

ARTED.B.F.A. Program Handbook

2023-2024



The information provided in this handbook is designed to assist current and future B.F.A. students in Art Education at the College of Visual Arts and Design. Please use it to navigate the program and department procedures. The handbook is intended for use in a step-by-step manner in planning and fulfilling the requirements for the B.F.A. degree in Art Education. This handbook and the department faculty and admin are your guides. However, you are responsible for ensuring you meet all requirements of the College of Visual Arts and Design and College of Education to complete your program and obtain your degree. Refer to this handbook regularly; it includes the forms you will need throughout your program of study.

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About the department

The department **vision** is to think about, experiment, act, and make what art education can mean for the 21st Century. Our **mission** is to rigorously prepare innovative arts education professionals for a dynamic educational landscape. We do this through critical inquiry, creative research, acts of transformative making, and the promotion of intersectional perspectives for just and sustainable futures. Our **goal** is to foster the spirit of radical inquiry and practice in art education.

Programs offered

- B.F.A. in Art Education, with or without K-12 certification
- M.A. in Art Education, with three options or tracks
 - Track I: Advanced coursework
 - Track II: Museum Education
 - Track III: M.A. with K-12 certification
- Graduate Academic Certificate in Art Museum Education, GAC-ARME
- Ph.D. in Art Education

Faculty and Staff

Manisha Sharma, Ph.D.

Department Chair and Professor

Manisha.Sharma@unt.edu

Office: Art Building, Room 230G

Research areas: Border cultures; decolonization; South Asian art and visual culture; art teacher identity; community-oriented art education; grounded theory; arts-based research; social and cultural theory

Ellen Fleming-Hughes

Sr. Administrative Associate

Ellen.Fleming-Hughes@unt.edu

Office: Art Building, Room 230G

Laura Evans, Ph.D.

Associate Professor. Director of GAC ARME

Laura.Evans@unt.edu

Office: Art Building, Room 308

Research areas: Museum studies; art museum education; auto-ethnography; narrative inquiry

Nadine Kalin, Ph.D.

Professor

Nadine.Kalin@unt.edu

Office: Art Building, Room 345N

Research areas: Post-political critique; curriculum theory; social practice in contemporary art; art museum education; pedagogical ethics; arts-based inquiry and strategies of aesthetic resistance; institutional critique; (post)qualitative methodologies

Tyson Lewis, Ph.D.

Professor

Tyson.Lewis@unt.edu

Office: Art Building, Room 309A

Research areas: Aesthetic philosophy; modern and contemporary art; continental philosophy; critical theory; educational philosophy/philosophy of education; philosophy for children; dialogic methods of inquiry; post-humanism; critical phenomenology; critical museum studies

Beth Link, Ph.D.

Visiting Assistant Professor

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Office: Art Building, Room 218

Research areas: Culturally responsive pedagogy; anti-racist pedagogy; critical multicultural art education; curriculum development; critical race theory in art education; art integration; critical whiteness studies; women and gender studies

Trina Harlow, Ph.D.

Lecturer, Director of Undergraduate Studies.

Trina.Harlow@unt.edu

Office: Art Building, Room 262C

Expertise: Travel international studies; globalization; immigration in schools; newcomer programs; refugee studies; social emotional learning; arts-based research

Adjunct Faculty

Angela Hall, Ph.D.

Paula & Jim Crown Director of Learning at Dallas Contemporary.

Expertise: Inquiry-driven, student-centered arts museum education programming, including strategic planning, outreach, curriculum development, program implementation, budgeting, staffing, and volunteer management.

Beatriz Galuban, Ph.D.

Expertise: Art Museum Education, museum studies, empathy, narrative/auto-ethnography, art interpretation

Gloria Wyatt

Expertise: Scaffolded multi-sensory curriculum, virtual world machinima videographer / choreographer, special needs education

CVAD Dean's Office

Karen Hutzell, Ph.D., Dean

Eric Ligon, Senior Associate Dean, Administrative Affairs

Heidi Strobel, Ph.D., Associate Dean, Academic & Student Affairs

Jennifer Aglio, Executive Assistant to the Dean

Jerry Aul, Budget Officer

Peter Hyland, Director of the Onstead Institute

CVAD Academic Advising Office

Erin Donahoe-Rankin

Director, CVAD Undergraduate Advising

Ph: 940-565-2216

Email: CVAD.Advising@unt.edu

For appointments: Log in to [Navigate](#)

Location: Art Building, The Milnes Advising Center, Room 232

Hours: Monday–Friday, 8 a.m.–noon and 1–5 p.m. Closed from noon to 1 p.m.

CVAD Academic Advising website: <https://cvad.unt.edu/advising>

UNT Academic Advising: <https://vpaa.unt.edu/advising>

College of Education

Dr. Cindy Daniel

Director of Clinical Practice.

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Alyssa Strong

Foliotek Administrator.

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Dr. Elizabeth Dracobly

Administrative Coordinator.

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Ann Miller

Certification Officer.

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Email: Ann.Miller@unt.edu

Office: Matthews Hall 119-G

Mentoring

The Art Education faculty are committed to providing positive mentoring experiences for all our students. Mentoring can include supervised guidance in all phases of the student's coursework and professional development. For a resident undergraduate student, the CVAD advising office typically serves as the student's guide to program management. However, the Art Education undergraduate program director and other faculty members also provide field-specific mentorship. The college and university also provide opportunities for students to be mentored in their development as teachers of art through resources like the Career Development office. If you have questions about what mentorship looks like or have a particular issue you would like mentorship on, do approach your faculty in reference to their expertise and professional experience.

Research Opportunities

B.F.A. students are encouraged to participate in research and development activities conducted by the department and its faculty as well as attend

conferences and symposia relevant to the field of art education. Research is viewed as an integral part of a student's professional development and may include individual, or group activities conducted in educational and/or professional environments. Students are encouraged to discuss possible opportunities to engage with faculty's research projects. The department hosts multiple symposia and workshops and research discussion groups. We encourage you to explore and benefit from these while you are in the program.

