GRADUATE STUDENT HANDBOOK
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Orientation Week

THE DEPARTMENT OF THE HISTORY OF ART AND ARCHITECTURE ORIENTATION:

All orientation will take place in Lawrence 241. Check the website for key dates and changes in time and/or location:

   Website: http://arthistory.uoregon.edu

New Graduate Student Orientation  
Time: 10:00 am - 11:00 am

Introduction to Faculty and Returning Graduate Students  
Time: 11:00 am - 11:30 am

Graduate Teaching Fellows Meeting  
Time: 11:30 am - 12:00 pm

Graduate Luncheon  
Time: 12:00 pm - 1:00 pm

UO ORIENTATION WEEK:

New Graduate Student Resource Fair & Orientation  
This orientation provides an opportunity to meet other new graduate students and learn how to survive your graduate degree program. You will find out about academic requirements, computing services, the UO Knight Library System, the Student Health Center, and other resources for graduate students.

   Website: http://gradschool.uoregon.edu/orientation

New Graduate Teaching Fellow (GTF) Orientation: Teaching Undergraduates  
The orientation is designed for new graduate teaching fellows (GTFs). Presenters offer specific suggestions for enhancing teacher-students interactions and student learning in the classroom and during office hours. Experienced faculty and GTFs share tips for success as a GTF.

   Website: http://gradschool.uoregon.edu/gtf

International Graduate Student Orientation  
This orientation session is for International graduate students and is part of the International Student Orientation provided by the Office of International Programs. Students will learn about cultural differences in U.S. higher education, English language requirements, registration and billing procedures, and Graduate School regulations and policies.

   Website: http://international.uoregon.edu/isss/orientation
History of Art and Architecture Office and Facilities

PEOPLE

AAA Administrative Staff
Lawrence Hall 254
phone: 541.346.3675
tel: 541.346.3601
email: artinst@uoregon.edu
Office Hours: 8:00 am-5:00 pm M-F

Department Head
CHARLES H. LACHMAN, Associate Professor
Lawrence Hall 251B
phone: 541.346.3601
tel: 541.346.3601
email: clachman@uoregon.edu

Director of Graduate Studies
MAILE HUTTERER, Assistant Professor
Lawrence Hall 243
phone: 541.346.8229
tel: 541.346.8229
email: msh@uoregon.edu

FACILITIES

Offices
The office of the Department of the History of Art and Architecture is within the AAA Administrative Office, 254 Lawrence Hall. Professors maintain offices in Lawrence Hall (see directory at the end of this guide for specific office numbers). Depending on availability Graduate students who hold appointments as Graduate Teaching Fellows may be assigned offices on the mezzanine level in Lawrence Hall.

Resource Room
Located in 252 Lawrence Hall, the resource room provides a workspace for the department's graduate students. It contains four desktop computers, a large flatbed scanner, two smaller scanners, space to store books, as well as a microwave. The room is accessible only by an access code that you can receive each term from the receptionist in 254 Lawrence.

Mailing Address
THE Department of the History of Art and Architecture
5229 University of Oregon
Eugene, OR 97403-5229 U.S.A.
Campus Facilities

Computer Services and Computer Labs

Public labs on campus that are available for student use include the A&AA Learning Commons (second floor Lawrence Hall), Knight Library Learning Commons (first floor Knight Library), the Science Library Learning Commons, the McKenzie Lab (101 McKenzie Hall), the EMU Lab (22 EMU), and the Edmiston Classroom (144 Knight Library-available only when no class is in session). These spaces contain desktops and scanners for your use. You can also print and make photocopies at these locations using pre-loaded “campus cash” on your UO student ID card.

To add campus cash go to duckweb.uoregon.edu, click on student menu -> quickpay student billing -> make payment.

A&AA Technology Services Help Desk
Please see website for hours: http://aatech.uoregon.edu/
282 Lawrence Hall aahelp.uoregon.edu
541.346.6194

A&AA Output Room
Please see website for hours: http://aatech.uoregon.edu/
280 Lawrence Hall
541.346.2081
The Output Room is dedicated to providing quality digital imaging services to the University community at affordable prices.

