Arts Administration, Education and Policy
Graduate Program Handbook
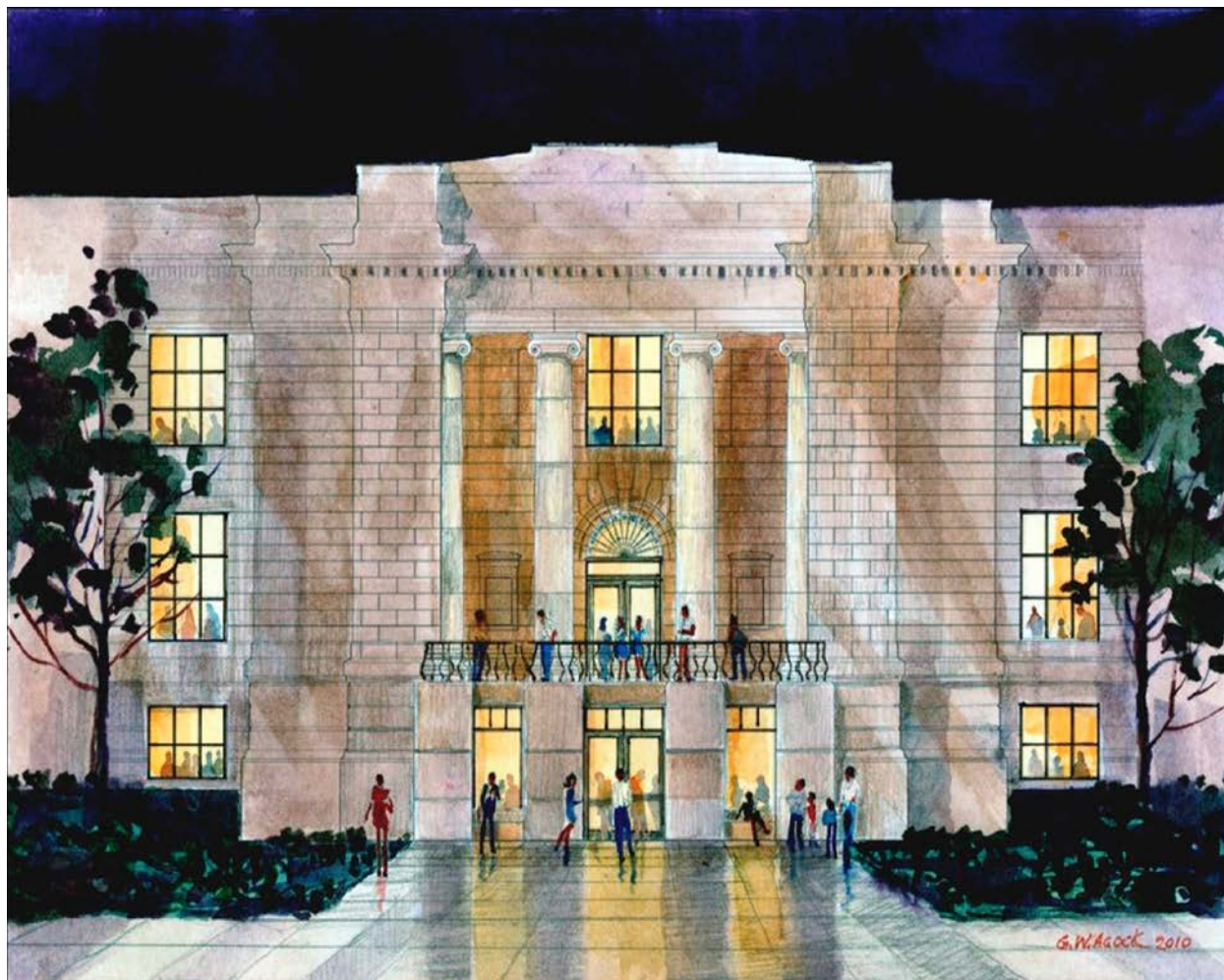
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Introduction

The Graduate Studies Committee oversees graduate programs in the Department of Arts Administration, Education and Policy. This handbook provides students and faculty advisors with information about these programs and policies and procedures that are specific to graduate study in Arts Administration, Education and Policy. Students are advised to acquaint themselves with this document in its entirety. The Department advises students to consult with Graduate School Handbook, the primary reference for policies, rules, procedures, and general information concerning graduate study at The Ohio State University. The handbook can be accessed online at the Graduate School's website (https://gradsch.osu.edu/). For more information concerning graduate studies in Arts Administration, Education and Policy, contact **Lauren Pace**, Academic Program Coordinator, 1813 N. High St., Rm. 231, Columbus, OH 43210. Telephone (614) 292-4123 (**e-mail pace.162@osu.edu**).

