



*Procedures Manual for the **Master of Arts in Art Education***

OVERVIEW OF GENERAL REQUIREMENTS

STATEMENT OF AIMS

In its graduate programs, the College of Visual Arts and Design (CVAD) at the University of North Texas strives to develop competencies necessary for effective leadership roles in art as expected of practicing professionals in the field, college teachers of art, administrators, scholars, researchers, and public school teachers and supervisors. Towards this aim, the resources of the entire college and university are utilized.

USE OF THIS MANUAL

The procedures that follow are a summary designed to assist you in the College of Visual Arts and Design. We intend that you use them in a step-by-step manner as a means of planning and fulfilling requirements for the graduate degree programs indicated. In addition to using this manual, you are responsible for obtaining and reading carefully the current *UNT Graduate Catalog* and the *Toulouse Graduate School* document entitled [Thesis and Dissertation Manual](#). Furthermore, note that the faculty is always willing to assist you with planning and realizing your course work and degree requirements. However, the responsibility of meeting all CVAD and Graduate School requirements for the Master of Arts degree rests with you, the student.

DEGREE OPTIONS

Three options are available to students seeking the Master of Arts degree in Art Education. Track I is for students seeking to advance their knowledge of theory and practice in Art Education. Track II prepares students for a career in Art Museum Education. Track III qualifies students to receive an all-level art teaching certificate while earning a Master's degree in Art Education. Tracks I and II have a thesis, project, or coursework only option. Track III has a project or coursework only option. Students should consult with the Graduate Coordinator in choosing the option that will best service his or her career and educational goals. See Table 1 for degree options chart.

Table 1. MA Track Chart

		Track 1 - General Degree in Art Education			Track 2 - Art Museum Certification			Track 3 Certification	
		Thesis	MA Project	Coursework	Thesis	MA Project	Coursework	MA Project	Coursework
		AEAH 5774 Visual Culture Theo & Peda.	AEAH 5774 Visual Culture Theo & Peda.	AEAH 5774 Visual Culture Theo & Peda.	AEAH 5773 Curriculum & Assessment	AEAH 5774 Visual Culture Theo & Peda.	AEAH 5773 Curriculum & Assessment	AEAH 5774 Visual Culture Theo & Peda.	AEAH 5774 Visual Culture Theo & Peda.
		AEAH 5773 Curriculum & Assessment	AEAH 5773 Curriculum & Assessment	AEAH 5773 Curriculum & Assessment	AEAH 5772 Critical Art Education	AEAH 5773 Curriculum & Assessment	AEAH 5772 Critical Art Education	AEAH 5773 Curriculum & Assessment	AEAH 5773 Curriculum & Assessment
		AEAH 5772 Critical Art Education	AEAH 5772 Critical Art Education	AEAH 5772 Critical Art Education	AEAH 5714 Aesthetic Inquiry	AEAH 5772 Critical Art Education	AEAH 5787 Intro to Res. In Art Education	AEAH 5712 Communities, Schools, Museums	AEAH 5712 Communities, Schools, Museums
		AEAH 5714 Aesthetic Inquiry	AEAH 5714 Aesthetic Inquiry	AEAH 5714 Aesthetic Inquiry	AEAH 5787 Intro to Res. In Art Education	AEAH 5714 Aesthetic Inquiry	AEAH 5714 Aesthetic Inquiry	AEAH 5750 Elem & Sec curriculum	AEAH 5750 Elem & Sec curriculum
		AEAH 5712 Communities, Schools, Museums	AEAH 5712 Communities, Schools, Museums	AEAH 5712 Communities, Schools, Museums	AEAH 5940 Seminar in Art Museums	AEAH 5787 Intro to Res. In Art Education	AEAH 5940 Seminar in Art Museums	AEAH 5787 Intro to Res. In Art Education	AEAH 5787 Intro to Res. In Art Education
		AEAH 5753 Contemporary Trends in Art Ed	AEAH 5753 Contemporary Trends in Art Ed	AEAH 5753 Contemporary Trends in Art Ed	AEAH 5942 Sem. in Art Mus. Educ. I	AEAH 5940 Seminar in Art Museums	AEAH 5942 Sem. in Art Mus. Educ. I	AEAH 5767 Issues in Appl. Of Tech in Art Education	AEAH 5767 Issues in Appl. Of Tech in Art Education
		AEAH 5781 Contemporary Art and Theory	AEAH 5781 Contemporary Art and Theory	AEAH 5781 Contemporary Art and Theory	AEAH 5945 Sem. in Art Mus. Educ. II	AEAH 5942 Sem. in Art Mus. Educ. I	AEAH 5945 Sem. in Art Mus. Educ. II	AEAH 5799 Research Project	AEAH 5708 Lab School Institute
		AEAH 5787 Intro to Res. In Art Education	AEAH 5787 Intro to Res. In Art Education	AEAH 5787 Intro to Res. In Art Education	AEAH 5788 Adv. Res Methods in Art Education	AEAH 5945 Sem. in Art Mus. Educ. II	AEAH 5788 Art Elective	AEAH 5799 Research Project	AEAH 5790 Art Institute
				AEAH 5790 Art Institute					
				AEAH 5708 Lab School	ART 5450 Museum Internship (6 hours)	ART 5450 Museum Internship (6 hours)	ART 5450 Museum Internship (6 hours)		
				Art Education Elective	Art 5950 Thesis (min. 6 credit hours)	AEAH 5799 MA Project (6 credit hours)	AEAH 5774 Visual Culture Theo & Peda.	EDCI 5010 Everyone Can Learn	EDCI 5010 Everyone Can Learn
		Art 5950 Thesis (min. 6 credit hours)	AEAH 5799 MA Project (6 credit hours)	Art Education Elective				EDSE 5004 Literacy for All	EDSE 5004 Literacy for All
								EDEE 5101 Elementary Student Teaching	EDEE 5101 Elementary Student Teaching
								EDSE 5108 or 5118 Secondary Student Teaching	EDSE 5108 or 5118 Secondary Student Teaching
Total Hours		30	30	36	36	36	36	36	36