B.F.A. in Art Education

About the program

The field of Art Education focuses on the theory and practice of teaching art by engaging with the processes of its production and consumption. Qualified art educators work as teachers and administrators at various formal and informal learning venues such as K-12 schools, higher education, museums, and community-based organizations, and as arts education entrepreneurs.

Graduates of our B.F.A. program in Art Education find work as art teachers at K-12 schools as well in art museums, community art programs, and other educational facilities. Students pursuing an undergraduate degree in Art Education learn how to create educational programming in the arts by learning to design effective arts curriculum, assessment plans, and art teaching strategies for a variety of demographic groups. The program consists of 120 semester credit hours during which students will garner significant experience and skills in artmaking, art history, curriculum and pedagogical design, and critical thinking practice.

Students may choose to:

- Graduate with an all-level teacher certification in art accredited by the Texas State Board for Educator Certification which includes coursework, examinations*, and pre-service teaching practicum required by the state. In this option, you will spend time observing an elementary and secondary art classroom and reflect upon these experiences before your final semester, during which you will be a full-time student teacher.

or

- Graduate without Texas teaching licensure by substituting teaching practicum with internships or advanced studio credits. Training in this option may be applied to careers with non-profit arts organizations

and serve as a foundation for advanced study in related fields, such as museum education.

***Note:** The Texas Examinations of Educator Standards, TExES, Pedagogy and Responsibilities EC-12 is an exam used to assess the requisite skills and knowledge of an entry-level teacher for grades in early childhood through 12th grade in Texas public schools.

How to become a major in Art Education

The undergraduate program in Art Education welcomes both students who wish to pair a degree and art teacher certification with another degree, such as a B.F.A. in a studio concentration, as well as those who seek the stand-alone B.F.A. in Art Education.

Pre-Major Requirements

To become an Art Education major, complete the following requirements.

1. Be accepted as a student at UNT and its College of Visual Arts and Design. Applying to UNT is your first step to admission to CVAD. You will indicate one of the CVAD programs as your pre-major on the UNT application.
2. Complete at least 60 hours of college courses. You must take and complete the following courses with a grade of C or better to be eligible for admission into your first art education course: ARTE 3753.
 - ART 1600
 - ART 1700
 - ART 1800
 - ART 1900
 - ART 2350
 - ART 2360
 - ART 2370
 - ASTU 2101 or 2102.

You must also complete two of the following required studio courses with a grade of C or better:

- ASTU 2201
- ASTU 2300

- ASTU 3202
 - ASTU2801 or ASTU 2802.
3. Enroll in ARTE 3753: Art Education Foundations. When students have enrolled in ARTE 3753: Art Education: Foundations, or once this course is completed, they may apply for admission into the program. **Admission into the program as a major is not guaranteed** but is based on an admissions review, examining your grades, work ethic and motivation to become an art educator. Also, admission to the program requires a minimum GPA of 2.75 at time of application to the major.
 4. An official degree plan must be filed for Art Education (ARTE), by completing the degree-planning session in conjunction with a class meeting of ARTE 3753: Art Education: Foundations.

To earn your Bachelor's degree at UNT, you need to complete a minimum of 120 total semester hours, of which 42 must be advanced level courses. You must also fulfill the degree requirements for the Bachelor of Fine Arts degree as specified in UNT's Core Curriculum. Of these, at least 66 credit hours must be in art (CVAD courses), and you must also complete 21 credit hours of professional development.

Major Requirements for B.F.A. in Art Education

As stated in the previous section, you must complete at least 66 hours of art coursework and 21 hours of professional development. These include the following which include the courses taken as a pre-major.

Required courses (listed in the blocks you are intended to take them):

- ART 1600 (Foundations)
- ART 1700 (Foundations)
- ART 1800 (Foundations)
- ART 1900 (Foundations)

- ART 2350 (Art History Survey 1)
- ART 2360 (Art History Survey 2)
- ART 2370 (Art History Survey 3)
- ASTU 2101 or 2102. (Beginning Ceramics: Hand building or Throwing)
- ASTU 2201 (Painting 1)
- ASTU 2300 (Intro to Printmaking)
- ASTU 2801 or ASTU 2802 (Beginning Sculpture: Traditional or Digital methods)

- ASTU 3202: (Figure Drawing 1)

- ARTE 3753 (Art Education Foundations)
- ARTE 3770 (Art Education: Computer art applications)

- ARTE 4750 (Art Education professional development- Elementary art teaching)
- ARTE 4760 (Art Education: Global Aesthetics)
- ARTE 4780 (Art Education professional development- Secondary art teaching)
- ARTE 4790 (Art Education: Inquiry and Dialogue)

- 9 additional advanced hours of art history (ARTH)
- 3 advanced hours of studio art (ASTU)

Required Sequence of courses in Art Education

The Art Education course requirements should be completed in the following sequence:

1. Take ARTE 3753 and ARTE 3770
2. You will also work towards becoming enrolled in the College of Education Teacher Education program at this point, and apply for Admission to the Teacher Education Program. This first step is necessary, for you to apply for placement in Observations and

Clinical Teaching in the following semesters. Once you apply to the CoE Teacher Education program, you will be required to complete a course on Canvas (link will be sent to you) – and from there, you will be placed in your clinical experiences going forward.

3. Take ARTE 4750: Art Education: Elementary Art Education Practices (Observation placement in K-8 classrooms through College of Education is required for this class). Concurrently take ARTE 4760: Art Education: Global Aesthetics. Ideally, you will take ARTE 4795: Topics in Art Education at the same time, though you may repeat this course as the topics are different each semester.
4. Take ARTE 4780: Art Education: Secondary Art Education Practices (Observation placement in 9-12 classrooms through College of Education is required for this class). Concurrently take ARTE 4790: Inquiry and Dialogue about Art.

