



NYU

THE INSTITUTE
OF FINE ARTS

Student Handbook • 2023 - 2024



CONTENTS

6..... WELCOME TO THE INSTITUTE OF FINE ARTS

7..... INSTITUTE FACULTY & INSTRUCTORS

- Academic Administration
- Faculty in the History of Art & Archaeology
- Emeritus Faculty
- Associate Faculty
- Affiliated Faculty in the History of Art & Archaeology
- Contributing Faculty & Collaborating Scholars
- The Institute of Fine Arts Excavation Field Directors
- Adjunct Instructors in Languages
- Conservation Faculty
- The Samuel H. Kress Program in Paintings Conservation
- Judith Praska Distinguished Visiting Professors in Conservation and Technical Studies
- Contributing Faculty in the Conservation Center
- Institute Lecturers for the Conservation Program
- Additional Conservation Consultants Villa La Pietra
- Institute Faculty Fields of Study

14..... INSTITUTE STAFF DIRECTORY

16..... MAPS

- Duke House Building Diagrams
- Chan House Building Diagram

19..... BASIC RULES & GUIDELINES

- Conservation Center Access
- Visitors
- Fire Safety & Emergencies
- Smoking Policy
- Phones
- Mail
- Lockers
- Food/Kitchen
- Wireless Internet Access
- Privacy of Records & Offices
- Listservs, Events, Notices, Etc.
 - IFA-Notice Listserv
 - IFA Academic Office
 - IFA-GSA Listserv
- Connoisseurs Circle Patron Group



Art History & Archaeology
The James B. Duke House
1 East 78th Street
New York, NY 10075
Tel: 212-992-5800
Fax: 212-992-5807

The Conservation Center
Stephen Chan House
14 East 78th Street
New York, NY 10075
Tel: 212-992-5848
Fax: 212-992-5851

23..... GENERAL ACADEMIC POLICIES

- Grading
- Incompletes
- Maintaining Good Academic Standing & Progress Towards Degree
- Academic Probation & Termination
- Plagiarism
- Cheating
- Definition of Courses
- Interviews for Seminars & Colloquia
- Letters of Recommendation
- Courses Outside the Institute
- Applying for Graduation

CONTENTS

27..... **PRACTICAL TRAINING & GLOBAL OPPORTUNITIES**

- White-Levy Travel Grants
- Archaeological Excavations
 - Archaeological Field School
- Villa La Pietra
- Professional Development & Conference Participation
 - GSAS Dean's Conference fund Program
- Curricular Practical Training (CPT) for International Students
- NYU Traveler

30..... **INSTITUTE OF FINE ARTS' LIBRARIES**

- Facilities & Services
- Stephen Chan Library of Fine Arts
 - Hours & Access
 - Course Reserves & Reserve Shelves
 - OffSite Materials
 - Interlibrary Loan Requests
 - Book Requests
 - Scanners & Computers
- Conservation Center Library
 - Hours & Access
 - Course Reserves & Reserve Shelves
 - OffSite Materials
- Frequently Asked Questions

32..... **DIGITAL MEDIA/COMPUTER SERVICES**

33..... **NYU STUDENT RESOURCES & SERVICES**

- Policy & Procedures for Reporting Workplace Harassment
- The Graduate Student Association
 - GSA Executive Committee Members 2023-24
- Student Health Services
 - Student Health Center (SHC)
 - Counseling & Wellness Services
- Health Emergencies
 - Medical & Mental Health Treatment
 - Dental Emergency Treatment
 - Eye Emergency Treatment
- Student Services
 - NYU Students Services Center
 - Wasserman Center for Career Development
 - NYU Office of Global Services
 - NYU ID Card Center
 - NYU Center for Student Life
 - Center for Multicultural Education & Programs (NYU-CMEP)
 - Center for Spiritual Life
 - LBGTQ+ Center
 - Grey Art Gallery
 - Palladium Athletic Facilities
 - 404 Fitness
 - Brooklyn Athletic Facility
 - NYU Museum Gateway

CONTENTS

39.....**M.A. PROGRAM & REQUIREMENTS**

- M.A. Program Overview
- Degree Requirements
- Distribution Requirements
- Distribution Substitution
- Language Requirement
- M.A. Thesis
- M.A. Program Schedules
 - Typical Full-Time M.A. Schedule:
 - Typical Part-Time M.A. Schedule:
- Decorative Arts Prize
- Transfer Credit
- Time to Degree
- Extension of Time to Degree
- Parental Accommodations (For M.A. Students)
- Dual M.A./M.L.S. in History of Art & Archaeology / Library & Information Science with LIU Palmer

44.....**PH.D. PROGRAM & REQUIREMENTS**

- Ph.D. Program Overview
- Full-Time Study
- Ph.D. Funding
- Health Insurance for Funded Ph.D.
- Students Entering With A Master's Degree
- Distribution Requirements
- Distribution Substitution
- Language Requirements
- Undergraduate Language Courses
- Ph.D. Program Schedules
 - Ph.D. Schedule (Entering without an M.A.)
 - Ph.D. Schedule (Entering with an Institute M.A.)
 - Ph.D. Schedule (Entering with an external M.A.)
- Transfer Credit
- Qualifying Paper
- Major Exams (Oral and Written)
- Dissertation Proposal
- Dissertation Defense
- Dissertation Writer's Rooms
- Yearly Progress Statement
- Teaching
- Courses Outside the Institute
- Time to Degree
- Parental Accommodations (Ph.D. Students and Candidates Only)

54.....**CONSERVATION PROGRAM & REQUIREMENTS**

- Dual M.S. in Conservation of Historic & Artistic Works / M.A. in the History of Art & Archaeology Program Overview
- Degree Requirements
- Distribution Substitution
- Language Requirement
- M.A. Thesis
- Program Expectations
- Maintaining Good Academic Standing & Progress Towards Degree

CONTENTS

- Conservation Program Schedules
 - Typical General Program Schedule:
 - Typical Mellon Time-Based Media Program Schedule:
- Conservation Program Funding
 - Tuition Fellowships
 - Stipend Fellowships
 - Student Health Insurance
- Fundraising & Grants
- Advisement & Registration
- Individualized Instruction
- Fourth-Year Capstone Project
 - Capstone Preparation Timeline
 - Arrangement Procedure & Cover Letter
- Capstone Reports
- Mellon LACE & Mellon TBM Directed Work-Placements
- Work Placements During the Semester
- Summer Work Placements
- Course Evaluations
- Student Assessments
- Conference Participation & Abstract Submissions
 - ANAGPIC Student Conference
 - AIC
 - Eastern Analytical Symposium
 - Conference Funding
- The James H. "Tony" Frantz Prize in Student Research
- The RDM Prize
- Artwork for Treatment & Study
 - Conservation Study Collection
 - Objects Handling
 - In-Class Examination & Treatment of Artwork
 - Private Conservation Work
- Laboratory Safety, Equipment & Procedures
 - General Laboratory Procedures



WELCOME TO THE INSTITUTE OF FINE ARTS

I am delighted to extend a warm and enthusiastic welcome to our newly arrived graduate students. You have already impressed us with your many accomplishments and potential for creative thinking. You are joining a wonderful community of individuals who care passionately about the history of art and archeology, and who are dedicated to producing new forms of knowledge across the entire range of artistic expression. While you are with us, we will work closely with you to foster your curiosity in innovative approaches and unfamiliar fields of study, to help you develop expertise in the areas of greatest interest to you, and to assist you in gaining relevant practical experience. I look forward to getting to know each of you as we begin this exciting year together.

Christine Poggi, Judy and Michael Steinhardt Director and Professor of Fine Arts

It is my great pleasure to extend a warm welcome to the M.A. entering class of 2023. I look forward to working closely with each of you and guiding you through the program.

Hsueh-man Shen, Director of Masters Studies and Ehrenkranz Associate Professor in World Art

As Director of Graduate Studies, it is my pleasure to welcome you to the Institute of Fine Arts. I look forward to working with all of you, and in particular the doctoral candidates, from the incoming class and those students who are in the final stages of their dissertation research and writing. I am committed to being an advocate for all students to ensure that they have access to the necessary resources to complete their degrees in a timely manner and receive the support and training they require to make them competitive candidates in the job market. Please feel free to drop by my office or send me an email if you would like to talk about any issues related to your graduate experience – and best wishes for this academic year!

Robert Slifkin, Director of Graduate Studies and Professor of Fine Arts

Welcome to the Conservation Center of the Institute of Fine Arts! You are here because you have worked hard and show great promise to become conservation professionals. Your time as a graduate student here will be intense, and you will be bombarded by educational opportunities both near and far. Art history courses at the Duke House, conservation and science studies at the Chan House, evening lectures, and summer directed work placements across the country, at Villa la Pietra, and on archaeological excavations around the world are only some of the exciting experiences you will have. The wealth of activities in New York City alone can augment, or derail, the most disciplined course of studies.

The faculty and staff of the Conservation Center are eager to be your guides – we are a small community and seek to be a supportive one. We can help you plot your individual itinerary, stay on course, and meet your goals.

Michele Marincola, Chair of the Conservation Center and Sherman Fairchild Distinguished Professor of Conservation

Matthew Hayes, Co-Chair of the Conservation Center and Assistant Professor of Paintings Conservation

INSTITUTE FACULTY & INSTRUCTORS

ACADEMIC ADMINISTRATION

Christine Poggi

Judy and Michael Steinhardt Director; Professor of Fine Arts

212-992-5801 (x25801)

christine.poggi@nyu.edu

Hsueh-man Shen

Director of Masters Studies; Ehrenkranz Associate Professor in World Art

212-992-5843 (x25843)

hms10@nyu.edu

Robert Slifkin

Director of Graduate Studies; Professor of Fine Arts

212-992-5886 (x25886)

rs3513@nyu.edu

Dr. Matthew Hayes

Conservation Center Co-Chair; Assistant Professor of Paintings Conservation

212-992-5866 (x25866)

mah272@nyu.edu

Michele Marincola

Conservation Center Chair; Sherman Fairchild Distinguished Professor of Conservation;

Conservation Consultant, Villa La Pietra

212-992-5849 (x25849)

mm71@nyu.edu

FACULTY IN THE HISTORY OF ART & ARCHAEOLOGY

Emmelyn Butterfield-Rosen

Assistant Professor of Nineteenth-Century European Art

212-992-9576 (x29576)

eb4635@nyu.edu

Thomas Crow

Rosalie Solow Professor of Modern Art

212-992-5834 (x25834)

tc59@nyu.edu

Finbarr Barry Flood

William R. Kenan, Jr., Professor of the Humanities, The Institute of Fine Arts and the College of Arts and Sciences; Director, Silsila: Center for Material Histories

212-992-5906 (x25906)

barry.flood@nyu.edu

Jonathan Hay

Ailsa Mellon Bruce Professor of Fine Arts

212-992-5833 (x25833)

jh3@nyu.edu

Kathryn E. Howley

Lila Acheson Wallace Assistant Professor of Ancient Egyptian Art; Field Director, Excavations at Sanam in Sudan

212-992-5806 (x25806)

keh408@nyu.edu

Erich J. Kessel

Assistant Professor of African American and Black Diaspora Arts

212-992-5842 (x25842)

ejk421@nyu.edu

INSTITUTE FACULTY & INSTRUCTORS

Clemente Marconi

James R. McCredie Professor in the History of Greek Art and Archaeology; University Professor; Director, Excavations at Selinunte
212-992-5835 (x25835)
cm135@nyu.edu

Robert A. Maxwell

Sherman Fairchild Associate Professor of Fine Arts
212-992-5910 (x25910)
robert.maxwell@nyu.edu

Robert Lubar Messeri

Associate Professor of Fine Arts
212-992-5875 (x25875)
rsl1@nyu.edu

Prita Meier (joint)

Associate Professor of Art History; Institute of Fine Arts and Department of Art History
spm9@nyu.edu

Philippe de Montebello

Fiske Kimball Professor in the History and Culture of Museums
212-992-5840 (x25840)
pdm3@nyu.edu

Alexander Nagel

Craig Hugh Smyth Professor of Fine Arts
212-992-5831 (x25831)
alexander.nagel@nyu.edu

Christine Poggi

Judy and Michael Steinhardt Director; Professor of Fine Arts
212-992-5801 (x25801)
christine.poggi@nyu.edu

Hsueh-man Shen

Director of Masters Studies; Ehrenkranz Associate Professor in World Art
212-992-5843 (x25843)
hms10@nyu.edu

Robert Slifkin

Director of Graduate Studies; Professor of Fine Arts
212-992-5886 (x25886)
rs3513@nyu.edu

Edward J. Sullivan

Helen Gould Sheppard Professor in the History of Art; Institute of Fine Arts and Department of Art History
212-992-5905 (x25905)
ejs1@nyu.edu

Thelma K. Thomas

Associate Professor of Fine Arts
212-992-5830 (x25830)
tkk2004@nyu.edu

Katherine Welch

Associate Professor of Fine Arts; Deputy Director, Excavations at Aphrodisias
212-992-5841 (x25841)
katherine.welch@nyu.edu

EMERITUS FACULTY**Jonathan J. G. Alexander**

Sherman Fairchild Professor Emeritus of Fine Arts

INSTITUTE FACULTY & INSTRUCTORS

Norbert S. Baer

Hagop Kevorkian Professor Emeritus of Conservation

Colin Eisler

Robert Lehman Professor Emeritus of Fine Arts

Margaret Holben Ellis

Eugene Thaw Professor Emerita of Paper Conservation; Conservation Consultant, Villa La Pietra

Günter H. Kopcke

Avalon Foundation Professor in the Humanities

Thomas F. Mathews

John Langeloth Loeb Professor Emeritus in the History of Art

Dianne Dwyer Modestini

Clinical Professor, Kress Program in Paintings Conservation, Emerita

Hannelore Roemich

Hagop Kevorkian Emerita Professor of Conservation

Patricia Rubin

Professor Emerita of Fine Arts

Priscilla P. Soucek

John Langeloth Loeb Professor Emerita in the History of Art

Marvin Trachtenberg

Edith Kitzmiller Professor Emeritus of the History of Fine Arts

ASSOCIATE FACULTY

Dennis V. Geronimus

Professor of Art History; Department of Art History and the Institute of Fine Arts, NYU

John Hopkins

Associate Professor of Art History; Department of Art History and the Institute of Fine Arts, NYU

Pepe Karmel

Professor of Art History; Department of Art History and the Institute of Fine Arts, NYU

Dipti Khera

Associate Professor of Art History; Department of Art History and the Institute of Fine Arts, NYU

Carol Herselle Krinsky

Professor of Art History; Department of Art History and the Institute of Fine Arts, NYU

Meredith Martin

Associate Professor of Art History; Department of Art History and the Institute of Fine Arts, NYU

Michele Matteini

Associate Professor of East Asian Art, Architecture, and Visual Culture; Department of Art History and the Institute of Fine Arts, NYU

Prita Meier

Associate Professor of Art History; Department of Art History and the Institute of Fine Arts, NYU

Shelley Rice

Arts Professor; Tisch School of the Arts, Department of Art History and the Institute of Fine Arts, NYU

Kenneth E. Silver

Professor of Art History; Department of Art History and the Institute of Fine Arts, NYU

Kathryn A. Smith

Professor of Art History; Department of Art History and the Institute of Fine Arts, NYU

AFFILIATED FACULTY IN THE HISTORY OF ART & ARCHAEOLOGY

Miriam Basilio

Associate Professor; Department of Art History and Museum Studies, NYU

INSTITUTE FACULTY & INSTRUCTORS

Mosette Broderick

Clinical Professor of Art History; Department of Art History, NYU

Joan Breton Connelly

Professor of Classics, Department of Classics; NYU Director, NYU Yeronisos Island Excavations and Field School, Cyprus

Jordana Mendelson

Associate Professor; Department of Spanish and Portuguese, NYU

Ara H. Merjian

Professor of Italian Studies; Arts and Science, NYU

Jon Ritter

Clinical Professor of Art History; Department of Art History, NYU

Ann Macy Roth

Clinical Professor, Art History and Hebrew & Judaic Studies; Department of Art History, NYU

Lillian Tseng

Associate Professor of East Asian Art and Archaeology; Institute for the Study of the Ancient World, NYU

Deborah Willis

University Professor, Photography & Imaging and Social & Cultural Analysis; Tisch School of the Arts, NYU

Christopher Wood

Professor, German Department; Chair, Humanities Chairs; Faculty of Arts and Science, NYU

CONTRIBUTING FACULTY & COLLABORATING SCHOLARS

Michael Gallagher

Sherman Fairchild Conservator in Charge, Paintings Conservation, The Metropolitan Museum of Art

Mark McDonald

Curator, Italian, Spanish, Mexican, and early French prints and illustrated books, Department of Drawings and Prints, The Metropolitan Museum of Art

INSTITUTE OF FINE ARTS RESEARCH ASSOCIATES

Brian Castriota

Supervising Conservator, Sardis Excavations

Anna Serotta

Consulting Conservator, Excavations at Selinunte

Paul Stanwick

Research Affiliate in Egyptian Art

THE INSTITUTE OF FINE ARTS EXCAVATION FIELD DIRECTORS

Matthew Adams

Field Director, The Institute of Fine Arts - NYU Excavation at Abydos, Egypt

Kathryn Howley

Lila Acheson Wallace Assistant Professor of Ancient Egyptian Art; Field Director, Excavations at Sanam in Sudan

Clemente Marconi

James R. McCredie Professor in the History of Greek Art and Archaeology; University Professor; Project Director, IFA Excavations at Selinunte, Italy

Roland R. R. Smith

Lincoln Professor of Classical Archaeology, University of Oxford; Director, Excavations at Aphrodisias

Bonna D. Wescoat

Professor of Art History, Emory University; Director, Excavations in Samothrace

INSTITUTE FACULTY & INSTRUCTORS

ADJUNCT INSTRUCTORS IN LANGUAGES

Uwe Bergemann

Adjunct Instructor, Deutsches Haus, College of Arts and Science

Eileen Hsiang-ling Hsu

Adjunct Instructor in Classical Chinese, Institute of Fine Arts

Rosalia Pumo

Adjunct Instructor in Italian; Field Director, Selinunte, Institute of Fine Arts

Heidi Ziegler

Adjunct Instructor in French, Institute of Fine Arts

CONSERVATION FACULTY

Lisa Conte

Visiting Associate Professor of Paper Conservation

212-992-5859 (x25859)

lac464@nyu.edu

Dr. Matthew Hayes

Conservation Center Co-Chair; Assistant Professor of Paintings Conservation

212-992-5866 (x25866)

mah272@nyu.edu

Michele Marincola

Conservation Center Chair; Sherman Fairchild Distinguished Professor of Conservation; Conservation Consultant, Villa La Pietra

212-992-5849 (x25849)

mm71@nyu.edu

Dr. Glennis Rayermann

Visiting Assistant Professor of Conservation Science

212-992-5890 (x25890)

ger8750@nyu.edu

THE SAMUEL H. KRESS PROGRAM IN PAINTINGS CONSERVATION

Dianne Dwyer Modestini

Clinical Professor Emerita; Kress Program in Paintings Conservation

Dr. Matthew Hayes

Conservation Center Co-Chair; Assistant Professor of Paintings Conservation

212-992-5866 (x25866)

mah272@nyu.edu

Molly Hughes-Hallett

Associate Conservator for the Kress Collection

212-992-5866 (x25866)

meh9687@nyu.edu

JUDITH PRASKA DISTINGUISHED VISITING PROFESSORS IN CONSERVATION AND TECHNICAL STUDIES

Pamela Hatchfield

Judith Praska Distinguished Visiting Professor in Conservation & Technical Studies, fall 2023

TBD

Judith Praska Distinguished Visiting Professor in Conservation & Technical Studies, spring 2024

INSTITUTE FACULTY & INSTRUCTORS

CONTRIBUTING FACULTY IN THE CONSERVATION CENTER

SENIOR CONTRIBUTING SCHOLARS

Christine Frohnert

Director, Time-Based Media Program, The Conservation Center; Proprietor, Bek + Frohnert, LLC
christine.frohnert@nyu.edu

C. Richard Johnson, Jr.

Visiting Research Professor; Geoffrey S. M. Hedrick Senior Professor Emeritus of Engineering, Cornell University

Dr. Marco Leona

Research Professor; David H. Koch Scientist in Charge, Department of Scientific Research, The Metropolitan Museum of Art

Christopher McGlinchey

Project Director, Getty Conserving Canvas Lining Adhesive Research Project; Fine Art Conservation Science Consultant

Dianne Dwyer Modestini

Clinical Professor Emerita; Kress Program in Paintings Conservation

RESEARCH FELLOWS

Kristin Patterson

Getty Conserving Canvas Lining Adhesive Research Fellow (January 2023 – December 2024)

INSTITUTE LECTURERS FOR THE CONSERVATION PROGRAM

Samantha Alderson

Assistant Director, Science Conservation, American Museum of Natural History

Dr. Abed Haddad

Assistant Conservation Scientist, Museum of Modern Art

Alexis Hagadorn

Head of Conservation, Columbia University Libraries

Maria Fredericks

Sherman Fairchild Head of Conservation, Thaw Conservation Center, The Morgan Library & Museum

Christine Frohnert

Conservator of Contemporary Art, Modern Materials, and Media, Bek & Frohnert, LLC

Leslie Ransick Gat

Objects Conservator and Proprietor, Art Conservation Group

Lia Kramer

Freelance TBM Conservator, New York, NY

Kate Lewis

The Agnes Gund Chief Conservator, Museum of Modern Art

Peter Oleksik

Media Conservator, Museum of Modern Art

Kerith Koss Schragar

Head of Conservation, The National September 11 Memorial & Museum

Julia Sybalsky

Conservator, American Museum of Natural History

Steven Weintraub

Proprietor, Art Preservation Services

INSTITUTE FACULTY & INSTRUCTORS

ADDITIONAL CONSERVATION CONSULTANTS VILLA LA PIETRA

Rachel Danzing

Proprietor, Rachel Danzing Art Conservation

Pamela Hatchfield

Objects Conservator in private practice; formerly the Robert P. and Carol T. Henderson Head of Objects Conservation, Museum of Fine Arts, Boston

Jack Soutanian, Jr.