Facilities Services (in Lawrence Hall)

8:00am - 8:00pm Monday - Friday
124 Lawrence Hall, facing the Lawrence Hall courtyard
aahelp@uoregon.edu
Facilities Support Services provides a variety of services for students including: locker registration, lost and found, building access authorization, and equipment check out for students. You can check out items such as power point presentation controls, laser pointers, computer adapters to connect to classroom projectors, and other items you might need as a GTF or especially when giving classroom presentations.

Erb Memorial Union (EMU)

The EMU offers students numerous services and places to eat. Services and offices include a computer lab, faxing services, the UO Card Office (where you can get your student ID card and replace lost cards), and the Ticket Office (a sales outlet for Ticketmaster, TicketsWest, the Hult Center, and a number of local and campus venues).
Health Center

Monday-Friday 9:00am - 5:00pm
Saturday 10:00am - 2:00pm
1590 E. 13th Ave.
541.346.2770 http://healthcenter.uoregon.edu/

The Health Center offers general medical care (primary care) as well as specialty services including a pharmacy, laboratory, dental clinic, x-ray facility, and a physical therapy/sports medicine clinic.

Parking on Campus

Public parking is available around campus (especially south and west of the main campus) in metered and zoned parking spots, but can be difficult to find. Student parking permits are available for purchase by students registered for credit courses at the University of Oregon. More information on prices and the location of parking lots is available at https://parking.uoregon.edu/.

Bike Rental and Maintenance

The University of Oregon Outdoor Program offers long-term bicycle rentals as well as assistance in maintaining your bike. For more information on the program visit their website.
http://outdoorprogram.uoregon.edu/bikes
Getting Started Student Checklist

☐ Student Identification Card

   Go: UO Card Office, 12 EMU
   Have: a photo ID with you
   Why: This will double as your library card, you can use it for campus cash, you will need it to use the public transportation system in Eugene, and all sorts of discounts around town

☐ Get a Personal Access Code (PAC #) 

   What: Code used to access Duckweb
   Where: https://duckweb.uoregon.edu
   Why: You will need it to register for classes, access financial aid information, etc.

☐ Get Your Duck ID

   How: Visit http://it.uoregon.edu/help/duckid/ Enter your UO ID number and PAC to log in the first time.
   Why: You will need your Duck ID for a number of things on campus, from creating your email account to logging on to public computers, etc.

☐ Resource Room Code

   How: See the AAA Admin Team receptionist LA 254
   When: At the beginning of each term
   Why: To get into the Resource Room (LA 252) where there are computers and lockers
Registering for Classes

Registration for classes is completed through DuckWeb. To register for classes you will need your Duck ID and PAC. For a full list of courses being offered on campus (with their CRN #s) go to http://classes.uoregon.edu/ and select the correct term. You can search for classes by department.

To Register

Go to www.uoregon.edu, DuckWeb-enter ID and PAC, Student Menu, Registration Menu, Add/Drop Classes, Choose term, Enter CRN #’s (can search through course menu).

Registration Priority

For the fall term of your first year you will register once you get to campus and have an opportunity to speak with your advisor, the Director of Graduate Studies, or another member of the faculty. In subsequent terms, you are given a registration priority date and time. Graduate students register first, and then undergraduates, followed by community education students.

A few weeks before initial registration opens each term, the Registrar ‘s Office publishes a Registration Priority Schedule. The week prior to initial registration, your specific registration time is added to your student record. Once that is completed, you can then view your specific time and day in DuckWeb. After logging into DuckWeb, click on Student Menu, Registration Menu, then Check Registration Eligibility.

Initial Registration runs between eight and ten business days, beginning the eighth week of the prior term (for the regular academic year). Start times are assigned on the half-hour, beginning at 8 a.m. and ending at 5:30 p.m. Once your start time has passed, you can log into DuckWeb as often as you want to register for classes.

Course Numbering

Each course is assigned a course level. Courses numbered 100–499 are undergraduate courses; 100–299 are lower division, and 300–499 are upper division. Courses numbered 500 and above are graduate or professional. Those courses listed as 400/500 level courses (for example “454/554 Modern German Art”) are open to both upper-level undergraduates and graduate students. In these courses graduate student will be required to complete more assignments or a longer final paper.