Your final semester, after you have completed all other degree requirements, will be dedicated to student teaching if you are seeking a Texas state art teaching certification.

College of Education Courses for Teacher Preparation

If you are pursuing EC-12 Art Teacher certification in the state of Texas, you will also need to take the following courses with them:

EDCI 3800 (Professional Issues in Teaching)

HDFS 3123 (Child development for non-majors)

EDCI 4060 (Content Area Reading)

EDEE 4101 (Clinical Teaching Elementary School Art)

EDCI 4138 (Student Teaching Secondary School Art)

Please note that admission to the College of Education is required to enroll in the following courses:

ARTE 4780: Art Education- Secondary Art Education Practices

ARTE 4790: Art Education- Inquiry & Dialogue about Art
EDEE 4101 (Clinical Teaching Elementary School Art)
EDCI 4138 (Student Teaching Secondary School Art)

B.F.A. Art Education Curriculum Plan

The suggested path of study to graduate with a B.F.A. degree in Art Education is outlined in the ARTE BFA Curriculum Plan 2023-2024, attached at the end of this handbook. It lists which courses you should be registering for in sequence of study. The document also describes the enrollment requirements of the College of Education for art teacher certification.

College of Education requirements

Part 1: Admission into the College of Education for Teacher Certification

If you are intending to graduate with EC-12 Art Teacher Certification, which is required for teaching in public schools, you will need to apply for admission to the College of Education Teacher Preparation or TED program.

All the following requirements must be met prior to making your first appointment with the UNT College of Education. You will be asked if you have met these requirements in the College of Education Teacher Education application form. This is done when you enroll for ARTE 3753 and is part of the application process. Students must apply for admission to the Teacher Education Program (TED) the semester before they expect to begin their field experience in ARTE 4750. For example, if you will start your early field experience or observations in Spring 2024 (while enrolled in ARTE 4750), you need to apply for admission in early Fall of 2023.

- **60+ earned credit hours.**

- **12+ earned credit hours in the teaching field** (TNT programs =15+). If you don't know what this means, ask your advisor in the CVAD advising office.
- **2.750+ UNT GPA** (TNT programs = 2.500+). If you don't know what this means, ask your advisor in the CVAD advising office.
- **2.750+ Overall GPA** (TNT programs = 2.500+). If you don't know what this means, ask your advisor in the CVAD advising office.
- **TSI complete status.** This refers to The Texas Success Initiative (TSI) Assessment, which is a state-required assessment test to determine college-readiness in reading, writing, and math. All entering students must take the TSI test before enrolling in classes unless you are exempt or "TSI-complete".
- Active enrollment in UNT.
- **Criminal History Check:** Participants must undertake criminal history checks as required by school district placements in conjunction with the required coursework and as required by the Texas Education Code.
- **An Official Degree Audit** is required to be submitted for the CoE application process. You can get this from CVAD Academic Advising. Review your processed degree plan with your CVAD advisor (ideally at the end of the semester BEFORE you are planning to take ARTE 3753) and generate an official degree plan audit. Make sure that the official degree audit includes teacher certification and matches the program selected on the application (ART EC-12).
- **College of Education Advising:** Make an appointment with the Student Advising Office in the College of Education, 940-565-2736, to be admitted into Teacher Education in the College of Education.
- Admission to the College of Education requires
 - **junior status,**

- a 2.75-grade point average (both UNT and overall), and
- grades of C or better on all art and education courses. There are some limited possibilities for exceptions to this requirement. Contact the Art Education Undergraduate Studies Director for more details, by emailing cvad.arteducation@unt.edu.
- Proof of passing test scores.

Important: Please to take these documents with you to your advising appointment in the College of Education in Matthews Hall, Room 105. Also, please remember that you must apply for admission to the Teacher Education Program one year before you expect to begin your field experience. For example, if you will start your early field experience or observations in Spring 2024, you should prepare your application materials for admission in Spring 2023 and complete your application by August of 2023. **The deadline for application to CoE and observation placements for Spring 2024, is September 1, 2023.**

Technology Fee: Effective 2019-2020 academic year onward, students are responsible for a \$35 technology fee as required by the Texas Education Association, TEA. The fee will be paid by the student through their account at UNT.

What does the College of Education application look like?

Below are screenshots of the College of Education Application process and application form, for your information.

