

WILLIAMS GRADUATE PROGRAM IN THE HISTORY OF ART
2023–2024 HANDBOOK



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CODE OF CONDUCT

The Williams Graduate Program in the History of Art adheres to the [Williams College Code of Conduct](https://dean.williams.edu/student-handbook/code-of-conduct/) (<https://dean.williams.edu/student-handbook/code-of-conduct/>).

In addition, MA students in the Graduate Program are expected to conduct themselves in accordance with the [Code of Community Care and Conduct](#) put in place by GradArt's DEAI advisory committee, as stated below:

We as students, faculty, and staff of GradArt, coming from a wide range of socio-economic backgrounds, culture, life experience, national origin, religion, sexual orientation, gender, gender identity, gender expression, race, ethnicity, age, ability, political views, veteran status, and more, have come together to affirm our commitment to conducting ourselves towards our fellow colleagues, students, co-workers, and community-members with respect, care, curiosity, and open-mindedness. We want every member of our community to feel welcome, supported, and free to express their fullest selves.

We realize that many members of our community have experienced and may continue to experience harm that is historically rooted and deeply discriminatory, regardless of it being intentional or unintentional, especially in historically-white and privileged environments like Williams College and Williamstown. No member of our community should experience discrimination, harassment, exploitation, or intimidation. We pledge to hold each other accountable if we act in ways that are careless, cruel, or discriminatory towards our fellow community members. We will use our various and relative privileges to help those around us. We are all mutually responsible for each other's ability to live well, learn, and thrive within the Graduate Program and its surrounding community.

We expect that members of our community will:

- Challenge our own assumptions about people from dissimilar backgrounds.
- Be active bystanders, speak up when potentially harmful or discourteous behavior is witnessed within the Graduate Program or in its surrounding community, and to speak up when others are disrespectful of an individual or group or class of people, even when members of that group are not present.
- Foster mutual curiosity across disciplinary boundaries and nurture the most capacious possible understanding of what art history can be, with all art forms celebrated and valued equally for study.

- Be respectful of professional, physical, and personal boundaries of all members of our community, in academic or professional contexts as well as living and working spaces.
- Be courteous in conversation and provide colleagues with chances to voice their thoughts.
- Ensure that criticism, when offered, is constructive, respectful, and aimed at creating productive discussion in the spirit of learning.
- Listen, participate, and engage in a practice of restorative dialogue when members of our community experience harm.

STATEMENT OF NON-DISCRIMINATION AND BIAS REPORTING

As part of Williams College, the Graduate Program in the History of Art is dedicated to building a diverse and inclusive community in which members of all backgrounds can live, learn and thrive. In compliance with state and federal law, Williams does not discriminate in admission, employment, or administration of its programs and activities on the basis of race, color, sex, national origin, religion, age, disability, marital status, sexual orientation, gender identity or expression, ancestry, or military service.

For more information about Williams College's commitment to non-discrimination, and for other resources supported by the Office of Institutional Diversity, Equity and Inclusion, visit <https://diversity.williams.edu/>. To report incidents of bias at Williams College, or involving Williams College faculty, staff, and students, students can reach out to the Director or Assistant/Associate Director of the Graduate Program, or contact Leticia Haynes, Vice President for Institutional Diversity, Equity and Inclusion (lseh1@williams.edu), or Toya Camacho, Assistant Vice President for Institutional Diversity, Equity and Inclusion/Title IX Coordinator (tcc2@williams.edu). To report anonymously, visit <https://diversity.williams.edu/bias-incident-reporting/>.

The Clark Art Institute's Freedom from Harassment and Discrimination Policy also applies to graduate students who are employees of the Clark. If you are not a Clark employee, you are still very much encouraged to report any incidents of harassment or discrimination. Please contact Terry Clewley (tclewley@clarkart.edu) in the office of Human Resources for any additional Clark-related questions. If you believe that you or another individual has been subjected to any conduct of the type prohibited by this Policy, you are urged and expected to report the relevant facts promptly. Students may direct such reports to the Director or Assistant/Associate Director of the Graduate Program, to Terry Clewley or, alternatively, employees may direct reports to Robin Sher, Chief Financial Officer (rshe@clarkart.edu). Students may choose whichever of these individuals they feel more comfortable contacting under the circumstances, and may choose to report orally or in writing. All reports will be followed up promptly, with further investigation conducted where needed to confirm facts or resolve disputed facts.

MASS MoCA is committed to a safe work environment in which all individuals are treated with respect and dignity. Each individual has the right to work in a professional atmosphere that promotes equal employment opportunities and prohibits discriminatory practices. Therefore, we expect that all relationships among employees in the workplace—including students enrolled in the Williams Graduate Program in the History of Art—will be free of bias, prejudice, and harassment. Should a student intern experience any bias or discriminatory behavior, please report the incident to intern

supervisors, Senior Curator Susan Cross (scross@massmoca.org) and Curator Alexandra Foradas (aforadas@massmoca.org).

MA PROGRAM INFORMATION

For all academic matters students should consult the Graduate Program Director or Assistant/Associate Director. For all matters concerning academic processes, internships, financial aid, travel, your first stop is the program staff; *not* the Williams College Dean of Students office.

Williams College Auxiliary Resources

All Williams College auxiliary resources are open for the support of MA students in the Graduate Program, including but not limited to: Health Services, Career Services, Office of Institutional Diversity, Equity, and Inclusion, Office of Accessible Education, Office of International Student Services, Student Financial Services, and more. Students are encouraged to familiarize themselves with these important resources through the college website and to communicate directly with appropriate offices for assistance. If the student is unable to identify the appropriate office for support, the Program Director and Program staff may be consulted for advice in accessing college sources.

PRACTICAL INFORMATION

Parking

Williams College: All students must abide by Campus Safety rules and regulations. A detailed overview is available here:

<https://www.williams.edu/css/rules-regs/>.

All students with vehicles must register their vehicle each year following online vehicle registration procedures utilizing the link above. “The Fort” is part of the Williams College campus and cars must be registered with Campus Safety.

Violations and fines are the sole responsibility of the student.

The Clark: Students must register their cars using the link below and follow all Clark policy and procedures. *Students must not park in the upper lot located by Manton Research Center (P2).* Please complete [this form](#)

(<https://forms.office.com/r/n8NPWfr2Qe>) to register your vehicle at the Clark.

Student IDs

All students must register to receive both Williams IDs and also Clark IDs. You are required to wear your Clark ID when on premises at the Clark. Detailed instructions for obtaining your IDs are detailed below.