Conservator, Sherman Fairchild Center for Objects Conservation, The Metropolitan Museum of Art

Deborah Trupin

Textile Conservator in private practice; formerly Textile Conservator, NY State Bureau of Historic Sites

George Wheeler

Senior Scientist, Highbridge Materials Consulting, Pleasantville, NY

INSTITUTE FACULTY FIELDS OF STUDY

EAST ASIAN ART

Jonathan Hay
Michele Matteini
Hsueh-man Shen

AFRICAN ART & ARCHITECTURE

Erich J. Kessel
Prita Meier

ANCIENT ART & ARCHITECTURE

John Hopkins
Kathryn Howley
Clemente Marconi
Hsueh-man Shen
Katherine Welch

EARLY CHRISTIAN, BYZANTINE & WESTERN MEDIEVAL ART

Robert A. Maxwell
Thelma K. Thomas
Marvin Trachtenberg

ART OF THE MIDDLE EAST & SOUTH ASIA

Finbarr Barry Flood
Dipti Khera

RENAISSANCE ART

Alexander Nagel
Marvin Trachtenberg

SEVENTEENTH- & EIGHTEENTH-CENTURY ART

Thomas Crow
Matthew Hayes
Meredith Martin

NINETEENTH- & TWENTIETH CENTURY ART

Emmelyn Butterfield-Rosen
Alexandra Courtois de Viçose
Thomas Crow
Catherine Quan Damman
Robert Lubar
Meredith Martin
Christine Poggi

Robert Slifkin
Edward J. Sullivan

LATIN AMERICAN ART

Robert Lubar
Edward J. Sullivan

CONTEMPORARY ART

Thomas Crow
Prita Meier
Christine Poggi
Robert Slifkin
Edward J. Sullivan

ARCHITECTURE

John Hopkins
Clemente Marconi
Robert A. Maxwell
Prita Meier

ARCHAEOLOGY

Finbarr Barry Flood
John Hopkins
Kathryn Howley
Clemente Marconi
Hsueh-man Shen
Katherine Welch

CURATORIAL & MUSEUM STUDIES

Philippe de Montebello
Participating staff members of The Metropolitan Museum of Art

CONSERVATION OF WORKS OF ART & ARTIFACTS

Lisa Conte
Matthew Hayes
Michele Marincola
Dr. Glennis Rayermann

INSTITUTE STAFF DIRECTORY

DIRECTOR'S OFFICE

Rachel Greben

Human Resources and Administrative Services
Manager
212-992-5806 (x25806)
rlg258@nyu.edu

ACADEMIC OFFICE

Elizabeth Spock

Manager of Academic Programs
212-992-5914 (x25914)
els493@nyu.edu

Open

Academic Advisor
212-992-5867 (x25867)

Hope Spence

Academic Assistant
212-992-5815 (x25815)
hope.spence@nyu.edu

BUILDINGS OFFICE

Wilfred Manzo

Facilities Supervisor
212-992-5811 (x25811)
wm40@nyu.edu

Officer James Cook (evening shift)

Officer Darius Segure (weekends)

Officer Marina Mikhaylova (weekdays)

Duke House Security Desk

212-992-5808 (x25808)
Off Hours Security
212-992-2222 (x22222)

CONSERVATION CENTER

Daniel Biddle

Supervisor, Conservation Center Library
212-992-5854 (x25854)
dcb3@nyu.edu

Molly Hughes-Hallett

Samuel H. Kress Fellow in Paintings Conservation
212-992-5866 (x25866)
meh9687@nyu.edu

Myong Jin

Grants Administrator
212-992-5888 (x25888)
myc266@nyu.edu

Lauren Klein

Manager, Laboratories and Study Collection
212-992-5847 (x25847)
lek358@nyu.edu

Kevin Martin

Academic Advisor
212-992-5848 (x25848)
km88@nyu.edu

DEVELOPMENT & PUBLIC AFFAIRS

Sarah Higby

Director of Development and Public Affairs
212-992-5869 (x25869)
slh2086@nyu.edu

Denali Kemper

Development Officer for Annual Fund and
Alumni Relations
212-992-5837 (x25837)
denali.kemper@nyu.edu

Sofia Palumbo-Dawson

Manager of Public Programming and Special
Events
212-992-5812 (x25812)
spd299@nyu.edu

Joe Moffett

Development Associate (part-time)
212-992-5804 (x25804)
joseph.moffett@nyu.edu

DIGITAL MEDIA / COMPUTER SERVICES

Adam Ryder

Manager, Digital Media and Computer Services
212-992-5872 (x25872)
adam.ryder@nyu.edu

Joe Rosario

Computer Services Interim Manager
212-992-5884 (x25884)
joe.rosario@nyu.edu

George L. Cintron

Computer and Network Support Technician
212-992-5817 (x25817)
george.cintron@nyu.edu

Nita Lee Roberts

Photographer
212-992-5822 (x25822)
nitalee.roberts@nyu.edu

Fatima Tanglao

Circulation and Reference Assistant
212-992-5810 (x25810)
fatima.tanglao@nyu.edu

Jason Varone

Web and Electronic Media Manager
212-992-5881 (x25881)
jason.varone@nyu.edu

INSTITUTE STAFF DIRECTORY

FINANCE OFFICE

Jennifer Chung

Director of Budget and Planning, Chief of Staff

212-992-5818 (x25818)

jyc7@nyu.edu

Lisa McGhie

Financial Analyst

212-992-5895 (x25895)

lam1@nyu.edu

INSTITUTE OF FINE ARTS LIBRARY

Lori Salmon

Head, Institute of Fine Arts Library

212-992-5908 (x25908)

lori.salmon@nyu.edu

Daniel Biddle

Supervisor, Conservation Center Library

212-992-5854 (x25854)

dcb3@nyu.edu

Kimberly Hannah

Senior Collections Assistant

212-992-5828 (x25828)

kimberly.hannah@nyu.edu

Annalise Welte

Librarian for Research Services

212 992-5912 (x25912)

aow217@nyu.edu

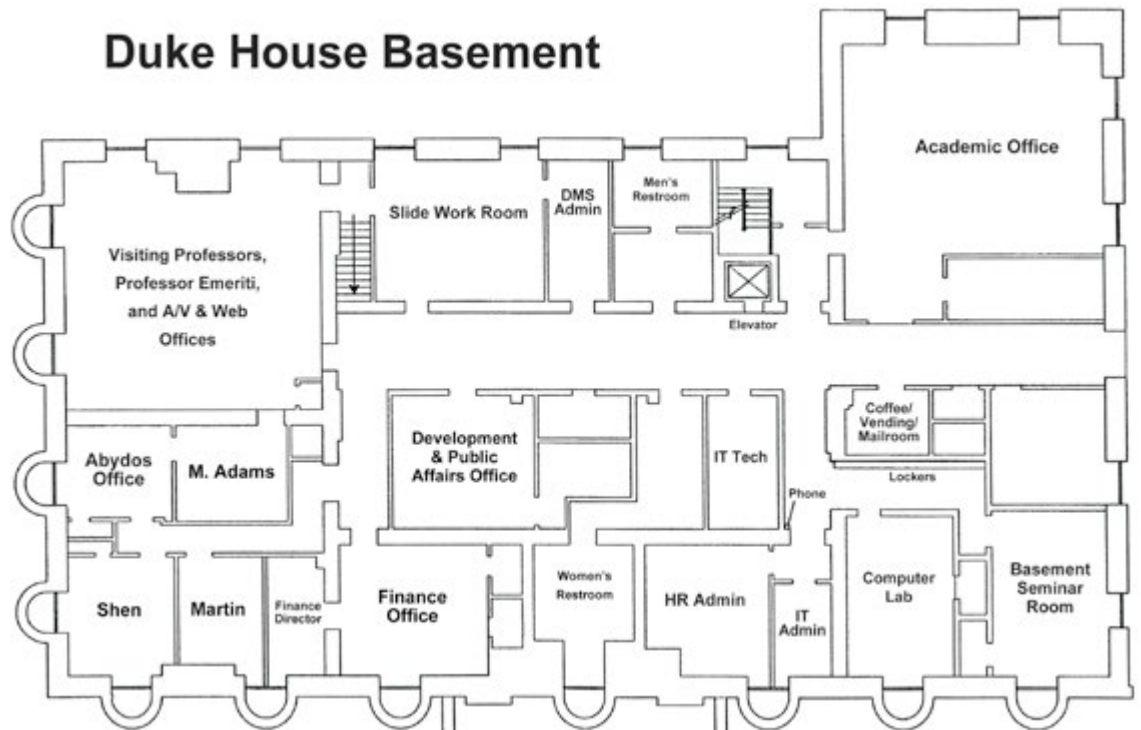
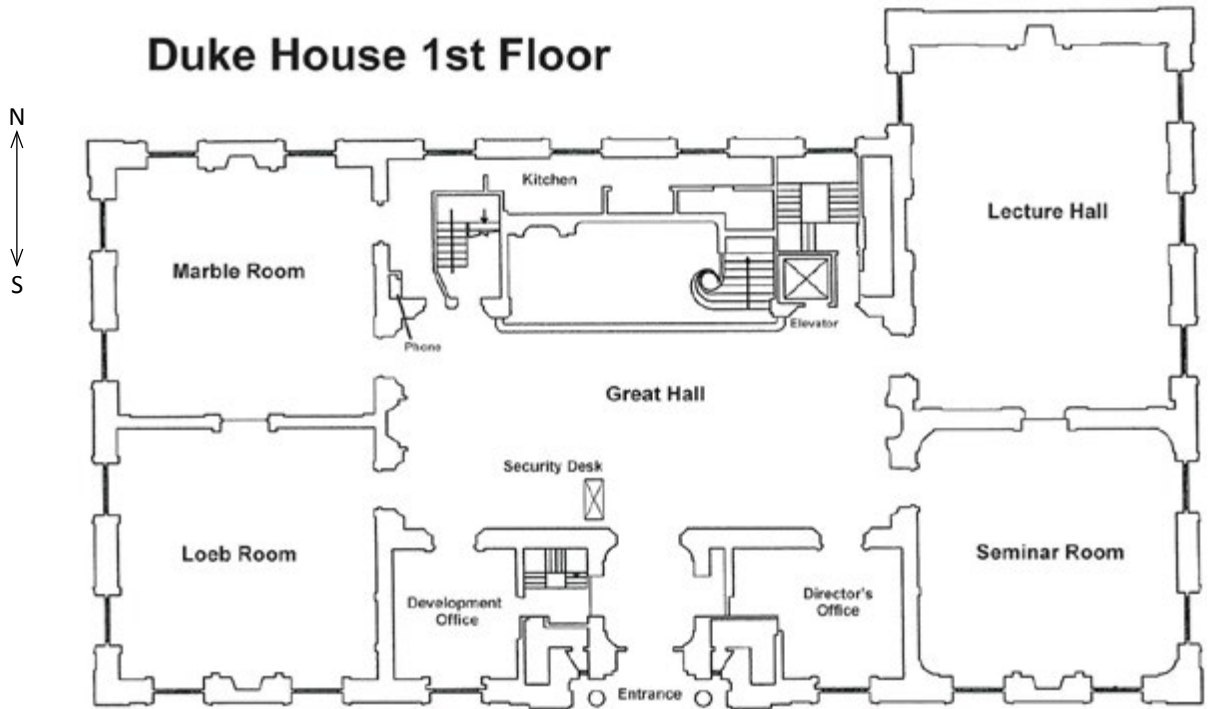
Grace Zuniga

Serials Receiving Assistant

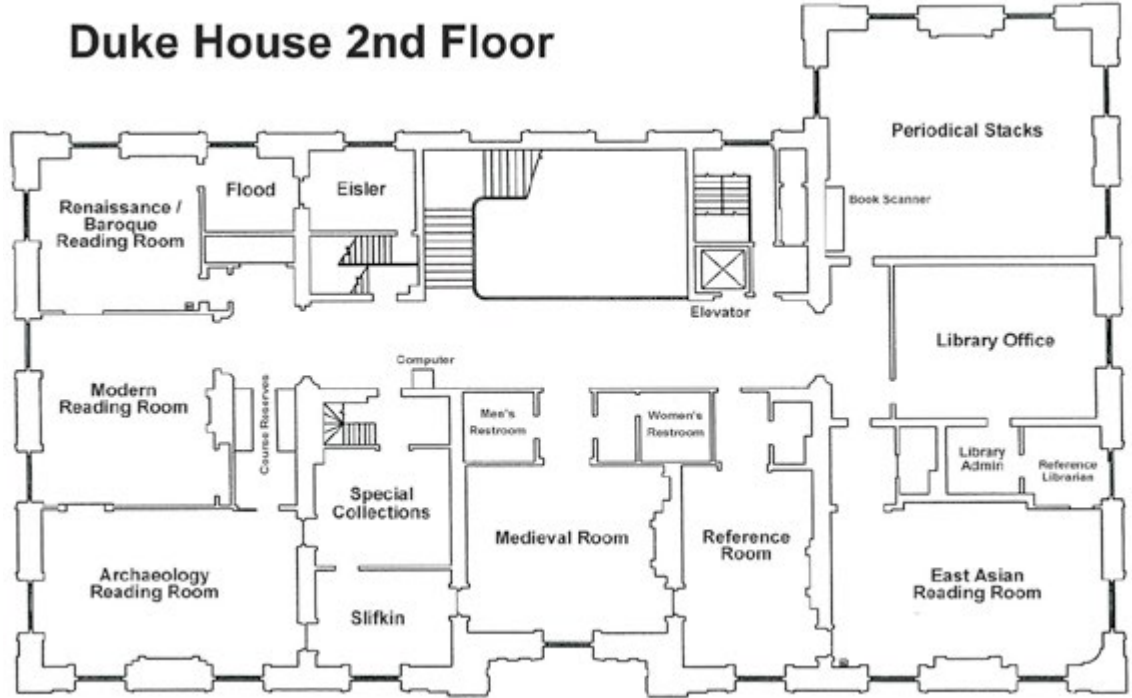
212-992-5827 (x25827)

gz2239@nyu.edu

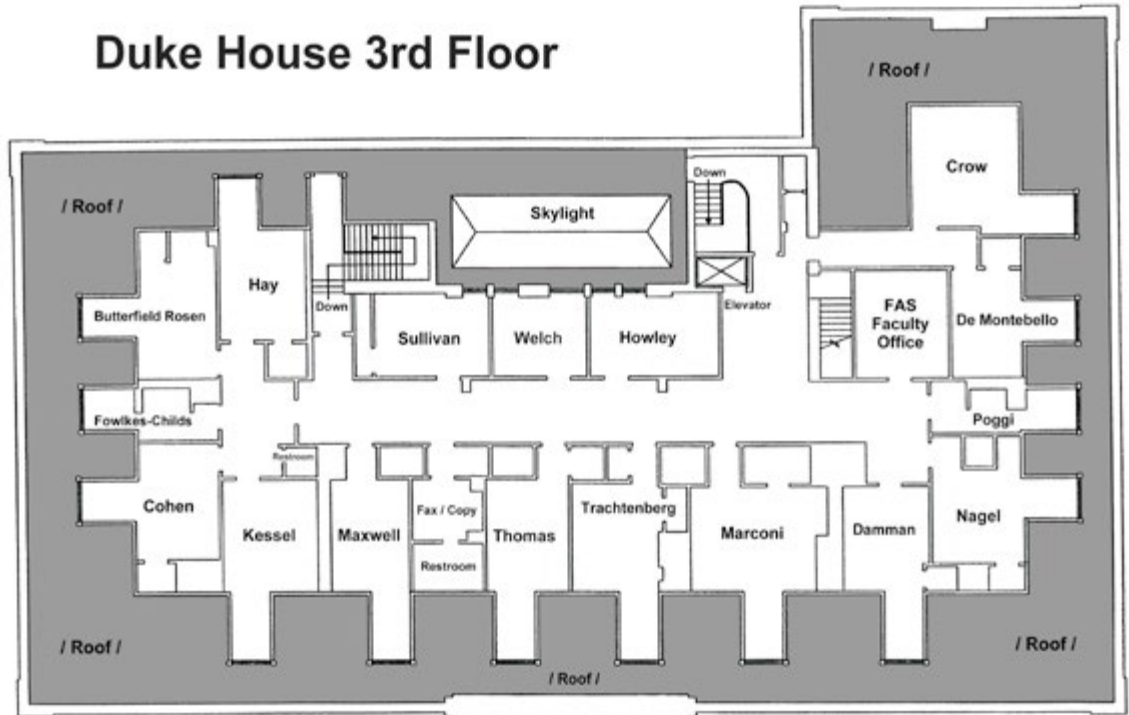
DUKE HOUSE BUILDING DIAGRAMS



Duke House 2nd Floor

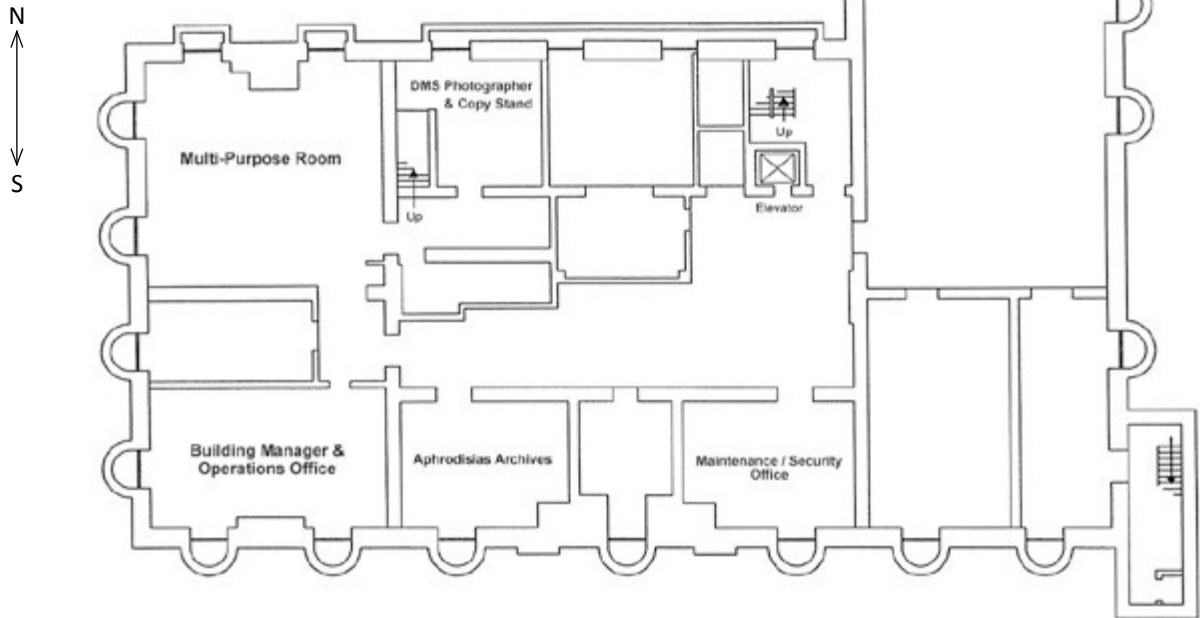


Duke House 3rd Floor

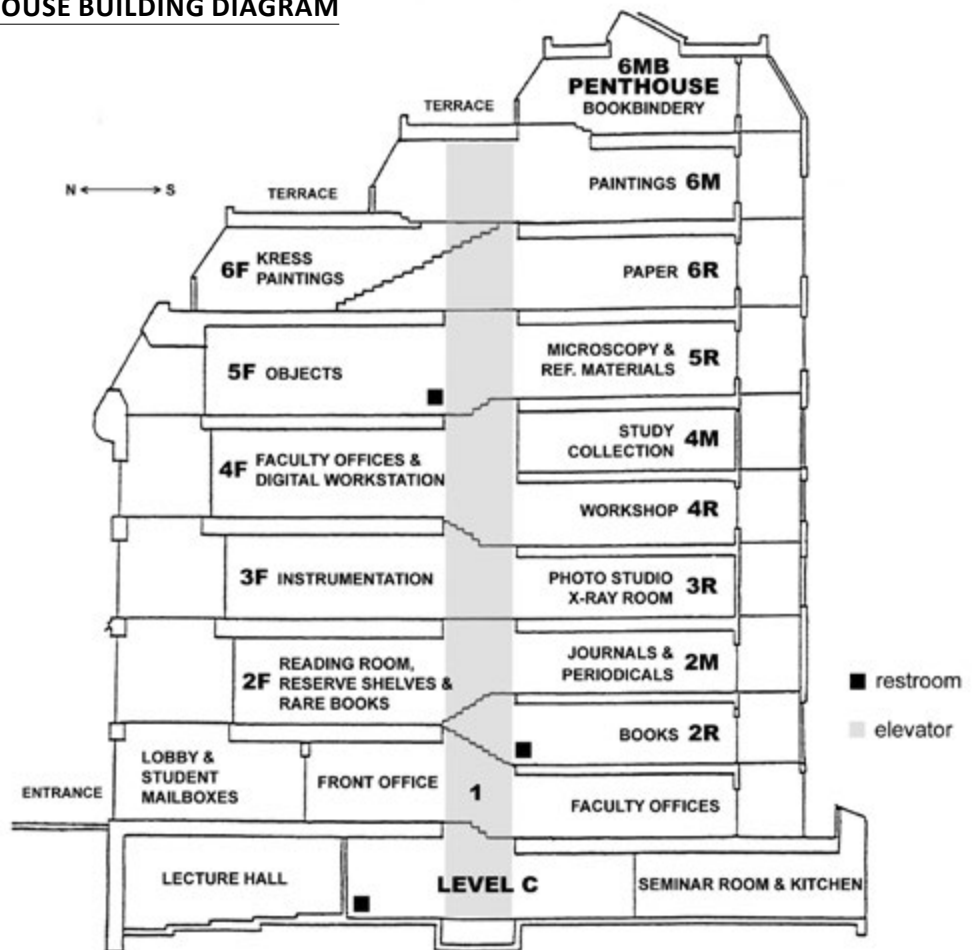


MAPS

Duke House Sub-Basement



CHAN HOUSE BUILDING DIAGRAM



BASIC RULES & GUIDELINES

GENERAL BUILDING ACCESS & HOURS

The Institute of Fine Arts (IFA) campus comprises two buildings: art history and archaeology in the James B. Duke House, and the conservation program in the Stephen Chan House, known as the Conservation Center (CC).

