

M.A. Program Handbook

2023-2024



The information provided in this handbook is designed to assist current and future M.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 M.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 the Toulouse Graduate School to complete your program and obtain your doctoral 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, 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

- BFA in Art Education, with K-12 certification
- MA in Art Education, with 3 options or tracks:
 - Track I: Advanced coursework
 - Track II: Museum Education
 - Track III: MA 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; posthumanism; critical phenomenology; critical museum studies

Beth Link, Ph.D.

Visiting Assistant Professor

Beth.Link@unt.edu

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 in Art Education

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.

Angela.Hall@unt.edu

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 Hutzler, 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

Mentoring

The Art Education faculty are committed to providing positive mentoring experiences for all M.A. students. Mentoring can include supervised guidance in all phases of the student's coursework, dissertation, and professional development. For a resident student, the major professor typically serves as the student's mentor. However, any graduate faculty can assist a student in this role. The college and university also provide opportunities for students to be mentored in the development as teachers in higher education.

Research Opportunities

M.A. students are encouraged to participate in research and development activities conducted by the department and its faculty as well as attend conferences relevant to their research interests. Research is viewed as an integral part of the 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.

Teaching Opportunities

Depending on department or college teaching needs and the situation of the student, an M.A. student may be invited to teach, or to assist a faculty member in a particular course. Teaching assistantships, T.A., and graduate studio assistantships, G.S.A. are significant opportunities for graduate student funding as well as opportunities to gain mentored teaching experience in higher education.

M.A. in Art Education

About the program

A master's degree in art education supports students in deepening their knowledge of art education practice, theory, and research while specializing in specific forms of art education and museum education. Classes offer a dynamic mix of critical thinking, creative research, acts of transformative making, and the promotion of intersectional perspectives for just and sustainable futures. Our three tracks offer prospective students with choices of completing advanced coursework (for professional development) or earning additional specializations and certifications. Each of the tracks offer students the option of undertaking a thesis or project in lieu of or in addition to practicum experiences. Students can earn an MA in art education degree with the successful completion of 36 credits. Our M.A. program offers three tracks from which students may choose:

- **Track 1: Art Education**

This general degree option is for art education practitioners, including certified art teachers, who want to enhance their knowledge of contemporary and past art forms and advance their skills in areas of teaching and learning in Art Education through advanced coursework. Students in this track may choose to complete coursework only or undertake a thesis or project as a capstone to their studies.

- **Track 2: Art Museum Education**

This concentration is designed to provide graduate students with a broad introduction to teaching and learning about contemporary and past art forms in present-day art museum education settings and knowledge of how research informs practice within the museum setting. Those applying for Track 2, Art Museum Education, also must apply for the Graduate Academic Certificate in Art Museum Education. This track includes internships at art museums as a

capstone to their studies. Students in this track may also choose to undertake a thesis or project as part of their culminating coursework.

- **Track 3: Art Teacher Certification**

This option prepares students to go on to pursue teaching careers in EC-12 teaching environments. Students are prepared for all-level art teacher certification while acquiring a graduate degree in Art Education. Those applying for Track 3: Teacher Certification must have taken at least 24 semester credit hours of studio work and at least 12 hours of art history, of which six must be at the advanced level.

Each of the three tracks requires applicants to have completed a bachelor's degree in the visual arts or a related field. Applicants without the recommended background for the option they intend to pursue could be denied admission or accepted on a conditional basis, provided undergraduate coursework in art and/or art education, as assigned at the time of acceptance, be completed before beginning any graduate-level work.

How to apply

Applications for the M.A. in Art Education are considered for fall and spring starts. Priority application deadlines to be considered for scholarships, fellowships and assistantships are **Feb. 15 for the fall semester** and **Sept. 15 for the spring semester**.

Applying to a College of Visual Arts and Design program is a two-part process. An applicant must apply to both the Toulouse School of Graduate Studies and to the CVAD Department of Art Education, as detailed in steps 1 and 2 below.

Step 1: Apply to the Toulouse Graduate School

Graduate College Requirements

The Toulouse Graduate College sets the guidelines for all graduate programs at the University of North Texas in Denton. Each graduate program sets their own guidelines for their programs in addition to TGS guidelines. It is the student's responsibility to understand the Graduate College, University, and program guidelines.

All prospective MA students must meet the general eligibility requirements outlined by the Toulouse Graduate School (TGS) at the University of North Texas.

Please visit <https://tgs.unt.edu/future-students/graduate-admissions> to get more information and start your application process. Please note that you must apply to UNT via the TGS ApplyTexas portal:

<https://www.applytexas.org>

Traditional Masters' Students can find the requirements and timelines at this <https://tgs.unt.edu/future-students/graduate-admissions-traditional>

International Masters' Students can find the requirements and timelines at this [Link: https://tgs.unt.edu/international](https://tgs.unt.edu/international) International students will need to send proof of English language proficiency. For more information on fulfilling this requirement see

<https://admissions.unt.edu/international/english-language-requirements>

Information on TGS Master's degree requirements are outlined at <http://catalog.unt.edu/content.php?catoid=31&navoid=3458>

If you have any questions about the Toulouse Graduate School Application, please contact them directly at GraduateSchool@unt.edu or 940-565-2383.

In summary:

- Submit an online application at [ApplyTexas](#) as soon as possible.
- Contact the registrar's office at each college and university you have attended and request that each send an official transcript of your records to the UNT Toulouse Graduate School. Transcripts are required from every college or university you have attended and must arrive by the application deadline.

Sending Your Transcripts

By U.S. Postal Service:

Toulouse Graduate School, 1155 Union Circle #305459 Denton, TX 76203-5017

By UPS/FedEx:

Toulouse Graduate School, 1147 Union Circle, ESSC 354 Denton, TX 76203-5459

Step 2: Apply to the CVAD Department of Art Education

Department of Art Education Requirements:

- Meet TGS entrance requirements and deadlines (You'll need to complete an application with them through the [TGS ApplyTexas Portal](#) and submit documents such as official transcripts and if needed, English language competency to them).
- Have earned a B.A or B.F.A degree from a recognized institution, with a minimum of 3.0 GPA in undergraduate level studies.

