# WILLIAMS GRADUATE PROGRAM IN THE HISTORY OF ART

# 2024–2025 HANDBOOK

WILLIAMS
GRAD | ART
THE CLARK

*Document revised 08/15/2024*

Note: *The Handbook is printed at the start of each academic year. Please refer to the Handbook posted online (https://gradart.williams.edu/program/academic-policies) for the latest updates.*

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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/).

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 (See Clark Employee Handbook, Appendix A) 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 Director of Human Resources Terry Clewley (tclewley@clarkart.edu) for any additional Clark-related questions. If you believe that you or another individual have 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 Program Director or Assistant/Associate Director, to Terry Clewley or, alternatively, to Chief Financial Officer Robin Sher (rsher@clarkart.edu). Students may choose to report orally or in writing to whichever of these individuals they feel more comfortable contacting under the circumstances. All reports will be followed up promptly, with further investigation conducted where needed to confirm facts or resolve disputed facts.

# MA STUDENT SUPPORT

## Graduate Program Office

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 office 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 and Wellness 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, Assistant/Associate Director, or Program office 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. Fort Bradshaw ("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 College

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.

## The Clark

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. Policies are subject to change.

As of this document revision date, sign in only when you first arrive 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.

## Graduate Student Mail

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

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

Prior to graduation, students will be prompted to provide a forwarding address.

Fort Bradshaw Mailing Address:

Student Name
175 South Street
Williamstown, MA 01267

## Graduate Program Office Hours

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

## Internet Connection

Please use the Williams College network called eduroam.

See the Williams College OIT website for information regarding network connection and related matters: https://oit.williams.edu/help-guides/#wifi-wired-connections.

## Printing

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. Follow instructions for connecting to PaperCut (step 1) and adding printers (step 2): http://print.williams.edu/.

At the Clark, the printer on the Library's Upper Level (by the carrels) is connected to the Williams network and is available for student printing. Its network address is \\winprint\Clarkart-Upperlevel

Further instructions for adding printers:
https://oit.williams.edu/help-guides/printing/how-to-add-a-printer/

Troubleshooting PaperCut and printing:
https://oit.williams.edu/help-guides/printing/print-troubleshooting/

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

## Software

Williams College provides access to the full Microsoft Office suite. For support, visit https://oit.williams.edu/help-guides/accounts/office-365-office-2016-software/.

The College OIT infrastructure (email and calendar) standard is the Google suite. GradArt uses Google Calendar to schedule and display internal and external dates of interest, such as staff office hours, workshops, events, and deadlines. Students are encouraged to subscribe and refer to the GradArt general calendar.

For help with Google Calendar, visit https://support.google.com/a/users/answer/9247501?hl=en#get-started.

## Direct Deposit Setup (for Student Billing, Payroll, Support Funds)

GradArt students are required to have direct deposit setup in two separate systems:

1. Student Billing in Sarah
2. Payroll / Support Funds (i.e., research trip reimbursements) in Workday

A U.S. bank account is required in both systems. Detailed references to help articles are listed below.

### Sarah

Login to Sarah here: https://sarah.williams.edu/.

You can enroll or update your direct deposit information by navigating to Self Service > Campus Finances > Manage My Bank Account > Add Bank Account Details.

Incoming students should complete setup of student billing direct deposit in the summer prior to their arrival, ideally by July 25.

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

## Workday

Login to Workday here: https://wd5.myworkday.com/williamscollege/.

Students need to set up two separate direct deposit authorizations called "payment elections"—one for payroll and one for support funding (e.g., reimbursements)—either before or upon arrival to campus.

Payment election for payroll allow funds to be deposited into a bank account for internship payments. Follow these instructions for payroll payment election: https://wd5.myworkday.com/williamscollege/email-universal/inst/25755$39/rel-task/2998$40834.htmld.

Payment election for other supporting funds allow for the processing of research reimbursements, etc. Follow these instructions for reimbursement payment election: https://wd5.myworkday.com/williamscollege/d/inst/25755$110/rel-task/2998$40834.html.

For questions related to payment election setup in Workday, contact the College OIT Student Helpdesk (413-597-3088) or itsupport@williams.edu.

# ACADEMIC POLICIES

## Academic Calendar

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

## 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's 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. Incoming first-year MA students will be asked to pre-register in early August. Rising second-year MA students will be asked to pre-register for the upcoming fall sometime in April. Registration for spring semester courses occurs in late October / early November.