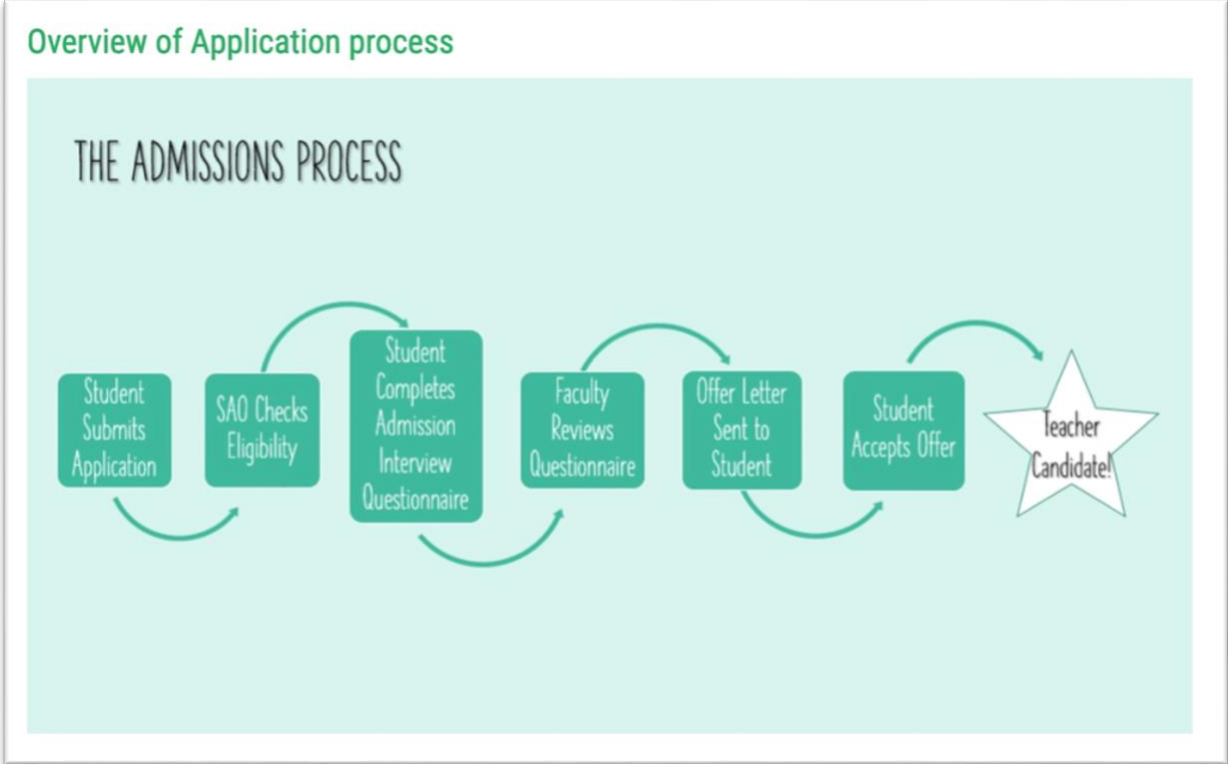


Figure 1: Overview of the Application Process

Timer 45 minutes
Hide
* = required field
Some content may be updated based on selection

UNT COLLEGE OF EDUCATION

Admission to UNT's Teacher Education Program


Admission to the UNT Teacher Education Program (TEd) is a requirement of the Texas Education Agency. There are three steps to the admissions process.

Step 1: Eligibility Check. Please complete this form fully and accurately, and then click "Submit". Information you entered will be checked by an academic advisor to verify that you meet the eligibility criteria to move to Step 2: Admissions Interview Questionnaire. If approved for admission, the final step to the admissions process is Step 3: Admissions Offer.

***To make this application process as efficient as possible, the application routes electronically through Dynamic Forms. Notification emails requiring your attention are automatically generated, so please check your UNT email inbox for messages from "donotreply@untsystem.edu". These may also go to your Spam/Junk folder, so check there as well.

STOP You must use your legal name as it appears on your current government-issued ID (state-issued driver's license, state-issued identification card, or national passport). To update your name in UNT's records before you complete this form, please complete the appropriate process with the Office of the Registrar (<https://registrar.unt.edu/transcripts-and-records/update-your-personal-information>)

Figure 2: College of Education Teacher Admission application form: Information about the program



You must use your legal name as it appears on your current government-issued ID (state-issued driver's license, state-issued identification card, or national passport). To update your name in UNT's records before you complete this form, please complete the appropriate process with the Office of the Registrar (<https://registrar.unt.edu/transcripts-and-records/update-your-personal-information>)

You will use the following resources to acquire the information needed to complete Step 1: Eligibility Check:

- Online degree audit (<https://mydegreeaudit.unt.edu>)
- myUNT portal (<https://my.unt.edu>) for TSI status.

Before being admitted to any state-accredited teacher education program, the Texas Education Agency requires applicants to read, understand, and agree to abide by the Texas State Educator's Code of Ethics. By completing and submitting this application, you are acknowledging you agree to these requirements. You can retrieve them here:

- Texas State Educator's Code of Ethics ([https://texreg.sos.state.tx.us/public/readtac\\$ext.ViewTAC?tac_view=4&t=19&pt=7&ch=247&r=Y; 19 TAC §247](https://texreg.sos.state.tx.us/public/readtac$ext.ViewTAC?tac_view=4&t=19&pt=7&ch=247&r=Y; 19 TAC §247))

UNT TEed Program Admissions Eligibility Check

1. Last Name: First Name: Student ID:

UNT Email:

If applicable, list the name of any other teacher education program you were admitted to previously
(For example, you transferred from another university where you were admitted to that university's teacher education program):


Please select your teaching certification field:

Figure 3: College of Education Teacher Admission application form: Information about required eligibility checks

2. Does your degree audit include teacher certification?

This information is on your Online Degree Audit.

Your degree audit must be a teacher certification degree plan to be eligible for admission. Audit example:




3. Does your degree audit match the teacher certification program for this application?

Your degree audit and the teacher certification field you are applying for must match to be eligible for admission.

4. Is your degree audit official?


This information is on your Online Degree Audit.

Your degree audit must be official to be eligible for admission. Look for the "ADVISING FLAG SET" section with "NOTE: AD..." listed. Audit examples:



--- ADVISING FLAG SET ---

CREDIT EVALUATION COMPLETE AS OF THE DATE SHOWN BELOW
NOTE: TRANSFER WORK RECEIVED AFTER THIS DATE SHOULD BE REVIEWED BY YOUR ADVISOR. SEE YOUR ADVISOR FOR QUESTIONS REGARDING CREDIT APPLICATION.
NOTE: AD - COMPLETE AS OF 202608 KK



ADVISING PROCESS "NOT" COMPLETE -- AUDIT "NO" OFFICIAL

A COLLEGE OF EDUCATION ACADEMIC ADVISOR HAS NOT INDICATED THAT YOUR ACADEMIC RECORD (INCLUDING ANY TRANSFER AND NON-TRADITIONAL CREDIT) HAS BEEN FULLY EVALUATED FOR APPLICATION TO A DEGREE PROGRAM.