Williams IDs: Williams IDs are administered by Campus Safety Services (CSS), located in Hopkins Hall (basement) on the Williams College campus. Photo IDs can be obtained from CSS Monday through Friday anytime between 8:30 AM and 4:30 PM. Or, you can email css-access@williams.edu and send a photograph in advance, and CSS will prepare an ID to be picked up on arrival. Photographs sent ahead to CSS must be headshot only, with plain white background, no sunglasses, and no hats.

Clark IDs: All students must obtain and wear their Clark ID when they are in any Clark facility. Clark IDs will be created prior to your arrival before your first year and will be available when you arrive on campus. If you lose your Clark ID, please report it immediately to David Lesure at dlesure@clarkart.edu. It will be replaced free of charge.

Clark Sign-in Procedures

All students must follow Clark procedures at all times. Sign in only when you first arrive at the library and sign out when you leave for the day. It is fine to sign out if you do not know whether you will be coming back and then sign in and out again if you do, but there is no need to sign out if you go out for lunch or a walk or to run an errand, etc.

These policies are current as of the document revision date and are subject to change.

Graduate Student Mailboxes

Each student has a mailbox just inside the GradArt suite. Please check these boxes with some regularity.

For students who reside in “The Fort,” the mailing address is:

Student Name
175 South Street
Williamstown, MA 01267

GradArt staff cannot assist with student mailing (forwarding, picking up mail, etc.) during breaks in the academic year or summer.

Graduate Program Office Hours

Walk-in support is generally available weekdays from 8:30 AM to 4:30 PM during the academic year in the GradArt office.

Connecting to Networks

The following link to the Williams College OIT website includes information regarding EDUROAM connections, and other important information:

<https://oit.williams.edu/help-guides/#wifi-wired-connections>.

Printing Procedures

Williams College students are authorized to print on the network eduroam.

Students must install the PaperCut software and the account must be functioning properly in order to print.

Instructions for connecting to PaperCut (step 1) and adding printers (step 2):

<http://print.williams.edu/>

Further instructions for adding printers:

<https://oit.williams.edu/help-guides/printing/how-to-add-a-printer/>

For troubleshooting PaperCut and printing:

<https://oit.williams.edu/help-guides/printing/print-troubleshooting/>

A printer exists on the Upper Level (by the carrels) that is available for student printing. This printer is on the Williams network.

The network address is the following: \\winprint\Clarkart-Upperlevel

If you have any questions related to network printing, or have any issues, students should contact the Williams OIT Helpdesk at stchelp@williams.edu or 413-597-3088, or send an email to the following email address: printadmin@williams.edu

Google Calendar

The Williams College IT infrastructure (email and calendar) standard is the Google product suite. GradArt uses Google Calendar to schedule and display internal and external dates of interest, such as staff office hours, workshops, deadlines, and lectures. Students are encouraged to familiarize themselves with this tool and subscribe to the GradArt general calendar.

For more information on the Google Calendar product, please visit

<https://support.google.com/a/users/answer/9247501?hl=en#get-started>.

Direct Deposit and Billing Procedures

GradArt students are required to have direct deposit setup for payroll and receipt of any other supporting funds. A U.S. bank account is required. Incoming students should set this up in the summer prior to their arrival, ideally by July 25.

You can enroll or update your direct deposit information at <https://sarah.williams.edu/> > Self Service > Campus Finances > Manage My Bank Account > Add Bank Account Details.

For questions related to direct deposit and student billing procedures, contact the Williams [Office of Student Financial Services](#). If you have any specific questions regarding your account, please contact Ann Lundhild (ael@williams.edu), the Graduate Program contact.

ACADEMIC POLICIES

Academic Calendar

The Academic Calendar of the Graduate Program conforms with the Williams College Academic Calendar. Class scheduling locations and “standard class days” may differ slightly from [the college schedule](https://catalog.williams.edu/academic-calendar/) (<https://catalog.williams.edu/academic-calendar/>).

Academic Advising

In the first week of each semester, the Director and Assistant/Associate Director meet with each student to review their course selection and academic standing.

Course Registration

The Graduate Program follows the college academic calendar for class registration dates and drop/add periods: <https://registrar.williams.edu/>.

The Registrar communicates with students about critical dates and deadlines via email. Rising second-year MA students will be asked in the March—April timeframe to

pre-register for the upcoming Fall. Incoming first year students will be asked to preregister during the Summer (around July). Registration for Spring semester courses occurs in late October/early November.

Pre-registration is not binding. Many students amend their course selections following their advising meeting in the first week of the semester, and after visiting courses during add/drop period.

During add/drop, students should communicate with professors if they are planning on sitting in on courses that they have not registered for, particularly if these are undergraduate courses.

MA students may not be able to gain admission to over-enrolled undergraduate courses. For over-enrolled graduate seminars, admission is determined by application to the instructor.

Course Load and Distribution Requirements

The MA requirements are designed for completion in two consecutive academic years in residence. There is no credit for coursework done prior to matriculation in the Program. The Program is full-time, requires students to live in Williamstown or its vicinity, and does not admit students on a part-time basis, with the exception of the MA/WCMA Mellon Fellows.

To qualify for the Master of Arts degree in art history, candidates complete a minimum of:

- Twelve courses for graduate credit plus two winter study periods, the latter comprising an International Study Trip in the first year (ARTH 51) and preparation of a Qualifying Paper in the second year (ARTH 52). At the end of the second year, all students present a shortened version of the Qualifying Paper in the annual Graduate Symposium.
- Students must also demonstrate reading proficiency in at least one foreign language, though further study in primary-research languages is encouraged. (See additional notes on language requirements below.)
- At least seven of the twelve courses required for graduation must be graduate seminars (students are free to pursue additional courses beyond those required

for the degree). Only one independent study may be counted towards the twelve courses required to complete the degree.