Courses Requiring Instructor Approval

Some courses may require instructor approval before you are allowed to register for them. To obtain approval, email the course instructor of record to request approval. If the instructor will allow you to take the course they will forward your name to the office coordinator who will arrange for you to have the option to register for this course (via DuckWeb) with the registrar.
University of Oregon Libraries

The UO Libraries comprise the Knight Library and several branch libraries, and offer a wide range of collections and resources to support campus instruction, research, and service. The Knight library is the largest library on campus, housing the Library's collections of materials in the humanities, social sciences, music, and business, as well as the library's special collections, government documents, microforms, and maps. Other branches include the Law Library (in the UO Law Center), the Mathematics Library (in Fenton Hall), and the Science Library (in the Onyx Bridge).

library.uoregon.edu

The School of Architecture and Allied Arts Library

200 Lawrence Hall
541.346.3637
aaares@uoregon.edu

The Architecture and Allied Arts Library, located in Lawrence Hall, contains 80,000 books and other materials on architecture, interior architecture, landscape architecture, arts and administration, history of art and architecture, fine and applied arts, historic preservation, and urban planning.

A&AA Library Staff

MAR GONZALEZ PALACIOS, Art and Architecture Librarian, subject specialist for the history of art and architecture
541.346.8785
margp@uoregon.edu

EDWARD TEAGUE, Head AAA Library, subject specialist for architecture
541.346.1954 ehteague@uoregon.edu
University of Oregon Museums and Galleries

Jordan Schnitzer Museum of Art
The JSMA's permanent collection features more than 13,000 objects. Beginning with the Murray Warner Collection of Oriental Art — 3,769 Asian objects, primarily from China, Japan, and Korea — the museum has significantly expanded its holdings of Asian fine and decorative arts and has welcomed major collections of Pacific Northwest Art, including more than 500 works by Morris Graves. Permanent collections galleries feature selections from these collections as well as Russian icons. Photographs, old master prints, European painting, South Asian art, and contemporary art from the collection are rotated in temporary exhibition galleries.
http://jsma.uoregon.edu

EXECUTIVE DIRECTOR, Jill Hartz
hartz@uoregon.edu

CHIEF CURATOR OF COLLECTIONS & ASIAN ART and DIRECTOR OF ACADEMIC PROGRAMS, Anne Rose Kitagawa
ark@uoregon.edu

CURATOR FOR WESTERN ART, Johanna Seasonwein
jseasonw@uoregon.edu

COLLECTIONS MANAGER, Chris White
cew@uoregon.edu

MCCOSH FELLOW ASSISTANT CURATOR, Danielle Knapp
dknapp@uoregon.edu

ASSISTANT CURATOR FOR ACADEMIC PROGRAMS AND ART OF THE AMERICAS AND EUROPE, June Black
juneb@uoregon.edu

Museum of Natural and Cultural History
The Museum of Natural and Cultural History (MNCH) is Oregon's primary repository for anthropological and paleontological collections. Today, as the premier natural and cultural history museum in the State of Oregon, the MNCH houses nearly 1 million ethnographic and archaeological objects and almost 100,000 fossils and biological specimens from Oregon, the Pacific Northwest, and around the world.
http://natural-history.uoregon.edu

White Box Gallery (in Portland)
Through exhibitions and related educational and public programming, the White Box is dedicated to creating a laboratory for the exploration of contemporary creativity and critical inquiry. White Box programming reflects and extends the intellectual work of the University of Oregon, attracting diverse audiences with a range of specific interests. The White Box, housed in the historic White Stag Block, allows students, faculty, regional and national communities to research, explore and present global issues in art and design. Unique to Portland's exhibiting institutions, the White Box features a state-of-the-art, multimedia, projection room, the Gray Box, which can support explorations in sound and video art.
http://whitebox.uoregon.edu
Associated Programs

Departments and centers outside of the Department of History of Art and Architecture provide numerous opportunities for students to take classes, earn graduate certificates, and engage in programming that can augment research and offer valuable academic and professional experience.