Students are expected to wear/display their IFA ID cards at *all* times in both Duke and Chan Houses. Safety is important to us and our security team and staff need to verify all visitors to the buildings.

Duke House Semester Hours:	Monday–Friday	8:00 AM–10:00 PM
	Weekends	10:00 AM–5:00 PM
Chan House Semester Hours:	Monday–Friday	8:00 AM–10:00 PM
	Weekends	10:00 AM–5:00 PM
Institute Summer Hours:	Monday–Friday	9:00 AM–9:00 PM
	Weekends	Closed

CONSERVATION CENTER ACCESS

The Conservation Center is a secure building, but one without a security guard. The building is only accessed by card swipe or key entry. Gain entry by holding your NYU ID up to the black box reader to the right of the front door. All conservation students will automatically have access to the Center. The Conservation Academic Advisor will request card activation for art history students registered in a Foundations II elective, allowing access during the current semester of enrollment. A request for activation takes at least one week to process.

All students, staff, faculty, and visitors must sign in and out of the Center in the log book on the guard’s desk in the front lobby each and every time they enter or exit the building. It is imperative to know who is in the building at all times in the event of both real emergencies and drills—this log book is used to account for all persons in the building. Failure to comply with this policy renders the log book meaningless and compromises safety for everyone.

During business hours, Conservation Center staff will screen all visitors. Make sure the front door shuts securely behind you at all times. NEVER allow anyone unknown to you to follow you into the building. If this occurs, ask them to check in with the front office staff and make sure they do so! Anyone claiming to be a contractor or authorized worker must be accompanied by NYU security or building staff. If they are not accompanied, ask them to go to the Duke House and then call the guard at x25808. After hours, never let anyone into the Center. All Institute students should use access cards to record their comings and goings for security purposes.

DO NOT BE AFRAID OF APPEARING UNFRIENDLY. Strangers in our midst pose threats to everyone and everything. Report suspicious activity to the staff, or call IFA Building Security after hours at x25808.

IMPORTANT! Access to Chan House outside of staffed hours (Monday-Friday, 9:00 AM to 5:00 PM) is allowed ONLY when there are at least two people in the building. Individuals may not come into the Center, or stay in it, without at least one classmate, staff, or faculty member present. On weekends, the Center remains fully locked until two students present themselves and sign in with the Duke House security officer. Meaning, if one person shows up early, they will need to wait for a second person before the Security Guard unlocks the Center’s front door. This rule is for your own safety, and it will be enforced. Please coordinate schedules accordingly.

VISITORS

Students are not permitted to bring guests into Duke or Chan House without adequate prior permission. Alert all staff members with the proposed date and time of any visits well in advance. At the Center, ensure that they sign in and out on the visitor log sheet.

FIRE SAFETY & EMERGENCIES

IN THE EVENT OF A FIRE:

- Call 911 and/or pull the nearest alarm
- Call NYU Public Safety (Duke House Security Guard) at x25808
- Do not attempt to extinguish the fire

BASIC RULES & GUIDELINES

- If you hear the fire alarm, do not delay in leaving the building
- Stay calm and make your way out of the building using unblocked stairwells
- Walk—do not run; stay low if there is smoke
- Do not use the elevator
- Do not turn back for belongings

If the fire alarm sounds, do not assume it is a drill. Leave the buildings immediately and assemble at least two doors away on the sidewalk to ensure all occupants have evacuated. The Institute has staff members designated as Fire Wardens. Listen to their instructions!

In the event of a medical emergency or injury:

- Call 911 and state the location of the individual and the nature of the emergency
- Alert staff, who will report to other divisions of the Institute and/or University, as needed
- Stay with the injured individual until help arrives

If ANY type of emergency occurs after regular office hours, you must inform the Institute guard at the Security Desk immediately (x25808).

Don't hesitate to report any unusual occurrences (odors, flickering lights, etc.) to the staff, or after hours to the Security Desk at x25808, as these could be early indicators of an electrical, chemical, or other type of emergency.

NOTE: Basic first-aid kits are located in most laboratories and on every floor of the Conservation Center. Basic first-aids kits and defibrillators are located at the security desk in Duke House.

SMOKING POLICY

NYU enforces a smoke-free campus policy. Smoking inside the Duke or Chan Houses, or on or near the front entrances, is strictly prohibited.

PHONES

When using the public phones at the Institute, you must first dial "9" and then "1" followed by the area code and number, even for local calls. For staff and faculty who have their offices at NYU, only their five-digit extension (x#####) needs to be dialed.

There are courtesy phones in the basement level of the Duke and Chan Houses for free local calls. The Duke and Chan Houses are cell phone-free buildings. Please keep your phone on silent. Should you need to use your cell phone, the kitchen in the Duke House is a designated cell phone area, or take the conversation outside the building. Conversations travel and disrupt others in the buildings.

For safety reasons, cell phone use in any capacity—texting or otherwise—is not permitted in any of the conservation labs in Chan House.

MAIL

Faculty and staff mailboxes are located in the mailroom on the basement level of Duke House. Student mail, messages, and packages are left in alphabetical mailboxes in the Duke House mailroom. Conservation faculty and staff mailboxes are located above the white supply cabinet on the first floor in Chan House, while conservation students have mailboxes located in the entry lobby of Chan House.

DO NOT use the Institute or Conservation Center as your personal mailing address. Only academic-related or professional membership materials may be sent to the Institute. Packages may be delivered to the Institute but avoid having them sent over the summer months. Make sure to arrange for prompt pick up of all materials. Remember to have your mail forwarded prior to leaving for fourth-year conservation Internships, and particularly before graduating.

NOTE: Unclaimed mail will be discarded at the end of the Fall and Spring Semesters.

LOCKERS

Art history students' lockers are located in the basement level of Duke House. Conservation students have lockers on the C-Level of Chan House; locks are not provided. Conservation lockers are assigned to students for their first three years only. At the end of the third year (spring semester), lockers need to be

BASIC RULES & GUIDELINES

cleared out to make room for incoming students. If you are interested in having locker space assigned to you, email Hope Spence in the Academic Office for art history lockers and Lauren Klein in Chan House for conservation lockers. The Institute reserves the right to discard any unclaimed items after a student leaves for their fourth-year conservation Internship, or after a student graduates.

FOOD/KITCHEN

Refrigerators and cabinet space are available for student use in the Duke and Chan House kitchens. Students may eat in the Marble Room of Duke House. Keeping the kitchens clean is the responsibility of everyone who uses them. Students are responsible for cleaning their own dishes, emptying them from the drying rack, keeping cabinets neat and tidy, keeping the microwaves clean, and cleaning the refrigerator of any unused food. All refrigerators are emptied on a regular basis and students will be sent ample warning via notifications through email. Anything that is not labeled will be discarded. Mark food with your name and date to avoid having it thrown away. As always, if it is not yours, don't eat it!

Students wishing to eat or bring food into the Conservation Center must do so only in the following designated areas: C-Level (including Kitchen/Seminar Room and Lecture Hall), first floor, and 4F. Absolutely, positively NO food or drink is allowed in the remaining areas of Chan House. **NO food or drink is permitted in laboratories or stairwells, including 6MB (Penthouse).**

NOTE: Any food wrappers or drink containers found in laboratory wastebaskets during official external inspections can result in Violation Orders to the Center and/or extremely high fines to New York University.

WIRELESS INTERNET ACCESS

All NYU students can log onto NYU's wireless network for free. In order to prepare your laptop or other device for use, make sure your software and operating system are current and up-to-date. Visit <https://www.nyu.edu/life/information-technology/getting-started/network-and-connectivity/wireless-nyuroam.html> for detailed instructions on configuring your device for wireless access.

PRIVACY OF RECORDS & OFFICES

NYU has a legal responsibility to maintain the privacy of student records. Students may not sit at or open faculty or staff member's desks, browse office files, use faculty or staff telephones, or look at papers or mail in the offices.

LISTSERVS, EVENTS, NOTICES, ETC.

Various items of academic importance, events, and deadlines will be announced via email. Other notices of interest (lectures, summer opportunities, etc.) are posted on the bulletin boards in the basement level of Chan House, and on the bulletin board outside the Institute's Academic Office.

IFA-NOTICE LISTSERV

As a student at the Institute, you will automatically be subscribed to this listserv, which serves only members of the Institute community, including students, faculty, staff, etc. Please ensure the listserv's alias (IFA-Notice@nyu.edu) does not send to your spam folder. This alias will alert you to building closures, holidays, and other major events that may alter either the Duke House or the Chan House's operations.

IFA ACADEMIC OFFICE

As a student at the Institute, you will automatically be subscribed to this listserv, which is reserved solely for active students. Please ensure the listserv's alias (ifa-academic-office-group@nyu.edu) does not send to your spam folder. This alias will alert you to curricular changes, course interviews, faculty office hours, grants, fellowships, job opportunities, and other items of professional or academic importance.

IFA-GSA LISTSERV

Throughout the year, the IFA GSA will be in touch with students to bring to your attention various events, meetings, surveys, and other items. They will do so through the IFAGSA@nyu.edu email alias.

BASIC RULES & GUIDELINES

Please ensure that this account does not go to your spam folder. As an incoming student, you will be automatically added as a “member” of the Google Group to which the account sends. If you find that you are not receiving the GSA’s notifications, please email ifa.program@nyu.edu to let the Academic Office know.

CONNOISSEURS CIRCLE PATRON GROUP

An important fundraising program at the Institute is the Connoisseurs Circle patron group. The Circle was established over a decade ago and boasts about sixty members. Membership entails a contribution to the Institute, which is used to fund doctoral fellowships and student activities. In thanks for their gift, members receive an array of benefits including the privilege of auditing lecture courses as well as select colloquia and seminars.

You will often see these auditors in your classes. Thank you in advance for sharing your classroom with these important members of the Institute community. If a member asks you an occasional course-related question that is easy for you to answer, please feel free to help them. However, in general, all questions and concerns from the Connoisseurs Circle should be directed to the Development Office.

In addition to this handbook, all graduate students are urged to familiarize themselves with the GSAS Policies and Procedures manual, which can be found on the GSAS website here: <http://gsas.nyu.edu/about-gsas/policies-and-procedures/policies-and-procedures-manual-and-forms.html>.

GENERAL ACADEMIC POLICIES

GRADING

The recommendations below have been approved by the Institute faculty for assigning grades in lectures, seminars, colloquia, treatment courses, and individualized instruction classes.

- A+** The student's work was exceptional. This rare in-house grade will be noted in the student's file but **will not** appear on the NYU transcript.
- A** The student's work was of excellent graduate level.
- A-** The student's work was of fine graduate level, but should improve in some aspects.
- B+** The student showed capability for good graduate level work but needs improvement.
- B** The student met course requirements.
- B-** The student did not meet course requirements and may be subject to academic probation.

The highest mark that is permissible by the University is an "A". Please note that a grade of "A+", which appears as an "A" on NYU transcripts, is recorded as an "A+" for internal review at the Institute and is an extremely rare and exceptional grade. If an instructor believes that a student has completed work with extraordinary ability, they are encouraged to also write a note for his or her file to that effect. This kind of information is particularly helpful for writing letters of recommendation and fellowship decisions. It should be stressed that grading is left to the judgment of the individual instructor, and if he/she believes that a student merits a grade lower than a "B", they are free to assign one.

INCOMPLETES

An incomplete grade, "I", reverts to an "F" one year after the beginning of the semester in which the course was taken, unless an extension of the incomplete grade has been approved by the Office of Academic and Student Affairs. At the request of the Director of Graduate Studies, or the Conservation Center Chair, and with the approval of the course instructor, The Office of Academic and Student Affairs will review requests for an extension of an incomplete grade.

A request for an extension of an incomplete must be submitted before the end of one year from the beginning of the semester in which the course was taken. An extension of an incomplete grade may be requested for a period of up to, but not exceeding, one year. Only one, one-year extension of an incomplete may be granted.

If a student is approved for a leave of absence, any time the student spends on that leave of absence will not count towards the time allowed for completion of the coursework.

The Conservation program aims to eliminate Incompletes from its grading policy. Written assignments and treatments, even if incomplete, will be graded at the end of the semester. If a treatment(s) requires more than one semester, or fifteen weeks, to complete, the instructor reserves the right to submit a change of grade upon completion.

MAINTAINING GOOD ACADEMIC STANDING & PROGRESS TOWARDS DEGREE

The GSAS requires that students maintain a GPA of 3.0 or higher and to have completed 66% of points attempted at any time, excluding current coursework. Courses with grades of "I", "W", and "F" are not considered successfully completed. Students also must progress within "time to degree" limits. Students in a master's degree program must complete their degree within five calendar years of their first enrollment date. Students in a Ph.D. program must complete their degree within ten calendar years of their first date of enrollment unless 24 or more credits are transferred towards the degree. If 24 or more credits are transferred towards the degree, Ph.D. students must complete their degree within seven calendar years. Students in a Ph.D. program must also achieve doctoral candidacy within four years of initial enrollment. Candidacy is reached when the student earns the Master of Philosophy, M.Phil., degree, indicating that all requirements for the Ph.D. have been met other than the dissertation (meaning that all 72 credits of coursework, major examination, and dissertation proposal have been completed).

These GSAS standards are minimal requirements for "good standing"; departments may impose additional requirements and/or set stricter standards. More detailed information can be found under each program's section or in the GSAS Policies and Procedures Manual, section 5.

GENERAL ACADEMIC POLICIES

ACADEMIC PROBATION & TERMINATION

If a student's academic performance falls below the GSAS standard for "good standing" and/or the additional requirements for "good standing" stated above the student will be placed on academic probation by the Department. For conservation students, more information can be found under [Maintaining Good Academic Standing & Progress Towards Degree on page 56](#).

Students on academic probation who do not satisfy the stated terms of probation may be formally terminated from the graduate program by the Department or the Assistant Dean for Academic and Student Affairs. Additionally, the Department or the Assistant Dean for Academic and Student Affairs may terminate a student at any time for failing to meet stated program requirements that were in effect at the time of the student's admission. For more information on academic probation and appeal, visit <http://gsas.nyu.edu/about-gsas/policies-and-procedures/policies-and-procedures-manual-and-forms.html>.

PLAGIARISM

Plagiarism is using the ideas, data, or language of another without specific or proper acknowledgment. If you present someone's words, thoughts, or data as your own, you are committing plagiarism. The location of the information is irrelevant: when it comes to plagiarism, information from the Internet is equivalent to information from a physical book or journal. To avoid plagiarism you must cite your source every time you:

- Use an author's exact written or spoken words. In this case, you must also identify the words by enclosing them with quotation marks or indenting the quote on both sides of the margin.
- Paraphrase someone's written or spoken words.
- Use facts provided by someone else that are not common knowledge.
- Make significant use of someone's ideas or theories.

If you have doubts about any of the above points, or are wondering about related points, err on the side of caution: cite your source. It is also plagiarism to pay a person or Internet service for a paper, or hand in someone else's paper as your own.

CHEATING

Cheating is deceiving a faculty member or other individual who assess student performance into believing that one's mastery of a subject or discipline is greater than it is by a range of dishonest methods, including but not limited to:

- Bringing or accessing unauthorized materials during an examination (e.g., notes, books, or other information accessed via cell phones, computers, other technology or any other means)
- Providing assistance to acts of academic misconduct/dishonesty (e.g., sharing copies of exams via cell phones, computers, other technology or any other means, allowing others to copy answers on an exam)
- Submitting the same or substantially similar work in multiple courses, either in the same semester or in a different semester, without the express approval of all instructors
- Submitting work (papers, homework assignments, computer programs, experimental results, artwork, etc.) that was created by another, substantially or in whole, as one's own
- Submitting answers that were obtained from the work of another person or providing answers or assistance to others during an exam when not explicitly permitted by the instructor
- Submitting evaluations of group members' work for an assigned group project which misrepresent the work that was performed by another group member
- Altering or forging academic documents, including but not limited to admissions materials, academic records, grade reports, add/drop forms, course registration forms, etc.

DEFINITION OF COURSES

FOUNDATIONS I, PRACTICES OF ART HISTORY: Artworks have often generated multiple—and conflicting—interpretations and a large and varied body of criticism. This course presents topics in historical interpretation, critical theory, art historical method, and historiography through a combination of lecture and seminar experiences. Through lectures by the class coordinator, an Institute professor, and presentations by other members of the Institute faculty and external experts, students will be exposed to these topics in

GENERAL ACADEMIC POLICIES

a way that conveys their complexity and richness. Student-led discussion sessions will explore the issues that have been raised, and through this course the students will be provided with the essential materials they need to further their own process of discovery and intellectual development.

FOUNDATIONS II, MATERIALS AND TECHNIQUES: Foundations II courses present the material dimension of art history. These courses introduce the technical and material aspects of art objects through direct observation. Topics in technical art history, where close looking reveals new information regarding authorship, the history of artists' materials, or studio practice, as well as the impact of the environment on the condition of art objects, are explored in seminar or colloquium format. Each course focuses on a specific area within art history or archaeology and is designed to better equip the student to observe objects accurately and understand more fully their material history and present condition. Foundations II courses will vary each semester.

DIRECTED RESEARCH TOWARDS THE M.A. THESIS: In consultation with their Faculty Advisor, the student will propose, conduct research, and write a scholarly M.A. Thesis on a specific topic within art history or archaeology. The thesis will follow the outline proposed and approved in the previous semester. The student will gain experience with graduate-level research and the writing of a paper of publishable quality (9,000-word limit).

PROSEMINAR: The purpose of the Proseminar is to introduce students in the doctoral program to advanced research methods in the history of art. It is a dedicated course for the entering Ph.D. students that will serve to consolidate the cohort. It is taken during the first semester and is taught by a rotation of the Institute faculty. Emphasis is placed on the specific practices of art-historical analysis in relation to visual and textual interpretation. The contents of the seminar vary each year according to the research interests of the chosen instructor. The class is structured around specific problems in the history of art rather than broad conceptual paradigms, with an emphasis on historical interpretation.

COLLOQUIUM: A colloquium provides an analysis or overview of the state of the literature on a given art historical topic or problem, with extensive reading, discussion, and presentations. There may be a final paper. It is possible to make a colloquium count as a seminar. Usually this involves writing a longer paper or doing other additional work. Make sure this is clearly agreed upon with the professor before registering for the class. Please notify the Academic Office of this arrangement.

SEMINAR: A seminar is a focused, advanced course that explores a topic in depth and requires substantial original research from the student. Seminars are often based on exhibitions or collections in the New York area. Students are expected to produce at least one substantial paper. Students must take at least one colloquium or seminar in their first year, which will produce at least one paper. This paper will be assessed by the professor for ability to research and write scholarly English and must receive a grade of "A-" or better for the student to remain in good academic standing.

LECTURE: Lecture courses explore topics or periods, giving overviews of major issues as well as detailed analysis of specific problems and works of art. Students are responsible for assigned and recommended reading, and may produce short papers and/or take an exam. Typically, no interviews are necessary for admittance.

INTERVIEWS FOR SEMINARS & COLLOQUIA

One-on-one interviews are normally scheduled for all art history faculty teaching seminar courses and for conservation faculty teaching Foundations II courses. Interviews usually take place in the Academic Office, conservation or art history faculty offices, or over the phone.