- Among the twelve courses counted towards the degree, three are required of all students: ARTH 504, “Proseminar in Research and Method,” to be taken in the first semester of study; ARTH 506, “Graduate Art History Writing Workshop,” to be taken in the second semester; and ARTH 509, “Graduate Student Symposium,” to be taken in the fourth semester.
- Additionally, all students must complete ARTH 507, “Object Workshop,” which is pass/fail, in their first year of study. The optional ARTH 563, “Contemporary Curatorial Workshop,” is also pass/fail. Neither ARTH 507 nor ARTH 563 count among the twelve courses required to complete the degree.
- Students must fulfill a distribution requirement by undertaking coursework in two of four geographical areas and two of three chronological periods. In the case of thematic courses not specific to geography or period, coursework will be counted towards a distribution requirement by petition to the Director if the student completes final work, such as a term paper, in the appropriate area.
 - Geographical Areas:
 - Europe and the Mediterranean Basin
 - Asia and the Pacific
 - The Americas
 - Africa and the Middle East
 - Chronological Periods:
 - Prehistoric to 1200
 - 1200 to 1800
 - 1800 to the present

Language Requirements and Language Study

The Graduate Program requires—as a minimum—A2-level proficiency in one language other than English (or two college-level classes or equivalent), in a language of scholarly and academic relevance to the student’s art-historical interests. This requirement can be fulfilled by college-level language coursework prior to matriculating at Williams, by language coursework at Williams College, by summer language study, or by other methods (such as language exposure at home). The requirement represents the minimum for graduation; the program supports and strongly encourages proficiency in multiple languages, with the understanding that, now more than ever, the capacity to

conduct primary and secondary research across a range of scholarly languages, and to communicate with colleagues in an increasingly global and international field, are essential art-historical skills.

The Director or Assistant/Associate Director determines whether a student has met the requirement during academic advising.

Students often choose to pursue additional language work beyond the program's minimum requirements. All language classes at Williams listed in the course catalog, as well as Williams's Critical Languages Program, are open to MA students, although the coordination of undergraduate and graduate schedules can be challenging. The Graduate Program also has limited funding to support intensive summer language study both abroad and domestically.

Beyond the required languages, a maximum number of two additional language courses may be applied to the degree. Such additional language work may not count towards the seven required graduate seminars. Additional language work may be taken for a letter grade, pass/fail, or audit, subject to instructor approval.

For language opportunities at Williams College, see the Center for Global Languages, Literatures, and Cultures: <https://cgllc.williams.edu/about/>.

For language grants and scholarship opportunities:
<https://cgllc.williams.edu/silp/scholarships-and-grant>

Co-Curricular Courses: ARTH 507 (Object Workshop) and ARTH 563 (CCW)

Meetings of the Object Workshop (ARTH 507) approach works of art from technical, material, and connoisseurial perspectives. Approximately three workshops per semester view objects at the Clark and affiliated institutions. ARTH 507 is required of all first-year students.

The Contemporary Curatorial Workshop (CCW, ARTH 563) is strongly recommended for students studying contemporary art and curatorial practice, although it is open to all students. Led by curators at WCMA and the Clark, students undertake studio and site visits and host local and visiting curators for presentations, exploring key topics in modern and contemporary art and curatorial practice. CCW is not a required course, but regular attendance is mandatory for students who enroll.

Undergraduate Courses

With permission from individual instructors and the program Director, students may take up to five undergraduate courses for graduate credit, with the understanding that academic work submitted in such courses meet a standard commensurate with those prepared for graduate seminars.

Independent Study

Students may arrange for a course of independent study (ARTH 595/596) by submitting a petition describing the substance of their project and the nature of the work they will submit for evaluation. The petition must be pre-approved by both the Program Director and the student's faculty supervisor.

Of the minimum requirement of twelve courses, the combined number of independent studies and undergraduate courses applied to the degree may not exceed five. Only one independent study may be counted towards the minimum twelve courses required for graduation. A petition for Independent Study should be submitted before the beginning of the semester in which the independent study will be taken, but no later than the last day of drop/add period.

After independent study plans have been discussed with a faculty sponsor, submit the following form: https://williamscollege.formstack.com/forms/grad_art_private_tutorial.

- Students should not submit the form until they have discussed their proposed independent study with a faculty sponsor.
- Submissions will be automatically forwarded to faculty sponsors and the Director.
- When pre-registering for a private tutorial, also register for the course in [Williams Student Records](https://sarah.williams.edu) (<https://sarah.williams.edu>). If adding during drop/add, the course will be added to your schedule.

Course Auditing

The Graduate Program follows the Williams College process for Course Auditing: <https://registrar.williams.edu/course-audits/>.

Students should follow the audit process and form identified above. It is critically important that you communicate your preference to audit at the beginning of the semester and follow the process specified here. Most importantly, if you would like to record the course audit on your transcript, *please ensure that the “Audit Validation Form” has been completed prior to the last day of the final exam period.*

Grading System

The Graduate Program uses the following grading system:

A+ = truly exceptional (4.33)

A = outstanding (4.00)

A- = excellent (3.67)

B+ = good (3.33)

B = satisfactory (3.00)

B- = barely adequate (2.67)

C = inadequate (0)

E = failing (0)

Letter grades are used in all Graduate seminars except ARTH 507, 563, and 509. These and the Winter Study courses (ARTH 51 and 52) are Pass/Fail.

Academic Standing

Besides completing all requirements, students must maintain an average of B or 3.00. Students with an average of less than B after the first two semesters may be required to resign from the Program. Students required to resign will also be required promptly to vacate college housing (if applicable).

Course Deadlines and Incompletes

As per College policy, failure to complete assigned work in a course by the end of the examination period of the semester will result in a deficiency grade of E, unless an extension has been granted by the instructor. In cases where an extension is granted, the student will receive a grade of “Incomplete” (Z). If the work is not completed by the agreed upon deadline, the grade will be changed to an E.

Please note: College policy for undergraduate courses allows extensions beyond the examination period only in the event of serious illness and with the approval of the Dean of Students. However, the Graduate Program permits extensions on less stringent grounds, *by prior arrangement with the instructor*. For example, circumstances may arise where student and instructor feel it is useful for a student to undertake additional research in connection with a paper for a course. For students in their first three semesters, an extension *may be no later than the second Monday of the next semester's classes*. After this the course grade will be changed to an E. Exceptions are at the sole discretion of the Director

Regardless of the above, many instructors may choose to apply the College's criteria to graduate students, especially in undergraduate courses. Students seeking an extension should consult the instructor before the beginning of the examination period and at least one week before the announced deadline.

Leaves of Absence

The College's general guidelines on medical and personal leaves of absence are posted on its website. Practices in the Graduate Program differ, however. Students requesting medical or personal leaves of absence must request them from the Program Director.

Honor Code

All MA students are subject to the Williams College Academic Misconduct Honor Code, which they must sign upon matriculation:

<https://dean.williams.edu/academic-misconduct-honor-code/>.

