
**THE GEORGE
WASHINGTON
UNIVERSITY**

WASHINGTON, DC

Corcoran School of the Arts & Design

**2022-23 Handbook
Undergraduate Programs in Art History**

Smith Hall of Art 101
801 22nd St. NW
Washington, DC 20052

corcoran.gwu.edu/art-history-undergraduate

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CONTENTS

Art History @ GW	3
Advising.....	3
Art History Major.....	4
Requirements.....	4
Honors.....	5
Art History Minor.....	5
Combined Major in Studio Arts and Art History.....	5
Combined Minor in Studio Arts and Art History.....	6
Combined BA-MA in Art History.....	6
Art History Faculty.....	9
Student Committees and Opportunities.....	11
Student Exhibitions Committee & Gallery 102.....	11
VASC.....	11
Fellowships & Scholarships.....	12
Internships.....	12
Deadlines.....	17
Appendix.....	18
Internship Forms.....	18
Senior Thesis Guidelines.....	23

Art History @ GW

The Corcoran School of the Arts & Design offers a range of programs in art history, from the major or minor in Art History, to the combined major or minor in Studio Arts and Art History, to the combined BA-MA in Art History. Whatever route you choose, the Corcoran's art history programs and courses encourage the pleasures of looking and direct, interpretive engagement with the visual arts. We draw heavily on the area's bountiful cultural resources. Our faculty offer a diversity of methodological, scholarly approaches to the arts. We advocate the intertwining of visual, historical analyses with philosophical hypotheses and theoretical, political debates. We cultivate connections to the studio arts and interdisciplinary exchanges with other fields of inquiry.

Advising

So many options—where to begin? Come talk to us!

For any undergraduate program in art history, talk to:

Prof. Lisa Lipinski

Director of Undergraduate Studies (DUS) in Art

History Email: llipinski@gwu.edu

Phone: 202-994-1248

Office: Smith 106B

For combined programs in Studio Arts & Art History, talk to the DUS in Art History and/or:

Prof. Allyson Vieira

Director of Undergraduate Studies (DUS) in Studio Arts

Email: allysonvieira@gwu.edu

Office: B110, Flagg Building

For the Combined BA-MA, talk to the DUS in Art History and/or:

Prof. Mika Natif

Director of Graduate Studies (DGS) in Art History

Email: mmn215@gwu.edu

Phone: 202-994-8548

Office: Smith 109

Once you're decided to declare a major or minor, you must meet with the Director/s of Undergraduate Studies (DUS) in person (both SA & CAH if declaring a combined major or minor). Simply filing your Declaration of Major form with the Columbian School will not be adequate. If possible, come to the meeting prepared with the [Declaration of Major form](#); the DUS will help you fill it out, if you have any questions. If declaring from abroad, this meeting can occur over email.

If you are interested in applying for the Combined BA-MA, please see below to learn more about the application process.

Art History Major

The Corcoran School of the Arts & Design offers art history students a curriculum covering ancient to contemporary art, with significant emphasis in developing research and writing skills. Students are encouraged to take advantage of the rich resources of the DC area through courses and internships.

Requirements

For students who declared the major as of September 2015 or later:

The Art History major requires 36 credit hours. To ensure distribution across the discipline, students must take a minimum of one course (3 credits) in six of the following seven categories (for a total of 18 credits): Ancient, Medieval/Islamic World, Renaissance/Baroque, 18th/19th Century, Modern & Contemporary, Asian, and Pre-Columbian/Latin American/African. With an eye to specialization, students choose an additional upper-division course in one of these categories (3 credits) and two electives (6 credits), which may, with the prior approval of the Director of Undergraduate Studies, be taken in another department. For in-depth research experience, students must take a minimum of two Junior/Senior Seminars (6 credits); seminars may count towards the distribution requirements. For hands-on experience, one Studio Arts (FA) course at any level (3 credits) is required.

For guidelines on what courses fall under what categories, see the [GWU Course Bulletin](#). Please keep in mind that these lists don't always keep up with courses we add, or don't include all the courses you may take on study abroad. If you have any questions about how to fulfill the requirements, please consult with the DUS.

For students who declared their major before September 2015:

Students who declared their major before September 2015 can choose to adhere to the previous guidelines, which required 33 credit hours consisting of 6 credit hours each in Ancient-Medieval, Renaissance-Baroque, and Modern European/American art history; 6 credit hours of Art History seminars; 3 credit hours of studio arts course work; and an additional 6 credit hours of upper division courses in Art History, or, with the approval of the advisor, in related departments. The seminars are small group experiences that stress in-depth study of a particular topic under the close supervision of a faculty member. Art History majors are required to learn a foreign language, either French, German, Italian, or Spanish, and are encouraged to study in related disciplines, such as history, literature, or religion.

Note: Students can ask the DUS to have the foreign language requirement waived.

Senior Thesis and Special Honors in Art History

To be eligible to write a Senior Thesis and for Honors in Art History, students must have attained, by the end of the junior year, a grade-point average of at least 3.5 in the major and 3.3 overall. By the end of the junior year, students should consult the Director of Undergraduate Studies regarding eligibility and selection of an area of research and the appropriate faculty members to supervise the project. We recommend that students strongly consider taking the full two semesters to complete the thesis. If writing the thesis in one semester, students should consider basing their project on pre-existing research from a previous course. The student will register for CAH4197 Senior Thesis, which may count toward an elective in fulfillment of the major. The student will work closely with a Thesis Advisor on the thesis, gaining additional feedback from one or two Readers at the draft stage. A faculty committee will judge whether the Senior Thesis qualifies for Honors.