Apply to the Art Education program, by sending the following materials, combined into one PDF document, to cvad.arteducation@unt.edu

- **Letter/statement of intent.** A one-to-two-page statement of intent outlining your reasons for wishing to enroll in graduate school, and in particular, our M.A. program. This should detail the goals that you hope to achieve by obtaining the degree. It should also detail the track of the art education M.A. that you are wanting to pursue.

- **Sample of writing.** A recent research paper is best. If you do not have a research paper in art, you may submit a research paper from a course in another field, a piece of professional writing, or write a completely new paper. Faculty should be able to gauge your interests, writing skills, research skills, and/or potential for advanced work in the field through this sample. There are no minimum or maximum length requirements for this.
- **Professional resume.** Should list all relevant work experience, affiliations, etc.
- **At least two letters of recommendation.** At least two letters should come from faculty members who are able to speak to your potential for success in a graduate art education program. These must be on letterhead and must be submitted directly to the department by the recommender. There is no specific recommendation form required.

Send all the required items as either hard copies or via email with attachments to the CVAD Department of Art Education.

By email:

cvad.arteducation@unt.edu

940-369-7559

By Regular mail/UPS/FedEx:

Department of Art Education

College of Visual Arts and Design

1155 Union Circle #305100

Denton, TX 76203

Please note that we do NOT require GRE scores for admission into our M.A. program.

Dept. of Art Education Priority Application deadlines (to be considered for priority funding):

- Fall admission: Feb. 15. After this deadline, admission will depend on available space.
- Spring admission: Sept.15. After this deadline, admission will depend on available space.

Incomplete applications will not be considered.

Some important additional links:

- Toulouse Graduate College: <https://tgs.unt.edu/>
- UNT Graduate Catalog: <http://catalog.unt.edu/index.php>
- Responsible Conduct of Research: <https://research.unt.edu/research-services/research-integrity-and-compliance/responsible-conduct-research-rcr>
- Academic Integrity: <https://vpaa.unt.edu/ss/integrity>
- Nondiscrimination and Anti-harassment Policy: <https://policy.unt.edu/policy/16-004>
- Graduate student support services: Please take time to familiarize yourself to the various support services resources available for parents, for professional development, for health and wellness: <https://tgs.unt.edu/graduate-student-support-services>

Course of Study

Summary

In its graduate programs, CVAD aims to develop the competencies necessary for effective leadership roles in art as expected of public-school teachers and supervisors, college teachers of art, researchers, administrators, and practicing professionals in the field. Our M.A. program in art education facilitates educational experiences intended to foster research, scholarship, and knowledge in art education as well as a specialization area.

Depending upon which track and option they choose, students must have a B.F.A. degree + 21-30 hours of 5000 level and above coursework + 6 hours of

thesis/internship to earn the M.A. in Art Education degree at UNT. A minimum of 36 credit hours of graduate coursework must be earned to complete an M.A. in Art Education degree at UNT.

The structured coursework for the program consists of core art education courses, specialization courses, and capstone (thesis or internship courses). Students choosing Track III: Art Teacher Certification, must also complete certification requirements as set by the College of Education and the Texas Board of Education. Thus, Track III students must also be enrolled in the College of Education as they move towards the capstone practicum courses. Capstone courses for Tracks I and II may be internships, projects, or a thesis. For Track III, student teaching is the capstone course.

Advising: Once admitted to the M.A. program, you will need to contact the Director of Graduate Studies in Art Education as your initial contact for advising in art education. This person, along with the department chair's office, will work with you to develop your plan of study and monitor your progress in the program. You are required to contact the Director of Graduate Studies in Art Education and the department chair for help determining which courses would be best to take, once you are accepted into the program.

Degree Plan: Before the completion of your first 15 hours (or second semester, whichever comes first) towards your M.A. degree, you must meet with the Director of Graduate Studies in Art Education or department chair and start a degree plan. Your degree plan is an outline of your projected course of study in the major and provides a roadmap for you to follow. The degree plan is also where you will eventually formally identify the members of your thesis committee, should you choose that option. Please note that only students with a degree plan on file are eligible for travel grants from the Toulouse Graduate School.

Residency Requirement: As an M.A. student, you may meet the residence requirement by either registering for 9 credit hours for two consecutive semesters or registering for 6 credit hours for 3 consecutive semesters. Summer can be counted as a consecutive semester, or it may be excluded.

International students **MUST** be enrolled in a minimum of 9 credit hours to maintain full-time status.

Time & Credit hour Limitations/Transfer Credits: Students have a time limitation of 5 years from the date of their first M.A. course to complete the degree, including the thesis. With a full course load of 9 credits per fall and spring semester, a student may complete Track I or Track II M.A. degree in two years (four semesters). Track III students with a full course load may take three years or 6 semesters to earn their M.A. degree and certification.

All students in the graduate program are expected to make continuous and satisfactory progress toward completion of their degrees. Failure to make adequate and timely progress may result in removal from the program.

Students are encouraged to follow the timeline suggested in this manual.

In addition to the five-year time limitation, you must not complete more than 99 credit hours. Any hours accumulated past 99 will be charged at the out-of-state tuition rate, regardless of your legal state of residence.

To be accessible to studio artists, and lifelong learners, *a maximum of 6 credits (for the 30 credit hour program) and 12 semester hours (for 36 credit hour programs)* earned in non-degree or certification status prior to admission to a degree program may be counted toward degree requirements, with department approval. Deficiencies or background courses are completed in addition to course work to be credited toward the master's degree plan regardless of course number. In order to be transferred, these credits must be earned in fewer than five years before joining UNT's M.A. degree program, to be transferred.