General Information

Department of Arts Administration, Education and Policy

The Department is internationally known for the quality of its faculty and the diversity of its programs. The Department's central concern is the teaching and learning of visual arts in contemporary society. The scope of graduate study in Arts Administration, Education and Policy at Ohio State is perhaps the most comprehensive in the world. With 13 full-time faculty and approximately 70 MA and PhD students currently enrolled, it is also one of the largest graduate programs in the field.

The Department offers a Master of Arts in Art Education, a Master of Arts in Arts Policy and Administration in cooperation with the John Glenn College of Public Affairs, and a Doctor of Philosophy degree in Arts Administration, Education and Policy. These programs are oriented toward research and scholarship, pursued for both theoretical and practical ends. Graduate study may emphasize art education and public policy in a range of settings, including schools, colleges, community arts service agencies, museums, galleries, and the popular media; may be local, national or international in scope; may use a specific disciplinary approach to research in art education (such as those in the fields of philosophy, history, sociology, anthropology, and psychology); or be directed toward a topic that requires cross-disciplinary studies.

The Department welcomes the cultural and experiential diversity of its student population. Some students are teachers who have returned for professional development. Others have worked in museums, galleries, art institutions and other creative sector positions. With significant numbers of international students, it is not uncommon to sit in an art education course attended by one or more students from Asia, Canada, Europe, Jamaica, or the Middle East (represented by graduate students in recent years). Graduating students go on to a wide variety of careers in school districts, art agencies, universities, and positions in the public, private and nonprofit sectors. The Department has a large and influential group of alumni, many of whom hold positions in universities throughout North America and the world.

Mission Statement

The Mission of the Department of Arts Administration, Education and Policy is to critically engage cultural meaning through excellence in research, policy, teaching, and leadership that fosters social change and advances the public interest through the arts and visual culture.

Program Descriptions

Our programs promote understanding of the arts and visual culture for all students through a curriculum that is research-based, interdisciplinary, and intent on collaboration with communities both within and outside the University, state, nation, and world. We emphasize understanding of arts and culture, especially visual culture, in a global, culturally diverse, and technological society. This content is explored through the following: pedagogical theory and practices; critical inquiry of historical and contemporary artworks; the analysis of public and educational policy in the arts and cultures; and inquiry in the philosophical, historical, and policy foundations of art education, arts management, and cultural policy administration. Our curriculum includes attention to understanding multimedia technologies in cultural production, critique of policies, teaching, learning, assessment, and awareness of comparative international practice.

The scope of the Department's undergraduate offerings includes general education and courses for elementary classroom teachers. The Department offers a Bachelor of Art Education degree program that provides undergraduate students with a well-rounded liberal arts education, intensive studies in visual culture, and significant preparatory coursework in the theory and practice of art education. The Department also offers a Bachelor of Arts in Arts management degree program that provides undergraduate students with in depth studies in arts and cultural institutions, leadership strategies, and management practices. The Department also has an Arts Entrepreneurship Minor, in collaboration with the Fisher College of Business.

Graduate programs include courses for experienced teachers; a Master's degree in Arts Policy and Administration, carried out in collaboration with the John Glenn College of Public Affairs; a set of museum education courses; professional development for in-service teachers and school administrators; and a wide array of doctoral research specializations.

The Department of Arts Administration, Education and Policy prepares educators, researchers, administrators and policy makers for research and practice in the interdisciplinary field of art education through its integrated, multifaceted programs and collaborations within and outside the University. Key goals are to prepare students to lead through the arts, to function as a critical and informed citizenry, to advance the public interest with regard to opportunity, diversity, effective public policy, social justice, and creativity. Through these endeavors the Department maintains its position of excellence at the local, state, national and international levels in the areas of research, teaching and service.

The Ohio State University

The Ohio State University is among the most prominent institutions of higher education in the world. As a major research university, Ohio State attracts over 10,000 graduate students to over

100 fields of specialization. Although it is a large university with over 50,000 students, the Department of Arts Administration, Education and policy actively supports new students by nurturing activities that foster a sense of community and collegial camaraderie.