For full guidelines, see the Appendix.

Art History Minor

Requires CAH 1031 or 1091, and 1032 or 1090, and four additional upper-division Art History courses for a total of 18 hours of course work. Yes, it's that simple!

Combined Major in Studio Arts and Art History

The combined Studio Arts and Art History major requires 27 credit hours in Studio Arts and 27 credit hours in Art History. Students work with the Directors of Undergraduate Studies to customize a course of study. For example, if students are interested in pursuing Honors, they should consult with the advisors and follow either SA or CAH guidelines, or a combination of the two.

For all students declaring their major after September 1, 2015, the following requirements apply:

- Three courses from the 1000 introductory studio level, in a minimum of three studio areas: Photography, New Media, Sculpture, Ceramics, Painting, and Drawing;
- FA 2001 Studio Seminar: Conceptual Propositions, to be taken after completing 9 credits and before completing 18 credits of FA coursework;
- Three courses at the 2000 or 3000 level, including at least one course in two different studio areas;
- One cross-disciplinary courses at the 3900 level, in any combination;
- One capstone courses:
- FA 4195 Critical Practices
- Participation in a capstone exhibition concurrent with enrollment in Critical Practices.

The Art History courses must include a minimum of one course (3 credits) in six of the following seven categories (for a total of 18 credits): Ancient, Medieval/Islamic World, Renaissance/Baroque, 18th/19th Century, Modern & Contemporary, Asian, and Pre-Columbian/Latin American/African. To develop a specialization, students take an additional course in one of these categories (3 credits) as well as a minimum of two Junior/Senior Seminars (6 credits); seminars may count towards the distribution requirements.

For further guidelines, see the [GWU Course Bulletin](#). Please keep in mind that these lists don't always keep up with courses we add, or don't include all the courses you may take on study abroad. If you have any questions about how to fulfill the requirements, please consult with the DUS.

Requirements for majors declared before September 1, 2015

For majors who declared before Fall 2015, you may elect to follow the new requirements above or the requirements in place at the time of your major declaration:

The combined Studio Arts and Art History major requires 27 credit hours in Studio Arts and 27 credit hours in Art History. The Studio Arts credit hours should include coursework in a balance of concentration areas. The Art History credit hours consist of 6 credit hours each in Ancient-Medieval, Renaissance-Baroque, and Modern European/American art history; 6 credit hours of Art History seminars; and an additional 3 credit hours of upper division courses in Art History, or, with the approval of the advisor, in related departments. Finally, combined SA & CAH majors must complete four semesters of study (or equivalent) in a single foreign language (Arabic, French, German, Italian, Persian, Portuguese, or Spanish) and are encouraged to study in related disciplines, such as history, literature, or religion.

Note: Students can ask the DUS to have the foreign language requirement waived.

Combined Minor in Studio Arts and Art History

The combined minor requires 9-12 credits of course work in Art History and 9-12 credits in Studio Arts, including at least one course at the 2000 level or above, for a total of 21 credits. A program of study is developed in consultation with the Directors of Undergraduate Studies in Art History and Studio Arts.

Minors who declared before Fall 2015 may follow these guidelines, or elect to follow the previous guideline, which included 9-12 credits in Studio Arts at any level.

Combined BA-MA in Art History

The combined BA/MA program offers undergraduate Art History majors excelling in their studies the opportunity to advance to graduate level coursework in their senior year and enter the MA program upon graduation.

The following requirements must be fulfilled while an undergraduate:

1. The general requirements stated under Columbian College of Arts and Sciences.
2. Required courses in art history – 33 credit hours consisting of a minimum of one course in six of the following seven categories: Ancient, Medieval/Islamic World, Renaissance/Baroque, 18th/19th Century, Modern & Contemporary, Asian, and Pre-Columbian/Latin American/African; an additional course in one of these categories; two Junior/Senior Seminars (which may count

towards the distribution requirements); and two electives, which may, with the prior approval of the Director of Undergraduate Studies, be taken in another department.

3. Required course in studio arts – 3 credit hours of any studio arts course.

During the senior year students must take 9 credits of graduate art history course work (6000 level); these credit hours will count towards the BA degree and the MA degree.

Fall Semester: students must take the art historiography seminar (CAH 6258).

Spring Semester: students must take 6 credits of graduate art history course work (proseminar and/or seminar).

Students must receive a grade of B or better in their graduate course work taken while an undergraduate. If they do not, the course(s) will not apply to their MA degree. If B or better, these grades are used when computing their graduate GPA.

After graduating with the BA degree, students must take an additional 27 credit hours of course work at the 6000 level. As many as 6 credits of graduate course work may be completed outside the department with approval of the graduate advisor.

Students must submit one qualifying paper after the completion of 18 credits.

Combined Bachelor of Arts with a major in art history/Master of Arts in the field of art history with a concentration in museum training Prerequisites and requirements are the same as those for the combined Bachelor of Arts with a major in art history/Master of Arts in the field of art history; students include in their course work 6 credits of CAH 6299, Museum Internship, after completion of 18 credits of art history courses.