It is the student's responsibility to make sure official transcripts of courses completed elsewhere are furnished to the graduate school, and graduate credit has been assigned by the other institution or institutions to whatever courses are to be counted toward the UNT degree. Such courses, although listed on the UNT degree plan, will not be counted toward the degree until official transcripts showing graduate credit have been received and the credit has been approved by the dean of the Toulouse Graduate School.

Coursework: is distributed over different areas of concentration, with a minimum in each area as follows. Per the Graduate College, most students take more than the minimum requirements listed below. Please keep in mind that graduate courses are often offered on a rotating basis: annually, every 3 or 4 semesters, or even as special offerings (topics courses). Please refer to the department's graduate studies director or your department chair as you decide what courses to take to further your progress in the program.

Required Coursework: The requirements of the M.A. program in Art Education depends on the chosen Track of Study, and the thesis/ internship options chosen. Please see the specific requirements of the three tracks and their options on the following pages, for more details on required coursework for those.

Between 6-12 credit hours of coursework beyond the B.A./B.F.A. degree may be transferred into the M.A. degree plan, with consent of the department. This is in recognition that arts educators can come from different disciplinary backgrounds and experiences and the intent of research may be different.

Students should speak to the Director of Graduate Studies in Art Education and their major advisors (applicable, for thesis or projects) about customizing their degree plan/ program, in consideration of research goals and focus areas of research.

The last page of the degree plan template lists courses you might choose from, to meet your required degree coursework. (See appendices and follow the appropriate track-based degree plan)

ART EDUCATION CORE: 12 credit hours.

Coursework in the major area of emphasis is chosen in conjunction with the Director of Graduate Studies in Art Education from current and future course listings in Art Education (ARTE). A minimum of 12 credits in ARTE coursework is required. ARTE 5787 is a required course that all M.A. Art Education students must take.

Students entering without a master's level degree in Art Education may be asked to include certain foundations or leveling coursework in ARTE, as determined by the faculty.

ELECTIVES AND SPECIALIZATIONS: 6 credit hours minimum

Students are advised/encouraged to take certain courses from affiliated areas such as Art History, Studio Art, Design, College of Education, etc., to create a well-rounded program of study. The number of electives taken will depend on students' existing expertise in art education, as well as areas of interest supporting the thesis/ internship/ certification capstone, and future career goals. Students may choose to focus on nine of these 21 courses towards a specialization area.

CAPSTONE COURSES: Varies by track.

Suggested distribution of courses

Art Education Core courses <i>(ARTE 5787 is required for all tracks)</i>	9 credit hours
Specialization courses	9 credit hours
Elective courses in CVAD or CoE	18 credit hours
Minimum required total	36 credit hours

MA Track 1: Advanced Coursework

M.A Track I students may opt to complete 36 hours of coursework, distributed across Art Education coursework and elective courses across CVAD and College of Education, or they may choose to dedicate 6-9 credits towards a capstone project or research thesis.

MA Track 2: Museum Education

M.A Track 2 students must take 9 hours of specialization courses in museum education, including ARTE 5940, ARTE 5942, and ARTE 5945. Additionally, they must complete 6 credit hours of internship by signing up for ARTE 5799: Museum Internship. They may opt to complete the remaining 21 hours of coursework, distributed across Art Education coursework and elective courses across CVAD and College of Education, or they may also choose to dedicate 6-9 credits towards a capstone project or research thesis.

MA Track 3: Art Teacher Certification

M.A Track 3 students must take 12 credit hours of core art education courses. Of these, they must take ARTE 5750: Elementary and Secondary Art Teaching, and ARTE 5787: Introduction to Research in Art Education. They must also take EDCI 5010: Everyone can Teach, and EDSE 5004: Literacy for All. Of the remaining 21 credit hours, 6 will be dedicated to Clinical Student Teaching experience in their final semester, by enrolling in EDEE 5101: Elementary Student Teaching, and EDSE: Secondary Student Teaching. They may opt to complete the remaining 15 hours of coursework, distributed across Art Education coursework and elective courses across CVAD and College of Education. They may also choose to dedicate 6-9 of these credits towards a capstone project or research thesis.

Sequence of Study

Typical stages of progression in the program

Level 1 (3-18 credit hours)

- Admission to Program

- Director of Graduate Studies acts as initial advisor
- Initial Degree Plan Filed
- 3-9 graduate credit hours completed.

Level 2 (18-29 credit hours)

- Major Professor is secured, if opting for project or thesis
- Members of the M.A. project or thesis committee secured
- Degree Plan updated as needed
- 6-12 additional graduate credit hours completed.

Level 3 (30-36 credit hours)

- Last 6 Graduate Credit Hours Completed, including capstone
- Thesis/Project/internship/clinical teaching completed
- Degree Plan Updated in TGS
- Application to graduate, submitted to TGS
- Application to attend convocation, submitted to TGS
- Exit interview with chair scheduled and conducted.

Sample Degree Plan:

Coursework: Min 36 credit hours:

(Master's Core: 12-15 credit hours; Electives and specializations: 12-21 credit hours; Capstone: 6 credit hours)

Fall 2023

ARTE 5710: Foundations of Urban Art Education Studies (Core)

ARTE 5760: Seminar in Art Education (Core)

ART 5740: Seminar in Art Museum Education (Specialization in Museum Ed)

Spring 2024

ARTE 5773: Curriculum Theory in Art Education (Core)

ARTE 5942: Seminar in Art Museum Education (Specialization in Museum Ed)

ARTE 5775: Feminist Perspectives on Art, Research, and Teaching (core)

Decide on Major Professor by the end of your first year (thesis/project option only)

Fall 2024

ARTE 5787: Introduction to Research Methods (core)

ARTE 5945: Seminar in Art Museum Education (Specialization in Museum Ed)

ARTE 5714: Aesthetic Inquiry with Urban Youth & Communities (core)

Spring 2025

EDUC 6120 Theoretical Foundations for Educational Studies (electives)

ARTE 5799: Art Museum Internship (capstone)

Work with TGS, major advisor, and Graduate Coordinator to file graduation paperwork.