ARTH 51: INTERNATIONAL STUDY TRIP

The international study trip is required of all first-year students in the Program and takes place during the winter term of the first year. Students travel as a group for approximately three weeks, accompanied by the Director and other faculty. Students are required to register for this course when course registration opens in the Fall for Winter Study and Spring course enrollments.

Visas may be required. It is the student's responsibility to make sure the appropriate visas are in place. Students should alert the Operations Director (Todd Hoffmann, tjh1@williams.edu) *and* communicate with the Director for International Students, [Ninah Pretto](mailto:Ninah.Pretto@williams.edu) (<https://dean.williams.edu/profile/ntp1/>). It is important to begin this consultation following acceptance of an offer of admission, so that the relevant offices can assist students in assessing options. In rare circumstances where a student is not able undertake international travel, they should consult the Director.

Funding

The Program covers the cost of travel, accommodation, admission, and some additional expenses, including:

- Travel to and from the airport (travel may leave from one or more larger designated departure locations which is dependent on the trip location/year)
- Airfare (Coach class)
- Hotel or similar accommodations. Single, double, or triple occupancy, depending on accommodation available at destination
- Breakfast, final banquet, and one additional group dinner, if appropriate.
- Other pre-identified group expenses (train passes, boat transport, van/bus transports, subway passes, etc.)
- All museum admissions and admission to performances, cultural events, when included in group itinerary
- Visa costs, as appropriate, and required for the trip

Students are responsible for their lunch and dinners and other discretionary expenses.

Additional Grants

Students normally receive a travel grant to help cover some (not all) of the additional expenses borne by students during travel (for example additional food, independent excursions, and international phone plan). The amount of the travel grant varies by destination and is not designed to cover every expense borne by students while abroad.

ARTH 52: QUALIFYING PAPER & ARTH 509: SYMPOSIUM

Notes on the Qualifying Paper

Second-year students use the Winter Study Period and the first month of the next term to write their Qualifying Papers (QP): a revision of a paper produced in one of the previous three semesters, expanded and refined to meet the highest professional standards of the discipline. The QP must be based on a paper produced in a course or independent study taken while a graduate student at Williams.

This task is not simply polishing a seminar paper. The QP presents a chance to pursue sources, approaches, and questions beyond the pragmatic constraints of a semester-long project. The final product should represent the student's most intellectually ambitious, thoroughly researched, and best-written piece of work.

Topic

Generally students choose to develop the QP in their most active field of interest. The topic must be a topic on which the student recognizes an opportunity to contribute original research. The paper should situate the student's own contribution in relation to existing scholarship. There should be no ambiguity about what builds on the work of others and what is original. By this time in the program, students have demonstrated proficiency in at least one foreign language, which they should put to use.

If students develop a QP from a paper completed in their first academic year, they should consult with the faculty member for whom they wrote it, seek further criticism and suggestions for development and revision, and formally ask if that faculty member will supervise the revision of the paper as a QP and join the larger supervisory Committee.

If students choose to revise a paper being completed for a seminar or independent study in the 3rd semester, students should notify the faculty member that they hope to use this work as their QP and ask the faculty member to supervise the work. In the case of a QP deriving from work being completed in the 3rd semester, note that even if students have an extension for the course, they must hand in that course paper **no later than January 15** (i.e., they must complete the process of submitting a seminar paper before turning to the revision of that paper as a QP). Students ought not assume that faculty advisers will be available for consultation in January.

Supervision

Each QP is supervised by a Committee of three faculty members:

- QP supervisor (normally, the faculty member for whom the original paper was written)
- Either the Director or Assistant/Associate Director, or both
- One additional faculty reader (either an individual with expertise in the QP topic, or the Director or Assistant/Associate Director)

If the paper was originally supervised by the Director or the Assistant/Associate Director, an additional reader from the GradArt community should be invited to join the QP Committee, in consultation with the supervisor.

Committee members should be individuals with whom the student has already studied, worked, or been in intellectual conversation in some capacity. In most circumstances, students should not “cold call” potential readers with whom they have no relationship. Committee members unaffiliated with the Program (for example, an instructor no longer at Williams or the Clark) may receive an honorarium. GradArt administration must be consulted in advance regarding such arrangements.

If the original instructor is no longer part of the Clark or Williams community, and unable to serve as an outside supervisor according to the guidelines above, the student should consult the Director and the Assistant/Associate Director for alternate arrangements. On rare occasions, circumstances may arise where another individual with whom a student has a working intellectual relationship can better serve as supervisor. In this instance, and in consultation with the Director, the student should still invite the original instructor to serve on the QP Committee, along with the new supervisor, and either the Director or Assistant/Associate Director (or both, should the original supervisor decline).

Remote Committee Meetings

All meetings are in person, except in the case where an external member of the committee resides outside the vicinity. In that case, the qualifying paper discussion (QPD) and the first practice run will be on zoom. External members are welcome to attend the Symposium, including the Symposium lunch. The Program is unable to cover the cost of travel or accommodation for external committee members to attend.

Deadlines and Procedures

Each student should submit the title of the paper, the course for which it was prepared, and the names of three faculty Committee members to the Director, the Assistant/Associate Director, and Program Coordinator, **by the last day of final exams of their third semester**, as noted in the College calendar.

In January and February, students should continue to work on the QP and any remaining academic requirements full time (i.e., the QP writing process comprises both Winter Study and the first weeks of ARTH 509). Residency in Williamstown is not required during the Winter Study period, but recommended, due to availability of the library and allied resources. You should plan to meet with your supervisor several times during this process. Normally such meetings take place after classes resume. You should be in communication with your supervisor about an appropriate timeline for receiving feedback. **The QP is due at 5pm on the 4th Friday of the Spring Semester.**

Beginning in early April, faculty Committees will meet as a group with each student for the **Qualifying Paper Discussion (QPD)** to review the strengths and weaknesses of the QP and to give counsel regarding the conference paper to follow, which normally will entail substantial additional research, refinement, and argument. This process, which unfolds over the remaining months of the semester, constitutes the remainder of coursework for ARTH 509.

Format of the QP

- Papers should not exceed **8,000 words**, excluding footnotes and bibliography. The abstract, list of illustrations and captions, appendices, and translations additionally do not count toward the word limit.
- **Double-space all text** except block quotes, footnotes, bibliography, and the illustration list.
- Use 12-point Times New Roman as text font; use 10-point Times New Roman font for notes (this is the default setting for WORD).
- Use **page numbers**.
- **The submitted QP must include an abstract of no more than 250 words. For models, consult those on the “Contents” page of a recent *Art Bulletin*.**
- Use Arabic-numbered **footnotes** rather than endnotes.