Contact the program (cahist@gwu.edu) for the Graduate Student Handbook for more information.

Note: Once admitted, students should work with the Director of Graduate Studies, Art History, on submitting the combined degree credit form.

How to Apply

Deadline: March 1 of junior year

*If a deadline falls on a weekend (Saturday or Sunday), or a GW holiday, applications will be accepted the next business day.

Submit:

- [Application Form](#)
- Statement of purpose: In an essay of 250 – 500 words, state your purpose in undertaking graduate study in your chosen field. Include your academic objectives, research interests, and career plans. Also discuss your related qualifications, including collegiate, professional, and community activities, and any other substantial accomplishments not already mentioned on the application. If you are applying for an assistantship, you should also describe any teaching experience you have had.
- Writing sample
- Curriculum vitae
- Three references: Names and contact information, no letters of recommendation are required

- Unofficial transcript
- Minimum 3.5 GPA overall, 3.7 in CAH major

Applications should be submitted to:

Director of Graduate Studies, Art History
Corcoran School of the Arts & Design
Smith Hall of Art 101
801 22nd St. NW Washington, DC 20052

Art History Faculty
Full-Time Faculty:

David Bjelajac

Professor Emeritus of Art History and American Studies

202-994-7093

bjelajac@gwu.edu

Alexander Dumbadze

Associate Professor of Art History and Director of Undergraduate Studies, Art History

202-994-6085

dumbadze@gwu.edu

Philip Jacks

Professor of Art History

202-994-6914

pjacks@gwu.edu

Lisa Lipinski

Assistant Professor of Art History

202-994-1248

llipinski@gwu.edu

Mika Natif

Assistant Professor of Art History and Director of Graduate Studies, Art History

202-994-8548

mmn215@gwu.edu

Bibiana Obler

Associate Professor of Art History

202-994-4839

bobler@gwu.edu

Lilien F. Robinson

Professor of Art History

202-994-7094

lfr@gwu.edu

Barbara von Barghahn

Program Head and Professor of Art History

202-994-8653

bvb@gwu.edu

Part-Time and Affiliated Faculty:

Susan Arensberg

Professorial Lecturer of Art History
Arensberg1@gwu.edu

Elise Friedland

Associate Professor of Classics and Art History
efried@gwu.edu

Katherine Markoski

Professorial Lecturer of Art History
kemarkoski@gwu.edu

Lynn Matheny

Professorial Lecturer of Art History
lynnmatheny@gwu.edu

Gillian Elliott

Professorial Lecturer of Art History
gillianelliott@gwu.edu

Jung Sil (Julie) Lee

Professorial Lecturer of Art History
jslee@gwu.edu

Rachel Pollack

Professorial Lecturer of Art History
rpollack@gwu.edu

Paul Reuther

Professorial Lecturer of Art History
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Katherine Roeder

Professorial Lecturer of Art History
[kroeder@gwu.edu](mailto: kroeder@gwu.edu)

Sandra Tropper

Professorial Lecturer of Art History
stroppe7@gwu.edu

Vidya Vijayasekharan

Professorial Lecturer of Art History
vvijayas@gwu.edu

Alan Wallach

Professorial Lecturer of Art History
axwall@gwu.edu

Student Committees and Opportunities

It's sometimes hard to keep track of all the glorious opportunities available to students at GW. In an effort to draw your attention to some that are especially relevant to students of art history, we offer you the following resources: from the Corcoran School of Arts & Design, from Columbian College and the University at large, and from the world out there.

Corcoran

Student Exhibitions Committee

Gallery 102, and other pop-up sites/maker spaces around campus, is run by the Student Exhibitions Committee, which plans and curates a series of multi-week exhibitions every semester, and hosts several programmed events focused on the arts. Gallery 102 is committed to the exhibiting of contemporary art, including work from GW & Corcoran students, DC-area artists, and nationally recognized artists of all medium. The gallery provides practical curatorial experience to the student body. Students have the opportunity to exhibit work, curate shows, and install exhibitions. The Gallery 102 Committee consists of GW & Corcoran students -- undergraduate and graduate, majors and non-majors, artists and art historians -- who both develop innovative, original, and thought-provoking exhibitions and invite a select group of guest curators to present exhibitions each semester.

All students are invited to participate in the Student Exhibitions Committee. Membership is comprised of students from the Presidential Scholars in the Arts program, Graduates and Undergraduates from the Corcoran School of the Arts & Design, and other interested students within the GW Community. All undergraduate and graduate students are encouraged to participate and new members are always welcome! Please email the Gallery (gallery102@gwu.edu).

Want to attend openings & visit exhibitions? See corcoran.gwu.edu/gallery-102 and/or follow Gallery 102 for the latest news and announcements:

Facebook <http://www.facebook.com/gallery102>

Instagram @gallery_102

Visiting Artists & Scholars Committee (VASC)

Each semester, Studio Arts and Art History undergraduate majors, MFA and MA students are invited to join our Visiting Artists and Scholars Committee. The committee brings both established and emerging practitioners in the arts to present public lectures, conduct one-on-one critiques, lead small seminars or reading discussions, and share informal meals with students. All VASC lectures are free and open to the public.

Want to join? Email vasc@gwu.edu or call 202.994.6085 for more information.