City of Columbus

Columbus, Ohio's capital and its largest city, has grown in size and opportunities over the past two decades. It currently has a metropolitan population of about 2.1 million. Columbus is primarily a government, education and service industry community, although there is some light manufacturing. The city offers a rich cultural life; a chamber and symphony orchestra, several theater companies, ballet and modern dance companies, opera, dozens of museums, art galleries, arts and crafts festivals and many annual cultural events. There is a thriving downtown area and multiple historical districts, such as German Village, Victorian Village and the Short North. Columbus' central location makes a number of the country's major museums and art galleries only a few hours away by car or an hour's flight from John Glenn International Airport (CMH).

Admissions

Admission of graduate students to the University is a shared responsibility of the departmental Graduate Studies Committee, the Graduate and Professional Admissions office, and the Graduate School. Therefore, applicants must fulfill admission requirements and procedures of each entity.

Admission Requirements

Information about University admission procedures may be obtained by calling the Graduate and Professional Admissions Office at (614) 292-9444, and the application is available online on their website: http://gpadmissions.osu.edu/

Applicants must show evidence that they meet the following requirements:

- An earned baccalaureate or professional degree from an accredited college or university by the expected date of entry. Applicants must have earned an MA or are in the process of earning an MA in order to be admitted to the PhD program

- A minimum 3.0 cumulative grade point average (GPA) based on a 4.0 scale in all previous undergraduate work

- Prerequisite training and education that will enable the student to pursue the graduate program to which admission is sought

- Minimum GRE scores of 156 Verbal, 148 Quantitative, and 4.0 for writing for PhD and MA in Arts Policy and Administration applicants. Minimum score of 400 on the Miller Analogies Test for MA Art Education applicants

- Recommended TOEFL scores: 100 on the Internet Based Test. This requirement applies only to an applicant from a country where the first language is not English, unless a degree has been earned in an English-speaking country

Admissions Criteria

Departmental admission policies and criteria are designed to admit students who have strong intellectual ability and who have research interests that are consistent with the Department's programs. The Graduate Studies Committee welcomes any evidence relevant to these criteria. The minimum evidence required is indicated below.

Intellectual Ability. The Department defines intellectual ability in terms of the ability to deal with ideas of a general kind as they apply to art and education. Our programs stress analytical, critical, speculative and theoretical approaches to art education, and require strong communication skills. Evidence of an applicant meeting this criterion include grade point average in college, scores on the Miller Analogies Test (MAT) or Graduate Record Examination (GRE), letters of recommendation, and a writing sample which could include publications, manuscripts, conference papers, papers from advanced courses, or an essay on a policy issue related to the arts.

Interests Appropriate to the Program. Our graduate programs accommodate a wide range of interests. The Department admits eligible graduate applicants whose interests are consistent with the expertise of its faculty. For a list of faculty and their areas of specialization, visit the Department website at https://aaep.osu.edu/.

Evidence of clearly defined interests include: a resume of the applicant's educational background and professional experience; a statement of intent indicating the applicant's intellectual curiosities, anticipated direction during graduate study, and long-range career objectives. Letters of recommendation may also address this criterion.

Diversity of Background. Art and education are rich and multi-faceted phenomena that can be approached from diverse points of view. The Department of Arts Administration, Education and Policy strives to admit a culturally and experientially diverse student population that enriches the learning experience. This criterion applies to diversity of intellectual, artistic, practical and cultural background. Practical experience in schools and cultural agencies is particularly welcomed.

Diversity of American culture is regarded as desirable, and the relation between art and culture is one of the themes of our graduate programs. Therefore the Graduate Studies Committee seeks to admit qualified students from North American minority backgrounds. Similarly, the Department regards international diversity as enriching. Applications from international students are welcomed. It should be noted, however, that a high degree of proficiency in written and spoken English is essential to success in the program.