- Do not embed illustrations in the text or design the paper (use standard margins, tabs, and left justification). For e-version submissions of the QP, a WORD document of the text and a PDF of the illustrations work most efficiently; for the final QP, a PDF of the whole is fine.
- For the **format of footnotes, bibliography, list of illustrations, as well as questions of punctuation, capitalization, and grammar**, follow norms established in the *Chicago Manual of Style—17th Edition* (CMOS), using the “notes and bibliography” examples rather than “author date” models. Use full-data first citations. An electronic version of the CMOS is available [via the Williams College Libraries website](#). QPs that do not conform to these guidelines will not be accepted as fulfilling the requirement.

Distribution of the QP

Students are responsible for delivering a printed copy of the QP, and/or e-copies (Microsoft Word and/or PDF document), to *each* of the three Committee members, in the format that the supervisor/reader requests. In the printed copy, illustrations may be color or black and white as appropriate.

Notes on the Graduate Symposium

In the spring semester of their second year, students register for ARTH 509, “The Graduate Symposium.” The main focus of this course is three rounds of practice sessions. All students participating in the Symposium will be assigned an ad hoc committee to advise them in preparing their presentation. Each ad hoc committee consists of the three faculty committee members, normally comprising the instructor who supervised the original paper (the QP supervisor), GradArt’s Director or Assistant/Associate Director, and a third faculty member, plus one first-year graduate student, and one second-year graduate student. The first and third practice deliveries are presented to the ad hoc committee. The second practice will be presented to (and only to) the other second-year students in a practice workshop scheduled by the GP—an event known as “Conclave.” Speakers should distribute copies of their paper to committee members at each practice session.

Scheduling Practice Runs

Program staff schedule practice runs, including the second practice run or conclave. Scheduling committee meetings is labor intensive and schedules tight, and students will

be expected to show maximum flexibility. The conclave, which consists of all second-year students meeting separately for two consecutive days or multiple consecutive evenings, normally takes place in early May and is scheduled by staff following consultation with the participating students. Attendance at the entire conclave is mandatory.

Practice runs are not normally rescheduled. Only program staff may schedule (or reschedule) practice runs.

Recommendations for an Effective Presentation

Text

In organizing your talk, remember that you need to convey the central issue of your topic as straight-forwardly and quickly as possible—most often within the first page.

It is often good to write the opening so that you get an image on the screen at the very beginning, introducing your audience to the central or a representative work of your topic and letting them discover the issues within it.

A text of 2,600 to 2,800 words should allow you to present a 20-minute paper without rushing and with appropriate pauses for dramatic effect and other bits of stagecraft.

Mark image cues in the text boldly; one efficient tool is to insert a “Table” where you want to cue a new image. Highlight and boldface, too, can work.

If you have difficulty with the pronunciation of a name, word, or phrase spell it out phonetically in your version of the text.

Use the “Headings” setting in your word processing software to date each draft and number the pages. Always signal the end of your talk in an obvious way. “Thank you” works efficiently.

Images

Presentation slides must be in Microsoft PowerPoint only. Other formats should be converted to PowerPoint before presentation to committee.

Images work with your text to tell a story. Look at the slides and see if they work in tandem with the text and provide a meaningful complement to what you are saying—not simply as illustrations, but a visual version of your spoken text.

You do not need a title slide—the person who introduces you will give the title of your talk. Insert a blank slide as the first slide of your PowerPoint presentation, so that you will be able to control the timing of the first appearance of the image. It is often efficient to link the image changes with paragraph breaks so that the textual and visual stories are in sync. Image changes thus become visual markers—a sort of outline heading—of a new paragraph, making the structure of your paper more apparent to your audience. If you are done discussing an image, take it off the screen. Images should be on a black background. Make the images large—use all the space of the screen.

Remember that each PowerPoint “slide” is a composition, so think about the arrangement on the screen, how the figures in the images are oriented, and how they can (with details, for example) best illustrate your points. Avoid captions unless necessity demands them. You do not want the audience reading the screen rather than listening to you. If you do use captions, avoid bright white (or extreme contrasts) and choose fonts and sizes that will be readily legible to everyone in the audience. Avoid fancy or dramatic Powerpoint effects—pages that turn, drop in from above, or other “neat” tricks that can distract from the point that you are making. Do, however, take advantage of those opportunities of the medium that allow you to make your visual points more strongly—details, for example, and clarifying their locations.

If you are scanning images, aim for a resolution of 1500 x 1000 pixels for full screen images (and/or 300dpi). If pulling from the web, jpegs with ca. 100 KB seem to be adequate, although you might want denser images if you are going to make details (consult with the Visual Resources Center (<https://vrc.williams.edu>) in the Art Department if you are unclear on a good source or format. Williams OIT and the VRC can also assist with more complex questions such as video and sound).

Note that some web images have watermarks, and, as always, be attentive to cropped images and color variations.

Manner

You are not merely *reading* your paper, you are *presenting* it to an audience. For twenty minutes you own the podium and the stage. There, you are acting out your text—*perform* it, with voice and expression and manner. Speak close to the mic.

When making an important point or transition in your paper, convey this with your voice, slowing down as you read the passage with emphasis, perhaps with a brief pause afterward. This becomes a kind of oral italics.

Eye contact with the audience is important. This is most effective if these moments come as you are making key points or ending a paragraph.

Variations in tempo and expression make for a lively and engaging presentation. Even the most brilliantly written and lucidly structured paper can become hard to follow if delivered in a monotone or a sing-song pattern. To avoid this, use visual markers—underlining, boldface, caps—in your text for those points you wish to emphasize.

The audience should never be in doubt as to when a quotation begins and ends. For short extracts of a phrase or even a sentence or two, you can make it clear that it is a quote by the prose surround and tone of voice.

Archival Version of Symposium Presentation

Your presentation will be videotaped and cataloged in the Williams College Archives and in the Clark Library. It will be accessible to visitors to either institution. There is also the possibility of further college distribution, so you must sign a Release Form from the Williams College Libraries that records your choices governing the accessibility of your work in each of three areas: literary property rights; access; copying and dissemination.