Want to learn what lectures are happening? See <https://corcoran.gwu.edu/visiting-artists-scholars-committee> and/or join the VASC mailing list by emailing vasc@gwu.edu

Work Study Positions

To inquire about open Work Study positions, please contact cahist@gwu.edu. In order to qualify for Work Study positions, you must currently be eligible for Federal Work Study.

Awards, Fellowships, & Scholarships

In recognition of how hard it is to keep track of the actually copious grants & prizes for research at GW, please find below a list of a few things that might be of interest to you. Please note that almost all of these grants require faculty support; keep track of deadlines, and make sure to contact potential advisors early. You should give recommenders a *minimum of two weeks' notice* when requesting a letter of recommendation. The longer the lead time, the likelier you are to receive a stellar recommendation.

For more opportunities specific to your interests, see the Center for Undergraduate Fellowships & Research @ <http://undergraduate.research.gwu.edu/gw-funded-research-fellowships>.

[Sigelman Undergraduate Research Enhancement \(SURE\) Awards](#). For the purchase of equipment or supplies necessary for a research project; support of conference presentation through coverage of registration or associated travel costs; support of travel to libraries or archives; and videography costs associated with the documentation of performances. An award of up to \$500 is possible. Spring projects should take place in the spring and summer 2017. The award is open to freshman, sophomores, juniors, and seniors (who must use funds before graduation).

[Research Days](#)

Undergraduate, graduate, and postdoctoral students are invited to showcase their work and compete for prize money at the Annual Research Days. This event features poster presentations and keynote speakers and is dedicated to highlighting the breadth of research, creative scholarship, and cultural discovery being done at GW by students and postdoctoral researchers. Faculty and staff are encouraged to attend this showcase!

Typically abstracts are due in late February and are required to have mentor or advisor approval.

[GW Undergraduate Research Award](#). For advanced research to be completed any time between summer to the end of the following spring term under the supervision of a faculty member. Students may be of any level, but funds must be used before graduation. The award is up to \$5,000.

[The Luther Rice Undergraduate Research Fellowship](#) For research to be completed during anytime during a student's junior or senior year under the supervision of a faculty member. The summer before junior year is also possible, but funds must be used before graduation. The award is up to \$5,000.

Only for students interested in writing a thesis:

DUE: Rolling deadline (spring before senior year)

Consider applying to the [Enosinian Scholars Program](#).

Note: this grant is advertised through the Honors Program but is open to all students.

Internships at GW & beyond

The wide array of Washington's museums and galleries provide internships for both credit and non-credit. Students have held internships at the [Freer and Sackler Galleries](#), [Hirshhorn Museum and Sculpture Garden](#), the [National Gallery of Art](#), [National Museum of African Art](#), the [National Portrait Gallery](#), [The Phillips Collection](#), the [Smithsonian American Art Museum](#), and—here on campus—the [Brady Gallery](#) and the [George Washington Museum / Textile Museum](#), among others.

Application deadlines and procedures are variable. Some institutions have rolling deadlines; others send out calls for applications throughout the year. Please plan in advance: some deadlines are months before the start-date, and you should give recommenders a *minimum of two weeks' notice* when requesting a letter of recommendation. The longer the lead time, the likelier you are to receive a stellar recommendation.

Sometimes internships are paid, but often they are not. GW offers grants for unpaid internships: <http://careerservices.gwu.edu/grants-unpaid-internships>

Also keep in mind that, if you qualify for work-study, there are various arts-related positions available for GW students both at GW and at the Smithsonian museums. Go to: gwu.joinhandshake.com to find out more.

If you would like to receive course credit for your internship, majors may enroll in CAH 4199. For a complete set of forms, which are also available on-line [here](#), please see the Appendix below. Alternatively, students may enroll in CCAS 2154; for further information, see <<http://advising.columbian.gwu.edu/internships>>.

A short list of internship opportunities to get you started:

Smithsonian Institution:

<http://www.smithsonianofi.com/internship-opportunities/>

Archives of American Art:

<http://www.aaa.si.edu/aboutus/opportunities>

Art Museum of the Americas:

http://museum.oas.org/programs_education.html

Freer / Sackler:

<http://www.asia.si.edu/research/fellowships.asp>

George Washington University Museum / Textile Museum:

<https://museum.gwu.edu/jobs-internships>

Hirshhorn Museum and Sculpture Garden:

<http://hirshhorn.si.edu/collection/workinternvolunteer/#detail=/bio/internships/&collection=workinternvolunteer>

IA&A Hillyer

<http://athillyer.org/about/jobs/>

Kreeger Museum:

<https://www.kreegermuseum.org/education/internships>

National Building Museum

http://www.nbm.org/about-us/employment_internships/internship-program.html

National Gallery of Art (Note: Only a few undergraduate internships available):

<http://www.nga.gov/content/ngaweb/opportunities/interns-and-fellows/graduate/summer.html>

National Museum of African American History and Culture:

<http://nmaahc.si.edu/GetInvolved/Internships>

National Museum of African Art:

<http://africa.si.edu/about/opportunities/>

National Portrait Gallery:

<http://npg.si.edu/get-involved/internships>

Phillips Collection:

<http://www.phillipscollection.org/about/employment-and-internships>

Smithsonian American Art Museum:

<http://americanart.si.edu/research/opportunity/interns/>

Supreme Court of the United States:

https://www.supremecourt.gov/jobs/curatorial_internship/InternshipInfoSheet.aspx

Tudor Place:

<https://www.tudorplace.org/get-involved/employment/>

Metropolitan Museum

<https://www.metmuseum.org/about-the-met/internships/undergraduate-and-graduate-students/summer>

Royal Ontario Museum

<https://www.rom.on.ca/en/blog/department-of-art-culture-internship-program-graduate-and-undergraduate-2020-21>

Peggy Guggenheim

<https://www.worldartfoundations.com/peggy-guggenheim-collection-internship/?v=cd32106bcb6d>

Guggenheim

<https://www.guggenheim.org/internships>

MassMoCA

<https://massmoca.org/event/internships/>

Henry Ford Museum

<https://www.thehenryford.org/collections-and-research/about/ways-to-get-involved/>

Crystal Bridges

<https://crystalbridges.org/internships/>

Kupferberg Holocaust Center

<http://khc.qcc.cuny.edu/internships/>

Winterthur

<http://www.winterthur.org/?s=internship&submit=>

Smithsonian

<https://www.smithsonianofi.com/internship-opportunities/>

Meridian

<https://www.meridian.org/fellowships/>

National Museum of the American Sailor

<https://www.history.navy.mil/content/history/museums/nmas/education/internships.html>

Holocaust Museum

<https://www.ushmm.org/information/career-volunteer-opportunities/internships>

Getty

<https://www.getty.edu/foundation/initiatives/current/gradinterns/>

Denver Art Museum

<https://www.denverartmuseum.org/en/museum-education-paid-internship>

For those of you especially interested in contemporary art and gallery work, consider contacting:

Arlington Art Center:

<https://arlingtonartscenter.org/about/workwithus#Internships>

Connersmith:

<http://www.connersmith.us.com/contact>

Cultural DC:

<http://www.culturaldc.org/about/opportunities/volunteer/>

G Fine Art:

<http://www.gfineartdc.com/gallery-info.cfm>

Hamiltonian:

<https://www.hamiltoniangallery.com/about-us-1/>

Hemphill:

<http://hemphillfinearts.com/>

Marsha Mateyka Gallery:

<http://www.marshamateykgallery.com/about.html>

Transformer:

<http://www.transformerdc.org/about/internships>

Washington Project for the Arts:

<https://www.wpadc.org/about/jobs>

Also, take advantage your network of professors and fellow students. Ask around for help. Sometimes applications for internships—especially at the larger institutions—are lost in the shuffle; sometimes professors and colleagues can put you in touch with people looking for interns with your particular skill set.

In addition to internships here in DC, our students sometimes intern elsewhere during the summer or after graduation—sometimes even snagging paid internships! Some possibilities to pursue include:

Aperture, NY:

<http://aperture.org/internships/>

Baltimore Museum of Art:

<https://artbma.org/about/jobs.html>

Guggenheim (multiple locations):

<https://www.guggenheim.org/internships>

Metropolitan Museum of Art, NY:

<http://www.metmuseum.org/about-the-met/internships/undergraduate-and-graduate-students>

Museum of Modern Art, NY:

<http://www.moma.org/learn/courses/internships#seasonal>

Philadelphia Museum of Art, Philadelphia:

<http://www.philamuseum.org/education/273-358-50.html>

Walters Art Museum, Baltimore:

<http://thewalters.org/about/jobs/intern/>

Whitney Museum of American Art, NY:

<http://whitney.org/About/Internships>

Alumni Listservs

Worried about the future? Join our listservs to receive up-to-date information on internships, job opportunities/openings, conferences, department events, etc. To join, please send an email to cahist@gwu.edu designating the type(s) of listserv you would like to join:

Job Opportunity/Internship Listserv
Departmental Events

Deadlines

Declaring A Major

Most CCAS students will declare their major in their third full-time semester (or after completing 45 credits, whichever comes first), and no later than the registration period before the fifth full-time semester. Transfer students are recommended to declare their major during their first (or second) semester at GW.

Senior Thesis

By the end of the junior year, students should consult the Director of Undergraduate Studies regarding eligibility and selection of an area of research and the appropriate faculty member to supervise the project.

Internships

Deadlines for internships are completely variable and often far earlier than you might think. For example, many summer internship deadlines are March 1 and some as early as January (!). Ideally, start looking for internships several months in advance, although don't despair if you are a last-minute Louie: sometimes internship opportunities are available with immediate turn-around.

BA-MA Art History Program

Begin to think about the combined program at the start of your junior year. The application deadline for the program is March 1 of your junior year.

*If a deadline falls on a weekend (Saturday or Sunday), or a GW holiday, applications will be accepted the next business day.

CAH 4199: Internship Checklist

Corcoran School of the Arts & Design
George Washington University

Student's Name: _____
Student's Email: _____
Student's GWid: _____
Sponsoring Museum/Dept: _____
Address: _____

Supervisor Name/Title: _____
Supervisor's Number: (____) ____ - ____ X_____
Supervisor's Email: _____
Beginning Date: _____ Ending Date: _____
Semester Registered: _____ CRN: _____

Documents Required for Internship Approval (see attachments for particulars)

Internship Checklist	*Immediately _____
Supervisor's C.V.	*Immediately _____
Timetable	*Immediately _____
Statement of Expectations	*Immediately _____
Midterm Progress Report	<u>Usually after 39 hrs (1 credit), 65 hrs (2 credits), or 95 hrs (3 credits)</u>
Final Evaluation	<u>Usually after 78 hrs (1 credit), 130 hrs (2 credits), or 195 hrs (3 credits)</u>

Required documents, including this checklist, should be sent to: Lisa Lipinski
Director of Undergraduate Studies
Corcoran School of the Arts & Design
Smith Hall of Art 101
801 22nd Street, NW
Washington, DC 20052
llipinski@gwu.edu

Although the above material requires the supervisor's participation, it is the intern's responsibility to ensure that all appropriate paperwork reaches the undergraduate advisor in a timely manner.