Figure 4: College of Education Teacher Admission application form: Degree audit checks

5. Verification of GPAs

Students at UNT have several different GPAs on their official degree audit. Please be sure to answer each question using the correct type of GPA.

This information is on your Online Degree Audit. If you are currently duplicating a course, your audit may not reflect your true earned GPAs that the College of Education will use to determine eligibility. If this is the case, you will need to calculate your previously earned grade into your GPA that is showing on your online degree audit. You may ask your academic advisor for assistance.

a. What is your UNT GPA?

You must have an earned UNT GPA of 2.75 or higher (except for students enrolled in the Teach North Texas (TNT) program, which require a UNT GPA of 2.50 or higher) to be eligible for admission.

If this is your first semester at UNT, and you do not have a UNT GPA, you will enter "IP". Audit example:

UNIVERSITY REQUIREMENTS FOR DEGREE: <u>UNT GPA</u>		
<input checked="" type="checkbox"/>	1) A MINIMUM GPA OF 2.00 ON ALL COURSE WORK AT UNT.	
40.0 ATTEMPTED HOURS	133.0 POINTS	<u>3.325 AVG</u>

b. What is your All Courses (Overall) GPA?

You must have an earned UNT GPA of 2.75 or higher (except for students enrolled in the Teach North Texas (TNT) program, which require a UNT GPA of 2.50 or higher) to be eligible for admission. Audit example:

UNIVERSITY REQUIREMENTS FOR DEGREE: <u>GPA (ALL COURSES)</u>		
<input checked="" type="checkbox"/>	1) A MINIMUM GPA OF 2.00 ON ALL COURSE WORK ATTEMPTED. (TRANSFER HOURS INCLUDED)	
40.0 ATTEMPTED HOURS	133.0 POINTS	<u>3.325 AVG</u>

Figure 5: College of Education Teacher Admission application form: Verification of GPA requirements

6. Verification of Semester Credit Hours

This information is on your Online Degree Audit. If you are currently duplicating a course, your audit may not reflect your true earned credit hours that the College of Education will use to determine eligibility. If this is the case, you will need to calculate your earned credit hours using the previous attempt that is showing on your online degree audit. You may ask your academic advisor for assistance.

a. How many Total Hours are indicated on your degree audit?

You must have at least 60 total earned credit hours to be eligible for admission. Audit example:

UNIVERSITY REQUIREMENTS FOR DEGREE: <u>TOTAL HOURS</u>	
-- COMPLETION OF AT LEAST 120 SEMESTER HOURS	
NOTE: COMPLETION OF MINIMUM HOURS REQUIRED FOR DEGREE DOES NOT GUARANTEE COMPLETION OF ALL DEGREE REQUIREMENTS	
<u>EARNED: 49.0 HOURS</u>	
IN PROGRESS: 12.0 HOURS	

Figure 6: College of Education Teacher Admission application form: Verification of semester credit hours requirement

b. How many Teachers Cert credit hours have you earned in your teaching field?

Include the number of credit hours **ONLY** for courses you have completed at the time you fill in this application. Do not include courses you are currently enrolled in.

You must have at least 12 earned credit hours in your teaching field (except for students enrolled in the Teach North Texas (TNT) program, which require at least 15 earned credit hours in your teaching field) to be eligible for admission. Audit examples are shown for secondary, all-level, and elementary certification paths:

TEACHERS CERT - SECONDARY CERT MINIMUMS

1) NOTE: THE TEACHING FIELD GPA SHOWN HERE IS A CERTIFICATION STANDARD. YOU CAN STILL GRADUATE WITHOUT THIS GPA. SEE YOUR CERTIFICATION ADVISOR.

2.75 GPA IN TEACHING FIELD (MAJOR/CONCENTRATION)

21.0 ATTEMPTED HOURS 69.0 POINTS 3.285 AVG

OR

MAJOR REQUIREMENTS, 61 HOURS
HUMAN DEVELOPMENT AND FAMILY SCIENCE TEACHING FIELD, SECONDARY LEVEL (GRADES 8-12) TEACHER CERTIFICATION

2.75 MINIMUM GPA REQUIRED IN "COMPLETED" TEACHING FIELD


62.0 ATTEMPTED HOURS 209.0 POINTS 3.370 AVG

Figure 7: College of Education Teacher Admission application form: Verification of teaching field credit hours requirement

7. Do you have "TSI complete" status?

This information is not on your official degree audit. Access your TSI status through your myUNT portal. Select the "Advising & Orientation" tile, and then select "View TSI Status" in the navigation menu.

You must have "TSI complete" status to be eligible for admission. TSI is a State of Texas metric to determine college readiness. A complete status is granted through a variety of methods and does not have to be earned through State of Texas standardized testing. A myUNT example:



Overall Status: Complete

Status Date: 05/06/2018

Figure 8: College of Education Teacher Admission application form: Verification of TSI test requirement

8. Are you currently registered, currently enrolled, or were you enrolled in courses at UNT the long semester before the on during which you are completing this application?

You must be an active student at UNT to be eligible for admission.

-- Please Select --

9. Approved Appeal.

If you have an approved Admission, Review, and Retention (ARR) appeal that modifies an admission requirement, please explain which requirement/s has/have been waived.

Figure 9: College of Education Teacher Admission application form: Verification of enrollment requirement

10. Agreements.
Carefully read the following conditions of admission to UNT's Teacher Education Program and requirements for teacher candidates in Texas. Your initials after each indicates you have read, understood, and agree to each.

My admission will be valid while I remain on the degree audit associated with this application.

If I change my degree audit, I may need to re-apply to the Teacher Education Program and will be subject to the requirements in place at that time.

My continuation in the Teacher Education Program is not guaranteed by the admission process.

If I withdraw from or I am discontinued from the Teacher Education Program, I will not be eligible to take certification exams or be recommended for certification through UNT.