Professors typically want to know about your areas of interest, any previous experience with the topic, and your educational background. A well-prepared interviewee will also be able to discuss where their area of research interest would be within the course topic.

LETTERS OF RECOMMENDATION

The faculty is pleased to write letters of recommendation given adequate notice and some sense of the project for which you are seeking support. The following guidelines are suggested:

- At least two weeks minimum before the recommendation is due, notify the faculty member of the agency or individual to whom the letter/form is to be addressed. Art history students should

GENERAL ACADEMIC POLICIES

copy the Academic Advisor on all requests for letters of recommendation, and conservation students should copy the Conservation Academic Advisor.

- Provide a brief description of the project for which you are seeking support. This can be accomplished in a short note or, better, by personal conversation.

NOTE: Failure to adhere to the minimum two-week notification may result in missed deadlines.

COURSES OUTSIDE THE INSTITUTE

Students may enroll in courses outside of the Institute through participating programs as part of their regular degree requirements. Course offerings at the Bard Graduate Center, and at other departments in NYU's Graduate School of Arts and Science, or other graduate-level coursework at NYU (ISAW, Tisch, etc.) are available to master's students. The Academic Office will periodically send out notices for courses in these programs. The Academic Office or Conservation Academic Advisor can answer any questions about enrolling in a course outside of the Institute. (See the [Courses Outside the Institute on page 51](#) for more information specific to the doctoral program)

APPLYING FOR GRADUATION

It is the student's responsibility to apply for graduation and it is recommended that students apply for graduation no later than the beginning of the semester in which all program requirements are expected to be completed. For conservation students, this means the fall semester of your fourth year. Waiting to receive end of term comprehensive exams, thesis or final project results before applying for graduation may result in a delay in graduation. Refer to the specific deadlines for the completion of requirements for each graduation available on NYU's Graduation webpage at <https://www.nyu.edu/students/student-information-and-resources/registration-records-and-graduation/graduation-and-diplomas/graduation-information.html>.

NOTE: Graduating students may receive automated monthly emails from NYU implying that requirements have not been met. Most likely, the Registrar's Office does not have the most up-to-date information. If you have not completed a requirement, we will be sure to let you know.

PRACTICAL TRAINING & GLOBAL OPPORTUNITIES

Students at the Institute have a number of opportunities for practical training, studying works of art, and academic research both domestically and internationally, primarily during the summer, spring break, and semester intersessions. Students have opportunities to participate in our archaeological sites, as well as to see artworks in-person thanks to the White-Levy Travel Grant. The conservation program facilitates the design of a variety of advanced research and treatment projects for students at Villa La Pietra, NYU's campus in Florence, Italy.

WHITE-LEVY TRAVEL GRANTS

The Shelby White and Leon Levy Travel Grant was founded in 1985 on the principle that seeing works of art in the original—rather than studying reproductions in books and slides—is essential to the professional development of art historians and archaeologists. Students matriculated into the M.A. in the History of Art & Archaeology program are eligible to apply for a summer travel grant at the end of their first year of study. The terms of the grant's use are broad: each student creates his or her own itinerary to travel anywhere in the U.S. or abroad with the primary purpose of seeing works of art and architecture of scholarly and aesthetic interest that he or she has not seen before. A research objective is not required, but the student must be able to articulate the personal significance of the sites they plan to see.

Students in the M.A. program, who obtain a grade point average of 3.5 in their first year, are eligible to receive a travel grant. A written application is required. Applications for Summer White-Levy Travel Grants are the first week of April. The Academic Office will notify students about their acceptance by early May. Receipt of the grant is conditional on academic eligibility and other terms of the award. White-Levy Travel must occur between May and end of August. Students may not defer their travel. Each recipient of this grant must submit a report as well as high-resolution images to the Academic Office upon the completion of their travel.

NOTE: Under U.S. IRS regulations, NYU is not required to report scholarship, stipend, grant, or fellowship awards as income, except for foreign students. It is the student's responsibility to determine whether some, or all, of any scholarship, stipend, grant, or fellowship award is taxable.

ARCHAEOLOGICAL EXCAVATIONS

For over 35 years, students have spent their summers working at Institute-sponsored excavations, including Aphrodisias in Turkey, the Sanctuary of the Great Gods on Samothrace in Greece, Selinunte in Sicily, and most recently Sanam in Sudan. Our sites in Abydos, Egypt and Sanam are active in winter/early spring. Conservation students interested in Abydos or Sanam must discuss this with their primary advisor and the Chair. NYU conservation students also serve as part of the conservation team at the Harvard and Cornell University-sponsored excavation at Sardis in Turkey (a two-summer commitment). Students also have the option to join outside-funded excavations directed by other universities in their field of study.

General information sessions are held in the fall for all excavation projects and opportunities. Students must apply directly to the field director for consideration. Conservation students should talk to the Chair and their primary advisor of their plans to apply to a dig.

Full-time M.A. students who wish to participate in an Institute excavation during the summer of their second year will receive a September instead of a May degree. All other requirements for the M.A. degree, including submission and final approval of the Thesis, must be fulfilled by May of the graduation year. M.A. students on a part-time (three year) track applying in their third year are bound by the same rules.

ARCHAEOLOGICAL FIELD SCHOOL

In advance of the summer field season, the conservation program holds a multi-day workshop at the end of the academic year required of all first-time conservation excavation participants. Emphasis is on the application of sound conservation methodology under less-than-ideal conditions. Topics of discussion focus on technical, ethical, and practical issues students will likely face in archaeological fieldwork. This workshop is also open to students from the Institute's art history and archaeology programs, as well as other graduate-level art conservation programs.

VILLA LA PIETRA

Located at NYU's campus in Florence, Italy, Villa La Pietra (VLP) houses an extensive and relatively undisturbed collection of paintings, textiles, sculpture, furniture, and porcelains. Because the Villa's collection

PRACTICAL TRAINING & GLOBAL OPPORTUNITIES

is so vast and comprises a wide variety of materials and periods, there are literally endless possibilities for conservation and art history education and training. Conservation faculty and Villa consultants, along with Villa conservators, are responsible for the care of the collection. Conservation students accompany the conservators to assist in the treatment of artifacts, to survey segments of the collection, and to provide on-going maintenance of the estate.

Villa projects are announced late in the fall and early in the spring semesters. Conservation students must apply to the project supervisor, with final selection made by the Chair and supervisor. Students are given a stipend before departure for meals and incidental expenses and are reimbursed for flight and accommodations according to official NYU Global-VLP Policy.

PROFESSIONAL DEVELOPMENT & CONFERENCE PARTICIPATION

The Institute of Fine Arts encourages its students to seek out and join professional organizations in the areas of art history, archaeology, and conservation. Faculty at the Institute are members of the College Art Association (CAA), the Society of Architectural Historians (SAH), the Association of Art Historians (AAH), the Archaeological Institute of America (AIA), The American Institute for the Conservation of Historic and Artistic Works (AIC), and many others. (See [Conference Funding on page 65](#) for more details about abstract submission and conference funding available to conservation students)

GSAS DEAN'S CONFERENCE FUND PROGRAM

The Dean of the Graduate School of Arts and Science (GSAS) provides funds to graduate students in the humanities, social sciences and sciences for travel to professional meetings and conferences to present invited papers or posters. This program provides a total of 225 awards each year, in the amount of \$500 each, to help students defray the cost of presenting their scholarly work. The grant may be used for travel, lodging, and related expenses. Applications should be submitted well in advance, even if your presentation has not yet been accepted. Details can be found here: <http://gsas.nyu.edu/financial-support/fellowships/dean-student-travel-grant-program.html>.

CURRICULAR PRACTICAL TRAINING (CPT) FOR INTERNATIONAL STUDENTS

NYU Office of Global Services (OGS) will now authorize CPT for graduate students who want to engage in internship activity that is necessary for their thesis or dissertation research. The experience and/or data from the CPT internship must be directly and clearly used in the student's dissertation or thesis work. To request this type of CPT authorization, an official letter from the internship supervisor must be provided to the Institute Academic Advisor and Director of Graduate Studies at least 6 weeks prior to the start date. This letter must provide in detail the research and work required during the duration of the CPT/internship. If the CPT/internship experience or its data will not directly and clearly be used or be beneficial to the student's dissertation or thesis work, the CPT request will be denied. If approved, the Academic Advisor and DGS will submit an official letter of approval to OGS. To request CPT, students must be actively working on their thesis or dissertation project.

CPT is typically done on a part-time basis (up to 20 hours a week) during the school year or on a full-time basis during the summer semester. Please note, if you work over 12 months of full-time CPT, you will forfeit all future Optional Practical Training (OPT). For clarification on these procedures, please contact OGS directly: 212-998-4720

NYU TRAVELER

Students traveling abroad on NYU-related business are required to report their travel plans to the University via NYU Traveler. The NYU Traveler website may be used to book domestic or international travel through the Egencia travel agency. NYU Traveler can also be used to track travel booked both through Egencia and other channels. To access NYU Traveler, go to <https://www.nyu.edu/life/travel-and-transportation/nyu-traveler.html> and sign on using your NYU NetID and password. The NYU Traveler site is connected to Worldcue, a travel safety service that will automatically alert you to events and conditions in your destination that may have an impact on your safety and well-being and that will let the University respond rapidly with assistance in the event of an emergency.

In case you need proof of your NYU Health Insurance coverage:

- Contact NYU Student Health Insurance Services at health.insurance@nyu.edu, or 212-443-1020

PRACTICAL TRAINING & GLOBAL OPPORTUNITIES

to get a blank Confirmation of Coverage form for students traveling abroad for the relevant period and a reference number for the request. Getting the reference number starts the process. Neither the website for NYU Student Health Center (SHC) nor that of Consolidated Health Plans (CHP) NYU indicate that the Confirmation of Coverage form exists, that it is obtained from the NYU SHC, and that CHP NYU has to receive this form before they can issue the letter. Instead, <https://www.nyu.edu/students/health-and-wellness.html> merely says that CHP NYU “can assist students with confirmation of coverage letters.”

- Send the completed Confirmation of Coverage form back to NYU Student Health Insurance Services at health.insurance@nyu.edu, or fax: 212-443-1011.
- NYU Student Health Insurance Services will sign and fax the completed Confirmation of Coverage form to CHP NYU.
- Call NYU Student Health Insurance Services to confirm that the form has been faxed.
- Call CHP NYU to confirm that the form has been received at 877-373-1170. Their email is nyu@consolidatedhealthplan.com but they will not respond to the email before receiving the Confirmation of Coverage form from NYU Student Health Insurance Services, not even to give the critical information that said form exists and is absolutely necessary.
- If a scan of the proof of insurance coverage letter is not received via email within 48 hours of receipt of the form, call CHP NYU again.
- A hard copy of the letter should arrive via postal mail within 5-7 business days of receipt of the scan of the letter. CHP NYU is not actually signing the letters with a pen anymore—the signature is just a fancy italic font, so a color printout of the scan should work just as well for visa appointment purposes.

The process can be completed in one week, but it is better to initiate the request at least two weeks before a visa appointment.

FACILITIES & SERVICES

The Institute of Fine Arts' Library comprises two research collections: the Stephen Chan Library of Fine Arts and the Conservation Center Library. The Stephen Chan Library of Fine Arts is located on the second and third floors of the James B. Duke House. A circulating collection, the Stephen Chan Library of Fine Arts supports the research and curricular needs of the Institute of Fine Arts' art history and archaeology graduate programs. The Conservation Center Library is located on the second floor of the Stephen Chan House. As a noncirculating collection, the Conservation Center Library supports the research and curricular needs of the conservation graduate program.

These libraries maintain more than 200,000 volumes, 485 periodicals, and rare book collections. Furthermore, the Conservation Center Library maintains a video collection containing a variety of films on the treatment, preventive care, and research of the long-term safekeeping of materials. Both libraries are a part of New York University's Division of Libraries, and bibliographic information on the collections are available in the online catalog, BobCat, available at <http://library.nyu.edu/>.

Library staff is available to provide library instruction and assist in locating specific materials. For the most up to date information, go to <https://library.nyu.edu/locations/institute-of-fine-arts/>.

STEPHEN CHAN LIBRARY OF FINE ARTS

HOURS & ACCESS

Library staff is available Monday through Friday, 9:00 AM–5:00 PM.

COURSE RESERVES & RESERVE SHELVES

Bibliographic material identified by faculty for course reserves is available online. Closed reserve shelves are located in the library office and are available for scan requests. Personal reserve shelves, where students may receive and temporarily sign out requested materials to facilitate library research, are also available.

OFFSITE MATERIALS

A portion of the Stephen Chan Library of Fine Arts collection is stored offsite. Items may be requested for delivery by logging on to Bobcat, identifying the material, opening the holdings screen, and clicking "Request." Journal articles and book chapters may be scanned and e-mailed instead of requested through the physical volume delivery system. Offsite requests for articles, books, and documents are submitted online. You will receive an e-mail when your item arrives at the Stephen Chan Library of Fine Arts.

Offsite materials from the Stephen Chan Library of Fine Arts may be picked up from your personal shelf or a designated pickup area at the Stephen Chan Library of Fine Arts within the Duke House and must remain within the building.

INTERLIBRARY LOAN REQUESTS

To request an item that is not in the Division of Libraries collections, users may place Interlibrary Loan (ILL) requests for items that are checked out or otherwise unavailable. More information about the ILL process is available on the NYU Libraries website, <https://library.nyu.edu/services/borrowing/from-non-nyu-libraries/interlibrary-loan/>.

BOOK REQUESTS

Recommendations for books or journals to be added to the Institute of Fine Arts Library are always welcome and can be sent to the following e-mail: ifa.library@nyu.edu.

SCANNERS & COMPUTERS

The library's overhead book scanner, copy machines, and computers are not available for public use.

CONSERVATION CENTER LIBRARY

The Conservation Center Library contains more than 22,000 volumes, including journals, rare books, videos, and student treatment reports, some of which are kept offsite.

HOURS & ACCESS

Library staff is available Monday through Friday, 9:00 AM–5:00 PM.

INSTITUTE OF FINE ARTS' LIBRARIES

COURSE RESERVES & RESERVE SHELVES

Bibliographic material identified by faculty for course reserves is available online. Personal reserve shelves, where students may receive and temporarily sign out requested materials to facilitate library research, are also available.

OFFSITE MATERIALS

A portion of the Conservation Center Library collection is kept offsite. Items may be requested for delivery by logging on to Bobcat, identifying the material, opening the holdings screen, and clicking "Request." Journal articles and book chapters may be scanned and e-mailed instead of requested through the physical volume delivery system. Offsite requests for articles, books, and documents are submitted online. You will receive an e-mail when your item arrives at the Institute.

Offsite materials from the Conservation Center Library will be delivered to the Chan House and must remain within the building.

FREQUENTLY ASKED QUESTIONS

CAN I EAT, DRINK, OR USE MY CELL PHONE IN THE LIBRARY?

Food and uncovered beverages are not permitted in the libraries. Beverages with secure covers are allowed in the reading and study rooms but are not permitted in the stacks or near library equipment such as scanners, printers, or copy machines.

Library users must avoid consuming items that create messes, smells, and/or noise. Users whose food disrupts others will be asked to put their food away or enjoy it outside the libraries. All library users are expected to act responsibly and courteously by disposing of trash and recyclables and cleaning up spills and crumbs. Please report major spills to library staff as soon as possible.

Talking on cell phones is prohibited.

CAN I USE POST-IT NOTES?

Although Post-it Notes are easy to use, they are often harmful to printed matter and may not be used in any library materials. When they are found on library materials, they will be removed.

DIGITAL MEDIA/COMPUTER SERVICES

The Digital Media/Computer Services (DM/CS) staff provides a variety of student services, including production of images on demand for seminar presentations, papers and articles; assistance using the University's long list of image databases; instruction in how to use the Artstor/JSTOR and Bridgeman Education databases; AV and software support; assistance with printing, network, hardware and software issues; access to the Institute's image collection, in both analog and digital format; assistance with locating help among the University's vast technical resources; informal copyright and publishing advice; and much more. The DM/CS staff is able to help with any imaging or technology-based project!

One of the most important services offered by DM/CS is FREE scanning-on-demand for students giving seminar presentations. The staff will make scans from books, slides, postcards, negatives—just about anything—on a three-day turnaround. Please contact the department for ordering information.

During the fall 2023 semester, some of the DM/CS staff may be working remotely, and there might be days when there is no on-site in-person technical support available. If you need assistance, please contact a member of the staff using the ifa.it@nyu.edu email alias. Staff members read the ifa.it list during regular business hours. After hours and on weekends, please use the askit@nyu.edu email alias to contact the central IT helpdesk, or call 212-998-3333 for assistance. The central helpdesk is staffed 24/7/365.

During the fall 2022 semester, the computer lab in the basement of the Duke House will be ready for use. Please be aware that the equipment is shared, so do not leave personal documents or information on the desks or in the scanners. If you need a specific piece of equipment or access to unusual software, please contact the staff, and we will do our best to help you find it.

STUDENT EMPLOYMENT

Students may be hired as Graduate Assistants for Classes (GAC) and should inquire about opportunities with the faculty member of the course in question. If a student is unsure whether a course is eligible for a GAC, the student may contact the Academic Office at ifa.program@nyu.edu. Occasionally, the Academic Office will announce the need for a GAC through the Academic Office listserv. GAC are not Graduate Assistants for Research or Teaching Assistants. GAC may work a maximum of 3.5 hours per week per class taught for 14 weeks per semester. Allocation of this time is determined by individual faculty. Please note that all those hired in this capacity must be Institute students and have eligibility to work in the United States. Responsibilities may include:

- In class technical support: Responsible for loading, running, and trouble-shooting PowerPoint presentations in the Duke House lecture hall and seminar rooms and on the dedicated computers in each space, as well as ensuring the prompt and efficient use of a microphone.
- Class reserve support: Responsible for authoring class reserve blogs and for maintaining class reserve shared file space.
- Image preparation support: Act as liaisons between faculty and the Digital Media/Computer Services office, providing data for requested scans under direction of the DM/CS staff.
- Development Office support: Provide course readings that have been digitized to DMS staff within 12 hours of being assigned. DMS staff is responsible for sharing these documents with the Development Office—in order to disseminate to the Connoisseurs Circle—by posting the digitized document to the designated Google drive.

Training for the above responsibilities is required of all GAC and is conducted by the DM/CS staff.

Other job opportunities at the Institute include AV Assistants, working in Digital Media/Computer Services. AV Assistants are primarily responsible for immediate technical assistance while classes are in session, and they may assist with technical support throughout the Institute. DM/CS also has openings for students with video production and specialized language skills, working on specific projects. For more information, please contact Jenni Rodda, Manager of DM/CS.

Conservation program opportunities include class, library, study collection, and lab assistant positions. Security/screening positions are also available. Students may inquire about these opportunities with the Chair. Students employed through the conservation library can work up to 20 hours per week.

All students wishing to work at the Institute must be registered with the Office of Career Services. For more information, contact the Wasserman Center, <http://www.nyu.edu/life/resources-and-services/career-development.html>.

For all positions, see Lisa McGhie in the Finance Office to complete your employment paperwork.

POLICY & PROCEDURES FOR REPORTING WORKPLACE HARASSMENT

As you depart for your various work/internship placements, please be reminded that as students of the Institute, your wellbeing is important to us. Beyond required workplace health and safety precautions, with which you should be familiar, it is possible that you may find yourself in a situation that makes you feel unsafe and uncomfortable on a personal level. This constitutes harassment and is of serious concern. Harassment is unwelcome conduct based upon race, color, religion, sex (including pregnancy), national origin, age (40 or older), disability or genetic information. Petty slights, teasing, offhand remarks, offensive jokes, ridicule, and similar inconsiderate and annoying actions may not rise to the level of illegal harassment, but, nonetheless, are unpleasant and can ruin your experience. To be unlawful, the conduct must create an environment that would be intimidating, hostile, or offensive to reasonable people.

If you are exposed to behavior that you feel is unacceptable take note of its frequency, degree, and nature. Regardless of the amount or type of harassment, students are encouraged to promptly inform the perpetrator that their conduct is unwelcome and must stop. However, many students do not feel empowered to do so. For this reason, it is important to report situations that cause you to feel uncomfortable or unsafe directly to the workplace supervisor. If you feel that you are unable to do so without negative consequences or if the supervisor is unwilling to listen or act upon your complaint, contact the Chair of the Conservation Center, or Brenda Shrobe, as soon as possible. This will help us intervene to the degree necessary. NYU adheres to a strict Non-Discrimination and Anti-Harassment Policy and Complaint Procedures

NYU STUDENT RESOURCES & SERVICES

for Students, which may be found here: <https://www.nyu.edu/about/policies-guidelines-compliance/policies-and-guidelines/non-discrimination-and-anti-harassment-policy-and-complaint-proc.html>. If so warranted, the case will be referred to NYU's Office of Equal Opportunity.

Students can direct questions concerning where or to whom to report an incident of prohibited discrimination or prohibited harassment to the Executive Director of Equal Opportunity at 212-998-6807.

As an NYU student you are also entitled to talk to a confidential resource to request counseling or to ask questions about what is involved with filing a formal report; contact the Wellness Exchange or the Center for Sexual Misconduct Support Services at 212-443-9999; <https://www.nyu.edu/life/safety-health-wellness/sexual-respect/sexual-misconduct-resources-and-support-for-students/formally-report-an-incident.html>.