** If material marked immediate is not received within one week of the start of the internship, academic credit may not be awarded.*

RETURN TO DIRECTOR OF UNDERGRADUATE STUDIES

Internship Timetable Agreement

Internships usually take the form of a 13-week session with the intern working 6 hours a week for a 1-credit-hour internship, 10 hours a week for a 2-credit-hour internship, and 15 hours a week for a 3-credit-hour internship. However, as long as the total hour requirements are met, the intern and the supervisor may establish a mutually agreeable work schedule.

Each internship must be approved by the Director of Undergraduate Studies.

1. The internship will begin _____ and end _____.
MM/DD/YYYY MM/DD/YYYY
2. In general the intern will work _____ hours per day, _____ days per week.
3. The supervisor and the intern will meet _____ hours per week.
4. The internship will be for _____ credit hour(s) and consist of _____ hours of work.

Supervisor's Name (printed)

Intern's Name (printed)

Supervisor's Signature

Intern's Signature

Date: _____

Date: _____

Lisa Lipinski
Director of Undergraduate Studies
Corcoran School of the Arts & Design
George Washington University
Smith Hall of Art 101
801 22nd Street, NW
Washington, DC 20052
llipinski@gwu.edu

RETURN TO DIRECTOR OF UNDERGRADUATE STUDIES

Statement of Expectations

Supervisor: Please discuss the main objectives of the internship with the student before the internship begins. This statement should represent an agreement between you and the intern regarding the expectations for the internship.

1. Describe the internship. Specifically mention the process of orientation, major activities to be completed, final projects and overall intern responsibilities. As appropriate, a "Suggested Readings" list may be included. (Attach document if needed.)

Note: If publications result from student research, interns should be properly acknowledged for their contributions.

Supervisor's Name (printed)

Intern's Name (printed)

Supervisor's Signature

Intern's Signature

Date: _____

Date: _____

Although the statement requires the supervisor's participation, it is ultimately the intern's responsibility to ensure that a statement is created at that it reaches the Director of Undergraduate Studies in a timely manner.

Lisa Lipinski
Director of Undergraduate Studies
Corcoran School of the Arts & Design
George Washington University
Smith Hall of Art 101
801 22nd Street, NW
Washington, DC 20052
llipinski@gwu.edu

RETURN TO DIRECTOR OF UNDERGRADUATE STUDIES

Mid-term Progress Report

The mid-term evaluation provides the opportunity for the internship supervisor and the FAAH student to reflect on the progress of the internship and reassess the remaining activities to be completed by the intern. The evaluation also allows the Director of Undergraduate Studies to monitor the progress of the internship and address any problems. (Attach additional document if needed.) *This form is due after half of the internship hours have been completed by the intern.*

Intern's Name: _____

Sponsoring Museum/Gallery: _____

Supervisor's Name: _____

1. Overall Evaluation of Performance

2. Mid-term Recommendation

3. Remaining Goals and Objectives

Supervisor:

Please check any that apply

_____ I have reviewed this report with the intern.

_____ I would like the undergraduate advisor to review this report with the intern.

_____ Please have the undergraduate advisor contact me for further discussion.

Supervisor's Signature

Date

Lisa Lipinski, Director of Undergraduate Studies Corcoran School
of the Arts & Design, George Washington University Smith Hall of
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Final Evaluation Letter

The Director of Undergraduate Studies will assign a final grade (pass/fail) based on the mid-term evaluation, final evaluation and the student's final project. The observations and comments made by the supervisor are critical to assigning this grade. Suggested questions to include in the final evaluation are listed below. *The Final Evaluation letter is due within two weeks of the final day of the internship, or, if the intern is in her/his final semester, by the final due date for grades.*

1. Did the intern have the opportunity to interact with appropriate staff members? What was the nature and quality of the interaction?
2. On what specific projects did the intern work? Were the projects ongoing or special? Were the tasks completed? Did the intern make a real contribution to the project?
3. Did the intern demonstrate (or acquire) skills useful in the museum or gallery environment (writing ability, research ability, communication skills, organization skills, teaching ability)?
4. What additional skills or information would you recommend to further the student's professional preparation?

Museum Supervisor's Signature

Date

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Corcoran School of the Arts & Design
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CAH 4197 Senior Thesis Guidelines

Senior Thesis and Honors in Art History

To be eligible to write a Senior Thesis and for Honors in Art History, students must have attained, by the end of the junior year, a grade-point average of at least 3.5 in the major and 3.3 overall. By the end of the junior year, students should consult the Director of Undergraduate Studies regarding eligibility and selection of an area of research and the appropriate faculty members to supervise the project. We recommend that students strongly consider taking the full two semesters to complete the thesis. If writing the thesis in one semester, students should consider basing their project on pre-existing research from a previous course. The student will register for CAH 4197 Senior Thesis, which may count toward an elective in fulfillment of the major. The student will work closely with a Thesis Advisor on the thesis, gaining additional feedback from one or two Readers at the draft stage. A faculty committee will judge whether the Senior Thesis qualifies for Honors.