(click to sign)
Student Initials

I understand that I am responsible for a \$35.00 technology fee required by TEA (<https://www.sos.state.tx.us/tae/index.shtml>; 19 TAC §28.9). I will pay the fee through my UNT student account. The charge may not reflect immediately upon admission to the Teacher Education Program. For more details, contact UNT's Educator Preparation Office at (849) 565-4226.

i. This fee is a non-refundable, per admission charge.
ii. I am still responsible for the fee if I choose to discontinue the program regardless of timeframe in the program.
iii. I will incur additional fees if I discontinue the program and request to be readmitted.
iv. I will incur additional fees if I change programs, and I am admitted to a different certification program.

(click to sign)
Student Initials

I understand that all communication from UNT's College of Education will be through my UNT e-mail, and if I satisfy all requirements for admission to UNT's Teacher Education Program, I will electronically receive a formal offer of admission.

I understand that I must accept the offer of admission within 72 hours to complete the admission process or my application will be denied.

I should visit or contact the College of Education TE&ES Success Office (TSO) to discuss TE&ES certification exam information and requirements upon admission to the Teacher Education Program. The TSO is located in Matthews Hall 119. Email them at COE-TSO@unt.edu.

(click to sign)
Student Initials

I will participate in clinical practice experiences during the final two long semesters of my certification program.

Figure 10: College of Education Teacher Admission application form: Consent forms for applicant to sign

I will participate in clinical practice experiences during the final two long semesters of my certification program.

I will be available during normal public school hours for clinical practice experiences.

I must meet all prerequisites to participate in clinical practice experience placements.

I will complete a criminal history check prior to all clinical practice experiences as required by UNT and the school district of my placement.

(click to sign)

Student Initials

To be recommended for certification, I must successfully complete the following:

- Admission to UNT's Teacher Education Program.
- All required academic courses, GPA, and degree requirements, as stated on my degree audit.
- The appropriate degree is posted on my UNT transcript.
- All required TEXES certification exams.

After meeting all certification requirements, I will apply for my certificate with the Texas Education Agency (TEA) at <https://tea.texas.gov>. Although the College of Education at UNT recommends me for teacher certification to the TEA, the final authority to confer teacher certificates remains with the Texas State Board for Educator Certification. I must pass a criminal history check conducted by TEA before my certificate(s) is(are) issued.

I consent to UNT's disclosure of my academic record, including records related to my clinical experience, test scores, and my TEA identification number, to school districts and the TEA for the purpose of satisfying the requirements of the Teacher Education Program and the requirements for teacher certification.

(click to sign)

Student Initials

I have reviewed the Texas State Educator's Code of Ethics (<https://www.sos.state.tx.us/facindex.shtml>), 19 TAC §247, and I agree to abide by this code while I am a teacher candidate at UNT and throughout my career as an educator.

(click to sign)

Student Initials

Texas House Bill 1508 requires Educator Preparation Programs (UNT's Teacher Education Program) to notify all applicants and enrollees that a felony conviction may make you ineligible for certification upon program completion. The law requires that this information be provided without regard to whether the person has been convicted of a criminal offense. You may review current TEA criminal background check guidelines, and also, you have the right to request a criminal history evaluation letter from TEA, at https://tea.texas.gov/Teas_Educators/Investigations. It is possible that some school districts will not permit individuals with misdemeanor or felony convictions to complete feedback on their campuses.

I agree not to hold the University of North Texas accountable should I be ineligible for certification because of a criminal offense.

(click to sign)

Figure 11: College of Education Teacher Admission application form: continued page for consent forms for applicant to sign

I understand that there are additional out-of-pocket costs for becoming a certified teacher in the State of Texas that are not assessed by UNT nor paid through my UNT student account. An example of possible external fees is provided here:

Use this information as a guide; costs do change and vary by certifications.

In 2021, out-of-pocket costs for students passing certification exams on the first attempt ranged from \$370 for Secondary or All-Level students to \$750 for Early Childhood through Grade 6 students. Students were responsible for the following:

- Certification Exam Fees: Range from \$116 to \$136 per exam, plus convenience fees.
- Certification Application Fee: \$78
- Fingerprinting and Fingerprinting Appointment Fee: \$50.25

(click to sign)

Student Initials

I understand that clinical teaching takes place during my final semester before graduation. Clinical teaching is unpaid and requires me to be on a public school campus for 100% of the district-designated school day, five (5) days per week for a minimum of 14 weeks as prescribed by the Texas Education Agency.

I understand that I must arrange my own transportation to and from my clinical teaching site during this time.

(click to sign)

Student Initials

By signing, I accept and understand the stated eligibility requirements and conditions of admission and continuing enrollment in UNT's Teacher Education Program, being a teacher candidate, and seeking teacher certification in Texas:

(click to sign)

Student Signature _____ Date _____

Save Progress | Submit Form

Figure 12: College of Education Teacher Admission application form: last page of consent forms and submit form button

Please visit the [College of Education Admissions to the Teacher Education program](#) for more information.

Part 2: Applying for Clinical Teacher Placement.

The College of Education's Educator Preparation Office or EPO website offers detailed information for all students wishing to complete the Teacher Certification process for the state of Texas, through UNT. This is the primary website through which you can learn more about admission to the Teacher Education Program (TED), applying for early field experience and clinical teaching, TExES exams, and the steps to apply for your official certificate once you have completed your program. Check their calendar for Admissions and Clinical Practice application dates for each semester, to sign up for free TExES practice exams, and important announcements. Each office in the EPO also has its own page which contains resources to help you every step of the way.

As you reach the stage of enrollment in ARTE 3753, please make yourself familiar with the College Of Education's Clinical Practice Office website.