The form is available online (via Williams College Libraries/Research Advice/Thesis Guidelines):

<https://docs.google.com/forms/d/e/1FAIpQLSed0i8o5bZd9Y5IN0yyymdfQeprUk15Xa7CdAtHbmF2EgBYGnQ/viewform>.

This form must be completed **by 12pm the Thursday immediately preceding** the Symposium. You will not be able to pick up your cap and gown order until this form has been completed and verified by Graduate Program staff.

Clark Graduate Prize

In collaboration with the Clark's Research and Academic Program, the Graduate Program awards the Clark Graduate Prize each year following the Symposium, honoring outstanding academic achievement in the symposium presentation and

beyond. Awardees are invited to return to the Clark for one summer to take up a summer residency at RAP. A stipend is provided along with housing at the Visiting Scholars Residence.

INTERNSHIPS

Each student is guaranteed an eight-hour-per-week paid internship. A range of opportunities are available across our partner institutions: The Clark, WCMA, MASS MoCA, Chapin Library, the Historic Preservation Office of the Stockbridge-Munsee. Available internships are subject to change each year.

Selection Process

First Year: First-year orientation activities are designed to give you a sense of where and with whom you might work. During orientation, each internship site will let you know the appropriate contact or procedure to set up an interview with them. On the day that interviews conclude, all students will be prompted to select their top 3 ranked choices. This information is brought to the supervisors who then select their interns with guidance from the Program.

Second Year: Second-year students independently select their internships during the spring semester of their first year. Many students continue the internship they began in their first academic year, while others choose to change internships. All students should inform the Graduate Program about their second-year internship plans before the end of the spring semester. Second-year internships must be approved by the Director or Assistant/Associate Director, who will also determine funding sources. Students unable to finalize an internship plan for their second year should enter the first-year selection process in the fall semester.

Time Reporting Procedures

Internships are designed to be worked 8 hours per week for 24 weeks over the entire academic year, totalling 192 hours. They are not meant to be worked over winter break or spring break. We do understand that there may be a busy or slow time and that hours might need to be adjusted and that is acceptable as long as the hours do not go over 192 for the year. Internships are designed to take place during the academic year; they are not intended to be extended (or funded) through the summer.

Students are expected to submit timesheets for each pay period in PeopleSoft in accordance with the Student payroll calendar (defined below). The expectation from Graduate Program staff is that late timesheets are to be an exception-basis only, and these requests are expected to be minimized by the student (i.e. no more than 1 or 2

occurrences per semester). Set a reminder on your preferred calendar tool each payroll week.

For detailed information regarding the process to begin your student internship (paid by Williams College), please follow the link on the Student Employment office website (<https://hr.williams.edu/student-employment/for-students/>). An I-9 form (and any other applicable student employment forms) are required to be completed before a student can start an internship within the Graduate Program.

Please note the detailed guidelines on the Williams College Student Employment website for further information: <https://hr.williams.edu/student-employment/guidelines/>.

Source: <https://hr.williams.edu/student-employment/guidelines/#time>.

All timesheets must be submitted by Thursday at 11:59 PM Eastern Time in alignment with the student payroll calendar pay end date, which is available at the following site: <https://hr.williams.edu/student-employment/pay/>.

Timesheet Management: Students are responsible for submitting their work hours according to the [Williams Student Pay Schedule](https://hr.williams.edu/student-employment/pay/): (<https://hr.williams.edu/student-employment/pay/>). Supervisors must approve reported time in the Human Resources System by the published deadlines to ensure that students are paid in a timely manner. The pay schedule must be publicly posted in each employer's work space. Falsification of timesheets is grounds for immediate dismissal from a position.

All student hours must be recorded for each date in a pay period that is worked. *Hours worked in one pay period may not be reported in a different pay period.* If a student makes an error or forgets to report hours, they should be in touch with their supervisor as soon as possible for assistance.

Students must log into the [Human Resources System](https://ephr.williams.edu/) (<https://ephr.williams.edu/>) and record their hours for their respective job(s) for the appropriate pay period. It is the responsibility of each student employee to record their hours by the end of each pay period.

This is the path to use once logged into the system:

Self Service > Time Reporting > Report Time > Timesheet or Webclock

Student positions are set up to use either the timesheet option or the webclock option. If you select one, but do not have the ability to enter your time, your position uses the other option.

Graduate Student Pay Rates

Graduate student pay rates (for academic internships or other employment) are defined by Williams College Human Resources and set accordingly. These rates are not negotiable. The established pay rates are reviewed regularly and designed to promote job equity across departments.

Rates differ for first- and second-year students. The rate table is located here: <https://hr.williams.edu/student-employment/pay/>.

Lenett Fellowship

The Graduate Program, the Clark, and the Williamstown Art Conservation Center yearly offer the Judith M. Lenett Memorial Fellowship, available for second-year students in good academic standing.

Prior enrollment in the conservation seminar is normally required. Toward the end of the academic year, the fellow will deliver a public lecture on the topic of their conservation project coupled with appropriate art historical research; the terms of the fellowship require the project to be in any area of American art. The fellowship comes with a stipend.

The deadline for the application is May 15. The application with details on how to apply is circulated in early April. To apply for the Lenett, students submit a statement (maximum two paragraphs) briefly outlining their interest and any relevant experience. They must also provide the names of 2 referees, normally teaching faculty, curators and research staff, or other supervisors in the graduate program.

Student TA Positions

Some teaching assistantships may be available for large undergraduate classes offered by the Williams Art Department. For information, contact the Art Department directly, or the relevant Art Department faculty member directly (only the Art Department, not the Graduate Program, assigns teaching assistantships, typically based on enrollment). TA responsibilities must conform to the guidelines set out in college policy here: <https://faculty.williams.edu/faculty-support-and-resources/teaching-assistant-guidelines/>

For academic reasons, only second-year students may serve as TAs. Students must be mindful not to take on excessive extra work. Some teaching assistantships may be only a few hours per week. However, a teaching assistantship of 10 hours per week, in addition to an internship of eight hours per week, could seriously impact a student's academic work. Being a TA may be a valuable experience, but *in no way* does it confer advantage in terms of application to a PhD program.

ADDITIONAL FUNDING (visitors, conferences, research)

Hamilton Fund

The George Heard Hamilton Fund is designed to support student-initiated and organized engagement with visitors on subjects of student interest. George Hamilton was former director of the Clark and of the Yale Art Gallery, as well as a scholar of modern art.