If you are choosing to complete a thesis, you must let the Department Chair's office know as soon as your thesis exam date is set. The thesis date needs to be announced, for the public defense requirement, to the department and CVAD, and the university at large. (This is required by the TGS).

Course Load Exception: CLE

MA students normally take on 3 classes or 9 credit hours per semester. UNT recommends that students who work full-time not schedule more than 6 semester hours in a long semester or 3 semester hours in a summer session. International students must be enrolled in 9 credit hours to maintain their visa status.

Students may calculate the time the completion of degree requirements might take, by dividing the number of required credit hours by the number of courses they are taking every semester.

Students should speak to the department chair or the Director of Graduate Studies in Art Education about the possibility of transferring credits from past coursework into the program.

International students need to check if this holds true for them, on a semester-by-semester basis, in consultation with the department chair and the International Student Office. Students should speak to the department chair or director of graduate studies about the possibility of transferring credits from past (advanced) coursework into the program.

Leave of Absence or Reduced Course Load

Leave of absence applies to students admitted to a graduate degree who wish to discontinue work toward the degree for a specified period due to exigent circumstances. A leave of absence may be granted by the academic program, which then notifies the Graduate School. If the student has begun the dissertation and is under the continuous enrollment requirement, a waiver of continuous enrollment must also be requested and approved by the Graduate School. Students needing a leave of absence should notify their major professor and director of graduate studies and file the [UNT Graduate Student Leave of Absence Request Form](#). Students may request or be required to apply for a reduced course load under certain circumstances (such as in connection with the Tuition Benefits Program). More information on this can be found at [link: https://tgs.unt.edu/reduced-course-load-request](https://tgs.unt.edu/reduced-course-load-request). You may also talk to the department chair's office about this.

Course Grades & Satisfactory Progress

Students must receive a B or better in graduate courses for these courses to count toward completion of the degree. The Graduate School requires a minimum of a 3.0 average to remain in good standing. If a student receives a C, the course will be factored into the overall GPA, but it cannot be used to fulfill any requirements in the student's course of study towards the MA degree. Maintaining a 3.0 and above GPA is also a factor for eligibility to receive the Tuition Benefits Program (TBP), as well as other scholarships. Should you not meet this standard, you will be placed on academic probation for the following long semester. Should you not achieve a 3.0 GPA for the

semester on which you are on probation, you will be subject to dismissal from the program by a majority vote of the graduate Art Education faculty.

In addition, if you earn a grade of C or lower in any Art Education course, you will be placed on academic probation for the following long semester. If you obtain a second C (or lower) at any point in your course of study, you will be subject to dismissal from the program by a majority vote of the graduate Art Education faculty. This includes obtaining two Cs in the same semester. In the event of a grade of B or lower, the student is required to meet with their advisor, and the department chair to discuss their performance.

Incomplete grades will only be granted in the most extenuating circumstances. Information on incomplete grades can be found at [link: https://registrar.unt.edu/grades/incompletes](https://registrar.unt.edu/grades/incompletes)

Course instructors may impose shorter time limits on completion of Incompletes; these will be adumbrated in a contract for completion of the work that both student and instructor agree upon. In a significant extenuating circumstance, the student has the option to request an extension before the incomplete becomes an F.

Probation: Any student not making satisfactory academic progress will be notified in writing by the Department Chair. After receipt of notice of probationary status, the student is required to seek formal counseling with their major professor or the director of graduate studies to discuss their status. The student will then be given the following long semester to correct the situation. The following are reasons for being placed on probation:

- Degree plan has not been completed after 18 credit hours
- GPA falls below a 3.0
- Receives a grade of “C” or lower in any art education course

Dismissal: Any student who does not correct the infraction which caused them to be placed on probation within the probationary semester will be subject to removal from the program after review by the graduate faculty. The Department Chair will notify the student of their dismissal in writing with a duplicate for the student's file and the Toulouse School of Graduate Studies. Such notification will cite the reason(s) for removal. Any student wishing to appeal their dismissal from the graduate program may petition the department faculty within 30 days of the notification or attempted notification of the student's removal.

Note: Receipt of two or more grades of "C" or lower in any two art education courses, whether in the same semester or in separate semesters, is an automatic cause for dismissal from the program.

Change of Major

To change your major/ degree, you must complete a Change of Major form, available at the Graduate School. For example, if you are changing your degree from Art History to Art Education, please submit a new letter of intent to the Department of Art Education to be included with your original application file. You may wish to submit additional application materials as well. Your original application file will be circulated among the faculty of the new major for an admission decision, and you will then get a letter stating your admission status and any deficiencies that must be completed to begin your new course of study. If you are changing your degree from Art Education to any other program, including other programs within the College of Visual Arts and Design, please contact that area to determine what needs to be submitted for application to that program. If you want to switch tracks within the master's degree in art education, you must complete a new degree plan.

Certification Programs

Graduate Academic Certification Program in Art Museum Education: GAC-ARME

Certification in Art Museum Education at the University of North Texas is intended to provide professional training for post-baccalaureate students who desire careers in areas of Art Museum Education or expertise in the use of Art Museums as educational resources. Those who successfully complete the program will possess the skills to develop and implement educational programs for art museum audiences of various ages and backgrounds.

The Art Education and Art History department offerings combine to provide outstanding content for practitioners in Art Museum Education. The program consists of 15 credit hours, including seminars in the history and theory of Art Museum Education, current practices in museum education, roles, and functions of art museums, and a 6 credit hour internship in an art museum. You may complete the coursework on its own, or in conjunction with your master's degree, with a portion of the course credits counting toward both the degree and the certification.