Some of these departments and programs include:

- Arts Administration (http://aad.uoregon.edu/)
- Medieval Studies (http://pages.uoregon.edu/midages/)
- Asian Studies Program (http://cascourses.uoregon.edu/asianstudies/)
- Classics (http://pages.uoregon.edu/classics/)
- European Studies (http://pages.uoregon.edu/europe/)
- Religious Studies (http://pages.uoregon.edu/religion/)
- Latin American Studies (http://las.uoregon.edu/)
- Oregon Humanities Center (http://ohc.uoregon.edu/)
- East Asian Languages and Literature (http://pages.uoregon.edu/eall/)
- Historic Preservation (http://hp.uoregon.edu/)
- Cinema Studies (http://cinema.uoregon.edu/)
- Honors College (http://honors.uoregon.edu/)
- Museum Studies (http://aad.uoregon.edu/programs/certificates/museum-studies-certificate)
- Sustainable Cities Initiative (http://sci.uoregon.edu/)
- CSWS Center for the Study of Women in Society (http://csws.uoregon.edu)

Museum Studies Certificate

The Museum Studies Graduate Certificate addresses the demand for professionally trained museum personnel and provides University of Oregon graduate students with an invaluable credential for the job market. It is a masters-level, multidisciplinary course of study sponsored by the Arts and Administration Program, the Department of Architecture, the Department of the History of Art and Architecture, the Department of Anthropology and campus museum professionals. For more information please contact the Arts and Administration Program, aadinfo@uoregon.edu.

New Media Certificate

This certificate is intended to take advantage of creative opportunities possible in existing degree programs by providing a certificate program that blends scholarly research on new media with experience creating new media content or using digital tools in their research. This program will allow graduate students to identify a community of scholars engaged in likeminded work and to coordinate courses and professional development activities. For more information please contact Kate Mondloch, mondloch@uoregon.edu.

http://newmediaculture.uoregon.edu
**Internships**

**Camilla Leach Internship in Visual Resources**

The Camilla Leach Internship introduces participants to the development and implementation of digital production programs using the VRC workflows as models and gives hands-on training in digitization techniques, selection and application of descriptive metadata, and digital collection management. Participants discuss readings provided on Blackboard or available online and spend at least half of the class time taking part in the digitization of printed materials and 35mm slides and the creation of metadata records for inclusion in the Art & Architecture Images digital collection at the UO. The Internship is offered only in the Winter or Spring terms for 2-3 credits, by arrangement with the Visual Resources Librarian, Julia Simic.

**Laurel Award Internship at the Jordan Schnitzer Museum of Art**

The Jordan Schnitzer Museum of Art offers graduate internships each year. These internships, known as the Laurel Award, provide training to graduate students who are considering a museum career or who wish to know more about the operation of art museums. Applicants must be U.S. citizens or residents, who are full time students in good standing, enrolled in a graduate degree program, and making progress toward the degree. Interns receive tuition waivers for three regular academic terms. Appointments are made by the end of spring term. For further information contact University of Oregon Museum of Art, Curator of Education, or click to this site:

http://jsma.uoregon.edu/programs/faculty-students/internships.aspx.
Departmental Scholarships, Travel Grants, and Awards

Scholarships

Scholarships are awarded from the Department of History of Art and Architecture, typically in the spring term. These awards provide graduate students with various amounts of funding to offset living expenses and other costs related to the program, or to attract students to the program. For more information see a complete list on the department’s website at http://arthistory.uoregon.edu/grad/fellowships.

Travel Grants

Various funds support graduate student travel for thesis-related research and conference travel. Travel award applications are accepted by the department twice yearly, in fall and spring terms. For more information see a complete list on the department’s website at http://arthistory.uoregon.edu/grad/fellowships.

Awards

At the end of each academic year awards are given to students for papers judged to be superior in critical analysis, originality, and style. Three awards are given in recognition of students’ efforts in the areas of Art History, Asian Art History, and Architectural History. For more information see the department’s website at http://arthistory.uoregon.edu/grad/fellowships.
Graduate Teaching Fellowships

A number of Graduate Teaching Fellowships are available to department graduate students. GTFs assist faculty in the teaching of 200 and 300 level courses and receive tuition waivers and salaries governed by the Collective Bargaining Agreement between the University of Oregon and the Graduate Teaching Fellows Federation.

Selection

Applications for the fellowships are solicited during winter term and information is sent to all graduate applicants. The selection process occurs during spring term and tentative assignments are made for the following academic year. Positions that become available during the summer and academic year because of resignations, or for other reasons are filled from a ranked list of alternates. Special circumstances may necessitate a reopening of the application process during the academic year.

Responsibilities

All GTFs are expected to attend every lecture presented in class, hold a regular office hour, grade exams/quizzes/papers, assist students individually, and lead discussion sections (if so assigned).

