thesis and successful fielding of questions from the committee.
 - c. There could be final changes to the thesis required by the committee at the oral defense before they will give final approval and sign the signatory page. There is no guarantee that a thesis reviewed by the committee before the defense will be accepted, nor that the student will pass the oral defense.
11. The oral defense date must be at least one week before the deadline for submission of the thesis to the UTT Graduate School in order to allow time for any final changes, and in order to obtain all required signatures. See the Graduate School Calendar for submission deadlines:
<https://www.utttyler.edu/graduate/calendar.php>.
12. The chair will submit the form with the oral defense date to the UTT Graduate School no less than 14 days prior to the oral defense.

13. All faculty committee members, the department chair and the Dean of COS must sign the final thesis signatory page before submission of the approved final thesis to the graduate school.
14. The quality expected of the thesis and oral defense is the highest level and should demonstrate a mastery of art historical methodologies of research, innovative interpretation and strong written and oral communication skills.
15. If the thesis is not approved, or the oral defense is not passed, the committee chair will submit in writing a statement to the student, the committee members and department chair explaining the reasons for disapproval and alternatives for the student to complete the thesis and defense.
16. If the committee does not approve the thesis and the student decides to appeal the evaluation, the student shall follow procedures for appealing a grade in a course; however, the committee chair will be part of the appeal process instead of a course instructor.

THESIS COURSE REQUIREMENTS:

- A. The course requires the student to create a proposed calendar, to meet with the chair and turn in (via email) all required drafts, final thesis, as well as complete the oral defense in a timely manner in order to fulfill department and graduate school deadlines.
- B. The course requires that the student write a thesis paper approximately 45 pages long with footnotes, labeled images and bibliography (images and bibliography are not included in the 45 pages). An adequate use of primary sources is required as determined by chair.
- C. The thesis must be written using Chicago Manual of Style citation format. See: https://www.chicagomanualofstyle.org/tools_citationguide/citation-guide-1.html
- D. The thesis must be written using the UTT Graduate School template, see: <https://www.utttyler.edu/graduate/students/files/manuscript-template.docx>
- E. The thesis topic must be original and not duplicate previously published work; however a knowledge of current scholarship on the subject should be demonstrated in the thesis.
- F. The student must conduct required research in a foreign language pertinent to the topic. As the chair will direct student research in the applicable foreign language, the student must choose a topic with scholarly publications in a language in which the chair has reading proficiencies.
- G. The student will create a PowerPoint to use at the thesis oral defense, which will last approximately 45-60 minutes -- including time for questions by the faculty -- and be attended by all committee members. The date must be agreed upon by all committee members.
- H. Student must satisfactorily pass the oral defense per the assessment of all committee members.
- I. After the successful thesis oral defense:
 - a. Thesis manuscript is submitted to thesis committee members for physical signatures
 - b. The thesis must also be signed by the department chair and dean.
 - c. Thesis manuscript, with signed signature page, is submitted by the student to gradmanuscripts@utttyler.edu (faculty member may submit on behalf of student but student must be cc'd)
 - d. gradmanuscripts@utttyler.edu will send electronic manuscript to the reviewer and will correspond with student via email
 - e. Student should check email for revisions; initial submission does not indicate approval of manuscript/graduation
- J. Both ART 5394 and 5396 are required for successful completion of the MA degree in Art with an emphasis in Art History. The student must complete a minimum of six (6) thesis hours to complete the MA degree, but may enroll in the same course(s) if either a grade of IP (in progress) or NC (no credit) is received. For detailed instructions as well as total credit hours,

language and courses requirements for the degree see the “Art History Grad Policy:”

<https://www.utt Tyler.edu/art/files/arhistorygradpolicy2016.pdf> (requirements start page seven)

FINAL GRADE:

The faculty supervisor determines the final grade based upon the quantity and quality of work completed, and whether the student turns in a calendar and drafts on time according to the proposed scheduled. **IF THESIS DRAFTS ARE NOT SUBMITTED IN A TIMELY MANNER THE STUDENT MAY NOT PASS THE COURSE AND NOT GRADUATE!**

Possible grades for the course are: CR (credit), IP (in progress) or NC (no credit). Once six hours of thesis have been completed CR, previous IP grades will be changed to CR; however, only six credit hours of thesis will be applied to the MA degree. NC is essentially an “F” and cannot be changed.