Please be advised that beginning Fall 2023, students will be required to sign up for a Canvas course provided by the College of Education. You will be expected to complete this informational course prior to gaining access to the placement application link. This Canvas course will include important information about the application process, certification and testing requirements, the TExES exam and registration process, and exam preparation. When you will access the Canvas course, you must select the module that corresponds to your certification/program (ART EC-12). You must complete all of the lessons in the module before gaining access to the placement application link.

You will be informed of whether your application was accepted, by Department of Art Education and later, the College of Education, with instructions on following steps. Please be alert in looking out for and responding to these.

Early Field Experience or Observation placement.

You will be given information about the expectations and requirements of this practicum and how to successfully complete it in the CoE Canvas course as well as in your classes ARTE 4750 and ARTE 4780. The Director of Undergraduate Studies in Art Education will work with your course instructor to help you keep on track. Significant aspects of these requirements include the following:

- Successfully pass a **District background check** for your desired placement. Initiate this process by choose the “observing” option on this webpage.
- Complete a **Qualification Agreement Form** for Early Field Experiences, for the relevant semester.
- You will be expected to complete and **log 30 hours of observations** (each) during ARTE 4750 and ARTE 4780. Required forms will be made available to you in your classes.
- Your instructor and field supervisor will keep provide relevant information through your Canvas course sites.

Clinical Teaching or Student Teaching

Once you have completed all the requirements of your coursework, including, admission into the College of Education TED program, and early field experiences, you will complete the Clinical Teaching (also known as student teaching) experience. You will undertake this in the final semester of your studies with graduation imminent at the end of the clinical teaching semester.

The following explanations for frequently asked questions or FAQs are listed on the [College of Education website](#), as under:

What does clinical teaching involve? During your clinical teaching semester, you will report to your assigned public school with your assigned

cooperating teacher as if you were the teacher of that classroom. Clinical teaching courses do not meet on the UNT campus.

What is the time commitment to Clinical teaching? Although clinical teaching is six credit hours you should consider yourself a full-time student because you are expected to be on your assigned campus all day five days a week. While on a field campus in a school district you are required to keep the contract hours for all employed teachers on that campus. You may need to stay after school to prepare lessons you will be teaching, attend meetings or attend school sponsored functions.

Keeping track of your degree audit and making sure you are ticking off required items on the checklists provided in this handbook is the best way to move towards readiness for your capstone experience in this degree program.

Contact the Clinical Teachers, Cooperating Teachers, and Field Supervisors office at

Educator Preparation Office, Matthews Hall Suite 119

1155 Union Circle, #311337 Matthews Hall Suite 119 Denton, Texas 76203-5017, 940-565-4226

<https://coe.unt.edu/educator-preparation-office>.

The handbook for Clinical Teaching experience is available at this [webpage link](#).

To be placed in and complete your Clinical Teaching placement, you need to fulfil the required steps listed in the CoE Canvas website. Basically, you will need to

- Successfully pass a **District background check** for your desired placement.
- Complete a **Qualification Agreement Form** for Early Field Experiences, for the relevant semester

- Confirm your placement with the CVAD Chair's office and the College of Education.
- Enroll in EDEE 4101 (Clinical Teaching Elementary School Art), and EDCI 4138 (Student Teaching Secondary School Art)
- Contact your assigned Student Teacher Supervisor for next steps.
- Be aware of TExES requirements. By this point you should be well familiar with this because you will have taken practice tests in ARTE 3753 and other ARTE classes. Contact the TExES Advising Office at 940-369-8601 to find out requirements regarding the TExES or fingerprinting.

Appeals

Students may appeal Teacher Education admission requirements or decisions or appeal Teacher Education program requirements or decisions. Please follow [this link](#) for additional information: [COE Appeal, Review, and Retention](#)

You can also submit a [Clinical Practice appeal Request form](#) to the Director of Clinical Practice, if you

- Missed a Field Experience Placement Application deadline, or
- If you would like to request a different placement, or
- If you need to appeal the TExES testing policy.

How to apply for EC-12 Art Teacher Certification

In summary:

- **Complete Two Tests:** TExES Exams: Art EC-12 content test and TExES Pedagogy and Professional Responsibilities test.
Information: UNT College of Education, Matthews Hall, Room 105.
- **Apply for Certification:** More information on this step is at the College of Education Certification webpage. Application for certification through the State Board of Educator Certification,

SBEC information can be found at UNT College of Education Matthews Hall, Room 105, Texas Examinations of Educator Standards and Educator Certification.

Program sequence

Admission to Teacher Education program

- Create a TEAL Educator account at <https://tealprod.tea.state.tx.us>.
- Obtain a TEA ID number, which is assigned by TEA after creating a TEAL Educator account.
- Create Testing Account at <https://tx.nesinc.com>.

During ARTE 4750: Elem. Art Ed

- Take TExES Art EC-12 (#178) Practice Exam. Register using the calendar at <https://coe.unt.edu/texas>.
- Begin studying for real TExES Art EC-12 (#178) exam.

During ARTE 4780 (Second. Ed Methods)

- Retake Practice Exam if score was below 75
- Take and pass real TExES Art EC-12 (178) Exam
- Take PPR EC-12 practice exam (optional)

During Clinical Teaching

- Apply for graduation by the deadline given by the University.
- Take and pass the real TExES PPR EC-12 (#160) exam
- Apply for certification, on graduation, through your TEAL Educator Account. DO NOT APPLY FOR THIS **BEFORE** GRADUATION!

Note: Please be aware that your certification may take up to six weeks after your grades and degree are posted.

TEAL Account & Exam Registration

For step-by-step instructions on setting up your accounts, please go to <https://coe.unt.edu/texas>

Step 1: TEAL account (Certification)

Website: <https://pryor.tea.state.tx.us/>

Create a username and password. Make a note of it here for your records: my

TEAL username: . My password: .

You will apply for certification through your TEAL account at the end of your program, after you complete Clinical Teaching and pass all required Certification exams.