Generally, if you have a .4 appointment, you will be responsible for leading weekly discussion sections that students enrolled in the class are required to attend. The supervising professor will organize the topic of these discussions, which range from discussing related articles or case studies to reviewing lecture points for an exam.

Those with a .3 appointment will not have required weekly discussions but may be asked to hold discussions where student attendance is optional a few times during the term. Topics, determined by the supervising professor, may include a terminology review, discussion on how to write a good paper, or a review before an exam.

Helpful Tips:

1) Arrive early for each lecture in order to provide the supervising professor with any assistance he or she may need to begin class.
2) Take notes, even if you know the subject matter. You will need to have a record of what was covered when holding discussions or grading exams.
3) Check with Facilities Services (124 LA) for equipment, supplies, and keys.

Absence Notification Procedure:

If a student with a GTF appointment seeks to take a short- or long-term leave, s/he must notify the instructor or supervisor of the position for which s/he is a GTF. The Department of History of Art & Architecture abides by the Graduate School’s policy for absence notification, found in Article 28 of the Collective Bargaining Agreement (CBA). The CBA document is available to download on the Graduate School website: http://gradschool.uoregon.edu/gtf
Getting Started GTF Checklist

☐ Get permission to check out supplies at Facilities Services Desk

*How:* See the AAA Admin Receptionist in LA 254 to obtain signed permission form

*Return to Faculty and Facilities Services Desk (LA 124)*

*Why:* To check out supplies, equipment, and classroom keys

☐ Copy Code

*How:* See Faculty & Facilities Services Office (LA 124)

*Why:* To make copies for class you are assisting

☐ Get Office Key

*How:* Ask AAA Admin Receptionist if your student ID number has been sent to Michael Smith, the Director of Facilities Services. He will get prepare a key card and have it ready for pick up in Facilities Services, LA 124. Take the key card to the UO Card Office.

*Where:* UO Card Office, in the Taylor Lounge, in the basement of the EMU

*Have:* Photo ID, key card, and be prepared to pay a refundable fee ($10) for your card

*BONUS:* Parking passes are available from the Department of Parking and Transportation, 1401 Walnut Street

Reserving a Classroom

You may need to reserve a classroom to run a review, optional discussion section, or for your thesis proposal or defense. It is advisable to reserve the room you need ASAP, especially if you are doing a final review, as the room schedules fill up fast.

241 LA: The Department of the History of Art and Architecture Seminar Room and any other Lawrence Hall rooms.

See AAA Admin Receptionist for scheduling. After scheduling you will need to check out a key from Facilities services. To check out the key you must be on the approved list.

Rooms outside of Lawrence Hall

Occasionally during the busy times in the term (i.e. finals week, etc), all of the rooms in Lawrence Hall are booked up. If you reserve a room outside of Lawrence Hall it is HIGHLY advisable to make sure the room has projectors, that they work, and you have a key to the projector booth.
Graduate Teaching Fellows Federation

870 East 13th Street (upstairs)
Phone: 541-344-0832
Website: www.efn.org/~gtff

The Graduate Teaching Fellows Federation (GTFF) is the union that represents all GTFs at the University of Oregon. They are affiliated with the national American Federation of Teachers (AFT).

The union is the liaison between graduate student employees and the University in all sorts of negotiations, working to ensure that the needs of the University are met in a way that is reasonable and respectful to GTFs. These include negotiations over wages, departmental hiring practices, work conditions, health care, etc. During contract negotiations times, the union nominates a negotiating team that meets with the University's delegates to negotiate wages, or how much health care the University should provide GTFs and how much that should cost them. Additionally, the GTFF is a resource for you if you have any questions about your GTF appointment such as:

1) How many hours per week or term am I supposed to work according to the contract?
2) Is it fair that the professor is asking me to (fill in the blank...)?
3) Is it fair that I ask the professor to (fill in the blank...)?

The website is frequently updated, contains information about the union as well as useful links to things like health-care forms.

Membership

Once you accept a GTF position, you become a Fair Share Member of the union. This means that dues are taken out of your paycheck each month, and the union represents you. Once you sign a blue card, you become a Full Member with voting rights. Additionally, the University looks at the rate of membership (only Full Members) to determine how much support the GTFF will have when the union stands up for their benefits, wages, or working conditions.

