

Thesis Guidelines

Students must have their Thesis/Thesis Exhibition proposal approved by the Art History Faculty before registering for ARTHIST 990 (Thesis Research).

NOTE: Approval of the proposal and enrollment in ARTHIST 990 does not guarantee graduation from the program or graduation in the desired semester.

Only in exceptional circumstances will a student be permitted to register for more than 3 credits of thesis research in a single semester. Approval for this would require the student's thesis advisor to write a letter of explanation to the Director of Graduate Studies, who would circulate the letter to the faculty for consideration.

Students: Make sure you apply for graduation **on the Graduate School website** at the beginning of the semester you wish to graduate.

Format

The length of the thesis can vary depending on your advisor; length will also vary based on the topic itself (e.g., some topics require more extensive literature reviews), format, the number of images, citations, etc. **Be sure to discuss with your advisor the length that s/he requires.**

Students should use the most recent edition of the Chicago Manual of Style or the particular style preferred by the thesis advisor.

Students are encouraged to share drafts with fellow Art History graduate students or to consult with the UWM Writing Center.

The completed thesis should include:

Title Page
Abstract
Acknowledgements
Table of Contents
List of Illustrations
Thesis Text
Works Cited
Images

Students are required to attend the Graduate School Thesis and Dissertation Formatting Workshop. Please see the UWM Graduate School website for more information.

Researching and Writing a Successful Thesis: Two-Semester Schedule

ARTHIST 990: Thesis Research

During your first semester of 990, be sure you:

Meet with your advisor regularly and communicate with her/him.

Conduct independent research.

Apply for the Jeffrey R. Hayes Research Award.

Make an outline and/or annotated bibliography.

With the help of the advisor, choose a second reader.

In consultation with your advisor, make deadlines for drafts. Begin submitting sections/drafts if appropriate. Allow advisors at least two weeks to read and respond to each draft.

Second Semester of ARTHIST 990: Thesis Research

Be sure you:

Continue to conduct independent research.

By now you should be drafting chapters – and communicating constantly with your advisor about your progress.

Remember: allow your thesis advisor at least two weeks to read and respond to each draft.

A complete draft of your thesis should be submitted to your advisor at least five (5) weeks before the last day to defend your thesis for the semester (spring: submit a draft by end of spring break; fall: submit a draft by Halloween). Failure to do this will likely result in a delay in graduation.

Once the advisor gives provisional approval, the 2nd reader must approve the thesis draft. In general, your second reader will need two (2) weeks to read the full draft prior to the defense. Failure to communicate with the 2nd reader in a timely fashion may result in delay of approval of the thesis and, thus, a delay in graduation.

Advisor and 2nd reader approvals needed to schedule the defense:

1. Approval as submitted

The advisor recommends approval. The second reader recommends approval. Defense is scheduled.

2. Approval, but with minor changes

The advisor recommends minor changes. The second reader recommends minor changes. If changes are agreeable to the student and advisors, changes are made. Defense scheduled. If changes are not made, this may result in a delay in graduation.

3. Major changes

The advisor recommends major changes. The second reader recommends major changes. If changes are agreeable to student and advisors, changes are made. This will probably result in a delay in graduation.

If the advisor, second reader, and student cannot agree on changes, a compromise must be made or a 3rd reader selected in consultation with the Director of Graduate Studies. In this case a decision by a majority of the three readers is binding. This will probably result in a delay in graduation.

4. Rejection

The advisor recommends rejection. The second reader recommends rejection. A 3rd reader is selected in consultation with the Director of Graduate Studies. A decision by a majority of the three readers is binding. This will result in a delay in graduation.

Defense

The student must pass an oral defense of the thesis. The student will be examined by both the advisor and 2nd reader.

Once the student receives approval to schedule the defense, it must be scheduled in consultation with the advisor and the 2nd reader.

The defense must take place by the deadline provided by the Graduate School. Please check the Graduate School website for more information.

Defense Format:

Students are generally required to give a brief discussion of the scholarly significance of the thesis. This is followed by questions from the Advisor and 2nd reader.

Approximately 1 hour. Student must bring a copy of the thesis to the defense.

NOTE: Graduation requirements and deadlines are set by the UWM Graduate School. Please visit the Graduate School website for more information. The Graduate School requires specific paperwork; please visit the Graduate School or the Graduate School website for more information.