THE GRADUATE STUDENT ASSOCIATION

The Graduate Student Association (GSA) of the Institute assists in the education of students and promotes the quality of student life by acting as liaison between students and members of the faculty and administration. It holds open meetings for discussion of issues of concern to students, and officers meet regularly with the Director of the Institute. Listed below is this year's Executive Committee Members, study area representatives, and lecture series coordinators.

GSA EXECUTIVE COMMITTEE MEMBERS 2023-24

Co-President: Kaylee Moua Nok

Co-President: Kirsten Lutley

Treasurer: Catherine Lammerson

Communications Chair: Laura Sofía Hernández González

Social Chair: Bella Brogna Daly

Library Services Liaison: Virginia Ignelzi

International Student Representative: Shumeng Zhang

Academic Office Liaison: Bri Stellini

Alumni Liaison/Ph.D. Representative: Jesica Dawson

Conservation Representative: Alexa Kline

STUDENT HEALTH SERVICES

STUDENT HEALTH CENTER (SHC)

health.center@nyu.edu

726 Broadway at Waverly Place
3rd & 4th Floors, New York, NY 10003
General Information: 212-443-1000

COUNSELING & WELLNESS SERVICES

wellness.exchange@nyu.edu

726 Broadway, Suite 471
212-998-4780
Fax: 212-995-4096
Wellness Exchange 24/7 Hotline: 212-443-9999

HEALTH EMERGENCIES

MEDICAL & MENTAL HEALTH TREATMENT

In a life- or limb-threatening emergency: dial 911 to reach New York City Emergency Medical Services. After dialing 911 and speaking to an operator, dial NYU Public Safety at 212-998-2222.

For urgent mental health needs when SHC is closed: call the Wellness Exchange hotline at 212-443-9999 or NYU Public Safety at 212-998-2222. NYU has a team available 24/7, dedicated to assisting students in crisis—including counseling, hospital transport, coordination of care, and follow-up.

NYU STUDENT RESOURCES & SERVICES

While SHC is Closed During Winter Break: in a life- or limb-threatening emergency, dial 911 to reach New York City Emergency Medical Services. After dialing 911 and speaking to an operator, dial NYU Public Safety at 212-998-2222.

DENTAL EMERGENCY TREATMENT

Dental emergencies include the unexpected onset of a condition, such as bleeding, swelling and/or significant pain, requiring immediate dental care and not elective or routine care. Students have access to emergency dental treatment at no cost as follows:

Monday-Thursday, 8:00 AM-8:00 PM / Friday, 8:00 AM-4:00 PM

Dental Faculty Practice
418 Lafayette Street, Suite 350
212-443-1313

Saturdays and Sundays, 9:00 AM-5:00 PM

The College of Dentistry
345 East 24th Street at First Avenue
Provides limited emergency care

On holidays or after hours

Bellevue Hospital Center Emergency Room
462 First Avenue at East 27th Street
212-562-3015

EYE EMERGENCY TREATMENT

New York Eye & Ear Infirmary

310 East 14th Street at 2nd Avenue
New York, NY 10003
212-979-4000

STUDENT SERVICES

Rachel Greben

Institute of Fine Arts, Student Advocate
rlg258@nyu.edu

Elizabeth Spock

Institute of Fine Arts, Academic & Career Advising (MA and PhD)
els493@nyu.edu

TBA

Institute of Fine Arts, Academic & Career Advising (MA and PhD)
[email](#)

Kevin Martin

Institute of Fine Arts, Academic & Career Advising (Conservation)
km88@nyu.edu

NYU STUDENTS SERVICES CENTER

<http://www.nyu.edu/registrar/>

25 West Fourth Street
New York, NY 10012-1199

Office of the Bursar
212-998-2800

Office of Financial Aid
212-998-4444

Office of the Registrar
212-998-4800

WASSERMAN CENTER FOR CAREER DEVELOPMENT

career.development@nyu.edu

133 East 13th Street, 2nd Floor, (btwn 3rd & 4th Avenues)
212-998-4730

NYU STUDENT RESOURCES & SERVICES

NYU OFFICE OF GLOBAL SERVICES

intl.students.scholars@nyu.edu

383 Lafayette Street, 3rd Floor
New York NY 10012
212-998-4767
Fax. 212-995-4115

NYU ID CARD CENTER

7 Washington Place (on the corner of Mercer Street)
Call for hours: 212-443-2273

NYU CENTER FOR STUDENT LIFE

www.nyu.edu/life/student-life

Kimmel Center for University Life, Washington Square South

CENTER FOR MULTICULTURAL EDUCATION & PROGRAMS (NYU-CMEP)

cmepe@nyu.edu

Kimmel Center for University Life, Suite 806
212-998-4343

CENTER FOR SPIRITUAL LIFE

spiritual.life@nyu.edu

Kimmel Center for University Life, Suite 207
212-998-4959

LBGTQ+ CENTER

lgbtq.student.center@nyu.edu

Kimmel Center for University Life, Suite 602

GREY ART GALLERY

<https://greyartgallery.nyu.edu/>

The Grey Art Gallery, guardian to the New York University Art Collection, was founded in 1975 and includes approximately 5,000 objects.

100 Washington Square East
Tuesday, Thursday, Friday, 11:00 AM-6:00 PM
Wednesday, 11:00 AM-8:00 PM
Saturday, 11:00 AM-5:00 PM
Closed Sunday & Monday

PALLADIUM ATHLETIC FACILITIES

<http://gonyuathletics.com>

Located at 140 East 14th Street near Union Square, this sports complex offers a L-shaped, deep water pool; a 3,140-square-foot weight room complete with free weights, plate-loaded machines, and selectorized machines; a 3,433-square-foot aerobic fitness room dedicated to cardio equipment, including stairsteppers, treadmills, elliptical trainers, and exercycles; and a 30-foot-high climbing center that spans the two floors between the exercise room and the weight room.

404 FITNESS

Located on Lafayette Street between East 4th Street and Astor Place in the Greenwich Village section of Manhattan, the 404 Fitness athletic facility serves the University community with a wide range of cardio and strength equipment, as well as a limited offering of recreational programs. Highlights of this three-floor athletic facility include multi-floor cardio & aerobic fitness and strength areas, which feature stair steppers, treadmills and elliptical machines. Bicycles complete with personal TV consoles with audio and video connections allow patrons to plug in their own headphones to listen to music or watch streamed-in content.

NYU STUDENT RESOURCES & SERVICES

BROOKLYN ATHLETIC FACILITY

Brooklyn Athletic Facility (BAF) is located at Six MetroTech Center in downtown Brooklyn. The majority of activity area space is located within the Jacobs Academic portion of the complex. The Physical Fitness Room and Administrative Office, on the other hand, are located in the Rogers Hall section, while the Sky Box (overlooking the Gymnasium's regulation-sized basketball court) is located in the Jacobs Administrative wing.

Members may partake in the many free-play activities scheduled in the Gymnasium or in online content while utilizing the fitness industry's most advanced cardio equipment. The Gymnasium is located in the lobby level of the Jacob's Academic wing, and at 8,000+ square feet contains a regulation-sized basketball court that is generally available for free play basketball. In addition to this, other free-play activities that are occasionally scheduled for the space include futsal, volleyball, table tennis, cricket and badminton. The Aerobic Fitness Room is a 2,900+ square foot area located in the basement level of the Jacobs Academic wing.

NYU MUSEUM GATEWAY

Through NYU's Museum Gateway, students enjoy free admission to some of the City's best cultural institutions. Students must present their NYU ID card to receive free admission. The complete list can be found here: <https://www.nyu.edu/life/student-life/getting-involved/museum-gateway.html>.



MASTER OF ARTS PROGRAM

M.A. PROGRAM & REQUIREMENTS

M.A. PROGRAM OVERVIEW

The M.A. Program in the History of Art and Archaeology at the Institute is designed for the student who wants to study the history and role of the visual arts in culture and society through detailed, object-based examination, historical analysis, and critical interpretation. The degree program is constituted as a broad learning experience supported by numerous opportunities for intellectual inquiry, guided by leading scholars, and enhanced by access to New York area museums, curators and conservators, archaeological sites, and NYU's global network.

The Institute's M.A. in the History of Art and Archaeology is intended for students with a developed interest in the visual arts who wish to earn an advanced degree without the commitment to a multi-year doctoral program. The M.A. degree proves useful for students interested in careers in art museums, galleries, auction houses, cultural centers, arts foundations, archaeological site management and development, art conservation, or eventual doctoral work in art history or archaeology.

DEGREE REQUIREMENTS

The program is designed for two years of full-time study, or three years of part-time study for those with established professional careers who wish to continue working while attending the Institute. A total of 10 courses (40 points) are required for the M.A. degree. There are two required courses: **Foundations I (FINH-GA.2046.001)**, which is focused on the historiography and methodology of art history; and one course meeting the **Foundations II** requirement (regarding the material dimension of art history).

DISTRIBUTION REQUIREMENTS

In addition to the three required courses, students will take seven courses in lectures, seminars, and colloquia. (See [Definition of Courses on page 24](#) for more information on lectures, seminars, etc.) Of these seven, at least four courses must be taken in four of the major areas defined below. Two courses must be classroom seminars in two different major areas.

1. Pre-Modern Asia
2. Pre-modern Africa and the Middle East
3. The Ancient Mediterranean and Middle East, Including Egypt
4. Pre-modern Europe and the Americas
5. Post-1750 Global
6. Museum and Curatorial Studies
7. Technical Studies of Works of Art
8. Architectural History

DISTRIBUTION SUBSTITUTION

A student may use a lecture or colloquium course as a seminar distribution (substitution) only if the faculty member from that specific course approves. Approval must be in writing (a forwarded email is sufficient). Students who are approved must submit a research paper for that course at the end of the semester in order to fulfill the requirements of a seminar course.

LANGUAGE REQUIREMENT

MA students must demonstrate proficiency in reading one modern research language other than English that is relevant to their studies. Proficiency is demonstrated by passing an examination administered by the Institute of Fine Arts. International students focusing on a field of study in which their native language is relevant may be granted an exemption from the language requirement pending submission of an exemption form signed by their advisor and the Director of Masters Studies.

The examination should be taken at least once by the end of the student's first year. Full-time students must pass the examination by the end of their third semester. Part-time students must pass the examination by the end of their fourth semester.

The Institute offers courses in French, German, and Italian reading comprehension at the beginner and intermediate levels. Advanced courses may be organized on a select basis. These non-credit courses meet for ninety-minute sessions twice a week or a three-hour session once per week, at cost to the student.

M.A. PROGRAM & REQUIREMENTS

Limited exams from previous years are available from the Academic Office and can be used for practice. Please email ifa.program@nyu.edu to request sample exams.

Italian, French, and German exams are offered three times per academic year: at the beginning of the fall semester, at the end of the fall semester, and at the end of the spring semester. Students have one hour to complete a translation with the aid of a dictionary (physical dictionary or use of WordReference.com) showing comprehension of the overall significance of the text and expression, rather than merely a verbatim translation. The Academic Office will notify students regarding the details of upcoming language courses and exams.

Students completing their language requirement in a language not proctored regularly by the Institute should write to the Academic Office to discuss arranging their exam.

M.A. THESIS

Completion of the M.A. Thesis is a requirement of the M.A. degree. The thesis will be of substantial length (8,500 - 9,500 words) and should provide a comprehensive treatment of a problem in scholarship, be competently written, and may be of publishable quality. The topic may be developed from papers written for a lecture course, seminar or colloquium or from independent research. A thesis topic may be in any one of the eight areas of study for the M.A. degree in Art History.

Readers: The M.A. Thesis must be read and approved by two faculty members. The primary faculty advisor must be a full-time Institute faculty member. It is the student's responsibility to seek out faculty advisement for the thesis project. Students are strongly encouraged to contact faculty about the viability of ideas in April of their second semester. Students must then speak with faculty in September of their third semester to confirm an advisor's participation in the project. The student will then notify the Academic Office of their advising arrangements and the Director of Masters Studies will finalize all advising assignments for students.

The staging of the M.A. Thesis for full-time students is as follows:

Third Semester: Student determines and submits the thesis topic and a list of three potential advisors to the Academic Office in October. The student is assigned a thesis advisor in October. The thesis proposal (500 words with brief bibliography and one illustration) is submitted to the M.A. Thesis advisor and Academic Office in early November. An outline is submitted to the Thesis advisor and the Academic Office in December.

Fourth Semester: Students submit a revised and annotated bibliography in January. A complete first draft of at least 7,000 words is submitted in late February to your thesis advisor. The final version of the thesis is to be submitted to the Academic Office and your advisor in mid-to-late April. Both readers must approve the thesis before graduation.

This schedule will be the norm for all students except for those following the part-time course of study and for those in the conservation program, who will follow an alternative schedule established by their advisor. (See [Conservation Program Schedules on page 57](#))

Specific dates and deadlines will be distributed by the Academic Office at the beginning of each academic year.

M.A. PROGRAM & REQUIREMENTS

M.A. PROGRAM SCHEDULES

TYPICAL FULL-TIME M.A. SCHEDULE:

YEAR ONE

Fall Semester: 3 courses, 12 credits

- One course must be **Foundations I (FINH-GA.2046)**.
- Option to sit for a language exam.

Spring Semester: 3 courses, 12 credits

- One course should be **Foundations II / Technical Studies of Works of Art** (this can be delayed and taken in Year 2).
- Option to sit for a language exam.
- Begin formulating ideas for M.A. Thesis.

Summer: 0 courses, 0 credits

- Students who qualify for the summer Shelby White/Leon Levy Travel Grant will be registered for Maintenance of Matriculation by the Academic Office.

YEAR TWO

Fall Semester: 3 courses, 12 credits

- Last semester to sit for a language exam.
- Courses should be the remaining Seminar or Distribution requirements.
- Submit M.A. Thesis Proposal and Outline.

Spring Semester: 1 course, 4 credits

- Submit Spring graduation request to NYU (via NYU-Albert).
- Deadline will be end of January.
- Submit finalized M.A. Thesis to Academic Office in late April.

TYPICAL PART-TIME M.A. SCHEDULE:

YEAR ONE

Fall Semester: 2 courses, 8 credits

- One course must be **Foundations I (FINH-GA.2046)**.
- Option to sit for a language exam.

Spring Semester: 2 courses, 8 credits

- Option to sit for a language exam.

Summer: 0 courses, 0 credits

- Students who qualify for the summer Shelby White/Leon Levy Travel Grant will be registered for Maintenance of Matriculation by the Academic Office.

YEAR TWO

Fall Semester: 2 courses, 8 credits

- Option to sit for a language exam.

Spring Semester: 2 course, 8 credits

- One course should be **Foundations II / Technical Studies of Works of Art** (this can be delayed and taken in Year 2).
- Option to sit for a language exam.
- Begin formulating ideas for M.A. Thesis.

YEAR THREE

Fall Semester: 1 courses, 4 credits

- Last semester to sit for a language exam.
- Courses should be the remaining Seminar or Distribution requirements.
- Submit M.A. Thesis Proposal and Outline.

M.A. PROGRAM & REQUIREMENTS

Spring Semester: 1 course, 4 credits

- Submit Spring graduation request to NYU (via NYU-Albert).
- Deadline will be end of January.
- Submit finalized M.A. Thesis to Academic Office in late April.

DECORATIVE ARTS PRIZE

Prizes of \$500 each are awarded annually. The essays can be from a paper submitted in class, a thesis, or independent work. The award is limited to students at the M.A. level, including the conservation dual-degree program. The prize aims to encourage advanced work in the study of the decorative arts. It is not restricted to period or place, medium or material, and may include architectural elements, ornament, dress, etc.

The submission for the Decorative Arts Prize is usually in mid-May. Please submit two copies to the Academic Office. The prize essays will be selected by a faculty committee. Essays should be around 20 pages in length and written within the last year and a half.

TRANSFER CREDIT

Transfer credits will be evaluated on a case-by-case basis. Requests for transfer credit must be made within the first year of attendance as a matriculated student. Graduate courses, which have counted towards an awarded bachelor's or master's degree, may not be transferred toward a degree at GSAS. Students may transfer up to 12 points towards the M.A. degree. Students must submit official transcripts, including English translations when necessary.

TIME TO DEGREE

To remain in good standing students must complete their degrees within specific time limits. Any master's degree must be completed within five calendar years after the date of first enrollment in that master's program.

EXTENSION OF TIME TO DEGREE

The Office of Academic and Student Affairs will consider requests endorsed by the department beyond the limits stated above for students who are making clear progress toward the degree. Only one request for extension of time to degree per student per degree program will be considered.

PARENTAL ACCOMMODATIONS (FOR M.A. STUDENTS)

Master's students who are enrolled at the Institute and who become primary caregiving parents to a newly born or adopted child may apply for a one-semester extension of enrollment to fully complete all degree requirements and/or a leave of absence.

DUAL M.A./M.L.S. IN HISTORY OF ART & ARCHAEOLOGY / LIBRARY & INFORMATION SCIENCE WITH LIU PALMER

NYU and LIU Palmer offer a unique, 60 credit dual degree program that allows students to gain valuable training as a librarian while specializing in the field of art history. The program grants an ALA-accredited M.S. in Library and Information Science from LIU's Palmer School and a M.A. from the Institute of Fine Arts. While in the program, students will complete courses at both schools on a part-time schedule and will work in a subject-specific mentorship program at NYU Libraries.

Students enrolled in the dual degree program will be required to complete 32 credits (eight courses) at the Institute of Fine Arts and 28 credits at LIU.

If you are enrolled in the dual degree program, please schedule an appointment with the Academic Office at the start of each term to go over the details of your schedule and credits to ensure that you are making proper progress towards degree.



PH.D. PROGRAM

PH.D. PROGRAM & REQUIREMENTS

PH.D. PROGRAM OVERVIEW

The Ph.D. Program at the Institute of Fine Arts is a course of study designed for the person who wants to investigate the role of the visual arts in culture through detailed, object-based examination, as well as historical and theoretical interpretation. The degree program provides a focused and rigorous experience supported by interaction with the leading scholars of the Institute, and access to New York area museums, curators, conservators, archaeological sites, and NYU's global network.

FULL-TIME STUDY

The program is designed for up to six years of full-time, funded study, including tuition and fees, student health insurance, and a stipend. A total of 18 courses (72 points) are required for the Ph.D. degree. Students register for three courses (or 12 points) per semester for the first six semesters. One course in the fifth semester is dedicated to research toward a dissertation topic. In the sixth semester, students register for points devoted to preparing for their major examinations. Exceptions to full-time study are made only for urgent financial or medical reasons and must have the approval of the Director of Graduate Studies. Due to the intensity of the doctoral program, students must be in full-time residency in the NYC-area until Ph.D. Candidacy has been achieved.

PH.D. FUNDING

Funding from the Institute is conditional on continued full-time student status. Ph.D. students who do not have an M.A. in Art History are funded for up to six years, while Ph.D. students who enter the program with an M.A. in Art History are funded up to five years. The program is normally divided into three years of coursework, exams, and submission of a dissertation proposal, and three years for dissertation research and writing (for students without an M.A.); or divided into two years of coursework, exams, and submission of a dissertation proposal, and three years for dissertation research and writing (for students with an M.A.). Variations to this pattern might occur according to opportunities for students to develop skills or experience in their specialist fields, as approved by the student's advisor and the Director of Graduate Studies. Students are encouraged to apply for outside fellowships as soon as possible. Institute funding will be suspended during a period of equivalent outside fellowship support. The award of such fellowships may extend the number of funded years taken to complete the program. Students who obtain a permanent position of more than 20 hours per week are no longer eligible for funding from the Institute.

Ph.D. students who receive a named fellowship must update their email signature to reflect this. Additionally, any student who is a recipient of a named fellowship is required to attend a donor's luncheon in the Spring semester.

NOTE: Under U.S. IRS regulations, NYU is not required to report scholarship, stipend, grant, or fellowship awards as income, except for foreign students. It is the student's responsibility to determine whether some, or all, of any scholarship, stipend, grant, or fellowship award is taxable.

HEALTH INSURANCE FOR FUNDED PH.D.

Students who are fully funded by the Institute are approved for comprehensive health care. International students are automatically enrolled in comprehensive health care by NYU. National students are automatically enrolled in basic coverage. If a national student prefers a comprehensive health plan, they must manually update their status via NYU Consolidated Healthcare every year: https://nyu.consolidated-healthplan.com/student_health/new_york_university/initial_login.html.

STUDENTS ENTERING WITH A MASTER'S DEGREE

To receive the Ph.D. degree, all Institute requirements must have been fulfilled, including a qualifying paper, and a distribution of courses within areas of study that correspond to those outlined below in the section "Distribution Requirements." No credits will be automatically transferred; transferred points and distribution credit will be awarded based upon evaluation by the Institute faculty at the First Year Review. Students who enter with a master's degree in Art History can usually reduce their Ph.D. coursework by one year.

DISTRIBUTION REQUIREMENTS

Ph.D. students must take a minimum of six seminar courses, with at least four of those seminars in dif-

PH.D. PROGRAM & REQUIREMENTS

ferent distribution areas outside of the student's major field. The Proseminar may count as one of these seminars. Students are required to take one course in technical studies of works of art (which can also fulfill a seminar requirement). Students may take courses in other relevant disciplines in consultation with their advisor, and subject to the approval of the Academic Office. (See [Definition of Courses on page 24](#) for more information on lectures, seminars, etc.)