Pre-registration is non-binding. Many students amend their course selections following their advising meeting in the first week of the semester and/or after visiting courses during the add/drop period.

During the add/drop period, 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.

## Degree Requirements and Course Load

The MA degree program in the History of Art is designed for completion in two consecutive academic years. 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 degree of Master of Arts in the History of Art, 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.
- 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. Normally, students complete no more than one independent study during their time in the program.
- 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 (Expository Writing) to be taken in the second semester; and ARTH 509 (Graduate Student Symposium) to be taken in the fourth semester. ARTH 504 may count toward the minimum requirement of seven graduate seminars. ARTH 506 and ARTH 509 may count toward the total twelve required courses, but *do not count* toward the minimum requirement of seven graduate seminars.
- Additionally, all students must complete ARTH 507 (Object Workshop) which is pass/fail, in both semesters of 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
- Students must also demonstrate reading proficiency in at least one foreign language, though further study in primary-research languages is encouraged. (See notes on language study below.)

## Language Requirements and 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 Director or Assistant/Associate Director determines whether a student has met the requirement during academic advising.

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.

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 more on 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

For more on language study support, see the section on Summer Language Study.

## Co-Curricular Workshops

### ARTH 507 (Object Workshop)

This workshop engages graduate students in intimate observational study of objects through approximately six sessions held over two semesters. Organized in conversation with experts on collections from the Clark Art Institute, the Williams College Museum of Art, and the Chapin Library at Williams College, each session focuses on close engagement with a particular type of object (e.g., painting, sculpture, print, photograph, building, book, furniture, etc.). Required of all first-year students.

### ARTH 563 (Contemporary Curatorial Workshop)

The Contemporary Curatorial Workshop (CCW) 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. 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). If adding during drop/add, the course will be added to your schedule.

Only one independent study may be counted towards the minimum twelve courses required for graduation. Of the minimum requirement of twelve courses, the combined number of independent studies and undergraduate courses applied to the degree may not exceed five.

## 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 a grade point 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 Program 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 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 Associate Dean of Students/Director of International Student Services, Ninah Pretto (ntp1@williams.edu). 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 that prevent a student from undertaking international travel, they should consult the Program Director.

## Note on Communication

During the fall semester of the first year, Program office staff will be planning multiple aspects of the international study trip simultaneously (flight bookings, hotel accommodations, etc.). It is critical that any emails with specific instructions to individual or all students be addressed as quickly as possible (i.e. travel agent asking for flight confirmations, etc.). There are multiple, layered planning steps that must occur in a specific order to ensure the planning of the international study trip remains on schedule. Even small delays in planning stages can impact the final trip, so we ask that you please remain aware and responsive to any emails requesting or providing information and respond in a timely manner.

Any student with specific medical concerns that could impact any aspect of trip planning should bring this to the attention of the Program Director as soon as possible, but no later than October 1.

## 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 (Economy 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.).
- Admission to museums and cultural events included in the 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 (e.g., 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 spring term to write the Qualifying Paper (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 class or independent study taken during an MA student's course of study 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 work.

### Topic

Generally, students choose to develop the QP in their most active field of interest. The topic must be one 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 a student develops 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 a student chooses to revise a paper being completed for a seminar or independent study in the third semester, they 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 third semester, note that even if a student has 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), although in practice, most instructors will set a December deadline.

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)
- The Director or Assistant/Associate Director
- One additional faculty reader (an individual with expertise in the QP topic, the Director, or Assistant/Associate Director)

If the paper was originally supervised by the Director or 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 held 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 arranged 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 QP 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 fourth Friday of the spring semester.**

In late February and early March, 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, and includes multiple formal practice runs, one of which will be a "conclave" held exclusively among second-years in early May.

## 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 font for the main text; use 10-point Times New Roman font for footnotes (this is the default setting in Microsoft 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 printed and/or digital (Word and/or PDF document) copies of the QP, to *each* of the three QP Committee members, in the format that the supervisor/reader requests. In the printed copy, illustrations may be in color or black and white as appropriate.

## Notes on the Graduate Student Symposium

In the spring semester of their second year, students register for ARTH 509 (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), the Program Director or Assistant/Associate Director, and a third faculty member, as well as 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 Program—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.

If a student has invited a committee member not local to Williamstown, it is the student's responsibility to arrange remote participation for practice runs.