GRADUATE STUDENT LEARNING OUTCOMES:

CRITICAL THINKING: Students will demonstrate critical thinking about works of art.

SYNTHESIZE KNOWLEDGE: Students will write research papers that integrate history, formal analysis, and contemporary scholarship in order to develop original scholarship of their own.

CRITICAL WRITING: Students will write research papers that demonstrate a thoughtful and critical approach to a work of art.

APPLY SCHOLARSHIP: Students will write research papers that integrate contemporary scholarship into their own assessment of art and art history.

ANALYZE SCHOLARSHIP: Students will review literature and analyze scholarly methodology as part of the thesis project.

ORAL PROFIECIENCY: Students will present their original scholarship as part of the requirements for art history courses.

ACADEMIC INTEGRITY:

All cheating and/or plagiarism will be treated with the utmost severity as per UT Tyler policy. Please consult A Student Guide to Conduct and Discipline at UT Tyler (available in the Office of Student Affairs) for university regulations regarding academic dishonesty: “3.22 Any student who commits an act of scholastic dishonesty is subject to discipline. Scholastic dishonesty includes but is not limited to cheating, plagiarism, collusion, the submission for credit of any work or materials that are attributable in whole or in part to another person, taking an examination for another person, any act designed to give unfair advantage to a student or the attempt to commit such acts.” **IF ANY PART OF THE THESIS IS PLAGIARIZED YOU WILL RECEIVE AN AUTOMATIC ZERO “0”- NO CREDIT FOR THE COURSE AND POSSIBLE EXPULSION FROM THE GRADUATE PROGRAM.**

Plagiarize \ˈpla-je-,riz also j - -\ *vb* **-rized; -riz·ing** *vt* [*plagiar*y]: to steal and pass off (the ideas or words of another) as one's own : use (a created production) without crediting the source *vi*: to commit literary theft: present as new and original an idea or product derived from an existing source - **pla·gia·riz·er** *n*

From: *Webster's New Collegiate Dictionary 9th ed*, (Springfield, Ma: Merriam 1981), 870.

INFORMATION ON PLAGIARISM CONTINUED:

- a. It is unacceptable to copy something out of a book, newspaper, journal, Internet site or any printed source without citing your source. The most blatant example of this is directly

copying something word for word. It does not matter if it is only a phrase. If it is not yours, you must either not use it or place it in quotes and reference it.

- b. If you paraphrase another person's words or ideas, you still must cite them as a source. Do not put a paraphrase in quotes, but be sure to give the author's name, the text and the page where you found the idea. Use Chicago Manual of Style citation format:
https://www.chicagomanualofstyle.org/tools_citationguide/citation-guide-1.html
- c. The thesis topic must be original and not taken from another student, professor or publication. It is incumbent upon the MA student to conduct thorough scholarly research in English and any pertinent language to be certain that the exact topic has not been published before, including as a master's thesis or dissertation. If the topic or any writing in the thesis is found to have been plagiarized, the thesis will not be accepted.

More on Plagiarism under "Student Standards of Academic Conduct" below:

UT Tyler Honor Code

Every member of the UT Tyler community joins together to embrace: Honor and integrity that will not allow me to lie, cheat, or steal, nor to accept the actions of those who do.