Departmental Application Procedures

The following materials should be uploaded with the application. Hardcopies can be mailed to the Department office if uploading isn't possible:

- One official transcript from each college or university attended

- Three letters of recommendation from persons acquainted with the applicant's academic program, scholastic ability, or professional performance. These letters are extremely important and applicants are advised to select referees who are familiar with their best work as it relates to their scholarly and professional goals

- A resume of the applicant's education background and professional experience

- A statement of intent (no more than 3 typed pages) of the following:

  1. Applicant's professional goals and relationship of academic and professional experience to those goals
  2. Academic and professional preparation not evident from other credentials submitted
  3. An indication of why the applicant has chosen to pursue a career in art education, arts policy, arts administration, and subfields as well as why they are applying to The Ohio State University
  4. Anticipated use of graduate study in pursuit of the stated goals

- A writing sample of approximately 6-20 pages in length; for example, publications, manuscripts, conference papers, papers from advanced courses, or an essay on a policy issue related to the arts or to arts education of approximately six pages in length. All writing samples must be in English and no longer than 20 pages.

TOEFL, GRE and/or MAT scores should be sent directly to the University from the testing service.

All materials should be submitted by the published deadlines on the Arts Administration, Education and Policy website.

Additional Requirements for International Students

English as a Second Language (ESL) Requirement. Upon arrival to this campus, a student from a country where English is not the first language is required to take an English examination. Its purpose is to place the student in an appropriate English class to help them improve their English language skills. The Office of Admissions notifies those international students who are required to take a placement test. The Office of International Affairs (OIA) informs new students about the date and time of the test. Some students are qualified on the basis of the placement composition; these students are not required to take any ESL courses. For more information, visit the ESL Composition Program website at: http://esl.ehe.osu.edu/programs/esl-composition-program/.

<u>Finances</u>. It is crucial for all students, whether sponsored or privately supported, to have a clear idea of personal finances. Unrealistic budget expectations may become a source of anxiety that affects graduate study. International students must show evidence that they will have sufficient financial means to support themselves through their entire course of study. International students who bring their families must prove that they have the financial means to support their family for the duration of their stay. Additional information for international students can be obtained by contacting the Office of International Affairs at 140 Enarson Classroom Building, 2009 Millikin Road, Columbus, OH 43210; (614) 292-6101.

Graduate Teaching Associateships

See the AAEP Graduate Teaching Associate Handbook at: https://aaep.osu.edu/prospective-students/funding/gtas.

Other Funding Opportunities

Outside Employment

Most GTA appointments are fifty percent time, which means that students are expected to commit 20 hours per week to their GTA assignment. It is assumed that the balance of the work-week will be devoted to graduate studies. While the Department has no policy forbidding outside employment, GTAs must balance their schedules in such a way that neither their GTA duties, academic studies, or health and well-being suffer.

University Fellowship Competition

The Graduate School Fellowship competition is part of Ohio State's recruitment of outstanding students who plan to enter a graduate program at Ohio State for the first time in the upcoming academic year. These fellowships are awarded to deserving candidates through a highly competitive process that focuses on academic records, letters of recommendation, statement of intent, resume, GRE scores, and potential to be successful in a graduate program. These award decisions are not based on financial need.

Graduate students cannot directly apply for a Graduate School Fellowship. Applicants interested in being considered for a Graduate School Fellowship must check the appropriate box on the admission application. Candidates are then reviewed for nomination by the Graduate Studies Committee. More information about the University Fellowship competition can be found on the Graduate School's website at: https://gradsch.osu.edu/.

Barnett Fellowship

On May 7, 1993, Lawrence R. Barnett and Isabel Bigley Barnett established two endowed funds to support the Arts Policy and Administration Program. The Lawrence and Isabel Barnett Fellowship Fund provides tuition, fees and an annual stipend for selected incoming students. The Lawrence and Isabel Barnett Distinguished Visiting Professor Fund supports an annual visiting lecture series and biennial Arts and Public Policy Symposium created to facilitate in-depth

inquiry and analysis of public and not-for-profit sector policies and practices affecting the support, accessibility, and quality of the arts and arts education. For more information, including how to apply, visit this: https://aaep.osu.edu/prospective-students/funding/barnett.

Conference Funding

During the 2017-2018 school year, graduate students in the Department of Arts Administration, Education and Policy are eligible for up to $200 matching funds when presenting at a conference, until the funds from the Department run out. Since these are matching funds, students are required to obtain funds elsewhere first. Please go to https://artsandsciences.osu.edu/academics/graduate-students/funding-resources for information about applying for an Arts and Sciences Graduate Research Small Grant. Departmental forms for requesting travel funding are available from the department's fiscal administrator.

If you don't setup your "T" number at least four weeks before you travel, you may not be able to use the funds, so it's extremely important that you visit https://aaep.osu.edu/current-students/resources/travel-policies for specific instructions and explanations of Department and University travel policies. If you have any questions, contact Michelle Attias at attias.1@osu.edu.