### Recommendations for an Effective Presentation

<u>Text</u>

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 the 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.

A final title slide will be inserted when you deposit your presentation the day before the Symposium. Practice with a draft title slide, so that you will be able to control the timing of the first appearance of your images.

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

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.

Because you are using images for an educational purpose, you do not need to secure image rights in almost all cases. Do note, however, that it is possible you will need to pay for the appropriate quality images, in which case this should be budgeted as an expense out of your QP funding.

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.

### Final Symposium Presentations

Plan on depositing your final presentation slides in-person between 3 and 5pm on the Thursday afternoon prior to the Symposium. At this time, a final title slide will be inserted, and you will go through a final review of your slide deck on the big screen.

### 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 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/1FAIpQLSed0i8o5bZd9Y5IN0yymdfQeprUk15Xa7CdAtHbmF2EgBYGnQ/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 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.

# 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. The Graduate Program has an important relationship with the Clark's Research and Academic Program (RAP) and 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.

# INTERNSHIPS

Each student is guaranteed an 8-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, and others. Available internships are subject to change each year.

## Selection Process

**First Year:** First-year orientation activities are designed to give incoming students a sense of where and with whom you might work. During orientation, each internship site will let you know the appropriate procedures for interviewing. On the day that interviews conclude, all students will be prompted to rank their top three 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. Some students continue the internship they began in their first academic year, while others choose to change internships. 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 plan to enter the first-year selection process in the fall semester. *All students must inform the Graduate Program about their second-year internship plans before the end of the spring semester.*

## 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/.

## Time Reporting Procedures

Internships are designed to be worked 8 hours per week for 24 weeks over the entire academic year, totaling 192 hours. They are not meant to be worked over winter break or spring break, or extended (or funded) through the summer.

There may be a busy or slow time in the course of your work; it is acceptable to adjust hours as long as the hours do not exceed 192 for the academic year.

### Timesheet Management

Students are responsible for submitting their hours in Workday according to the Williams Student Pay Schedule (https://hr.williams.edu/student-employment/pay/). Students must submit timesheets for each week (i.e. two timesheet submissions per pay period), in accordance with the student pay schedule, even though the College pay cycle includes two consecutive weeks of work.

It is the responsibility of each student employee to record hours for their respective job(s) by the end of each pay period. 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.

All timesheets must be submitted by 11:50 PM Eastern Time on Saturdays, in alignment with the student payroll calendar pay end date. Set reminders on your preferred calendar tool for each payroll week. Late timesheets should be exceptions (i.e. minimized to once or twice per semester).

Supervisors must approve reported time in the Human Resources System by the published deadlines to ensure that students are paid in a timely manner. Falsification of timesheets is grounds for immediate dismissal from a position.

For help with entering time, access the College's training video through the Student Employment website or YouTube.

## Internship Payroll Onboarding (Williams College)

Find detailed guidelines on the Williams College Student Employment website: https://hr.williams.edu/student-employment/guidelines/. Please read the website carefully.

To start the process to begin your student internship, follow the link on the Student Employment Office website (https://hr.williams.edu/student-employment/for-students/) and click on the "Onboarding" section on the College HR website. There will be multiple tasks for you to complete in Workday in order to get "onboarded."

All Workday tasks must be completed *before* you can start working at your internship.

Be sure you click on the "Federal Form I-9 Employment Eligibility Verification." A completed I-9 form (and any other applicable student employment forms) is required *before* a student can start an internship within the Graduate Program.

As part of the onboarding process, students must schedule an in-person visit with Human Resources to show proof of necessary documentation. There is a Google Calendar link on the website.

## Lenett Fellowship

Each year, the Graduate Program, the Clark, and the Williamstown Art Conservation Center (W+AACC) offer the Judith M. Lenett Memorial Fellowship, available for second-year students in good academic standing. Prior enrollment in the conservation seminar (ARTH 508) 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 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, which could seriously impact a student's academic progress. Some teaching assistantships may be only a few hours per week. TA hours and internship hours should not add up to more than 13 hours per week. 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 OPPORTUNITIES

## 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 with incompletes are not eligible for conference funding.

Students are eligible to submit one request for Graduate Program funding assistance for conference participation during their two-year course of study.

To apply for funding from the Graduate Program, email the Program Director with a proposal (one-page maximum) with the background on the conference and your accepted paper (note the course for which it was written and the faculty supervisor's support), how your participation aligns with your academic and professional goals, and

estimated funding needs (e.g., conference registration fees, transportation, hotel, food, etc.) as well as your dates and points of travel (from/to city, state, country).