- Sign up for GTFF Health Insurance: this can only be done during the term in which you are an active GTF. The insurance is in effect only during the terms that you teach.

- Summer Health Insurance: If you have a GTF appointment during the Spring and the following Fall term, you can opt to pay an amount (determined by the GTFF) and have the insurance extend to the summer term.
Art History Association

The University of Oregon Art History Association facilitates and promotes educational and professional development opportunities for students interested in the history of the visual arts, regardless of major field of study. Each year the group organizes professional development events including career information panels, resume workshops, and graduate school application panels. The annual student symposium is the flagship event for the AHA and gives students the opportunity to submit their work and hear from other art history scholars.

Meetings are typically held once per month on the first Wednesday at 5:30 pm. There are no membership fees and all members are eligible to run for a leadership role within the group for the following academic year.

For more information on the Art History Association, visit: http://aaablogs.uoregon.edu/aha/
NINA AMSTUTZ, Assistant Professor
email: namstutz@uoregon.edu
Prof. Amstutz completed her Ph.D. at the University of Toronto. She is an eighteenth and nineteenth-century specialist whose research investigates the intersections of art and science. She is currently a post-doctoral research associate at the Yale Center for British Art.

JOYCE CHENG, Associate Professor (on sabbatical for the academic year 2015-16)
Lawrence Hall 253
phone: 541.346.3677
e-mail: joyce@uoregon.edu
Prof. Cheng received her Ph.D. from the University of Chicago in 2009, where she studied European art of the nineteenth and twentieth centuries. Apart from modernist art and poetics, other areas of her scholarly interest include philosophical aesthetics, critical theory, primitivism and the anthropology of art. She has published articles and book chapters on Symbolism, Dada, Surrealism and the art theories of Carl Einstein. She is currently completing a book on the intersection between avant-garde art theories and anthropology in the interwar period.

KEITH EGGENER, Marion D. Ross Distinguished Professor of Arch. History and Director of Undergraduate Studies
Lawrence Hall 247
phone: 541.346.2111
e-mail: keggener@uoregon.edu
Prof. Eggener received his Ph.D. in art and architectural history from Stanford University. He specializes in modern and American architecture and urbanism, with a primary focus on designed landscapes. Secondary interests include material and popular culture studies, contemporary architecture, Latin American modernism, and American art.

JAMES G. HARPER, Associate Professor (on sabbatical for fall 2015 and winter 2016)
Lawrence Hall 240 phone: 541.346.5027
e-mail: harper@uoregon.edu
Prof. Harper received his Ph.D. from the University of Pennsylvania. Although a specialist in Italian art of the sixteenth and seventeenth centuries, he offers courses that range across Renaissance and Baroque Art in Northern and Southern Europe. His research treats the connections between art and power with particular focus on the use of monumental biographical imagery as a form of propaganda.

OCEAN HOWELL, Assistant Professor of History and Architectural History
(Clark Honors College) Chapman 101E
phone: 541.346.8095
e-mail: ohowell@uoregon.edu
Prof. Howell earned his Ph.D. in architectural and urban history from the University of California, Berkeley in 2009. His research focuses on how the built environment both reflected and shaped social experience in the twentieth-century United States, with a particular interest in questions of urban planning and ethnicity.
MAILE HUTTERER, Assistant Professor and Director of Graduate Studies
Lawrence Hall 243
phone: 541.346.8229
e-mail: msh@uoregon.edu
Prof. Hutterer holds a Ph.D. from the Institute of Fine Arts at NYU. She is doing ground-breaking research on the flying buttress. Prof. Hutterer teaches a broad range of courses in medieval art and architecture.

JEFFREY M. HURWIT, Philip H. Knight Professor of History of Art and Architecture and Classics (on reduced appointment)
Lawrence Hall 237C
phone: 541.346.3652
e-mail: jhurwit@uoregon.edu
Prof. Hurwit received his Ph.D. in Classical Art and Archaeology from Yale University in 1975. His primary field of research is the art and culture of Greece in the Archaic and Classical periods, with particular emphases on the relationships between Greek art and literature and the archaeology of Athens.

CHARLES H. LACHMAN, Associate Professor and Department Head
Lawrence Hall 251B
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