Students wishing to pursue the certificate while pursuing the M.A. degree must apply for admission to the certificate through the graduate school while taking the first courses within the certificate plan.

Track III Teacher Certification

The Track III Option of the M.A. in Art Education qualifies students to receive an all-level art teaching certificate while earning a master's degree in art education. Once admitted into the program, you must meet with the Dept Chair or Director of Graduate Studies to plan your course of study. This is done formally in your degree plan.

Once a degree plan has been created and processed for you by the College of Visual Arts and Design as well as the Toulouse Graduate School, it will be your responsibility to apply for admission to the Teacher Education Program through the College of Education in order to fulfill the requirements of your

degree program. When you receive notification that your degree plan has been processed, you should pick it up from the Chair's office and make an appointment with the College of Education Student Advising Office (Matthews Hall, room 105; coe-sao@unt.edu; 940 565-2736) to start the process for admission to the Teacher Education Program, which includes its own [application form](#) found on the College of Education Teacher Ed preparation website. Submission of a fully signed copy of a degree plan for art education is part of this process and should ideally take place before taking classes in the College of Education.

Please take note that students pursuing Track 3 must apply to the College of Education and fulfill the requirements listed in the College of Education's [Educator Preparator Office](#) before they can be placed into their student teaching field experiences or be recommended for certification. Once you are registered with the College of Education they then place you in Clinical Teaching via their [Clinical Practice Office](#) and grant you testing permissions for you to sign up for TExES—your certification exams.

Early in the semester before you register for ARTE 5750.001 “Elem. & Sec. Teaching,” please inform the Chair's Office that you need to sign up for your observation placements with the office of Clinical Practice for the University of North Texas, COE-ClinicalPractice@unt.edu; 940-565-4226.

The semester before your student teaching, typically when you are enrolled in ARTE 5750.001, you will be undertaking the practice exams for your TExES certification tests. This is a requirement within this course. Educators are required by law to pass appropriate tests to get certified. The required examinations for each certificate, and development of certification exams is based on standards set by the State Board for Educator Certification for each field. You are required to take and pass the actual ART EC-12 and PPR EC-12-Exams. TExES content tests are criterion-referenced exams designed to measure your knowledge in the subject areas you will be teaching. Note, the

passing score is 80% for these exams and you cannot be certified without passing them.

In your last semester in the program, you will enroll in student teaching coursework — EDSE 5108 and EDEE 5101. Please enroll in section 750 under the Director of Clinical Practice. You will be swapped into your supervisor's section once it has been created and the swap might not happen until the first month of the course. You cannot do anything about the swap but be patient as the COE handles that.

You need to apply for graduation with the Toulouse Graduate School and you will be able legally to put MA behind your name. Deadlines come early in your last semester – please check them at <https://tgs.unt.edu/new-current-students/graduation-information#grad-deadlines>.

Finally, after being awarded your degree, you need to apply for certification on the Texas Education Agency website, pay all applicable fees, and complete fingerprinting. Then UNT will recommend your certification to the state. It can take several weeks for the university to certify your degree, and you won't be able to complete certification with TEA until after this happens. You will be able to check on my.unt.edu to see your status.

Thesis or Project Options

Major Professor for Thesis or Project Options

All students pursuing the thesis (Tracks 1 and 2), or project option (Tracks 1,2, and 3) must choose a major professor. Depending on whether you choose the thesis or project, your major professor is your thesis or project director and chairperson of your graduate committee (see Master's Committee below). They must be a member of the graduate faculty in Art Education. The choice of major professor belongs to you, but the decision depends heavily upon the topic of your thesis investigation or areas of specialization and consent from the professor. It is your major professor's responsibility to take over from the Director of Graduate Studies in Art

Education and help you update your degree plan and oversee the remainder of your studies. For this reason, it is wise to select a major professor early in your coursework. You may change your major professor, if you find that in pursuing your studies, you change the focus, scope, or approach to your research interests significantly.

Minor Professor

Students selecting a minor may also have a minor professor. This person serves in a similar capacity as the major professor but directs all research and studies in your minor/specialization area. It is your responsibility to select the minor professor; however, consultation with the major professor is advised.

Master's Committee for Thesis or Project Options

If you select the thesis or project option, you must formulate a graduate committee to assist you with your thesis or project in the last year of study. This committee should consist of your major professor and one additional Art Education faculty member from the department of Art Education at UNT, supporting your major area of concentration, for a minimum of two total professors. A minor professor if relevant can also be added to the committee and can come from outside of Art Education, outside of the College of Visual Arts and Design, or outside of the University. Members from outside the University community must have credentials that further a student's research agenda and must at a minimum qualify for graduate faculty status. A proposal for any external committee member must be filed by the major professor no later than the end of the next-to-last semester. The choice of committee members should be made in consultation with your major professor and should be agreed upon by those faculty members selected to serve.

MA Thesis Option

A thesis in art education can take many shapes, but it must demonstrate a sustained inquiry into a problem that is important to the field. If a student is

interested in developing a thesis, he/she ought to consult with the major professor early on to determine whether the final product will be a traditional or creative thesis.

Traditional theses should include an introduction consisting of a brief overview of the existing, relevant scholarship, which should lead to a statement indicating the identification of a problem or question to be addressed. Importantly, the document must include a clear and concise statement of the thesis indicating the proposed solution to the problem or question that the student has identified in the analysis of the existing scholarship. Student will want to indicate the methodology to be employed in their proposed research that will facilitate the proposed solution. Also included are a title page, and abstract (150 words), and a complete bibliography. The results of this research might very well result in a publishable document.

A creative thesis might take a non-traditional form, such as in arts-based research projects. Because of the more open-ended and experimental qualities of such a thesis, the student must work closely with his/her major professor to help define the scope, form, and purposes of the inquiry so that it meets disciplinary standards of excellence.