Other

Other units of the University (e.g. The Wexner Center, university libraries, student services, etc.) may offer Graduate Research Associateships and Graduate Administrative Associateship appointments. Students should contact the Office where they are interested in working for more information. The Department of Arts Administration, Education and Policy does not have information about these opportunities.

The Arts Administration, Education and Policy website lists several other funding possibilities for graduate students. Students are also notified of additional funding opportunities through the AAEP Access newsletter and AAEP graduate student listserv.

Advising Policies and Procedures

Contact Advisor

The Graduate Studies Committee assigns contact advisors according to the student's research interests and/or experiences. A letter of acceptance that contains advisor contact information is sent after the student is admitted. A copy of that letter is also given to the contact advisor. Students should meet with their advisor within the first couple weeks after arriving at the University.

The contact advisor works with the student to develop a plan of study, timeline and performance expectations. The student and the advisor should keep a copy of the most recent plan of study. By the end of the first year, the student, with guidance from the contact advisor, should choose their non-thesis/thesis/dissertation advisor. At the end of the first year of study, new PhD

students must declare their advisor if they are changing from their assigned contact advisor. This is completed through the Change of Advisor form, which can be obtained from the Academic Program Coordinator, Lauren Pace. It is the student's responsibility to give the new advisor a folder containing the plan of study and any notes that are pertinent. A contact advisor can remain as the non-thesis, thesis, or dissertation advisor.

The Department recommends that students meet with their contact advisor once or twice each semester. Students are asked to have an agenda for each meeting and, if assignments are made, have them completed. Sometimes a faculty member is out of reach of internet services and if the assigned advisor does not respond within five days, the student is to contact the Chair of the Graduate Studies Committee (Dr. Joni Acuff) or the Department Chair (Dr. Karen Hutzel).

Non-thesis/Thesis/Dissertation Advisor

As a general rule, a student will arrange to work with a faculty member whose field of scholarly concern is close to their interests. When choosing an advisor, students must consider whether the faculty member is eligible. An explanation of eligibility criteria (Graduate Faculty categories M and P) are included in the Graduate School Handbook and in the Graduate Faculty section of this handbook. Compatibility of personalities and organizational style are also criteria to be considered by students when selecting an advisor.

The advisor, along with the student, identifies the non-thesis/thesis reader or doctoral committee members and assists in the development of the research proposal. The advisor and student establish the rules of how each committee meeting is to be conducted, guests who may be invited and the basis for their participation, and organization of the committee agendas, timelines, etc. The advisor approves of dissertation proposals and chapters before submission to other committee members for their review.

It is possible to have co-advisors on a dissertation committee. Co-advisors have to be identified on forms (e.g. Application to Graduate, Application for Candidacy, Application for Final Examination, etc.). Co-advisors should also be identified on the title page of the non-thesis/thesis/dissertation.

Changing Advisors

To initiate a change of advisor, students must request a "Change of Advisor" form from the Academic Program Coordinator. Students are responsible for securing the required signatures and returning the form to the Academic Program Coordinator.

An advising relationship is sustained by mutual consent and may be terminated by either the faculty member or the graduate student, except where prohibited by rules outlined in the Graduate School Handbook. If a student's research interest changes, a change of advisor may be appropriate. A student should not feel obliged to retain a given advisor if a student wishes to make a change.

In cases where the student's regular advisor is absent for an extended period of time, the advisor will be responsible for arranging an interim advisor, and will inform the Chairperson of the Graduate Studies Committee of the arrangement.

Faculty Retirement or Relocation

It is possible for some academic duties to be continued without jeopardizing advisor/advisee relationships that existed before retirement. Faculty that move out of state are no longer considered regular Graduate Faculty and cannot remain as the chair of a student's committee. If your committee chair retires, see the Academic Program Coordinator about options on how to proceed with your dissertation or thesis committee.

Enrollment and Academic Progress

Designing a Plan of Study

Incoming students should meet with their contact advisor to design a tentative individual plan of study. This plan must meet program requirements and also reflect the student's intended area of specialization, though it is not unusual for students to later change the focus of their program. It is important for each student to work closely with a faculty advisor in preparing a plan of study.

The Graduate Studies Committee monitors student progress and must have up-to-date information about each student's plan of study. Students are responsible for providing the committee with this information by filing a plan of study form with their advisor and by updating this form at various points in their degree program.