Distribution requirements are met by choosing courses in the following fields:

1. Pre-Modern Asia
2. Pre-modern Africa and the Middle East
3. The Ancient Mediterranean and Middle East, Including Egypt
4. Pre-modern Europe and the Americas
5. Post-1750 Global
6. Museum and Curatorial Studies
7. Technical Studies of Works of Art
8. Architectural History

DISTRIBUTION SUBSTITUTION

A student may use a lecture or colloquium course as a seminar distribution (substitution) only if the faculty member from that specific course approves. Approval must be in writing (a forwarded email is sufficient). Students who are approved must submit a research paper for that course at the end of the semester in order to fulfill the requirements of a seminar course.

LANGUAGE REQUIREMENTS

PhD students must demonstrate proficiency in reading two modern research languages other than English that are relevant to their studies. Proficiency is demonstrated by passing an examination administered by the Institute of Fine Arts. International students focusing on a field of study in which their native language is relevant may be granted an exemption from the language requirement pending submission of an exemption form signed by their advisor and the Director of Graduate Studies. Students may be expected to learn other languages that will equip them for advanced research in their chosen fields. Students whose Bachelor's or Master's degree is from a non-English speaking institution may be exempt from one language.

Limited exams from previous years are available from the Academic Office and can be used for practice. Please email ifa.program@nyu.edu to request sample exams.

Italian, French, and German exams are offered three times per academic year: at the beginning of the fall semester, at the end of the fall semester, and at the end of the spring semester. Students have one hour to complete a translation with the aid of a dictionary (physical dictionary or use of [WordReference.com](#)) showing comprehension of the overall significance of the text and expression, rather than merely a verbatim translation. The Academic Office will notify students regarding the details of upcoming language courses and exams.

Students completing their language requirement in a language not proctored regularly by the Institute should write to the Academic Office to discuss arranging their exam.

The Institute offers courses in French, German, and Italian reading comprehension at the beginner and intermediate levels. Advanced courses may be organized on a select basis. These non-credit courses meet for ninety-minute sessions twice a week or a three-hour session once per week, at cost to the student.

UNDERGRADUATE LANGUAGE COURSES

With permission of the Academic Office and the Office of Academic and Student Affairs of the Graduate School, doctoral students may take undergraduate language courses that build skills necessary for the dissertation. The grades for such courses are not entered into the GPA calculation and course credit will not count toward the graduate degree. Consult the Academic Office about enrolling in an undergraduate language course.

PH.D. PROGRAM & REQUIREMENTS

PH.D. PROGRAM SCHEDULES

PH.D. SCHEDULE (ENTERING WITHOUT AN M.A.)

YEAR ONE

Fall semester: 3 courses, 12 credits

- One course must be the **Proseminar**.
- Students must sit for one language exam during their first year.

Spring semester: 3 courses, 12 credits

- Option to sit for a language exam.

Summer: 0 courses, 0 credits

- Register for Maintenance for Matriculation if you intend to use Health Services (notify Academic Office).

YEAR TWO

Fall semester: 3 courses, 12 credits

- Option to sit for a language exam.

Spring semester: 3 courses, 12 credits

- The Qualifying Paper (10,000 words) must be completed in the second year (Spring or Summer).
- Option to sit for a language exam.

Summer: 0 courses, 0 credits

- Register for Maintenance for Matriculation if you intend to use Health Services (notify Academic Office).

YEAR THREE

Fall semester: 3 courses, 12 credits

- Option to sit for a language exam.

Spring semester: 2 courses, 8 credits

- One course should be the remaining seminar and/or distribution requirement.
- One course must be **Directed Research for the Ph.D. Oral Exam (FINH-GA.3548)**. Major examination (oral and written component) should be attempted and passed during this semester or by/before the end of the following Fall semester.
- Language requirements should be fulfilled.

Summer: 0 courses, 0 credits

- Register for Maintenance for Matriculation if you intend to use Health Services (notify Academic Office).

YEAR FOUR

Fall semester: 1 course, 4 credits

- Register for **Directed Research for the Ph.D. Dissertation (FINH-GA.3549)**. Schedule the date of your major examination.

Spring semester: 0 courses, 0 credits

- Submit approved Dissertation Proposal to Academic Office at the end of Spring or Summer semester.
- Students will be registered for Maintenance of Matriculation.

Summer: 0 courses, 0 credits

- Register for Maintenance for Matriculation if you intend to use Health Services (notify Academic Office).

YEAR FIVE

Fall semester: 0 courses, 0 credits

- Writing dissertation; meeting/communicating with advisor.
- Students will be registered for Maintenance of Matriculation.

Spring semester: 0 courses, 0 credits

- Writing dissertation; meeting/communication with advisor; submit a yearly progress report.
- Students will be registered for Maintenance of Matriculation.

Summer: 0 courses, 0 credits

- Register for Maintenance for Matriculation if you intend to use Health Services (notify Academic Office).

YEAR SIX

Fall semester: 0 courses, 0 credits

- Writing dissertation; meeting/communicating with advisor; schedule defense.
- Students will be registered for Maintenance of Matriculation.

Spring semester: 0 courses, 0 credits

- Finalizing dissertation with advisor; preparing for defense; apply for graduation; preliminary upload of dissertation; successfully defend dissertation; final upload of dissertation.
- Students will be registered for Maintenance of Matriculation.

PH.D. PROGRAM & REQUIREMENTS

PH.D. SCHEDULE (ENTERING WITH AN INSTITUTE M.A.)

Students will have a blanket transfer of 40 credits towards the 72-credit doctoral program.

YEAR ONE

Fall semester: 3 courses, 12 credits

- One course must be the **Proseminar**.
- Option to sit for a language exam.
- The IFA M.A. Thesis will be used in lieu of the Ph.D. Qualifying Paper.

Spring semester: 3 courses, 12 credits

- Option to sit for a language exam.

Summer: 0 courses, 0 credits

- Register for Maintenance for Matriculation if you intend to use Health Services (notify Academic Office).

YEAR TWO

Fall semester: 1 course, 4 credits

- Register for **Directed Research for the Ph.D. Oral Exam (FINH-GA.3548)**. Major examination (oral and written component) should be attempted and passed at end of Fall semester or early Spring semester.
- Option to sit for a language exam.

Spring semester: 1 course, 4 credits

- Register for **Directed Research for the Ph.D. Dissertation (FINH-GA.3549)**. Submit approved Dissertation Proposal to Academic Office at the end of Spring or Summer semester.
- Option to sit for a language exam.

Summer: 0 courses, 0 credits

- Register for Maintenance for Matriculation if you intend to use Health Services (notify Academic Office).

YEAR THREE

Fall semester: 0 courses, 0 credits

- Writing dissertation; meeting/communicating with advisor.
- Option to sit for a language exam.
- Students will be registered for Maintenance of Matriculation.

Spring semester: 0 courses, 0 credits

- Writing dissertation; meeting/communication with advisor; submit a yearly progress report.
- Language requirements should be fulfilled.
- Students will be registered for Maintenance of Matriculation.

Summer: 0 courses, 0 credits

- Register for Maintenance for Matriculation if you intend to use Health Services (notify Academic Office).

YEAR FOUR

Fall semester: 0 courses, 0 credits

- Writing dissertation; meeting/communicating with advisor.
- Students will be registered for Maintenance of Matriculation.

Spring semester: 0 courses, 0 credits

- Writing dissertation; meeting/communication with advisor; submit a yearly progress report.
- Students will be registered for Maintenance of Matriculation.

Summer: 0 courses, 0 credits

- Register for Maintenance for Matriculation if you intend to use Health Services (notify Academic Office).

YEAR FIVE

Fall semester: 0 courses, 0 credits

- Writing dissertation; meeting/communication with advisor; schedule defense.
- Students will be registered for Maintenance of Matriculation.

Spring semester: 0 courses, 0 credits

- Finalize dissertation with advisor; prepare for defense; apply for graduation; preliminary upload of dissertation; successfully defend dissertation; final upload of dissertation.
- Students will be registered for Maintenance of Matriculation.

PH.D. PROGRAM & REQUIREMENTS

PH.D. SCHEDULE (ENTERING WITH AN EXTERNAL M.A.)

Students will have 24 credits transferred towards the 72 credit doctoral program pending review by the DGS of first year academic performance.

YEAR ONE

Fall semester: 3 courses, 12 credits

- One course must be the **Proseminar**.
- Option to sit for a language exam.
- The M.A. Thesis will be used in lieu of the Ph.D. Qualifying Paper.

Spring semester: 3 courses, 12 credits

- Option to sit for a language exam.

Summer: 0 courses, 0 credits

- Register for Maintenance for Matriculation if you intend to use Health Services (notify Academic Office).

YEAR TWO

Fall semester: 3 courses, 2 credits

- Option to sit for a language exam.

Spring semester: 2 courses, 8 credits

- Register for **Directed Research for the Ph.D. Oral Exam (FINH-GA.3548)**. Major examination (oral and written component) should be attempted and passed by the end of Fall semester.
- Option to sit for a language exam.

Summer: 0 courses, 0 credits

- Register for Maintenance for Matriculation if you intend to use Health Services (notify Academic Office).

YEAR THREE

Fall semester: 1 course, 4 credits

- Register for **Directed Research for the Ph.D. Dissertation (FINH-GA.3549)**. Submit approved Dissertation Proposal to Academic Office at the end of Spring or Summer semester.
- Option to sit for a language exam.

Spring semester: 0 courses, 0 credits

- Writing dissertation; meeting/communication with advisor; submit a yearly progress report.
- Language requirements should be fulfilled.
- Students will be registered for Maintenance of Matriculation.

Summer: 0 courses, 0 credits

- Register for Maintenance for Matriculation if you intend to use Health Services (notify Academic Office).

YEAR FOUR

Fall semester: 0 courses, 0 credits

- Writing dissertation; meeting/communicating with advisor.
- Students will be registered for Maintenance of Matriculation.

Spring semester: 0 courses, 0 credits

- Writing dissertation; meeting/communication with advisor; submit a yearly progress report.
- Students will be registered for Maintenance of Matriculation.

Summer: 0 courses, 0 credits

- Register for Maintenance for Matriculation if you intend to use Health Services (notify Academic Office).

YEAR FIVE

Fall semester: 0 courses, 0 credits

- Writing dissertation; meeting/communication with advisor; schedule defense.
- Students will be registered for Maintenance of Matriculation.

Spring semester: 0 courses, 0 credits

- Finalize dissertation with advisor; prepare for defense; apply for graduation; preliminary upload of dissertation; successfully defend dissertation; final upload of dissertation.
- Students will be registered for Maintenance of Matriculation.

TRANSFER CREDIT

Transfer credits will be evaluated on a case-by-case basis. Requests for transfer credit (from a completed M.A. in an Art History program) must be made within the first year of attendance as a matriculated student. The maximum transfer credit allowed is 24 points. A transfer of 24 points would reduce the required coursework for the Ph.D. by one year. You must submit official transcripts, including English translations when necessary, to the Academic Office.

PH.D. PROGRAM & REQUIREMENTS

QUALIFYING PAPER

The Qualifying Paper may be developed from seminar work or on a topic devised in consultation with the student's advisor. Normally, the student will be advised to produce a detailed study on a subject that leads towards the dissertation. It should be no longer than 10,000 words (excluding bibliography and footnotes) and completed prior to the beginning of the third year of study. Students entering with a Master's degree may submit the thesis in lieu of a Qualifying Paper. Once the Qualifying Paper has been passed by two faculty members, the student may continue on to prepare for the major examination.

MAJOR EXAMS (ORAL AND WRITTEN)

The examination consists of two parts, oral and written. The same three faculty examiners participate in both parts. For the oral component, student and faculty advisor work together to develop the three focal areas that the student then prepares over a period of several months. (See Guidelines for Planning the Major Exams.) During the oral examination the student responds extemporaneously to questions posed through images and/or by reference to scholarship and issues in the fields under discussion by each examiner. The questioning by each examiner usually lasts about 30 minutes. The written exam, known as the Two-Week Paper, is not prepared in advance. Instead, following the conclusion of the oral component, the examiners prepare a set of three prompting questions that may respond to the student's performance on the exams, for example, or an aspect of future dissertation work.

Each student's experience of the major examinations will be different as the exams are developed to address individual curricular backgrounds and launch original research projects. The two parts of the exam can work synergistically as the extended period of preparation for the oral component (likely the only opportunity to read so broadly) provides a foundation for the brief and bounded period of intensive and purposive research for the Two-Week Paper (about 20 pages).

Procedure:

Students should allow at least one semester (15 weeks) of preparation for the oral examination. When a student is ready to begin studying for their exam, they should consult their advisor in selecting the two additional examiners and the fields for examination. It is the responsibility of the advisor to invite examiners and to inform any outside examiners about Institute procedures. Students should work closely with each of their examiners to shape appropriate bibliographies, lists of monuments, artworks, themes, and issues.

It is up to the student and their committee to determine timing for the examination based on the schedules of those involved. Once a date has been determined, the faculty advisor should inform the Academic Office at ifa.program@nyu.edu so that a room can be reserved.

Oral Component:

The advisor will direct the examination. Examiners will pose questions on knowledge of monuments, artworks, and scholarship. Students should expect examinations to last sixty to ninety minutes. Following the completion of the examination, they will be asked to leave the room as the committee discusses their answers. The advisor will then invite the student back to receive the results of the examination. If a student does not pass the oral component of the major examination, they are allowed a second attempt.

Written Component:

The committee will submit three essay questions to the Academic Office only after the student has passed the oral examination. Within 30 days of the oral examination, the student must pick up the written component, the "Two Week paper." For the "Two Week Paper," the student chooses one topic out of the three given by the examiners. The paper must be submitted two weeks after picking up the prompts from the Academic Office. If the student does not pass the written component of the major examination, they are allowed a second attempt.

Limitations:

Students are permitted to attempt the major examination twice, if necessary. Failure to pass either part of the second major examination will result in termination from the program.

The major examination is separate and distinct from the presentation of the dissertation proposal.

PH.D. PROGRAM & REQUIREMENTS

DISSERTATION PROPOSAL

The proposal must be presented to a dissertation committee no later than six months after passing the major examinations, unless approved by the Director of Graduate Studies. In some cases, a student prepares their proposal before their examinations. Per time-to-degree, as established by the Graduate School of Arts and Science, students must successfully defend the proposal within four years of beginning the program to remain in good academic standing.

Students should discuss potential dissertation topics with their supervisor. Though the supervisor will officially form the committee (which includes reaching out to the two other members to confirm participation), students are encouraged to speak with prospective members ahead of beginning work on the proposal. Each student should endeavor to develop a network of supervisors, specialists in the relevant fields, and peers with whom they can discuss their research and their writing.

The proposal, upon approval of the supervisor, will be distributed to the committee members at least two weeks in advance of a proposal presentation.

The proposal presentation provides a forum for the committee and the student to discuss intellectual and methodological aspects of the dissertation and to formulate research plans. The student is expected to begin the discussion by presenting their topic, with images, for ten to fifteen minutes. Immediately following the presentation and discussion, the committee will determine whether the proposal is considered passing or in need of revision.

The written proposal consists of:

1. A narrative exposition of the dissertation subject detailing the state of current scholarship as well as the student's own research aims. The proposal should demonstrate the viability of the project and should clearly set forth the research questions to be addressed with direct reference to sources and contexts. The narrative should not exceed 2,500 words (approximately 8 - 10 pages). Arguments should be properly footnoted;
2. A chapter outline that is no more than one page;
3. A bibliography of principle references, divided as appropriate into separate archival and primary source sections;
4. Up to five images.

DISSERTATION DEFENSE

Considerations for the Defense:

Students are encouraged to discuss with the advisor and their committee members what is expected from them for the defense as presentation of material and procedure varies by field.

Not until the end of the dissertation process will the supervisor officially form the dissertation committee (which includes reaching out to committee members to confirm their participation).

Please note that although many committees are made up of three members (the advisor and two members), NYU mandates that five faculty are present at and sign off on all defenses. Of the five present, three must be full-time NYU FAS faculty. Should a student's committee have only three members, one of the additional faculty members will be the Director of Graduate Studies. The student and their advisor should identify the fifth participant.

Scheduling the Defense:

Once the Primary Advisor has nominally approved the text of the dissertation, the student may give copies of the text to their second and third readers. It is up to the student and their committee to determine timing for the examination based on the schedules of those involved. Once a date has been determined, please inform the Academic Office at ifa.program@nyu.edu so that a room can be reserved.

N.B. The Academic Office recommends a **minimum of one month** between distribution of the dissertation and scheduling of the defense. Students should consult with the advisor and all committee members to determine any further specifications for timing. The Academic Office recommends **at least one week** in between the defense and the final upload of the dissertation. In order for the student to receive a degree during the term of the defense, the defense must occur **at least two days prior to the deadline for final submission**.

PH.D. PROGRAM & REQUIREMENTS

Submitting the Dissertation:

Dissertation submission is the responsibility of the student and is governed by the Graduate School of Arts and Science, not by the Institute. Students must adhere to all deadlines and procedures established by GSAS for dissertation submission. Deadlines and procedures may be found here: <https://gsas.nyu.edu/academics/submitting-your-dissertation.html>.

DISSERTATION WRITER'S ROOMS

Ph.D. Candidates who have achieved Ph.D. candidacy are eligible for a Dissertation Writer's Room at NYU Bobst Library (rooms 427, 436, 536, and 627). These rooms are shared, quiet office spaces dedicated to serious researchers. Ph.D. Candidates can choose one of the numerous desks and work as long as they wish. Each room includes 10 partitioned desks, available on a first-come, first-serve basis. Amenities include your own personal mobile storage cabinet or a locker, ergonomic furniture, single seating tables, and wireless connectivity. Eligible candidates must fill out an official request form at <https://library.nyu.edu/spaces/dissertation-writers-rooms/>.

YEARLY PROGRESS STATEMENT

Every student working on his or her dissertation must submit a yearly progress statement detailing goal-setting and achievements met. Students will be asked to submit the statement each spring semester, generally by May 1.

TEACHING

Students may work as teaching assistants and graders in NYU's undergraduate departments beginning in their second semester. Students are encouraged to seek positions as primary instructors after passing the second-year review. Please be in touch with Conley Lowrance in the Academic Office to discuss teaching opportunities and update the Office on positions held.

COURSES OUTSIDE THE INSTITUTE

Courses through NYU's Graduate School of Arts and Science are available to Institute doctoral students as part of their regular course of study. The Institute also participates in the Greater New York Inter-University Doctoral Consortium. Ph.D. students may enroll in courses through the consortium. Other participating universities are: Columbia University, Princeton University, CUNY Graduate Center, Rutgers University, Fordham University, Stony Brook University, and New School University. Students should contact the Academic Office if they have questions about enrolling in courses outside the Institute.

More information about the Inter-University Doctoral Consortium can be found at <http://gsas.nyu.edu/academics/inter-university-doctoral-consortium.html>.

TIME TO DEGREE

To remain in good academic standing, students must complete their degrees within specific time limits set by GSAS: If 24 or more credits are transferred toward the Ph.D. degree, the degree must be completed within seven calendar years after the date of first enrollment in the Ph.D. program. If fewer than 24 credits are transferred, the degree must be completed within 10 calendar years after the date of first enrollment in the Ph.D. program.

Students in a Ph.D. program must also achieve doctoral candidacy within four years of initial enrollment. Candidacy is reached when the student earns the Master of Philosophy, M.Phil., degree, indicating that all requirements for the Ph.D. have been met other than the dissertation (meaning that all 72 credits of coursework, major examination, and dissertation proposal have been completed).

It is University policy not to extend full-time student status to anyone that is beyond his or her seventh year of enrollment. Students may not be given full-time equivalency after their seventh year of enrollment at the Institute. Students may be able to appeal for exceptions on a semester-by-semester basis.

Students who have not completed their Ph.D. within seven or ten years of first enrollment at the Institute (based on credits transferred in, see above) will automatically be placed on academic probation. Continued registration will require the student to submit a detailed plan for completion. Registration in subsequent semesters will be dependent on the student's adherence to the plan and demonstration of concrete, written progress toward the degree.

PH.D. PROGRAM & REQUIREMENTS

PARENTAL ACCOMMODATIONS (PH.D. STUDENTS AND CANDIDATES ONLY)

Institute Students Within the Term of Their Institute Funding

Full-time Institute students who are within the term of their Institute funding and become primary caregiving parents to a newly born or adopted child may request to have their academic responsibilities amended for up to six weeks or for one full semester. This may include modifying class attendance, exams, and other academic requirements for a student's degree program. After receiving an application for a period of Parental Accommodation (PA), the Institute will work with the student and the student's advisor or Director of Graduate Studies to create a revised plan for degree completion.