Registering for the Thesis

After completing all regular course requirements and attaining candidacy, you must enroll in ART 5950 for the thesis. ART 5950 is a course in which you must continuously enroll each long semester until completion of the thesis. It may take more than two semesters to complete the thesis. A grade of “IP” is recorded in these classes until the thesis is completed and defended, at which point a formal grade will be assigned. Faculty members are not obligated to work with students during the summer. Therefore, if you wish to consult with committee members during the summer, you must get their approval in advance.

NOTE: To guide and assist you in preparing for your thesis, you should purchase and carefully read the most recent edition of the [Publication Manual of the American Psychological Association](#).

Submitting the Thesis

The Toulouse Graduate School requires that all theses be formally filed with them in electronic format only. Please refer to the Toulouse Graduate School's [Thesis Manual](#) for up-to-date information on the latest procedures and format options for thesis submission.

You are responsible for filing your final thesis with the Toulouse Graduate School. Please refer to the Graduate School's manual on theses for specific filing guidelines.

The graduate school now uses an online thesis submission tool called Vireo. All materials that used to be hard copy are now handled electronically in Vireo – this includes filing forms, major professor's document approval, ProQuest forms, copyright permissions, journal samples, restriction approval, etc. The manual on this process and how to use Vireo is available at:

<https://tgs.unt.edu/sites/default/files/Vireo%20guide%20-%20released%20June%202022%20%281%29.pdf>

You will log into Vireo using your UNT ID. Once you have uploaded your thesis and required forms to Vireo, it will be forwarded to the Graduate Reader who will then review your thesis for approval and suggest changes, if necessary. If no changes are necessary, you will be approved for graduation and your thesis will be archived in the ETD (electronic database). If changes are necessary, the Graduate Reader will contact you regarding those changes via the Vireo platform and supervise the revisions before accepting the final copy and approving you for graduation. Students and the Graduate Reader can leave messages for each other in the system; in addition, Vireo can be used to send auto-replies and other automated emails on behalf of the Graduate Reader. Vireo will auto-fill your UNT campus email address, but you can enter a permanent email address during the submission process that

can then be used after you graduate. Please note that it is extremely important that you check your UNT address regularly during the review/approval process! You can log back into Vireo at any time to review the submission and check your status. Please bookmark the website so you will be able to find it again easily. Detailed information about TGS's requirements and procedures re: filing theses can be found at link: <https://tgs.unt.edu/new-current-students/theses-and-dissertations>

A formatting checklist from the TGS is available at link: <https://tgs.unt.edu/sites/default/files/Format%20Checklist.pdf>

If you need clarification on the guidelines specified in this manual or have other formatting questions that are not covered in the manual, please contact the Graduate Reader directly using email: jill.kleister@unt.edu

M.A. Project Option

The M.A. project, which is a possibility for any of the three Art Education MA tracks, is a practice-oriented investigation, which is acted upon, studied, and presented in writing as a formal report. Possible projects may include but are not limited to the following:

- Conducting a research project
- Constructing a year-long curriculum, with a philosophical statement, tracing theoretical ideas that inform the framework
- Writing a grant in support of a program initiative
- Serving the community, such as developing and implementing a series of workshops offered to area educators, or children and their families, with a philosophical statement, tracing theoretical ideas that inform the framework
- Writing an article for a state or national publication (not peer-reviewed)
- Organizing and facilitating a colloquium, with a written component tracing the theoretical ideas that inform the framework

- Exhibiting a body of work, with a written component tracing is development.

The project must be conducted and written to meet the standards established by the Toulouse School of Graduate Studies and the faculty within your major and is undertaken with the guidance of your major professor and project committee. Your committee may require you to do several related projects depending on the depth of the investigation proposed. See the Committee Designation and Project Proposal Approval Form attached to this manual. Complete to select your graduate committee and receive approval on your proposal for the project.

The project requirement is met by following these steps:

- Choosing one or more related project investigations
- Proposing the project to your committee by writing a formal proposal and defending it
- Constructing, researching, and implementing the project
- Writing and organizing the formal report
- Presenting the project report before the committee
- Submitting the revised, final draft of the formal report of the project in an electronic PDF file to the Department of Art Education.

Registering for the Project Option

After completing all regular course requirements, you must enroll in ARTE 5799 for 6 credit hours. ARTE 5799 is a course that does not require continuous enrollment. Should you not complete the project in one semester, your major professor may allow you to continue your work for one additional semester by enrolling in ARTE 5799 a second time.

Submission of the Project

Once your major professor and the committee have agreed that the project is finished, you must file an electronic copy of the project as a PDF file with the department office. The PDF file would include reproductions of the images displayed in an exhibition as well as written reports. Your major

professor will file your grade for the project once it is confirmed that the electronic copy has been submitted to the department office.

Program Costs and Funding Opportunities

Information on the cost of attending UNT, and opportunities for student funding outside of CVAD is available at the Toulouse Graduate School website at [link: https://tgs.unt.edu/future-students/funding](https://tgs.unt.edu/future-students/funding). Please do explore fellowships, scholarships, grants, and award opportunities at this [link: https://tgs.unt.edu/future-students/funding-your-graduate-education/awards](https://tgs.unt.edu/future-students/funding-your-graduate-education/awards)

Tuition costs

You may calculate your estimated costs of attending the program at this [webpage link: https://estimatemytuition.unt.edu/](https://estimatemytuition.unt.edu/)

For Texas residents enrolled in 9 credit hours, full tuition and fees without any financial aid comes to \$4,520.38 per semester (as of Fall 2022-Spring 2023). Lab fees & CVAD differential tuition costs are additional to this. Approximate combined cost of Fall and Spring semesters for Texas residents is \$9,040.76.

For US residents from other states enrolled in 9 credit hours, full tuition and fees without any financial aid comes to \$8,192.38 per semester (as of Fall 2022-Spring 2023). Lab fees are additional. Approximate combined cost of Fall and Spring semesters for students from other US states is \$16,384.76.