REQUIRED ACADEMIC BACKGROUND AND CONDITIONAL ADMISSION

An appropriate academic background is required to pursue graduate instruction in Art Education. To pursue a Master of Arts degree in Art Education, we recommend that you have completed a bachelor's degree in the Visual Arts. Students seeking Track III should have 24 credit hours in Visual Arts and at least 12 hours of Art History, of which 6 must be at the advanced level. In some cases, students are admitted conditionally, in that their academic performance, GPA, and GRE scores are acceptable while, however, they lack the above academic qualifications. In order to ensure that students have the knowledge upon which graduate course work in Art Education builds, we may require them to complete additional courses in Art or Art Education at UNT prior to beginning their Master's degree program. If you are accepted to the program in this manner, the Graduate Coordinator will work with you to identify and outline a plan to redress gaps, which may be required before being allowed to enroll in graduate Art Education courses.

GRADUATE COORDINATOR AND ADVISING

Once accepted into the graduate program, you will work with the Graduate Coordinator. It is important to meet with him/her as soon as you arrive on campus. The Graduate Coordinator will prepare an initial degree plan (see below) and, if you are pursuing the thesis or research project option, work with you temporarily in an advisory capacity until you choose a faculty member to serve as your major professor. The Graduate Coordinator may assume the role of your major professor, if this is agreeable to both parties.

FILING THE DEGREE PLAN

The degree plan is an outline of your coursework study, listing courses already completed, and courses to be studied in both the major and, if applicable, minor fields. Your degree plan must be filed with the Graduate School through the Department of Art Education and Art History office. This plan is completed with the Graduate Coordinator as soon as possible, and prior to the completion of 12 hours of graduate work toward the MA at the latest. Please note that only students with a degree plan on file are eligible for travel grants from the Toulouse Graduate School.

