

Thesis Exhibition Guidelines

Students must have their Thesis/Thesis Exhibition proposal approved by the Art History Faculty before they are allowed to sign up for ARTHIST 990 (Thesis Research).

NOTE: Approval of the proposal and approval of 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 ARTHIST 990: Thesis Research and ARTHIST 991: Thesis Exhibition in a single semester. To do so, the student's thesis advisor must write a letter of explanation to the Director of Graduate Studies, who will 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, and the number of images, citations, etc. Exhibition catalogs are usually at least 30-35 pages in length (including footnotes, but excluding works cited and images).

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.

Thesis Exhibition text should include:

Title Page

Abstract

Acknowledgements

Table of Contents

Thesis Exhibition Text

Checklist

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.

Thesis exhibitions must be converted from the catalog format into the required Graduate School format.

Researching and Preparing a Successful Thesis Exhibition: Two-Semester Schedule

REMINDER FOR STUDENTS IN THEIR FIRST AND SECOND SEMESTERS OF THESIS RESEARCH: If you have not already received a Hayes Award for research, you are REQUIRED to apply for the award in order to assist with expenses related to the exhibition, among them the cost of loans, installation, and any final research needs. Students who fail to submit applications for the Hayes Award will not be eligible for financial assistance from the Department.

First Semester of 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

Make an outline and/or annotated bibliography

With the help of the advisor, choose second reader

With your advisor, make deadlines for drafts. Begin submitting sections/drafts if appropriate. Allow advisors up to two weeks to read and respond to each draft.

You are required to present your exhibition proposal to the Gallery Committee. You will also receive an "Checklist for Thesis Exhibition" to guide you through the requirements for the actual exhibition.

Second Semester of ARTHIST 991: Thesis Exhibition

Be sure you:

Conduct independent research

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

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

Finalize tasks from the “Checklist for Thesis Exhibition”.

A complete draft of your catalog should be submitted to your advisor eight (8) weeks before your opening night. Failure to do so will likely result in a delay.

Once the advisor give provisional approval, the 2nd reader must approve the catalog draft. Failure to consult with the 2nd reader in a timely fashion may result in delay of printing your catalog/not having a catalog for your exhibition opening. It is unprofessional not to have a catalog available the opening night of the reception.

Advisor and 2nd reader recommendations to print your catalog:

1. Approval as submitted

The advisor recommends approval. The second reader recommends approval. Any necessary changes are made and the catalog is printed.

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. If not, a compromise must be reached. Changes are made and the catalog is printed.

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.

If the advisor, second reader, and student cannot agree on changes, a compromise must be made or a 3rd reader is 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 printing the catalog and/or cancellation.

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 not having a catalog for the opening reception and/or cancellation of the exhibition.

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.

A minimum of 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.