In the past, programs supported by the Hamilton fund have taken the form of an informal conversation and a meal, at the Fort or on the Clark's campus with a local or visiting curator, academic, Clark fellow(s), along with similar informal co-curricular programming on behalf of MA students. The fund can be used for honoraria, travel, food, etc.

In the past, students have conferred among themselves to self-organize an event(s) consistent with the above description. A brief proposal to the Program Director is all that is needed to access the funds. The amount of funding available varies by year.

Conference Presentations

The Graduate Program is pleased to support the efforts of students who wish to give papers at professional and student conferences. This is an effective way to experience professional activities and to interact with scholars with shared interests. However, participation in conferences outside of the Program should never interfere with a student's coursework, which should remain the highest academic priority. Students receiving funds in support of conference papers are normally required to do a practice run of the paper before the supervisor and the Program Director or Assistant/Associate Director. Students with incompletes are not eligible for conference funding.

Summer Research

Each student has the opportunity to pursue summer research in various ways, including an internship or individual research. There may be instances where these funds can also be used toward tuition for language programs, for example, and can be paid by the Program utilizing your research funding as appropriate. Please reach out to the administrative team with questions in this regard.

All students have different circumstances, and it may not be feasible to undertake such research or internships in the summer. Therefore, these funds are available to you for this purpose until you graduate and can be requested at a later time. Funding is not available after you have graduated from the Program.

Students who receive summer funding should not have any incompletes from the fall semester at the time of application. However, one incomplete from the spring semester preceding travel may be permitted if the course pertains to the subject of the summer research, and the plan for resolving the incomplete has been approved by the course instructor and shared with the Program Director by the start of the summer term.

Applications are due on May 1 (for use in the upcoming summer between first and second year). The application form can be found here, once made live each spring: <https://forms.gle/SeVjxsxGGmYunraJ8>.

Approval Process

The GoogleForm application for summer funding opens and is circulated mid-Spring, with responses due no later than May 1. Requests for funding are shared with the Program Director (i.e. estimated budget, how the funding will improve your research, etc.) for review and approval. Applications are reviewed on a rolling basis as they are submitted.

Funding Methods

Students can either elect to [submit receipts for reimbursement](#) or receive a [one-time stipend](#), depending on the research travel itinerary specified. GradArt staff cannot assist with travel arrangements associated with summer research funding. Logistics and booking are the responsibility of the student.

Policies on Reimbursement

Students should follow the [Reimbursement Guidelines](#) when seeking reimbursement of research funding.

If students have any questions as to whether an expense is generally eligible for reimbursement, please contact the Program office staff before the expense is incurred (i.e. trip taken)—this will hopefully eliminate potentially challenging situations.

Student reimbursement requests should be submitted to GradArt as soon as possible after the trip is completed. Reimbursement requests cannot be processed until after the conclusion of the trip.

One-time Stipends

Students may have the option of receiving a one-time stipend* for their research funding in advance of a trip. If the student selects this method for funding, no receipts are required to be collected from the student at the conclusion of the trip, however it is up to the student to budget and manage the funding accordingly. Note that one-time stipends may be considered taxable (individual tax situations apply).

*Note: Current guidance is that one-time stipends are paid in one lump-sum payment in mid June, but this could change in the future.

Qualifying Paper (QP) Research Funding (by application only)

Application Deadline: April 15th

Eligibility

All second-year students are eligible to apply beginning in the Fall semester of their second year. At the time of application, students must have determined their QP topic and QP supervisor. Students should not have outstanding incompletes.

Students are not obligated to undertake supplemental QP travel as individual student QP projects have various needs.

Prerequisites

The student should discuss their intentions for research travel with their QP supervisor, and obtain their informal approval for the research trip. Any student applying for supplemental QP funding shall have exhausted their entire allocation of research funding prior to their second year on qualifying research expenses (research, travel, internship, other support). If the student applying for supplemental QP funding has not utilized all research funding, the student should plan to use all of this funding before requesting supplemental QP funding.

Funding

Funding amounts change yearly. For the Class of 2023, the Program allowed up to \$1,344 for domestic trips and up to \$1,680 for international trips. However, the Program reserves the right to change the amount at any time.

Approval Process

Any student applying for supplemental QP research funding must submit a brief proposal of the trip and estimated budget for foreseeable expenses (one page maximum) one month prior to the anticipated trip at the latest. All requests (and associated backup information) should be sent to the Program Director via GoogleForm. Supplemental QP funding will not be approved for students with any incompletes on their transcript.

Time Limits

All approved supplemental QP research funding requests should plan to complete their QP expenses by May 15th of the year. All expense reimbursement requests should be submitted no later than May 25th.

Funding Method

Students should follow the [Reimbursement Guidelines](#) below. Reimbursement requests cannot be processed until after the conclusion of the trip. Students who require a financial advance in order to travel may speak with program staff who can discuss with you ways in which you can prepay by booking your itinerary using the college-sponsored travel tool, Egencia.

Williams Fellowships Office and Other Sources of Funding

The Williams College Fellowships Office (<https://fellowships.williams.edu>) is available to support students who wish to apply for external fellowship. While some Williams-supported fellowships are available to undergraduates only, graduate students may make full use of the resources offered by the Fellowships Office, which they should contact directly.

Graduate students are invited to explore national fellowship opportunities on the Williams Fellowships office website (<https://fellowships.williams.edu>). Fellowships such as [Fulbright](#), [Luce](#), [Gates-Cambridge](#), and [Knight Hennessey](#) are open to graduate students, and the Office of Fellowships provides assistance with applications. For more information, contact fellowships@williams.edu.

International Travel Using College Funding

All student international trips that are funded by the College require the students to register with the College International SOS emergency support system prior to the trip.

The link to register is here:

<https://mytrips.travelsecurity.com/Login.aspx?ci=%2bzMy1DofCok%3d>

Reimbursement Guidelines

Students are eligible to seek reimbursement for allowable expenses in alignment with all applicable College purchase/reimbursement policies.

In general, the philosophy for reimbursable expenses is listed here:

<https://controller.williams.edu/travel-business-expense-guidelines/summary-of-travel-and-business-expense-policy-and-philosophy/>

While the policy listed above (and other policies on the Controller's website) do not explicitly discuss graduate students, the same language is used to evaluate all expenses that could be deemed eligible for reimbursement.

In general, as a graduate student, when thinking about whether a potential expense is allowable for reimbursement, you want to think about whether the expense is "common to that activity." For example, on a student research trip, common expenses to that activity could be airfare, lodging, meals, transportation, vaccines required for the trip.