Please take note that students pursuing Track III need to apply to the College of Education (COE) before they can be placed into their student teaching field experiences or be recommended for certification. Submission of a copy of a degree plan for Art Education and a teacher education application form are part of this process and should take place before taking classes in the COE. We highly recommend that the degree plan and COE application be submitted in your first semester.

GRADE POINT AVERAGE (GPA) REQUIREMENT

As a Master's degree student in the Department of Art Education and Art History, you must maintain at least a 3.0 GPA in your major, Art Education, and a 3.0 cumulative overall GPA. 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 C's in the same semester.

APPLICATION OF UNDERGRADUATE OR TRANSFER COURSEWORK

Only courses numbered 5000 or higher may count towards your graduate degree. Up to 12 graduate credit hours can count toward your MA if you took them in a non-degree or certification status prior to admission to a degree program, and if they are in the area designated for your program.

Subject to the approval of the graduate dean and the major professor, graduate classes that fit your degree program taken at another accredited institution (transfer courses) or classes taken as extension courses at UNT (extension courses taken at other institutions do not count) can count toward your MA (up to 6 hours on a 30 hour degree, 9 on a 36 hour degree, 12 on a 42 hour degree). No coursework that has been applied to a previous degree, whether undergraduate or graduate, transfer or UNT, may apply toward the Master's degree on which you are currently working.

TIME LIMITATION

All coursework applied to your master's degree must be no longer than five years old at the time of your graduation. As individual courses exceed that limit, they cannot count toward your MA.

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. See Table 2 for typical sequencing of coursework for the full-time student.

TABLE 2: TYPICAL SEQUENCING OF COURSE WORK AND ADMINISTRATIVE MILESTONES FOR THE FULL-TIME STUDENT

First Semester (12 hours)

- Admission to MA program
- Meeting with Graduate Coordinator and file an initial degree plan

Second Semester (12 hours)

- Selection of major and minor (if applicable) professors
- Filing of updated degree plan (if applicable)

Third Semester—project and non-thesis track (12 hours)

- Complete course work
- Develop and present project proposal to committee or prepare for coursework plan

Third Semester—thesis track (3 hours)

- Enroll in the first three hours of thesis (ART 5950*) to develop and present the proposal to the committee
- Secure approval of proposal
- Begin work on thesis

Fourth Semester—non-thesis track (6 hours)

- File application for graduation (see current Graduate Catalog or Academic Calendar for deadline)

Fourth Semester—project track (6 hours)

- Enroll in six hours of AEAH 5799**
- Complete project
- File application for graduation (see current Graduate Catalog or Academic Calendar for deadline)
- File an electronic copy of the project with the department office

Fourth Semester—thesis track (3 hours)

- Completion of thesis (ART 5950)
- File application for graduation (see current Graduate Catalog or Academic Calendar for deadline)
- Distribute copies of thesis to graduate committee (minimum one month prior to the defense date)
- Arrange with graduate committee a date for thesis oral examination (minimum 2 weeks prior to Graduate School's thesis filing date)
- Secure approval of thesis
- Complete corrections, secure proper signatures, and submit thesis to the Graduate School

*NOTE: ART 5950 (Thesis) is repeated for a minimum of 6 hours credit. The Graduate School requires that once enrollment in 5950 is initiated, you must continue enrolling each subsequent long semester until you complete your thesis. Your research may take longer than two semesters to complete.

**NOTE: Student may repeat AEAH 5849 during one other long semester.

Total: Minimum 30 credit hours

CHANGE OF MAJOR

To change your major, you must complete a Change of Major form, available at the Graduate School. If you are changing your major from Art History to Art Education, or vice versa, please submit a new letter of intent to the Department of Art Education and Art History 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 major 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 particular program.

Should you want to switch options within the Master's degree in Art Education, you must complete a new degree plan.