For International students enrolled in 9 credit hours, full tuition and fees without any financial aid comes to \$8,307.38 per semester (as of Fall 2022-Spring 2023). Lab fees are additional. Approximate combined cost of Fall and Spring semesters for students from other US states is \$16,614.76.

Teaching and Research Assistantships

This link: <https://tgs.unt.edu/future-students/funding-your-graduate-education/teaching-fellows-and-assistants> provides important information for graduate students to understand how these assistantships can help provide funding for their program.

Benefits of such positions include mentored work experience, as well as participation in the Tuition Benefits Program, and other benefits such as Health Insurance, and Non-Resident Tuition Waivers.

Please note that many students who receive an assistantship and are classified as non-resident/out-of-state are eligible to have non-resident/out-of-state tuition waived and will pay tuition at the resident/in-state rate through an employment waiver. This waiver is submitted each semester by your awarding department to the Toulouse Graduate School. After residing in the state for 12 consecutive months, a student may apply for reclassification as a resident for tuition purposes provided unequivocal proof of establishment of domicile in Texas.

For more information on reclassification, as well as documentation required, please visit the Registrar's Office website. See also, the Employment Waiver Request form at [link: https://tgs.unt.edu/employment-waiver-request](https://tgs.unt.edu/employment-waiver-request)

Tuition Benefits Program

Please be informed about the Tuition Benefits Program at this [link: https://tgs.unt.edu/new-current-students/tuition-benefit-program](https://tgs.unt.edu/new-current-students/tuition-benefit-program)

This FAQ provides a quick overview of the TBP: Tuition Benefits Program (TBP) FAQ [link: https://tgs.unt.edu/sites/default/files/TBP%20Frequently%20Asked%20Questions%20Spring%202018.pdf](https://tgs.unt.edu/sites/default/files/TBP%20Frequently%20Asked%20Questions%20Spring%202018.pdf)

Also see these helpful reminders from TGS about the TBP [link: https://tgs.unt.edu/sites/default/files/Helpful%20Reminders.pdf](https://tgs.unt.edu/sites/default/files/Helpful%20Reminders.pdf)

CVAD TF/TA/GSA Opportunities and Application Portal

To be considered for employment at CVAD, especially for participating in the TBP, *students must apply each semester to the application portal*. Even if you are assured of Teaching Fellowships or Assistantships in your acceptance letter to the program, you ARE required to apply for the position each semester. If you change your semester schedule after applying to the portal, please inform the Dean's office of your new schedule via email. The appointment to a teaching position is NOT automatic.

Please use this link to learn more about this and to access the portal [link](https://news.cvad.unt.edu/grad-jobs-portal):
<https://news.cvad.unt.edu/grad-jobs-portal>.

Specific to the TF/TA/GSA applications for continuing students
<https://cvad.unt.edu/continuing-student-scholarships>

Please be mindful of the deadlines and information given on this webpage to apply in a timely manner. Once you apply to the central scholarship portal, you will automatically be eligible for relevant scholarships across the university (CVAD, and graduate school).

Scholarships at CVAD

Please note that all continuing students need to apply for promised and other funding each year, at <https://cvad.unt.edu/continuing-student-scholarships>. If you don't apply at this portal within the deadline, you will NOT be awarded scholarship/fellowship funding (beyond your first year) even if it is promised in your acceptance letter.

Travel Grants, Small Grants & Other Opportunities

Please review the CVAD page at:
<https://cvad.unt.edu/resources/payingforcollege>

The department of Art Education does support graduate students for conference attendance and other professional development through sources like:

- The Art Education Graduate Student Professional Development Fund. This can be used to fund conference travel or other forms of professional development (see the chair's office for instructions on how to apply for this).
- The Onstead Institute, which supports K-12 art teacher professional development and programming through internships and fellowships.
- CVAD encourages graduate students to apply for the Student Project award.

Please talk to the department chair about possible funding sources for your programmatic needs. When in doubt about whether your travel/research/professional memberships/coursework can be funded, ASK!

Useful links (to forms & procedural descriptions and directions)

The Toulouse Graduate School has a series of forms that all degree-seeking graduate students are required to complete to successfully move through the program. These are detailed throughout this handbook, in context of their use. However, this is a quick reference section for where to find the forms you will/ may need.

TGS ApplyTexas portal

link: https://www.applytexas.org/adappc/gen/c_start.WBX.

Art Education Degree Plan template

See Appendices at the end of this document. For a fillable PDF template, please contact the Department Chair's office, at cvad.ArtEducation@unt.edu

Reduced Course Load Request form

link: <https://tgs.unt.edu/reduced-course-load-request>

Find out about whether/when you can apply for a reduced course load [at](#)

link: <https://tgs.unt.edu/reduced-course-load-request>. Reduced Course Load Request information is #1 on the page.

Course Load Exception form-CLE

link: <https://sso.unt.edu/idp/profile/SAML2/POST/SSO?execution=e1s2>

You will need to log in using your UNT ID, to access this form. Please review the link below carefully, to understand your options to request a Course Load Exception (Scroll down the page for various options. CLE is #2 on the page).

*CLE forms are not applicable to International Students. Instead, submit the [Graduate Student Full Time Equivalency Report](#) from UNT for Visa

purposes. (Scroll down the page for various options. Full Time Equivalency is #3 on this page [link: https://tgs.unt.edu/reduced-course-load-request](https://tgs.unt.edu/reduced-course-load-request)).

Because of the review process, students must have a graduate school-approved degree plan on file and paperwork reflecting any coursework changes. Failure to have this on file will delay the review process.

Graduate Student Full-Time Equivalency Report (for International Students)

[link: https://inorthtx.unt.edu/istart/controllers/start/startengine.cfm](https://inorthtx.unt.edu/istart/controllers/start/startengine.cfm)

International students do not need to submit a CLE form. Instead, submit [the Graduate Student Full Time Equivalency Report](#) from UNT-I for Visa purposes. (Scroll down the Reduced Course Load Request page for various options. Full Time Equivalency is #3 on the page).