Master's students should update their plan of study with their advisor:

- During the first semester of enrollment
- Upon selecting a regular advisor
- Upon any change in regular advisors
- Concurrent with filing an Application to Graduate, a copy of the Plan of Study should be filed with the Academic Program Coordinator, Lauren Pace. This must be submitted by the third Tuesday of the semester a student intends to graduate

Doctor students should update their plan of study with their advisor:

- During the first semester of enrollment
- Upon selecting a regular advisor
- Just prior to taking the Candidacy Examination, after the student's committee members have been identified and have reviewed the student's dissertation proposal
- Concurrent with filing an Application to Graduate. A copy of the Plan of Study should be filed with the Graduate Program Coordinator

Academic Progress

Master's degree – students must complete the degree within six years of admission

PhD degree – students must complete the degree within ten years of admission. The Graduate Studies Committee reserves the right to limit the candidacy period to less than five years.

Graduate Faculty Categories

Graduate Faculty membership is granted as Category M or P, as defined in the Graduate School Handbook. The functions allowed within each category are outlined below:

Category M
- Acts as the advisor for Master's students
- Participates in the governance of graduate education at all levels within the University
- Serves on doctoral examination committees at the discretion of the Graduate Studies Committee (but may not chair a doctoral committee)

Category P
- Acts as the advisor for Master's and Doctoral students
- Participates in the governance of graduate education at all levels within the University
- Serves on doctoral examination committees
- Serves as a Graduate Faculty Representative on final oral examinations

The appropriate category level is determined by the faculty member's education and experience and by the functions the faculty member is expected to perform in the graduate program.

Category P appointments are made by the Graduate School. They require nomination from the departmental Graduate Studies Committee. Except in unusual cases, the following criteria are used in making Category P nominations:

- Education: Holds an earned doctoral degree or equivalent
- Teaching: Doctoral-level teaching here or elsewhere (5000-level or above or equivalent)
- Advising: Service on Advisory, Candidacy Examination and Final Oral Examination Committees for no less than three PhD students, here or elsewhere
- Research: Evidence of a body of scholarship, as indicated by an average of two of the following per year over the past three years: books, chapters in books, monographs, principal authorship of peer reviewed articles in professional journals and proceedings of professional organizations

In the event evidence of scholarship does not meet the above-listed requirements, the Graduate Studies Committee may substitute items from the following list, when in the Committee's opinion these substitutions provide evidence of comparable scholarly achievement:

- Research grant awards/proposals

- Service as editor, on editorial boards, and/or as a reviewer for research proposals and/or papers to be delivered to professional meetings, including juried presentations and invited lectures

Student Registration

New students must establish an Ohio State e-mail account as soon as possible, as all registration information will be sent via e-mail. Before registering, new international students must check in at the Office of International Affairs at 140 Enarson Classroom Building, 2009 Millikin Rd., Columbus, OH 43210; (614) 292-6101.

All course enrollments are done on Ohio State's web registration system and students must have their Ohio State e-mail account set up to access the website.

The student's semester schedule should correspond with their approved plan of study. It is recommended that students consult with their faculty advisor before finalizing their schedule. By doing so, students can be assured that the courses scheduled meet their advisor's expectations. Failure to do so may result in the student earning credit hours that cannot be counted toward fulfillment of degree requirements.

All students must familiarize themselves with registration rules, procedures, deadlines, and fees. An explanation of fees is on the Registrar's website: https://registrar.osu.edu/policies/feesexplanation.asp

Independent Study

Independent study courses are self-directed studies taken with a faculty member either for a letter grade or as a satisfactory/unsatisfactory course. Students who want to take an independent study course must do one of two things:

- Fill out an Independent Study Authorization Form and have the faculty member and advisor sign it. These are often the same person; OR
- Email the instructor and advisor, copying Lauren Pace on the email, asking for permission to enroll in an independent study with the instructor. The instructor and advisor will reply to all with their approval

The student and the faculty member will discuss which course to take, the number of credits, the assignments, and learning outcomes. All of these will be indicated on the form or email by the student and faculty member. All independent study and internship courses are hidden from view on the University's registration system and require permission of the instructor to enroll; therefore, the student will not find the course if they try to register without a class number. If using the form, when completed, take the form to the Academic Program Coordinator and the Coordinator will enroll the student into the correct course. If using email, once permission is received from the instructor and advisor, the Academic Program Coordinator will enroll the student into the correct course. The form or email is then filed in the student's academic folder kept by the Coordinator and will be used by their advisor during the degree audit of their degree.