Student Status of and Funding:

- During the period of PA, students maintaining full-time student status must remain in compliance with the terms and conditions of their Institute fellowship.
- Students receiving PA may opt to continue to receive their support package during the period of accommodation, including health insurance and access to university resources. If a student chooses not to receive their stipend during the period of PA, the stipend will be placed on reserved and "banked" for a total of one future semester. Banking the stipend will not affect the student's access to health insurance or maintenance of matriculation.
- Students receiving external financial support must contact the funding agency and comply with its policies. If the external funding agency suspends funding, the Institute will not assume the responsibility of funding the student.
- Students who use a PA will be provided a one-semester extension of enrollment for departmental and/or school academic requirements. For example, if a student would otherwise have been required to take their Major Examination by the end of their third year, the student who uses a PA will be given an additional semester to fulfill this requirement. Likewise, students using a PA will be provided an additional semester to fully complete all degree requirements, if required.
- If a student chooses to use a PA for one full semester, the student will be registered under maintenance of matriculation. Matriculation fees and student health insurance for that semester will be awarded by the Institute per the terms of the Institute funding package.
- The period of PA may begin at any time after the student becomes a primary caregiving parent to a newly born or adopted child, through 12 months after the child is born or adopted.
- New parents who use a PA are not prohibited from applying for an additional leave of absence of one semester.

Institute Doctoral Students Beyond the Term of Their Institute Funding


Institute doctoral students who are beyond the term of their Institute funding who become primary caregiving parents to a newly born or adopted child may apply for a one-semester extension of enrollment to fully complete all degree requirements, and/or a leave of absence.

Applying for Parental Accommodation

Applications by Institute doctoral students within the terms of their funding must be made no later than May 31 for PA in the Fall semester or October 31 for PA in the Spring semester.

Applications of a one-semester extension of enrollment and/or leave of absence by doctoral students beyond the terms of their funding or by master's students must be made no later than three months after the childbirth or adoption.

To apply, please contact the Academic Office to fill out the PA Request Form.



**CONSERVATION
PROGRAM**

CONSERVATION PROGRAM & REQUIREMENTS

DUAL M.S. IN CONSERVATION OF HISTORIC & ARTISTIC WORKS / M.A. IN THE HISTORY OF ART & ARCHAEOLOGY PROGRAM OVERVIEW

The conservation program of the Institute of Fine Arts was born out of the existing art history graduate program in the late 1950s. With that in mind, the program was designed as a “three-legged stool”, by which the conservator is supported in equal measure by art historical study, scientific training, and practical experience. Aside from being the first program of its kind, it is the only conservation graduate program that has its roots in an art history program and is unique in conferring a dual degree: an M.S. in the Conservation of Historic and Artistic Works and an M.A. in the History of Art and Archaeology.

The program is dedicated to the study of the technology and conservation of works of art and historic artifacts. The curriculum combines practical experience in conservation with historical, archaeological, curatorial, and scientific studies of the materials and construction of works of art. Students undertake research projects, laboratory work, seminars, and gain intensive conservation experience through advanced fieldwork and the capstone Internship.

DEGREE REQUIREMENTS

A total of 22 courses (73 points) are required for the dual-degree program: 15 conservation courses (45 points) and seven art history courses (28 points). (See [Definition of Courses on page 24](#) for more information on lectures, seminars, etc.)

M.S. in the Conservation of Historic & Artistic Works

The 15 conservation courses include the core courses:

- **Material Science of Art & Archaeology I (FINH-GA.2101.001)**
- **Material Science of Art & Archaeology II (FINH-GA.2102.001)**
- **Technology & Structure of Works of Art I: Organic Materials (FINH-GA.2103.001)**
- **Technology & Structure of Works of Art II: Inorganic Materials (FINH-GA.2104.001)**
- **Instrumental Analysis I (FINH-GA.2105.001)**
- **Instrumental Analysis II (FINH-GA.2106.001)**
- **Preventive Conservation (FINH-GA.2108.001)**

This leaves seven open conservation electives. At least one of these electives must be an applied science course. **Technology & Structure of Works of Art III: Time-Based Media (FINH-GA.2019.001)** is an additional required core course specific to students enrolled in the time-based media art specialization, taking the place of Instrumental Analysis II, which is not required for this specialization.

In the third semester, all students begin specializing in their primary area of study by enrolling in advanced conservation electives, commonly referred to as treatment courses. First-year students will be asked to declare a specialty near the halfway point of their second semester.

NOTE: Art history courses are set in the schedule and are not moveable. Many conservation courses are scheduled as TBD since these courses need to fit around a student’s art history and core conservation schedule. Students enrolled in a TBD conservation course will need to coordinate with the Conservation Academic Advisor and set a day and time agreed to by all parties.

M.A. in the History of Art & Archaeology

Seven art history courses are required for the M.A. portion of the conservation dual degree program. Foundations I and Directed Research Towards the M.A. Thesis are both required courses. The Foundations II requirement for all M.A. students (topics in technical art history) is automatically fulfilled by Technology & Structure of Works of Art I, leaving five open electives.

These five electives must satisfy at least three distribution areas. Within these five electives, at least two seminars are required. The two seminars cannot be in the same distribution area. A distribution area can be repeated as long as overall, the three distribution areas are met, even if a student takes more than the required two seminars.

The eight areas of study are:

1. Pre-Modern Asia
2. Pre-modern Africa and the Middle East

CONSERVATION PROGRAM & REQUIREMENTS

3. The Ancient Mediterranean and Middle East, Including Egypt
4. Pre-modern Europe and the Americas
5. Post-1750 Global
6. Museum and Curatorial Studies
7. Technical Studies of Works of Art
8. Architectural History

The following illustrates an acceptable registration: 1) a lecture in Post-1750 Global, 2) a seminar in Pre-Modern Asia, 3) a lecture in Architectural History, 4) a seminar in Architectural History, and 5) a seminar in Pre-Modern Europe and the Americas.

Important: Art history and conservation classes count for different point values! (art history=4 points, conservation=3 points)

NOTE: Foundations II course electives for conservation students count as a 3 credit conservation elective, not as a four-credit art history elective.

DISTRIBUTION SUBSTITUTION

A student may use a lecture or colloquium course as a seminar distribution (substitution) only if the faculty member from that specific course approves. Approval must be in writing (a forwarded email is sufficient). Students who are approved must submit a research paper for that course at the end of the semester in order to fulfill the requirements of a seminar course.

LANGUAGE REQUIREMENT

Conservation students must demonstrate proficiency in reading one modern research language other than English that is relevant to their studies. Proficiency is demonstrated by passing an examination administered by the Institute of Fine Arts. International students focusing on a field of study in which their native language is relevant may be granted an exemption from the language requirement pending submission of an exemption form signed by their advisor and the Director of Masters Studies.

The examination should be taken at least once by the end of the student's first year, and must be passed by the end of their fourth semester.

The Institute offers courses in French, German, and Italian reading comprehension at the beginner and intermediate levels. Advanced courses may be organized on a select basis. These non-credit courses meet for ninety-minute sessions twice a week or a three-hour session once per week, at cost to the student.

Limited exams from previous years are available in the Academic Office or from the Conservation Academic Advisor and can be used for practice.

Italian, French, and German exams are offered three times per academic year: at the beginning of the fall semester, at the end of the fall semester, and at the end of the spring semester. Students have one hour to complete a translation with the aid of a dictionary (physical dictionary or use of WordReference.com) showing comprehension of the overall significance of the text and expression, rather than merely a verbatim translation. The Academic Office will notify students regarding the details of upcoming language courses and exams.

Students completing their language requirement in a language not proctored regularly by the Institute should write to the Academic Office to discuss arranging their exam.

M.A. THESIS

Completion of the M.A. Thesis is a requirement of the M.A. degree. The thesis will be of substantial length (9,000 words) and should provide a comprehensive treatment of a problem in scholarship, be competently written, and may be of publishable quality. The topic may be developed from papers written for a lecture course, seminar or colloquium, conservation treatments, or from independent research. A thesis topic may be in any one of the eight areas of study for the M.A. degree in Art History. Students in the conservation program are encouraged to include technical studies in the M.A. Thesis, provided the paper retains its focus on art history or archaeology. Conservation students also follow a slightly altered schedule, as explained below.

CONSERVATION PROGRAM & REQUIREMENTS

Readers: The M.A. Thesis must be read and approved by two faculty members. The primary faculty advisor must be a full-time Institute faculty member. It is the student's responsibility to seek out faculty advisement for the thesis project. Students are strongly encouraged to contact faculty about the viability of ideas the spring semester of their second year. Students must then speak with faculty in September of their third year to confirm an advisor's participation in the project. The student will then notify the Academic Office of their advising arrangements and the Director of Masters Studies will finalize all advising assignments for students. This advisor, who will normally direct and serve as primary reader of the M.A. Thesis, must be in residence during the student's third year. The Director of Masters Studies will arrange for the second reader.

The staging of the M.A. Thesis for conservation students is as follows:

At the start of the third year (fifth semester): Student determines and submits the thesis topic and a list of three potential advisors to the Academic Office in October. The student is assigned a thesis advisor in October. The thesis proposal (500 words with brief bibliography and one illustration) is submitted to the M.A. Thesis advisor in early November. An outline is submitted to the Thesis advisor and the Academic office in December.

Spring semester of the third year (sixth semester): Enroll in Directed Research Towards the M.A. Thesis. Students submit a revised and annotated bibliography in January. A complete first draft of at least 7,000 words is submitted in late February to your thesis advisor. The final version of the thesis is to be submitted to the Academic Office in mid-to-late April. Both readers must approve the thesis before the student begins their fourth-year Internship.

Specific dates and deadlines will be distributed by the Academic Office at the beginning of each academic year.

PROGRAM EXPECTATIONS

Generally, successful students will:

- Commit at least six days per week to program-related activities
- Communicate regularly with faculty
- Seek assistance when needed
- Complete assignments in a timely manner
- Follow health and safety rules
- Support CC/IFA/NYU outreach and development efforts
- Avoid excessive outside obligations (paid or unpaid)

MAINTAINING GOOD ACADEMIC STANDING & PROGRESS TOWARDS DEGREE

The conservation program considers the following as "additional requirements and/or stricter standards" when evaluating a student's "good standing":

- Responds well to instruction and feedback
- Develops hand skills in keeping with experience
- Demonstrates graduate-level research skills
- Synthesizes a broad range of information in order to evaluate conservation problems holistically, for example, the ability to analyze a conservation treatment from start to finish, including proper handling, packing, and preventive conservation strategies
- Displays intellectual curiosity and initiative
- Writes acceptable condition and treatment reports
- Operates within designated time limits by successful project management and organization
- Communicates clearly both orally and in writing
- Maintains a clean and orderly work space
- Demonstrates an understanding and respect for lab safety and regard for others
- Collaborates with classmates and participates in outside program activities (ANAGPIC, summer projects)

CONSERVATION PROGRAM & REQUIREMENTS

- Shows consistent academic and professional development
- Participates in and completes all non-credit program requirements (including language exams and workshops)

CONSERVATION PROGRAM SCHEDULES

The schedules on the following pages set forth the requirements for each year and term, but elective selections may alter the number of semester courses in the second and third years. Any questions about your plan or registration can be directed to the Conservation Academic Advisor.

TYPICAL GENERAL PROGRAM SCHEDULE:

22 courses completed in total over three years: 15 conservation and seven art history.

YEAR ONE

Fall semester: 4 courses, variable credits

- **Technology & Structure of Works of Art I (FINH-GA.2103), Material Science of Art & Archaeology I (FINH-GA.2101), Foundations I in AH (FINH-GA.2046)**, art history elective (lecture)
- Sit for a language exam during first year. May re-sit for language exam through April of second year.

Spring semester: 4 courses, variable credits

- **Technology & Structure of Works of Art II (FINH-GA.2104), Material Science of Art & Archaeology II (FINH-GA.2102)**, art history elective (seminar)
- One art history seminar taken their first year with a grade of A- or better to be in good academic standing.

Summer: 0 courses, 0 credits

- Summer placement(s); participation in an IFA-sponsored or co-sponsored archaeological dig; projects at Villa La Pietra

YEAR TWO

Fall semester: 4 courses, variable credits

- **Instrumental Analysis I (FINH-GA.2105), Preventive Conservation (FINH-GA.2108)**, and a combination of conservation and art history electives

Spring semester: 4 courses, variable credits

- **Instrumental Analysis II (FINH-GA.2106)**, and a combination of conservation and art history electives
- Completion of core conservation courses.
- Language requirement fulfilled.
- Fulfill advanced science requirement before end of third year.
- Begin formulating ideas for M.A. Thesis.

Summer: 0 courses, 0 credits

- Summer placement(s); participation in an IFA-sponsored or co-sponsored archaeological dig; projects at Villa La Pietra

YEAR THREE

Fall semester: 3 courses, variable credits

- Combination of conservation and art history electives
- Follow timeline for M.A. Thesis put forth by the Academic Office
- Capstone Project inquiry letters sent out.
- Submit spring graduation request to NYU (via NYU Albert)

Spring semester: 3 courses, variable credits

- Combination of conservation and art history electives, including **Directed Research Towards the M.A. Thesis (FINH-GA.3547)**
- Advanced science requirement met.
- Interview at capstone institutions.
- Write and submit finalized M.A. Thesis.

Summer: 0 courses, 0 credits

- Summer placement(s); participation in an IFA-sponsored or co-sponsored archaeological dig; projects at Villa La Pietra

YEAR FOUR

Fall and Spring semesters: 0 courses, 0 credits

- Students will be registered for Maintenance of Matriculation.
- Nine-month Capstone Project, monthly reports due.

CONSERVATION PROGRAM & REQUIREMENTS

TYPICAL MELLON TIME-BASED MEDIA PROGRAM SCHEDULE:

22 courses completed in total over three years: 15 conservation and seven art history.

YEAR ONE

Fall semester: 4 courses, variable credits

- **Technology & Structure of Works of Art I (FINH-GA.2103), Technology & Structure of Works of Art III (FINH-GA.2109), Material Science of Art & Archaeology I (FINH-GA.2101), Foundations I in AH (FINH-GA.2046)**
- Sit for a language exam during first year. May re-sit for language exam through April of second year.
- Winter intersession 1 includes Art With A Plug—Essentials of Electric, Electronics, and Control Engineering (Tandon)

Spring semester: 4 courses, variable credits

- **Technology & Structure of Works of Art II (FINH-GA.2104), Material Science of Art & Archaeology II (FINH-GA.2102), art history elective (seminar)**
- One art history seminar taken their first year with a grade of A- or better to be in good academic standing.

Summer: 0 courses, 0 credits

- Participation in an IFA-sponsored or co-sponsored archaeological dig; projects at Villa La Pietra; Directed Work-Placement

YEAR TWO

Fall semester: 4 courses, variable credits

- **Instrumental Analysis I (FINH-GA.2105), Preventive Conservation (FINH-GA.2108),** and a combination of conservation and art history electives

Spring semester: 4 courses, variable credits

- TBM students are not required to take Instrumental Analysis II.
- Completion of core conservation courses.
- Combination of conservation and art history electives
- Language requirement fulfilled.
- Begin formulating ideas for M.A. Thesis.

Summer: 0 courses, 0 credits

- Participation in an IFA-sponsored or co-sponsored archaeological dig; projects at Villa La Pietra; Directed Work-Placement

YEAR THREE

Fall semester: 3 courses, variable credits

- Combination of conservation and art history electives
- Follow timeline for M.A. Thesis put forth by the Academic Office
- Capstone Project inquiry letters sent out.
- Submit spring graduation request to NYU (via NYU Albert)

Spring semester: 3 courses, variable credits

- Combination of conservation and art history electives, including **Directed Research Towards the M.A. Thesis (FINH-GA.3547)**
- Advanced science requirement met.
- Interview at capstone institutions.
- Write and submit finalized M.A. Thesis.

Summer: 0 courses, 0 credits

- Participation in an IFA-sponsored or co-sponsored archaeological dig; projects at Villa La Pietra; Directed Work-Placement

YEAR FOUR

Fall and Spring semesters: 0 courses, 0 credits

- Students will be registered for Maintenance of Matriculation.
- Nine-month Capstone Project, monthly reports due.

CONSERVATION PROGRAM & REQUIREMENTS

TYPICAL MELLON LACE (LIBRARY & ARCHIVE) PROGRAM SCHEDULE (FOR LAST COHORT ENTERING IN FALL 2021):

22 courses completed in total over three years: 15 conservation and seven art history.

YEAR ONE

Fall semester: 4 courses, variable credits

- **Technology & Structure of Works of Art I (FINH-GA.2103), Material Science of Art & Archaeology I (FINH-GA.2101), Foundations I in AH (FINH-GA.2046)**, art history elective (lecture)
- Sit for a language exam during first year. May re-sit for language exam through April of second year.
- Winter intersession 1 includes History of Bookbinding Seminar (Columbia University); Descriptive Bibliography Seminar (RBS UVA) or Conservation of Parchment Workshop (Buffalo State)

Spring semester: 4 courses, variable credits

- **Technology & Structure of Works of Art II (FINH-GA.2104), Material Science of Art & Archaeology II (FINH-GA.2102), Image-Based Documentation for Conservation (FINH-GA.2110)**, art history elective (seminar)
- One art history seminar taken their first year with a grade of A- or better to be in good academic standing.

Summer: 0 courses, 0 credits

- Historical Book Structures Practicum (Delaware/Buffalo State/NYU); participation in an IFA-sponsored or co-sponsored archaeological dig; projects at Villa La Pietra; Directed Work-Placement

YEAR TWO

Fall semester: 4 courses, variable credits

- **Instrumental Analysis I (FINH-GA.2105)** and a combination of conservation and art history electives
- Winter intersession 2 includes Descriptive Bibliography Seminar (RBS UVA) or Conservation of Parchment Workshop (Buffalo State)

Spring semester: 4 courses, variable credits

- **Instrumental Analysis II (FINH-GA.2106), Preventive Conservation (FINH-GA.2108)**, and a combination of conservation and art history electives
- Completion of core conservation courses.
- Language requirement fulfilled.
- Begin formulating ideas for M.A. Thesis.

Summer: 0 courses, 0 credits

- Paper Book Internsive, other workshop opportunities; Summer placement(s); participation in an IFA-sponsored or co-sponsored archaeological dig; projects at Villa La Pietra; Directed Work-Placement

YEAR THREE

Fall semester: 3 courses, variable credits

- Combination of conservation and art history electives
- Follow timeline for M.A. Thesis put forth by the Academic Office
- Capstone Project inquiry letters sent out.
- Submit spring graduation request to NYU (via NYU Albert)

Spring semester: 3 courses, variable credits

- Combination of conservation and art history electives, including **Directed Research Towards the M.A. Thesis (FINH-GA.3547)**
- Advanced science requirement met.
- Interview at capstone institutions.
- Write and submit finalized M.A. Thesis.

Summer: 0 courses, 0 credits

- Paper Book Internsive, other workshop opportunities; Summer placement(s); participation in an IFA-sponsored or co-sponsored archaeological dig; projects at Villa La Pietra; Directed Work-Placement

YEAR FOUR

Fall and Spring semesters: 0 courses, 0 credits

- Students will be registered for Maintenance of Matriculation.
- Nine-month Capstone Project, monthly reports due.

CONSERVATION PROGRAM FUNDING

TUITION FELLOWSHIPS

The conservation program makes every effort to assist its students to fund their education. In most cases, the full cost of tuition for the program for conservation students, including matriculation fees and student healthcare, is covered by the Institute of Fine Arts, herein referred to as "tuition fellowships." Since the

CONSERVATION PROGRAM & REQUIREMENTS

program's resources are limited, tuition fellowships are not guaranteed. Tuition fellowships are paid each semester contingent upon fulfillment of the necessary academic requirements, maintaining full-time status, maintaining good academic standing, showing progress towards the degree, and performance.

STIPEND FELLOWSHIPS

The conservation program strives to help support the living costs associated with full-time graduate study. These living stipends, herein referred to as "stipend fellowships", are determined each year through a committee consisting of the Chair and full-time Institute faculty. Stipend fellowship decisions are based upon fulfillment of the necessary academic requirements, maintaining full-time status, maintaining good academic standing, showing progress towards the degree, and performance, and may be named in honor of the sponsoring grant, institution, or benefactor. All stipend fellowship funding is dependent on the overall department funding for that year and may vary from year to year accordingly. Determinations are made in early summer and each student will receive an annual fellowship award letter detailing the specifics of their award and the amount shortly thereafter.

Students who receive a named fellowship must update their email signature to reflect this. Additionally, any student who is a recipient of a named fellowship is required to attend a donor's luncheon in the Spring semester.

Stipend fellowships are disbursed in two payments made at the beginning of each semester. Please contact the Finance Office at the Institute to enroll in direct deposit. If a student receives or wishes to pursue any outside funding, you must consult with the Chair as to eligibility, payment procedures, and official policy. Please keep in mind that outside fellowship monies cannot be added to an Institute award, but rather will serve to replace Institute funding and help preserve our endowment for future students.

NOTE: Under U.S. IRS regulations, NYU is not required to report scholarship, stipend, grant, or fellowship awards as income, except for foreign students. It is the student's responsibility to determine whether some, or all, of any scholarship, stipend, grant, or fellowship award is taxable.

STUDENT HEALTH INSURANCE

At the start of each semester, students must enroll in the NYU Comprehensive Student Health Insurance Plan (two payment NOT single payment option). Should you miss the enrollment deadline (September 30), or not select the above plan, you will automatically be enrolled in the Basic Plan, which offers far less coverage. The NYU Comprehensive Student Health Insurance Plan does not include dental insurance. Dates of coverage for the fall semester are **August 21-January 8**, and the spring/summer from **January 9-August 20**. Students on their fourth-year Internship and who plan to graduate in May will still have healthcare coverage through the entire spring period ending August 20. Should you choose to waive or opt out of the insurance provided by NYU, proof will be needed of your coverage under a parent's or spouse's insurance program.