If the reimbursement requested is approved, reimbursement will be allocated from the funding provided to you by the Graduate Program (i.e. student research funding or QP funding).

Students are expected to include the following information in their reimbursement requests:

- Receipts are required for each reimbursement from the entity that charged you. The date of the expense should be clearly legible.
- A business reason for the expense incurred must be stated. For example, a plane ticket reason could be "Plane ticket for Jane Smith—Research trip to Chicago"
- The dates of the trip (for longer trips and the "from" location and "to" location).
- For meal expenses, a detailed receipt from the restaurant and location must be submitted (not the summary credit card receipt) and include the attendees (names) present, description of the meal (breakfast, lunch, dinner), and topic discussed, must be stated.
- Credit Card statements, electronic app transfers (i.e. Venmo), and debit statements are not acceptable.

The following types of expenses are not considered reimbursable by the College:
<https://controller.williams.edu/travel-business-expense-guidelines/non-reimbursable-expenses/>

Reimbursement Submission Process

Please combine all receipts in one PDF document for upload using [this GoogleForm](#) linked below. All receipts must be clearly legible or the accounting office will deny the request. Reimbursement requests cannot be processed until after the conclusion of the trip.

Please include on a secondary spreadsheet a listing of each expense, the associated cost, date of expense, brief reason of expense, categorized by the type of expense (airfare, lodging, museum pass, etc.).

Please submit your reimbursement request using the GoogleForm at the following link:
<https://forms.gle/juPn8rVXVpg7gYqx9>

We will do our best to process the expense reimbursement within 14 working days from your submission, if all materials received following the outlined procedures and guidelines.

Students are expected to keep track of all reimbursements, which may be needed for their individual tax purposes at the end of the calendar year.

The Graduate Program reserves the right to not reimburse students for expenses incurred if they do not comply with College policies. It is important that students review the policies identified above **before** traveling.

CO-CURRICULAR EVENTS

Attendance is expected at various lectures, seminars, and conferences at the Clark, WCMA, and elsewhere throughout the year. These events will be posted on the GradArt Google calendar. We have an important relationship with the Clark's Research and Academic Program (RAP) and your participation in RAP events is particularly encouraged, and often required. Many other units at the College and the Clark sponsor intellectual events, and attendance is also encouraged.

RAP Lectures and Post-Lecture Seminars

The Research and Academic Program at the Clark (RAP) hosts approximately six lectures by visiting scholars each semester. All graduate students are expected to attend these lectures regularly, and attend at least one post-lecture seminar per semester. Sign-ups for the post-lecture seminars are organized through RAP.

PROFESSIONAL PRACTICES GUIDELINES

Requesting Letters of Recommendation

Program faculty and internship supervisors often write letters of recommendation for students applying to fellowships, internships, further graduate school, and other opportunities. Students should request letters of recommendation no less than three weeks in advance of the letter deadline, ideally more. Students should be prepared to provide their recommender with any relevant materials for preparing the letter, such as prior course papers with comments, cover letters or statements of purpose, or other materials.

Students requesting multiple recommendations from a faculty member should clearly communicate deadlines in a single communication, and plan to send reminders as individual deadlines approach.

It is very important that students notify recommenders promptly of the outcome of applications for which they have been recommended, and it is very important to thank recommenders with a brief note, regardless of outcome.

Professional Emails and Emailing Program Faculty and Staff

The ubiquity of digital communications has created uncertainty as to when and how we should use email in our professional relationships. Outlined below are a number of best practices, for use in the Graduate Program and in your professional relationships generally. These are not rules, just guidelines, and everyone's practice differs.

Email is toneless. The person at the other end will have no sense of its tone or context. Always err on the side of formality.

If you use an email signature on your Williams email, make sure you use the correct degree status designation. For MA students in their first and second year of the program, prior to graduation, the correct degree designation is "MA student." For clarification:

<https://www.indeed.com/career-advice/career-development/masters-candidate>

Keep emails short. For substantive messages, gather your thoughts, reread the email,

save it as a draft if necessary, and then re-read it before sending. Make it shorter, and be clear what you are asking. Avoid having to send clarifying emails later.

If you contact a faculty member, supervisor, alumnus, staff member, anyone in your field—in short, anyone you solicit information or advice from, thank them for their reply. Never let their responses go unacknowledged.

Do not email questions or queries to professors, administrative staff, Clark staff, or supervisors after 6 or 7pm, or on weekends, unless invited to do so. Let it wait until the morning or Monday. Certainly, do not email them late at night. Many of us use evenings to compose emails. Rather than press send, make use of the scheduled delivery function in Gmail to have messages delivered during working hours.

Avoid multiple addressees and unnecessary cc'ing. For example, if you are inquiring about a matter of program policy or similar, do not email all four Program staff members together, or some combination thereof, because you are not sure whom to ask. You do not want two, three, four, or more people responding, or figuring out who should respond, or clogging everyone's in-boxes by replying all, etc. Email one of those people, ask them who might be the right person to contact, etc. Or, ask a class colleague. If you don't get a reply, email them again, try someone else, drop by the office, etc.

Do not "reply all" except in the rarest instances (in professional contexts, not social ones).

The entire Clark (including the Graduate Program) is on a first-name basis. But Williams is not, and other institutions are not. Be on the safe side. Address faculty and supervisors whom you contact by email as Professor X, Ms. X, Mr. X, etc., unless they have contacted you and signed their first name, or unless you are already on a first-name basis. If you receive a message from "Elizabeth Smith" then your reply should be "Dear Professor Smith." If it is signed "Elizabeth," then you should reply "Dear Elizabeth."

Do not sign messages with your initials (unless this is how you are normally or wish to be addressed).

In email communication, continue to use "Hello Jane," "Hi Marc," or "Dear John"—avoid simply "Jane."

Address everyone you are emailing in the opening greeting. For example, if you're emailing a professor and a student, address them both: "Dear Prof. Smith and Pat,"

"Is it ok if you contact your professor/supervisor again, if you do not receive a reply to an inquiry?" Yes! If four or five days have elapsed, make contact again. Everyone receives so many emails, it's easy for things to disappear down the in box.

If you receive a request for info or RSVP from GradArt staff, someone at Williams or the Clark, etc., please reply promptly within a day—repeat requests are labor intensive, and program staff manage a very large number of inquiries every day.

In the case of personal emergencies, it is appropriate to email or phone anytime, depending on the nature of the incident.