OPTIONS AND CERTIFICATES

CERTIFICATION PROGRAM IN ART MUSEUM EDUCATION

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 program 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.

COURSEWORK-ONLY OPTION FOR ALL TRACKS

In all tracks of the MA in Art Education, you have the option to complete the degree solely with coursework and, in the case of Track III, student teaching requirements. Please see the Track Chart in Table 1 of this document for a listing of the course requirements. Students pursuing the

coursework option must do so in consultation with the Graduate Coordinator who approves this path, will shape course trajectory, will prepare the degree plan, and will mentor the student in his or her progress toward the degree.

TRACK III TEACHER CERTIFICATION

The Track III Option of the Masters of Arts 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 Graduate Coordinator 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 (TEd) 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 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 (COE) website. Submission of a fully signed, hardcopy of a degree plan for art education is part of this process and should ideally take place before taking classes in the COE. Please take note that students pursuing Track III **must** apply to the COE before they can be placed into their student teaching field experiences or be recommended for certification. Once you are registered with the COE, they then grant you testing permissions for you to sign up for your TExES—your certification exams.

Early in the semester **before** you register for AEAH 5750.001 “Elem. & Sec. Curriculum,” please inform the Graduate Coordinator that you need to sign up for your observation placements with Tim Sutton, Director of Clinical Practice for the University of North Texas, 940.565.4226, Tim.Sutton@unt.edu.

The semester before your student teaching, typically when you are enrolled in AEAH 5750.001, you will be undertaking the practice exams for your TExES certification tests. Luckily, 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 Charles (Tim) Sutton who is 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 and you will be able legally to put MA behind your name. The link to do the application is: <http://tsgs.unt.edu/academics/graduation>. Deadlines come early in your last semester.

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.

MAJOR PROFESSOR FOR THESIS OR PROJECT OPTIONS

All students pursuing the thesis (Tracks I and II) or project option (Tracks I-III) 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). He/she 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 Graduate Coordinator 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 will 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 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 and Art History 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 so as to determine whether or not the final product will be a tradition 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 Graduate School requires that all theses be formally filed with them in electronic format only. Please refer to the Toulouse Graduate School's [Thesis and Dissertation Manual](#) for up-to-date information on the latest procedures and format options for thesis submission.

MA PROJECT OPTION

The MA 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 the following:

1. Conducting a research project
2. Constructing a year-long curriculum, with a philosophical statement, tracing theoretical ideas that inform the framework
3. Writing a grant in support of a program initiative
4. 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
5. Writing an article for a state or national publication (not peer-reviewed)
6. Organizing and facilitating a colloquium, with a written component tracing the theoretical ideas that inform the framework
7. Exhibiting a body of work, with a written component tracing its 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 a number of 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:

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

REGISTERING FOR THE PROJECT

After completing all regular course requirements, you must enroll in AEAH 5799 for 6 credit hours. AEAH 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 AEAH 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.

COMMITTEE DESIGNATION AND PROJECT PROPOSAL APPROVAL FORM
ART EDUCATION MA PROJECT

Department of Art Education and Art History
College of Visual Arts and Design

Student: _____ Date: _____

Degree Sought: _____ ID Number: _____

Major: _____ Minor: _____

Project title:

Project Components and Description:

Committee Names Printed:

Approval Signatures:

Major Professor

Minor Professor

Committee Member

Committee Member

Received in the Department of Art Education and Art History: _____

COMMITTEE DESIGNATION AND THESIS PROPOSAL APPROVAL FORM
ART EDUCATION MA THESIS

Department of Art Education and Art History
College of Visual Arts and Design

Student: _____ Date: _____

Degree Sought: _____ ID Number: _____

Major: _____ Minor: _____

Thesis/Project title:

Committee Names Printed:

Approval Signatures:

Major Professor

Minor Professor

Committee Member

Committee Member

Received in the Department of Art Education and Art History: _____