Once selected, insurance coverage is retroactive to August 21. Any doctor visits from August 21 to the date of enrollment can be reimbursed through the provider.

If a health insurance inquiry does not need immediate assistance, please email health.insurance@nyu.edu. You can also find information about the Health Insurance plans by visiting <http://www.nyu.edu/health/insurance>.

FUNDRAISING & GRANTS

The conservation program continually fundraises for student fellowship support. Students benefit individually or as a group from all of our fundraising efforts. Fundraising may require reporting for grants and advocacy for the Center and we expect students to contribute on different occasions, for example writing a short report or granting image rights (from the student or of the student) to include in confidential reports or to communicate on our website. We count on our students to support our fundraising efforts and to deliver all materials as requested. Each year, grant, donor, and event dates will be provided in your student fellowship award letters. Please know we expect you to participate in a variety of fundraising activities in addition to these dates when requested.

ADVISEMENT & REGISTRATION

Initial advisement on registration practices and courses for the first academic year occurs in-person during

CONSERVATION PROGRAM & REQUIREMENTS

Orientation. It is recommended that students arrange a meeting as early as possible with their potential faculty advisor. Paper/photo/LACE students should contact Professor Ellis; objects students, Professor Marincola; and paintings students, Professor Modestini. It is important that they meet you and discuss your program/career objectives as early as possible.

Given the flexible nature of the curriculum, advisement on subsequent academic years is accomplished via consultation with your primary advisor, the Chair, and the Conservation Academic Advisor late in the fall semester.

The Conservation Academic Advisor will enroll fourth-year students in matriculation of maintenance through ALBERT (MAINT-GA.4747.001) for the Fall and Spring semesters.

Be sure not to leave registering to the last minute. Fellowship awards do not cover drop/add fees should you change your mind about classes after the registration deadline or have trouble with the registration system. Student health insurance selections and graduation selections should also be kept in mind during this period. See the Conservation Academic Advisor if you are having difficulty registering for classes.

INDIVIDUALIZED INSTRUCTION

On occasion, a student's particular interest may not be fully represented by the course offerings or is of such a personal nature that a course is just not available. In these cases, the student, in consultation with the Chair, can develop his or her own independent study course, focusing either on treatment or scientific analysis and examination.

Individualized Instruction courses must be approved prior to registration. A course number will be assigned during the registration period. Please see the Conservation Academic Advisor to obtain the course number. Credit will not be assigned retroactively.

The following guidelines are provided in order to clarify the requirements of students wishing to enroll in Individualized Instruction Advanced Conservation Courses:

- Students interested in working in conservation labs, private studios, or pursuing supervised independent research, and who wish to receive course credit for the work, must first discuss with the Chair the purpose and expected outcome of your work/research.
- Submit to the Chair a written description of the project including the purpose and expected outcome(s). There must be an academic component to the project; it is not just working in someone's lab. The description must be approved and signed by the supervisor of the project. Please submit the signed proposal to the Chair for review and signature. Often, based on the Chair's review, you may be asked to revise your proposal and obtain new signatures from your supervisor(s). The written proposal is independent of course registration.
- A final report on the project must be turned in to the supervisor and to the Chair at the end of the semester.
- A final written evaluation will be requested from the supervisor. The final grade for the course will be solicited by the Center from the supervisor.

FOURTH-YEAR CAPSTONE PROJECT

In the fourth year, students will be required to work full time in a public or private conservation establishment. This is a non-credit degree requirement, the final obligation for the M.S. in conservation. Capstone Projects normally run for two consecutive semesters (9 months in total), although some hosts may want you to commit to a 12-month period. Detailed guidelines are available from the Center and will be sent to your host institution upon confirmation of your plans.

CAPSTONE PREPARATION TIMELINE

Planning for the Capstone Project takes place at the start of the third year. Here is a broad outline of the timing of the procedure, adhered to by all U.S. conservation graduate programs:

<i>October</i>	<i>Meet with faculty and Chair to discuss potential placements/ Portfolio review</i>
<i>October-December</i>	<i>Letters sent to potential host institutions</i>
<i>January-February</i>	<i>Interviews</i>

CONSERVATION PROGRAM & REQUIREMENTS

March-April

Decisions

ARRANGEMENT PROCEDURE & COVER LETTER

1. Do not approach or contact a potential host institution about a placement before meeting with your advisor to review your preferences, options, geographic requirements, proper contact person, schedule, and other considerations. Some institutions have specific application procedures, which are typically posted on their websites. Do not approach potential supervisors independently or pre-empt other applicants time-wise. ANAGPIC member programs have agreed upon a general arrangement schedule (see above). Occasionally, a potential host may indicate that an application is expected, that it will be favorably received, or that an application is not necessary—that is great news, but the rules still apply! European institutions may require different arrangements and schedules.
2. For reference, it may be helpful to consult the placement list indicating where conservation students have placed and when. If you are interested in a particular institution, ask the Conservation Academic Advisor to provide some past capstone reports or contact the former student directly (assuming that they have been there fairly recently).
3. NYU-IFA-CC stationery can be used for letters of inquiry. Ask the Conservation Academic Advisor for a printed sheet(s) or template. Use good bond paper for the final printed copy. Send your letter of inquiry by email and postal mail.
4. Follow standard business letter layout. Include: date of the letter; addressee and address; salutation (Dear Mr./Ms./Dr., etc.); body of the letter; closing (Sincerely yours), signature, and name. Since a copy of your C.V. will be enclosed, add a line specifying that. For example: Enclosure: resume, or similar.
5. The opening paragraph briefly states why the letter is being sent—that you are interested in a fourth-year Capstone Project in conservation in that institution. Do not write “My name is [fill in your name here]”—that is evident from the signature line! Ask if students are being considered in academic year 20xx-20xx (9 months; September-May) and, if so, could you arrange for an interview and portfolio review.
6. The second paragraph lays out an applicant’s education, skills, relevant experience, and why THAT institution is of particular interest. Try not to simply repeat your resume. This is typically the longest paragraph in the letter, but it should still be concise. Do your homework—do not express a desire to work on French lithographs if the institution does not have any. Every collection and conservation staff is “wonderful!”—indicate that you are aware of the strengths of the collection and the conservation staff. Include your art history interests, if relevant.
7. A third paragraph outlines availability for an interview and flexibility as to when. Interviews are generally January-February. Your contact information, email or number as you prefer, gets inserted here. Remember to thank the person for their consideration of your request. Cover letters should not exceed one page.
8. ALWAYS give copies of your letters of inquiry to the Conservation Academic Advisor for your file and keep your advisor up to date at all times on the status of your inquiry. It is recommended that you ask your advisor to review ALL letters and your C.V. before they are sent.
9. Questions to ask before your interview:
 - Are reference letters required?*
 - What is the interview format and length?*
 - Presentation and interview tips?*

CAPSTONE REPORTS

During the capstone placement, regular monthly reports—nine in total—are to be submitted to the School. They should clearly document your activities and, when possible, include examination reports and photographs. The reports should begin after your first month of work.

The format of the report can be a memo or letter sent electronically (.doc or .pdf) or mailed directly to the Center. Include the objects worked on, the types of activities undertaken, skills honed or learned, etc. Review your monthly reports with your supervisor prior to submission. This will help encourage regular communication and feedback during the capstone period. Images used in the reports should be inserted at

CONSERVATION PROGRAM & REQUIREMENTS

low resolution. Please receive permission from your host institution prior to sending images. Strive to keep the entire document to 20 MB, or smaller. Any feedback on the site or the supervisor(s) is also welcome. Your supervisor will be asked to provide a written evaluation at the end of the placement.

Students are expected to have completed all the requirements for the M.A. degree before beginning their Capstone Projects. Stipends are conditional upon completion of academic requirements and may not be awarded if progress towards completion has not been demonstrated in a satisfactory way. Please be aware that the conservation program supports your placement for only the nine-month period.

NOTE: Any financial support received from the host institution must be divulged to the Center.

MELLON LACE & MELLON TBM DIRECTED WORK-PLACEMENTS

A Directed Work-Placement for LACE and TBM students is normally completed within six to eight weeks over the summer months. Should a placement be split between two institutions, this should be agreed to by the program and all supervisors before the commencement of the placement. The hours of work should also be determined between the student and the supervisor beforehand so that they are mutually understood. Funding is provided directly to the student through the Mellon's LACE and TBM Education grants and is administered through the University. Please see the Conservation Grants Administrator for funds availability.

The student must first discuss and reach an agreement with the supervisor regarding the purpose and the expected outcome(s) of the project. Sometimes, a written description of the project, co-signed by the supervisor and the student, will be requested and must clearly state the:

- Purpose and expected outcome(s) and
- Hours and days of employment of the Directed Work-Placement.

WORK PLACEMENTS DURING THE SEMESTER

Students naturally want to take advantage of learning opportunities made available to them during the academic year. While the program encourages this, the importance of coursework and the commitment to a full-time, funded graduate program should not be overlooked. A student's first priority is their schoolwork and graduate school commitments. Potential supervisors must be made aware of program commitments, and every effort must be made to prevent outside opportunities from interfering with studies, class schedules, mandatory meetings, etc. To this end, the Chair must approve all academic-year placements prior to a student's acceptance of a position.

SUMMER WORK PLACEMENTS

In addition to NYU-sponsored activities, students are able to choose among a host of summer work opportunities at museums, historic houses, and conservation labs where they can reinforce and develop the skills they acquire in the classroom. Although it is not required, many students choose to spend all or part of their summer working at a conservation establishment in the U.S. or abroad. Many of these opportunities are circulated via email or found on the Career Center link of the AIC website and via CoOL at <http://cool.conservation-us.org/>. If you are interested in any summer opportunities, you must first have a discussion with your primary advisor and/or the Chair. **DO NOT approach potential supervisors without first discussing your intentions with your primary advisor.**

Second- and third-year students are required to report on their summer activities at the annual Summer Projects Series set in the fall. Presentations are 10-15 minutes in length with a focus on treatments and projects in each given category. Depending on your summer experiences, you may be required to present more than once. These events are also open to art history students, faculty, donors, and the immediate conservation community. Further information is provided at the start of the fall semester. **Supply the Conservation Academic Advisor with all of your summer plans as soon as they become known, including site name(s), supervisor name(s) and contact information.**

COURSE EVALUATIONS

Evaluations are extremely important to the effective organization and delivery of courses at the Institute. Comments and suggestions will be communicated to Instructors personally by the Conservation Academic Advisor. If circumstances warrant, the Director of the Institute will be included in the review. Evaluations

CONSERVATION PROGRAM & REQUIREMENTS

for conservation courses are completed online where identities are kept anonymous. The Conservation Academic Advisor prepares the results for the Chair and does what he can to keep anonymity, e.g., scrambling responses. Feedback about Individual Instructions or any additional feedback for special workshops is welcome and can be submitted directly to the Conservation Academic Advisor or the Chair.

STUDENT ASSESSMENTS

Student Assessment Forms are sent to all faculty and instructors to provide students written feedback on academic progress and performance. Made available to the student and kept in their file, these assessments augment the letter grade received in class. Assessments allow students to better understand their own progress through the program and provide the opportunity to react early on areas that need improvement. The forms consist of a numerical ranking system, as well as the option for written comments. Assessments can be used to help the administration evaluate “good academic standing and progress towards degree”.

If necessary, at the beginning of the third year, students meet for a formal assessment with the Chair, their primary advisor, and the Conservation Academic Advisor. The goal of this meeting is to evaluate whether a student is academically fit to pursue a fourth-year Internship.

CONFERENCE PARTICIPATION & ABSTRACT SUBMISSIONS

Follow these steps when considering submitting an abstract to a professional conference:

1. A draft abstract and general information about the specific conference needs to be submitted to the supervisor and the Chair for review at least four weeks prior to the abstract submission deadline.
2. Students must receive written approval from both their primary advisor and the Chair prior to submitting a final abstract for paper or poster presentation at a professional conference.
3. When an abstract has been accepted for paper or poster presentation, students must speak with their primary advisor and the Chair regarding the content, design, funding and acknowledgments, etc. Consultation with the Chair is required well in advance of the conference to allow adequate time for discussions about strategy and possible revisions.
4. A final abstract with general conference information must be submitted to the Chair and Academic Advisor for filing.
5. Students, and graduates, are welcome to arrange practice talks through the Academic Advisor.

ANAGPIC STUDENT CONFERENCE

(April 18-20, 2024: Columbia University & New York University)

Each year, the Association of North American Graduate Programs In The Conservation of Cultural Property (ANAGPIC) meets for a three-day conference. Two students from each program are chosen to represent the schools by giving professional-quality presentations. Students may also submit ideas for a poster. Students giving a presentation or a poster automatically agree to the paper being published on the student conference web site at <http://resources.conservation-us.org/anagpic-student-papers/>. Attendance at the conference is mandatory for first- and second-year students—you will be excused from your Thursday and Friday classes of that week.

AIC

(May 21-25, 2024: Annual Meeting in Salt Lake City)

The American Institute for Conservation of Historic and Artistic Works (AIC) holds its annual meeting each year in early summer. Conservation students can apply for a George Stout Fellowship from AIC to defray the cost of attending. Applications can be found on the AIC website at <https://www.culturalheritage.org/> and are due in December.

EASTERN ANALYTICAL SYMPOSIUM

(November 13-15, 2023: Princeton, NJ)

The Eastern Analytical Symposium & Exposition is conveniently held every fall in neighboring New Jersey, and features technical sessions on up to twenty different areas of analytical and characterization techniques, poster sessions, short courses, exhibitor workshops, and seminars. Students can take advantage of the technical sessions addressing conservation science and meet professionals

CONSERVATION PROGRAM & REQUIREMENTS

from the field. For more information visit <http://easinc.org>.

CONFERENCE FUNDING

The conservation program has limited funding available for its students to financially support conference attendance. Students will be supported for travel to attend conferences if:

- they are giving a paper or poster at the conference and
- if they have applied for external funding (when available) and still require more support.

Sometimes, there is travel money available for a specific specialty, like Old Master paintings conservation or firearms conservation, or for specific projects like excavations, Villa La Pietra, and the Acton Collection Catalog. It is always worth asking the CC Grants Administrator or the Chair.

For all travel, a budget submitted in advance is required. We will make every effort to cover the costs of travel, but know that funds are limited. At times, the student may be asked to contribute to the cost.

The fees related to the travel may be partially or fully covered by the Center. Receipt of this funding is subject to approval by the Chair, and it may be granted as a flat rate stipend or reimbursement based on actual receipts.

We will not fund attendance at workshops for individuals, but we will try and offer workshops at the Conservation Center for groups of students, on subjects of interest to more than one student.

NOTE: Students in the Mellon LACE program may use Mellon funds to attend conferences (no pre-entation necessary), workshops, and other professional development opportunities only if the student receives prior approval from Professor Conte. There are no refunds for unapproved past activities.

THE JAMES H. "TONY" FRANTZ PRIZE IN STUDENT RESEARCH

Awarded annually to a current student in recognition of the completion of a research project with a significant applied science component. The prize consists of a cash award towards the purchase of professional books.

THE RDM PRIZE

Awarded annually to a current student in recognition of an advanced treatment of a work of art that demonstrates a high level of skill and art historical sensitivity. While treatment from all areas of art and archaeology will be considered, special notice will be made of those devoted to archaeological materials. The prize consists of a cash award towards the purchase of conservation tools and materials.

ARTWORK FOR TREATMENT & STUDY

CONSERVATION STUDY COLLECTION

Students wishing to access the Study Collection (Room 4M) may do so **ONLY under staff or faculty supervision**. Students and instructors are responsible for making an appointment to access the collection with the Study Collection Manager in advance. If you are unable to make an appointment ahead of time, we will do our best to accommodate your request at our earliest convenience.

Any item removed from the collection for study or treatment purposes must be properly logged out and in via the logbook in 4M. It is especially important to accurately record accession number and exact storage location of works when removing them from the Study Collection and that objects are accompanied by their labels at all times. PROMPT return of all objects at the end of the semester or completion of examination/treatment is required.

OBJECTS HANDLING

Follow these guidelines during the handling, examination, documentation, and treatment of artwork. The "Ten Rules" are:

1. **HANDLING:** The object shall be properly handled at all times. Proper support, cushioning, soft or smooth surfaces, rolling cart, tray and so forth shall be provided as needed during transport, examination, documentation, and treatment.
2. **WORK AREA:** The area in which an item is stored, examined, documented, or treated shall be surveyed prior to the art being moved to that space to ensure that it is clean and free from potential threats, such as accidental spills, bumps from passersby, dust resulting from other treatments,

CONSERVATION PROGRAM & REQUIREMENTS

etc. There is no food or drink permitted in work areas of the Center.

Work areas and objects in them must be labeled with both name(s) of student(s)/instructor(s) and emergency contact information for the individual(s) with whom they are associated. Study Collection items and objects on loan must be accompanied by labels and “Art Object Registration Forms,” respectively.

3. **STORAGE:** All artworks shall be safely stored or otherwise protected when not undergoing examination, documentation, or treatment. Signage must indicate the name(s) and emergency contact information of the person(s) responsible for objects, should they need to be moved or in the event that an accident occurs.
4. **GETTING STARTED:** Sampling and initial examination, documentation, and treatment procedures shall be carried out under supervision of the appropriate instructor.
5. **SUPERVISED WORK:** All examination, documentation, and treatment shall, whenever possible, be carried out under the supervision of the appropriate instructor.
6. **CONDITIONAL UNSUPERVISED WORK:** When an examination, documentation, or treatment procedure is to be carried out independently, the appropriate supervisor shall be so informed, in order to ascertain that the student clearly understands and has sufficient experience in that particular procedure.
7. **NEW PROCEDURES:** The student shall not attempt any new procedure involving documentation, examination, or treatment, or one in which he/she is inadequately experienced without appropriate supervision. This includes analytical techniques and equipment.
8. **PROCRASTINATION DOES NOT PAY:** Every effort should be made to avoid last minute examination, documentation, and treatment, which not only inconveniences other students and instructors, but more importantly, incurs unnecessary risk.
9. **WHEREABOUTS:** The location of an object shall be known by both the instructor and the student at all times.
10. **ACCIDENTS & EMERGENCIES:** In the case of damage or loss the appropriate supervisor(s) must be informed immediately. Do not contact the lender without the consent of the appropriate instructor or Chair.

IN-CLASS EXAMINATION & TREATMENT OF ARTWORK

Frequently, objects are lent to the Center or are borrowed internally from the CC Study Collection for examination and treatment. Procedures have been established to ensure the safety of these objects while they are at the Center, and account for their movements in and out of the building.

Any donation or loan that is brought in or out of the building must be logged by the Study Collection Manager who will record the arrival and departure of the loan. Advance notice for this process is appreciated and often necessary. Coordinate with the Study Collection Manager when arranging loan drop-off/pick-up appointments with lending institutions. If you or the associated professor will not be present at the time of the drop-off/pick-up of a loan you must make the Study Collection Manager aware of the appropriate storage location or where the object can be found prior to the arrival of the lender to avoid confusion and delays.

The “Art Object Registration Form” must be kept with the treatment object at all times and will be assigned to the object upon its arrival at the Center by the Study Collection Manager. This form lists the name of the student and supervisor associated with the treatment of the object, as well as the emergency contact information of the lender.

NOTE: Lenders should only be contacted by students with permission from the appropriate instructor.

Objects from the CC Study Collection or on loan to the Center for purposes of examination or treatment are not to be removed from the premises. If objects must be analyzed, examined, or treated at other facilities, prior permission must be obtained from the Chair, and the owner of the work (if appropriate) via the instructor. Objects leaving the Center temporarily will be listed on an “Outgoing Loan Receipt” to be filled out prior to the object’s departure. The “Outgoing Loan Receipt” can be obtained from the Study

CONSERVATION PROGRAM & REQUIREMENTS

Collection Manager.

There is a locked closet in Room 5F for storage of objects undergoing treatment in class. This closet is NOT intended for permanent storage of objects. Students and instructors are responsible for cleaning out this closet and arranging the return of any loans at the end of each semester.

For instructions on how to correctly handle and move art please see [Objects Handling on page 65](#).

PRIVATE CONSERVATION WORK

Students may not undertake private conservation work or personal projects in the Conservation Center without permission from the Chair. All work must be supervised by a faculty member. As with all loans, private or personal artwork brought into the Center for faculty approved treatments must be logged in and out of the building.

LABORATORY SAFETY, EQUIPMENT & PROCEDURES

GENERAL LABORATORY PROCEDURES

The laboratory facilities at Chan House cover nearly every floor, excluding the first, second, and basement levels. Because of the nature of the conservation program, specialized equipment, chemicals, and chemical storage are all housed on various levels throughout the building. Only students with the proper training and/or supervision may use the laboratory spaces or analytical equipment. For more information on specific laboratory policies and procedures, please consult the Conservation Laboratory Manual, under separate cover.

For any laboratory emergencies or chemical spills please contact the Lab Manager at (x25847) during office hours or IFA security at (x25808) for after hour incidents.