Students Rights and Responsibilities

To know and understand the policies that affect your rights and responsibilities as a student at UT Tyler, please follow this link: <http://www.uttyler.edu/wellness/rightsresponsibilities.php>

Campus Carry

We respect the right and privacy of students 21 and over who are duly licensed to carry concealed weapons in this class. License holders are expected to behave responsibly and keep a handgun secure and concealed. More information is available at <http://www.uttyler.edu/about/campus-carry/index.php>

UT Tyler a Tobacco-Free University

All forms of tobacco will not be permitted on the UT Tyler main campus, branch campuses, and any property owned by UT Tyler. This applies to all members of the University community, including students, faculty, staff, University affiliates, contractors, and visitors. Forms of tobacco not permitted include cigarettes, cigars, pipes, water pipes (hookah), bidis, kreteks, electronic cigarettes, smokeless tobacco, snuff, chewing tobacco, and all other tobacco products. There are several cessation programs available to students looking to quit smoking, including counseling, quitlines, and group support. For more information on cessation programs please visit www.uttyler.edu/tobacco-free.

Grade Replacement/Forgiveness and Census Date Policies

Students repeating a course for grade forgiveness (grade replacement) must file a Grade Replacement Contract with the Enrollment Services Center (ADM 230) on or before the Census Date of the semester in which the course will be repeated. Grade Replacement Contracts are available in the Enrollment Services Center or at <http://www.uttyler.edu/registrar>. Each semester's Census Date can be found on the Contract itself, on the Academic Calendar, or in the information pamphlets published each semester by the Office of the Registrar.

Failure to file a Grade Replacement Contract will result in both the original and repeated grade being used to calculate your overall grade point average. Undergraduates are eligible to exercise grade replacement for only three course repeats during their career at UT Tyler; graduates are eligible for two grade replacements. Full policy details are printed on each Grade Replacement Contract.

The Census Date (see exact date below) is the deadline for many forms and enrollment actions of which students need to be aware. These include:

- Submitting Grade Replacement Contracts, Transient Forms, requests to withhold directory information, approvals for taking courses as Audit, Pass/Fail or Credit/No Credit.
- Receiving 100% refunds for partial withdrawals. (There is no refund for these after the Census Date)
- Schedule adjustments (section changes, adding a new class, dropping without a “W” grade)
- Being reinstated or re-enrolled in classes after being dropped for non-payment
- Completing the process for tuition exemptions or waivers through Financial Aid

State-Mandated Course Drop Policy

Texas law prohibits a student who began college for the first time in Fall 2007 or thereafter from dropping more than six courses during their entire undergraduate career. This includes courses dropped at another 2-year or 4-year Texas public college or university. For purposes of this rule, a dropped course is any course that is dropped after the census date (See Academic Calendar for the specific date).

Exceptions to the 6-drop rule may be found in the catalog. Petitions for exemptions must be submitted to the Enrollment Services Center and must be accompanied by documentation of the extenuating circumstance. Please contact the Enrollment Services Center if you have any questions.

Disability/Accessibility Services

In accordance with Section 504 of the Rehabilitation Act, Americans with Disabilities Act (ADA) and the ADA Amendments Act (ADAAA) the University of Texas at Tyler offers accommodations to students with learning, physical and/or psychological disabilities. If you have a disability, including a non-visible diagnosis such as a learning disorder, chronic illness, TBI, PTSD, ADHD, or you have a history of modifications or accommodations in a previous educational environment, you are encouraged to visit <https://hood.accessiblelearning.com/UTTyler> and fill out the New Student application. The Student Accessibility and Resources (SAR) office will contact you when your application has been submitted and an appointment with Cynthia Lowery, Assistant Director of Student Services/ADA Coordinator. For more information, including filling out an application for services, please visit the SAR webpage at <http://www.uttyler.edu/disabilityservices>, the SAR office located in the University Center, # 3150 or call 903.566.7079.

Student Absence due to Religious Observance

Students who anticipate being absent from class due to a religious observance are requested to inform the instructor of such absences by the second class meeting of the semester. Revised 05/17 Student Absence for University-Sponsored Events and Activities If you intend to be absent for a university-sponsored event or activity, you (or the event sponsor) must notify the instructor at least two weeks prior to the date of the planned absence. At that time the instructor will set a date and time when make-up assignments will be completed.