Prior to applying to the Graduate Program, students are required to research and apply for external financial support from the conference organizers or any other entities. Disclose any support you've applied for or received in the written request.

Students receiving funds in support of conference papers are required to do a practice run of the paper with the supervisor and the Program Director or Assistant/Associate Director. It is the student's responsibility to schedule a run-through well in advance of the conference, so that feedback may be incorporated into the final presentation. Contact the Program Coordinator to schedule the practice run.

To ensure maximum and equitable support for students, Graduate Program funding assistance is allocated based on the geographic location of the conference (assessed from your point of departure). Below please review the maximum funding available for each student (pending conference approval and assuming Williamstown departure).

- East Coast: $850
- Midwest: $1,100
- West Coast: $1,250
- International: $1,800

## Summer Research

Each student has the opportunity to pursue summer research in various ways, including through 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 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.

### Application Process

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. Requests for funding are reviewed and approved by the Program Director 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, be sure to consult Program office staff *before* the expense is incurred.

Student reimbursement requests should be submitted 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 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: Currently, one-time stipends are paid in one lump-sum payment in mid-June. This is subject to change in future.

## Summer Language Study

All students intending to pursue summer language study between the first and second years of the MA are strongly encouraged to research and apply to their program(s) of choice *as early as possible*. Availability of spots in these programs are competitive, and sometimes extremely limited. Importantly, financial support is limited.

Many summer language programs open their applications in the fall. It is therefore recommended that you evaluate which program may be appropriate for you in the fall of your first year and ensure that you complete the required application process by the individual program deadlines, including financial aid applications.

All students must maintain active contact with the Graduate Program about the status of applications submitted to any language study programs. It is the student's responsibility to immediately alert the Program Director or Assistant/Associate Director upon receipt of critical status updates. This is a courtesy to all involved, including your classmates.

### Middlebury Language Schools

You must apply to Middlebury directly, including for financial aid, by Middlebury's stated deadlines. Find specific information regarding these deadlines here. You must notify the Graduate Program of your application or intent to apply by December 15.

For priority consideration for admission and aid, apply to Middlebury by the priority deadline of November 15. Detailed application instructions (including application opening dates, due dates, and Middlebury financial aid application dates, and other information) are available here.

Students of the Graduate Program are eligible to apply to the Williams College Office of Fellowships for two full scholarships to Middlebury Language Schools. Further information can be found on the Williams College Fellowships website. As specified on the website, please ensure that you notify appropriate Middlebury staff and Katya King (kpk1@williams.edu), Director of Fellowships at Williams, that you are interested in being considered for these scholarships by the College deadlines.

In order to be considered for Graduate Program financial support, you must first apply for financial aid from both Middlebury and Williams College.

### Wilmers Language Grant

Made possible by Robert Wilmers and Gertrude Wilmers, in memory of their son, Robert G. Wilmers Jr., Class of 1990, the fellowship sponsors students planning to enroll in a full-time formal language study program for a minimum of four weeks in a country where the target language is commonly spoken.

Students of the Graduate Program are only eligible for the Wilmers Language Grant (Language Study Fellowship) between the first and second year of study.

This language grant is administered by the Williams College Office of Fellowships. MA students will be considered with other Williams College applicants based on their application and support materials. The application deadline is in early February preceding the summer program. Please see the Office of Fellowships website for more information. Decisions are usually released by mid-March (before spring break) and students have until early April to notify the Office of their decision.

### Graduate Program Support

The Graduate Program has a finite amount of funds available to assist students in pursuing summer language study. In order to provide as much funding as possible to as many students as possible, and to best ensure equity of funding, the following request procedure must be followed to be considered for Graduate Program financial support for summer language study.

The amount of funding each student will receive is dependent upon the number of students that request summer language study financial support, the amount of financial support each student receives from other sources, and other external constraints. In some instances, Graduate Program funding support may not be available.

Students are not eligible to apply for summer language funding if they have already graduated from the Graduate Program.

Whenever possible, students must submit a financial aid application directly to the language study program (e.g., Middlebury, Fordham, etc.) by the program's financial aid application deadlines. When programs accept applications on a rolling basis, the priority deadline should be met whenever possible.

Please note:

- If you do not submit your financial aid application to the program in which you are interested in attending by their specified deadlines, you may not receive any Graduate Program funding, depending on remaining availability of funds.