Learning Objectives

As a result of writing a senior thesis, students will be able to:

1. select and research a specialized area of art history
2. formulate an original argument based on in-depth primary and secondary research
3. develop their abilities to present their findings in oral and written form

Average minimum amount of independent, out-of-class hours expected per week:

- 1 credit: 2 hours, 18 min. per week
- 2 credit: 4 hours, 40 min. per week
- 3 credit: 7 hours per week
- 4 credit: 9 hours, 18 min. per week

University Policy on Religious Holidays

1. Students should notify faculty during the first week of the semester of their intention to be absent from class on their day(s) of religious observance.
2. Faculty should extend to these students the courtesy of absence without penalty on such occasions, including permission to make up examinations.
3. Faculty who intend to observe a religious holiday should arrange at the beginning of the semester to reschedule missed classes or to make other provisions for their course-related activities

Support for Students Outside the Classroom

Disability Support Services (DSS)

Any student who may need an accommodation based on the potential impact of a disability should contact the Disability Support Services office at 202-994-8250 in the Rome Hall, Suite 102, to establish eligibility and to coordinate reasonable accommodations. For additional information please refer to: gwired.gwu.edu/dss/

Mental Health Services 202-994-5300

The University's Mental Health Services offers 24/7 assistance and referral to address students' personal, social, career, and study skills problems. Services for students include: crisis and emergency mental health consultations confidential assessment, counseling services (individual and small group), and referrals. counselingcenter.gwu.edu/

Academic Integrity Code

Academic dishonesty is defined as cheating of any kind, including misrepresenting one's own work, taking credit for the work of others without crediting them and without appropriate authorization, and

the fabrication of information. For the remainder of the code, see: studentconduct.gwu.edu/code-academic-integrity

Safety and Security

In the case of an emergency, if at all possible, the class should shelter in place. If the building that the class is in is affected, follow the evacuation procedures for the building. After evacuation, seek shelter at a predetermined rendezvous location.

Thesis Calendar for 2-semester Writers

Second semester junior year: Consult the Director of Undergraduate Studies regarding eligibility and selection of an area of research and the appropriate faculty members to supervise the project. By the end of the semester prior to writing the thesis, the student should have a confirmed Thesis Advisor.

Note: The following deadlines are common to all thesis writers. Thesis Advisors may work with students to develop additional deadlines, depending on the needs of the project.

SEMESTER I

- Week 1: Proposal due to Thesis Advisor
- Week 2: Meeting with Thesis Advisor about proposal and plans for year
- Week 3: Colloquium with fellow thesis writers: informal 10-minute Powerpoint presentation laying out hypothesis and plan for research
- Week 5: Working bibliography due
- Week 14: Updated and extended proposal due

SEMESTER II

- Week 1: Meeting with Thesis Advisor
* Note: Start thinking about whom to ask to be Readers
- Week 3: Colloquium with fellow thesis writers: informal 10-minute Powerpoint presentation laying out working argument and state of research
- Week 4: Confirm One or Two Readers (may be outside the department)
- Week 10: Rough Draft due to Thesis Advisor and Reader/s
- Weeks 11-12: Meetings with Advisor and Reader/s to discuss feedback
- Week 14: Senior Thesis Colloquium: formal 10-minute Powerpoint presentation on thesis research for public audience
- Week 15: Final Draft Due: approximately 25-35 pages (see Format Guidelines)

Thesis Calendar for 1-semester Writers

Second semester junior year: Consult the Director of Undergraduate Studies regarding eligibility and selection of an area of research and the appropriate faculty members to supervise the project. By the end of the semester prior to writing the thesis, the student should have a confirmed Thesis Advisor.

Note: The following deadlines are common to all thesis writers. Thesis Advisors may work with students to develop additional deadlines, depending on the needs of the project.

- Week 1: Proposal due to Thesis Advisor
* Note: Start thinking about whom to ask to be Reader/s
- Week 2: Meeting with Thesis Advisor about proposal and plans for semester
- Week 3: Colloquium with fellow thesis writers: informal 10-minute Powerpoint presentation laying out hypothesis and plan for research
- Week 4: Confirm One or Two Readers (may be outside the department)
- Week 5: Working bibliography due
- Week 10: Rough Draft due to Thesis Advisor and Reader/s
- Weeks 11-12: Meetings with Advisor and Reader/s to discuss feedback
- Week 14: Senior Thesis Colloquium: formal 10-minute Powerpoint presentation on thesis research for public audience
- Week 15: Final Draft Due: approximately 20-30 pages (see Format Guidelines)

FORMAT GUIDELINES

Senior Theses written over the course of one semester should be approximately 20-30 pages long; if written over the course of two semesters, approximately 25-35 pages long.

Bibliography and illustrations are not counted in the page length.

- The text must be printed on standard 8½ x 11" paper, double-spaced and in a twelve-point font.
- The margins should be roughly 1" on all four sides; margins must not substantially exceed or fall under the limit.
- Indent the first line of a new paragraph, and do not leave an extra space or spaces between paragraphs.
- All pages of text must be numbered.
- Use a binder clip to clamp pages together; save the plastic binders for another occasion.