Social Security and FERPA Statement

It is the policy of The University of Texas at Tyler to protect the confidential nature of social security numbers. The University has changed its computer programming so that all students have an identification number. The electronic transmission of grades (e.g., via e-mail) risks violation of the Family Educational Rights and Privacy Act; grades will not be transmitted electronically.

Emergency Exits and Evacuation

Everyone is required to exit the building when a fire alarm goes off. Follow your instructor's directions regarding the appropriate exit. If you require assistance during an evacuation, inform your instructor in the first week of class. Do not re-enter the building unless given permission by University Police, Fire department, or Fire Prevention Services.

Student Standards of Academic Conduct

Disciplinary proceedings may be initiated against any student who engages in scholastic dishonesty, including, but not limited to, cheating, plagiarism, collusion, the submission for credit of any work or materials that are attributable in whole or in part to another person, taking an examination for another person, any act designed to give unfair advantage to a student or the attempt to commit such acts.

Student Standards of Academic Conduct, cont.

i. "Cheating" includes, but is not limited to:

- copying from another student's test paper;
- using, during a test, materials not authorized by the person giving the test;
- failure to comply with instructions given by the person administering the test;
- possession during a test of materials which are not authorized by the person giving the test, such as class notes or specifically designed "crib notes". The presence of textbooks constitutes a violation if they have been specifically prohibited by the person administering the test;
- using, buying, stealing, transporting, or soliciting in whole or part the contents of an unadministered test, test key, homework solution, or computer program;
- collaborating with or seeking aid from another student during a test or other assignment without authority;
- discussing the contents of an examination with another student who will take the examination;
- divulging the contents of an examination, for the purpose of preserving questions for use by another, when the instructors has designated that the examination is not to be removed from the examination room or not to be returned or to be kept by the student;
- substituting for another person, or permitting another person to substitute for oneself to take a course, a test, or any course-related assignment;
- paying or offering money or other valuable thing to, or coercing another person to obtain an unadministered test, test key, homework solution, or computer program or information about an unadministered test, test key, home solution or computer program;
- falsifying research data, laboratory reports, and/or other academic work offered for credit;
- taking, keeping, misplacing, or damaging the property of The University of Texas at Tyler, or of another, if the student knows or reasonably should know that an unfair academic advantage would be gained by such conduct; and

- misrepresenting facts, including providing false grades or resumes, for the purpose of obtaining an academic or financial benefit or injuring another student academically or financially.

ii. “Plagiarism” includes, but is not limited to, the appropriation, buying, receiving as a gift, or obtaining by any means another’s work and the submission of it as one’s own academic work offered for credit.

iii. “Collusion” includes, but is not limited to, the unauthorized collaboration with another person in preparing academic assignments offered for credit or collaboration with another person to commit a violation of any section of the rules on scholastic dishonesty.

iv. All written work that is submitted will be subject to review by plagiarism software. UT Tyler

Resources for Students

- UT Tyler Writing Center (903.565.5995), writingcenter@uttyler.edu
- UT Tyler Tutoring Center (903.565.5964), tutoring@uttyler.edu
- The Mathematics Learning Center, RBN 4021, this is the open access computer lab for math students, with tutors on duty to assist students who are enrolled in early-career courses.
- UT Tyler Counseling Center (903.566.7254)

UT TYLER GRADUATE SCHOOL THESIS AND DISSERTATION CENTER

Website: <https://www.uttyler.edu/graduate/thesis-dissertation/>

IMPORTANT DATES:

Fri.	Sept. 4, 2020	Census Day: last day to withdraw from class and not receive a “w” on your transcript
Mon.	Nov. 2, 2020	Last day to drop classes (no refund of tuition or fees)