- If financial aid is not available for a specific program, please ensure that you've thought through other external funding options (i.e. other external Williams organizations, Williams College Office of Fellowships) that may be open to you and apply directly to those by their deadlines. Please contact the Graduate Program Director or the Assistant/Associate Director for support as early as possible.

<u>Requesting Funding from the Graduate Program</u>

Students must officially submit a request for funding (one-page maximum) via email to the Program Director no later than the first week of spring semester (usually around February 1–8). Whenever possible, do your best to notify the Program by December 15.

The request (one-page maximum) should indicate how this language study will enable the applicant's academic goals as well as an estimate of program costs and the total

amount of financial support requested. Students should note the amount of external funding they have received (or for which they have applied if the request is pending with an individual program). If you anticipate attending more than one language program, include this information in your submission with a ranking of the options.

Students approved for Graduate Program summer language funding will be required to contribute a portion of their Summer Research funding detailed in their offer of admission. The amount is dependent on the program to which you are applying, distance from Williamstown, and other applicable factors.

Students may apply for Graduate Program funding for more than one language program. Funding requests will be prioritized with the goal of maximizing support for the greatest number of students interested in pursuing summer language study, meaning that other students will be supported before an additional request from a student is considered.

If you have any questions, please do not hesitate to contact the Program at any time—the sooner the better. Reach out to the Director or Assistant/Associate Director regarding whether and where to pursue language study; consult Program office staff regarding financial support and related procedures.

## Qualifying Paper (QP) Research

### Eligibility

All second-year students are eligible to apply beginning in the fall semester of their second year. At the time of application—ideally no later than the Thursday prior to Spring Break—students must have determined their QP topic and QP supervisor. Students should not have outstanding incompletes. In rare circumstances, late applications will be considered through April 15.

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

### Timeline Overview

- Applications should be submitted by the Thursday before Spring Break. In rare circumstances, late applications will be considered through April 15.
- All approved supplemental QP research funding must be spent by May 15.
- All expense reimbursement requests must be submitted no later than May 25.

### 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 this funding before requesting supplemental QP funding.

### Funding

Funding amounts change yearly. For the Class of 2024, the Program allowed up to $1,400 for domestic trips and up to $1,800 for international trips. 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) at least two weeks prior to the anticipated trip. All requests (and associated information) should be submitted via Google form made live each fall. Supplemental QP funding will not be approved for students with incompletes on their transcript.

Google Form link: https://forms.gle/c7bNgXiG17uzdiFP9

### Funding Distribution 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 consult with Program office staff about ways to prepay by booking your itinerary using the college-sponsored travel tool, Egencia.

## Williams Office of Fellowships and Other Sources of Funding

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

Graduate students are invited to explore national fellowship opportunities on the Williams Office of Fellowships website. 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.

Register 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.

The general policy and philosophy for reimbursable expenses is expressed 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) does 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 consider 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, etc.

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).

Reimbursement requests must contain:

- Receipts 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 (e.g., 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 (not the summary credit card receipt). Include a description of the meal (breakfast, lunch, dinner), and, if applicable, names of attendees and topic discussed.

Notes on exceptions:

- Credit card statements, electronic app transfers (i.e. Venmo), and debit statements will not be accepted.

- 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

Submit your reimbursement request using this Google Form: https://forms.gle/juPn8rVXVpg7gYqx9.

Combine all receipts into a single PDF document. 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.

Include a secondary spreadsheet that lists each expense, date, associated cost, and brief reason. Categorize expenses by type (e.g., airfare, lodging, museum pass, etc.).

*We will do our best to process the expense reimbursement within 14 business days. To facilitate processing, all materials received must follow the guidelines described above.*

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.

# 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 / 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.

### General Guidelines

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.

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.

### Email Greetings

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."

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,"

### Email Signature

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

If you use an email signature, 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."
See: https://www.indeed.com/career-advice/career-development/masters-candidate

### When to Contact and/or Reply

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.

In the context of the Graduate Program, if you are inquiring about a matter of policy or something similar, do not email all four staff members together, or some combination thereof, because you are not sure whom to ask. You do not want two 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.

Avoid multiple addressees and unnecessary cc'ing.

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

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

If you do not receive a reply to an inquiry within four or five days, it is acceptable to make contact again. Everyone receives so many emails, it's easy for things to disappear.

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