Papers consist of four parts: title page, text with notes, bibliography, and illustrations.

The title page is a cover sheet that bears the title, author's name, and the names of the Thesis Advisor (noted as such) and Reader/s.

The illustrations can be black and white, although color is preferred; each should be labeled as a numbered figure (i.e., Fig. 1, Fig. 2, and so forth) and should carry basic information about the work illustrated: name of artist, title of work, date, dimensions, and the collection in which it is found.

Footnotes and bibliography should conform to the Chicago Manual of Style, which is available on-line through Gelman Library.

GRADING

For the course grade/s for CAH 4197 Senior Thesis:

20% Participation

Students should be active, engaged participants in meetings and colloquia. Students should meet with Thesis Advisors a minimum of three times per semester and with Readers a minimum of once per semester.

20% Proposal, Bibliography, and any other short writing assignments

60% Final Draft (or, in first semester of 2-semester program, Extended Proposal)

- The Thesis Advisor determines the grade for the course, CAH 4197.
- Students should discuss with Thesis Advisor what form the proposal, extended proposal, and working bibliography should take.
- The faculty committee as a whole determines whether the Senior Thesis qualifies for Honors.
- All theses are evaluated according to the following rubric.

RUBRIC

CONTENT

SCORE ____

A (Honors---4 points): Presents an original perspective based upon a thorough understanding of relevant readings and convincingly relates both scholarly art historical literature and primary source documents to a thorough visual analysis of art objects and/or critical, historical analysis of theoretical, aesthetic ideas. Demonstrates methodological self-awareness.

B (Pass---3 points): Demonstrates a good, but not excellent, mastery of visual, scholarly, textual analysis. While good and showing promise, a "B" paper manifests certain deficiencies and shows the need for improvement in a few areas: the stated thesis may not be fully developed and/or the paper has some unsubstantiated analysis and/or minor errors of interpretation and/or historical fact.

C (No pass---2 points): A "C" paper demonstrates only minimal adequacy in visual analysis and historical understanding of the material. It lacks a substantiated thesis and/or a meaningful discussion of artworks and their connection to the ideas and themes expressed in the scholarly literature and primary-source readings. The paper may be over-reliant upon the views of secondary-source authors and/or misinterpret their arguments and/or misinterpret primary sources. A "C" paper is minimally researched and/or includes interpretive/factual mistakes.

D (Poor---1 point): Demonstrates a poor comprehension of the material, has no convincing scholarly thesis and lacks both meaningful discussion of the individual artworks and their connections to themes and ideas expressed in the scholarly and primary-source readings. A "D" paper is poorly researched and may include flawed visual analysis, and/or serious deficiencies in historical understanding.

COHERENCE, ORGANIZATION, WRITING STYLE

SCORE ____

A (Honors---4 points): An "A" paper is persuasively written and achieves clarity of argument by being cohesively, logically organized around a central, well-stated thesis appearing at the beginning of the paper. Carefully proofread, the paper is largely free of grammatical, spelling, typographical errors.

B (Pass---3 points): B papers are mostly well-written and accomplished but are also flawed by minor organizational, writing problems which diminish somewhat the clarity of argument stemming from the thesis. The thesis itself may need to be stated more clearly and precisely. Stylistic problems may include minor typographical, grammatical, spelling errors.

C (No pass---2 points): A "C" paper has an imprecise, contradictory and/or vaguely stated thesis; organizational problems in persuasively supporting the thesis; grammatical, spelling, typographical errors that diminish the clarity of argument.

D (Poor---1 point): Has serious writing errors, including the lack of a thesis statement; poor grammar and spelling; rambling, incoherent organization, and/or a heavy dependence upon long quotations, strings of quotations and close paraphrasing of secondary source authors.

DOCUMENTATION

SCORE ____

A (Honors---4 points): An "A" paper is fully and properly documented with well-written, accurate footnotes and bibliography. The paper is also fully illustrated with high-quality reproductions that have

accurate, complete identifying captions. Footnote and figure numbers properly appear in order where needed throughout the text.

B (Pass---3 points): B papers are mostly well-documented and well-illustrated but are somewhat marred by minor errors and omissions in the footnoting, bibliography, illustrations and captions.

C (No Pass---2 points): A "C" paper has documentation errors/omissions that undermine the persuasiveness of the argument. There may be improperly numbered, missing footnotes and source information lacking for quoted, paraphrased material. Illustrations may be missing and illustration captions may have inaccurate or incomplete identifying information. Illustrations may be unclear or too small to be easily read in relation to textual descriptions. Bibliography may not be complete, may be missing necessary information and may have organizational errors.

D (Poor---1 point): Generally lacks proper documentation and has numerous errors/omissions in footnoting, bibliography, illustrations and captions. Footnotes are frequently missing, misnumbered, and/or incompletely, inaccurately written. The paper fails to attribute quotes and ideas to their authors and textual sources. Illustrations may be missing or poorly reproduced. Illustration captions may be missing or inaccurate and misnumbered. Illustration figure numbers may be missing or misnumbered in the text. The bibliography may be ill-organized, seriously incomplete and inaccurate.

PAPER GRADE:

OVERALL AVERAGE SCORE _____