Because of the review process, students must have a graduate school-approved degree plan on file and paperwork reflecting any coursework changes. Failure to have this on file will delay the review process.

Committee Designation and Thesis /Project Proposal Approval forms

See Appendices at the end of this document. For a fillable PDF template, please contact the Department Chair's office, at cvad.arteducation@unt.edu

Office of The Registrar website:

[link: https://registrar.unt.edu/](https://registrar.unt.edu/)

[link: https://registrar.unt.edu/registration](https://registrar.unt.edu/registration)

Although this information will be covered in TGS Orientations, if you need reminders on how to register for classes, pay for textbooks, and other EIS portal related issues, please see the second link above.

UNT-International Office contact information:

Location: [International Student Advising Center](#), Marquis Hall Room 110

Office Hours: Monday-Friday, 8 a.m.-5 p.m.

Phone: 940-565-2195

Email: internationaladvising@unt.edu

Where and how to apply for graduation

link: <https://tgs.unt.edu/new-current-students/graduation-information>

Applying to Graduate (Registrar's Office)

link: <https://registrar.unt.edu/apply-graduate>

TGS Forms Library

link: <https://tgs.unt.edu/new-current-students/forms>

Academic & Career Resources

Statement of Academic Integrity

<https://vpaa.unt.edu/ss/integrity>

UNT Learning Center

link: <https://learningcenter.unt.edu/graduatestudentservices>

Access Accommodation Services

link: <https://learningcenter.unt.edu/graduate-access-accommodation>

Writing Resources

link: <https://tgs.unt.edu/new-current-students/writing-resources>

UNT Libraries

<https://library.unt.edu/>

Rebecca Barham is the Art, Dance & Theatre Reference Librarian.

Rebecca.Barham@unt.edu

CVAD IT Resources (for equipment reservation and checkout, and other resources)

link: <https://cvad.unt.edu/cvadit> | <https://cvad.unt.edu/resources>

IRB Human Subjects Research Protocols and the Institutional Review Board

[link: https://research.unt.edu/research-services/research-integrity-and-compliance/human-subjects-irb/irb-protocol-submission](https://research.unt.edu/research-services/research-integrity-and-compliance/human-subjects-irb/irb-protocol-submission)

As a public university, UNT ensures ethical conduct of research through rigorous research protocols monitored by the IRB. Research involving the use of human subjects requires the review and approval of the University Human Subjects Committee. The candidate should consult with the dissertation advisor and should not reach out to the Office for the Responsible Conduct of Research prior to approval from the dissertation advisor.

A (digital) copy of the Human Subjects approval letter along with the Human Subjects Research Statement must be in the student's file in the Department Chair's office, along with the final (approved) dissertation.

Students undertaking research should pay close attention to required compliance procedures at

[link: https://research.unt.edu/research-services/research-integrity-and-compliance/human-subjects-irb/student-research-guidance](https://research.unt.edu/research-services/research-integrity-and-compliance/human-subjects-irb/student-research-guidance)

You must complete CITI training to understand how this works: For more information on this, scroll down the page at link:

<https://research.unt.edu/research-services/research-integrity-and-compliance/human-subjects-irb/training-and-education>

UNT Career Center (Job Opportunities)

link: <https://careercenter.unt.edu/>

See also the jobs have been selected especially for CVAD students and alumni by your CVAD Career Coach Marcy Bishop-Lilley, at

<https://news.cvad.unt.edu/cvad-career-center-jobs>

Professional Activities and Organizations

All graduate students are encouraged to begin their professional lives while students at the University. This includes joining the professional art education organizations such as:

- Art Education Graduate Student Association
Please talk to Dr. Tyson Lewis, Director of Graduate Studies, Art Education for information on [this group](#) and how to join it
- National Art Education Association (NAEA) and affiliate issues groups
- [Texas Art Education Association \(TAEA\)](#)
- [International Society of Education Through Art \(InSEA\)](#)
- [College Art Association \(CAA\)](#)
- [Imagining America: Artists and scholars in public life](#)
- [Art Education Research Institute \(AERI\)](#)
- [American Educators Research Association \(AERA\)](#)
- [Philosophy of Education Society \(PES\)](#)
- [International Congress of Qualitative Inquiry \(ICQI\)](#)

Social Connections

- Please visit the University's **Student Life** page for activities and events on campus and around town: <https://www.unt.edu/student-life>
- Please see the University's **Multicultural Center** to find student groups, clubs, and collectives you may want to affiliate with.
<https://idea.unt.edu/multicultural-center>
- CVAD **social media**. Find out what's happening in CVAD via <https://news.cvad.unt.edu/> page, and participate in CVAD's social media presence on Instagram (<https://www.instagram.com/UNTCVAD/>) and Facebook (<https://www.facebook.com/UNTCVAD/>)

In addition to social media, we aim to develop a close-knit network through social get-togethers at conferences such as NAEA, as well as at social gatherings in Denton, so make sure to join in and become an integral part of

our community. Communications about get togethers can be coordinated through the Chair's Office, or through the GSAAE (Graduate Students Association in Art Education)

Things to Do in DFW area

See: <https://www.dallasnews.com/arts-entertainment/things-to-do/?tags=editors-picks>

Discover Denton

See: <https://www.discoverdenton.com/>

Appendices

M.A. Degree Plan Forms

M.A. Track I Degree Plan Form

M.A. Track II Degree Plan Form

M.A. Track III Degree Plan Form

Committee Designation and Project Proposal Approval Form: Art Education

M.A. Project

Committee Designation and Thesis Proposal Approval Form: Art Education

M.A. Thesis

Note: these documents are listed for your reference only. Please contact the Chair's office to request the fillable PDF forms for official processes.