Make a note of your TEA ID Number when you get it, for you records:

Step 2: Testing Account (Exam Registration)

Website: <https://www.tx.nesinc.com/>

Create a username and password. Make a note of it here for your records: my

username: My password:

To register for certification exams, you will go to the Pearson website. Click Register and log on to your testing account. After you pay for your exam, you will schedule the exam by selecting a day, time, and testing location.

TEExES Success Office information

TEExEs Success Office

Matthews Hall, Room 119F

Phone: 940-369-8610

COE-TSO@unt.edu

<https://coe.unt.edu/texas>

Required Certification exams

TEExES Art EC-12 (178)

TEExES Pedagogy and Professional Responsibilities EC-12 (160) Also known as PPR EC-12.

Study Resources for EC-12 Certification exams

For Art EC-12 (178)

- Prep Manual:
https://www.tx.nesinc.com/TestView.aspx?f=HTML_FRAG/TX178_PrepMaterials.html
- Khan Academy Art History course:
<https://www.khanacademy.org/humanities/art-history>
- Elements of Art Vocal:
<https://massart.edu/sites/default/files/Principles%20and%20Elements.pdf>
- Mometrix TExES Art EC-12 Study Guide:
<https://www.mometrix.com/studyguides/texas/>
- Elements and Principles of Art: <http://tiny.cc/8ubvuz>
- Quilt Flashcards:
<https://quizlet.com/search?query=Texas-Art-EC%252D12&type=all>
- TEKS for Fine Art: Elementary Art:
<https://www.teksguide.org/resource/art-elementary>
High School Art: <https://www.teksguide.org/resource/art-high-school>

For PPR EC-12 (160)

- Prep Manual:
https://www.tx.nesinc.com/TestView.aspx?f=HTML_FRAG/TX160_PrepMaterials.html
- Pass the TExES Study Guide: <https://passthetexas.com>
- 240 Tutoring Study Guide:
<https://study.240tutorin.com/subscribe/UNT>
- PPR EC-12 Video Reviewer: <https://youtu.be/xps3irfJQpU>
- UNT Study Skills Workshop: <http://tiny.cc/kubvuz>

Study Tips.

- Download the preparation manual for your exam at <https://www.tx.nesinc.com> under the “Prepare” menu and familiarize

yourself with the content covered in each domain and competency on your exam.

- Ask yourself, “How well do I know the content?” Using a Likert scale of 0-5 where 0 is Not At All and 5 is Very Well, rate your confidence for each domain and competency.
- Determine what resources and materials you already have on hand to help you study for the content. Then, determine what else you might need to help you study (Flashcards? Practice Exam? A study group?) Begin acquiring the materials you need.
- Establish study deadlines for yourself and focus your studying on the areas you feel least confident with.
- Take a practice exam prior to your actual test! This will help you get an idea of what the actual test will look like and give you an idea of what you need to focus on. While passing a practice test is not a guarantee you will successfully pass your exam, it is a good measure of your knowledge and can be used to guide your studying even further!
- Be sure to get plenty of sleep the night before the exam. Skip the morning coffee and eat a banana or dark chocolate instead to fuel your mind and body.
- Relax and be confident! Don’t second guess yourself!

Certification checklist and Related fees

- Admission to Teacher Education Program (Technology Fee \$35)
- Complete all coursework including Clinical Teaching
- Pass all required TExES exams (\$116 per exam, plus convenience fees)
- Obtain Bachelor’s Degree
- Apply for certification upon graduation (application fee \$78)
- Complete Fingerprinting (Fingerprinting fee \$50.25)

Please note that fees are subject to change at the discretion of the State Board for Education Certification.

B.F.A. in Art Education without teaching certification

If you wish to graduate with a degree in Art Education but without the teaching certification, you must apply to do so. This will be a viable option for you if you are certain that you do not want eligibility to teach in public schools, and that your career path is elsewhere. Speak to your department faculty members, department chair, and the director of undergraduate studies in art education, if you wish to explore career choices other than K-12 teaching, using your degree.

Students who graduate without certification can get jobs as art educators in community-based organizations, non-profit and government organizations focused on the arts, in arts administration, or in art museums. You may also apply to teach in private or independent schools, including in international schools, with a B.F.A. degree but without certification, or be entrepreneurial, with some elective classes taken in business and finance.

If you wish to pursue this option, you need to meet all the requirements of an Art Education pre-major, and art education major. College of Education courses including EDCI 3800 (Professional Issues in Teaching), HDFS 3123 (Child development for non-majors), and EDCI 4060 (Content Area Reading) will still be required and valuable towards your degree.

However, if, after completing ARTE 4750 and ARTE 4780, do not wish to student teach, please talk to the Art Education department chair and director of undergraduate studies in art education, as well as your CVAD academic advisor for alternative options. Instead of 6 hours of student teaching, you may be able to alter your degree plan so you may take advanced studio courses, or request placement in ART 4450: Professional Internship. Some advanced courses you may be able to take instead of student teaching are:

- ART 4940: Understanding Art Museums
- ARTE 4795: Topics in Art Education (this course is repeatable up to 3 times as long as the course topic is different)

- ART 4614: Art and Business
- ART 4620: Grant Writing and Arts Funding
- ART 4640: Community Engagement in Art and Design
- ART 4450: Professional Internship

You may also request to substitute certain College of Education courses with others, to better meet your career goals. This will be evaluated on a case by case basis and substitutions are not guaranteed. Please consult with your advising team (director of undergraduate studies in art education, department chair and department faculty, and CVAD academic advising office) to explore these options.

Applying for Graduation

Always be in contact and communication with the advising office at UNT and in CVAD to make sure you are on track with graduation requirements. Once you have ensured you have fulfilled all requirements for your B.F.A. in Art Education degree, you may find steps to apply for graduation at <https://class.unt.edu/advising/graduation-application>.