The Independent Study Authorization form is available at the front desk in the Department office and in the Frequently Used Forms section of this handbook.

Internships require two additional forms also available in the Frequently Used Forms section of this handbook. Before requesting an independent study course, the student and the advisor will determine together which internship course the student should register for. The completed and signed internship description form goes to the Academic Program Coordinator at the beginning of the semester and will be filed in the student's academic folder. The student will give the internship supervisor the evaluation form at the end of the internship period. The supervisor will send the form to the student's advisor. The procedure for adding an internships course is identical to the procedure for adding an independent study.

Graduate Credit Hour Summary

- 8 hours = fulltime per semester (including graduate associates and international students)
- 4 hours = fulltime in summer session
- 3 hours = fulltime per semester and in summer session for post-candidacy students
- 4 hours = fulltime per semester for GAs on 25% appointment
- 2 hours = fulltime in summer term for GAs on 25% appointment
- 12 hours = fulltime per semester for Fellows/Trainees
- 6 hours = fulltime in summer session for Fellows/Trainees
- 18 hours = maximum credit hour load per semester without approval of the Graduate School
- 12 hours = maximum credit hour load in summer term without approval of the Graduate School
- 4 hours = maximum credit hour load in summer 4-week session without approval of the Graduate School
- 6 hours = fulltime for students for veterans' benefits purposes
- 30 hours = minimum required for master's degree
- 80 hours = minimum required for PhD (50 hours plus master's)

Good Standing

To be in good standing in the Graduate School, a student must maintain a cumulative point hour ration (CPHR, also known as grade point average or GPA) of 3.0 or better in all graduate credit courses. Students must also maintain reasonable progress toward completing graduate program requirements. The Graduate School Handbook outlines consequences of a student's CPHR falling below 3.0.

Reactivation

The Graduate School requires a departmental leave decision about reactivation if a student has not enrolled for two or more years. Reactivation is not automatically granted. The Department has a policy that requires the MA to be completed within six years of beginning. Students who exceed either of the limits (i.e., go two years without registration or do not complete their degree

within six years) must petition the Graduate Studies Committee for reactivation. In making its decision, the Graduate Studies Committee considers the degree of sustained engagement with the field during the time of absence from the program and any extenuating considerations. It may decide to reactivate or deny reactivation. It may also decide that reactivation requires additional study of recent developments in the field.

Student Organizations in the Department of Arts Administration, Education and Policy

Arts Priori

Arts Priori aims to promote and provide representative, academic, professional, administrative and social services specifically for the graduate students in the Department of Arts Administration, Education and Policy at The Ohio State University.

In service to this purpose, Arts Prior has two primary goals:

1. To act as a bridge between the faculty and graduate student body of our Department, presenting a student voice to the faculty (via both presence at meetings and by e-mail correspondence), and informing the graduate student body of important developments in a multi-media format (e-mail, Facebook, posters, etc.)

2. To create a sense of community between our members within the Department by hosting social events and programming such as gallery visits, gatherings, and exhibitions of artistic ability. This includes organizing the Marantz Award for the Department.

In order to help achieve these goals, the officers take submissions from members to form committees and then support approved committees with Arts Priori's resources. This can take the form of advertising, outreach, or funding.

Central Ohio Student Advocates for the Arts (COSAA)

COSAA is part of a national network of student advocacy organizations whose mission is to empower student voices to influence legislation and policy affecting the arts and public arts funding. Acting as a conduit, COSAA unifies and mobilizes student advocates to bring about positive change in the arts sector. COSAA provides a platform for students to engage in critical debate of arts advocacy issues and encourages students to participate as active citizens in a democratic process.

Graduate Student Participation in Departmental and University Governance

Graduate students in the Department are encouraged to participate in governance activities at both the Department and University levels. Arts Priori provides opportunities for graduate students to participate in departmental governance and other matters concerning graduate student issues. Officers meet with the Graduate Studies Chair and hold regular meetings with the student membership throughout each semester. A student representative attends faculty meetings. In

addition, the student organizations serve the departmental graduate student community in facilitating social activities.

Department of Arts Administration, Education and Policy graduate students are also involved in governance at the university level through participation in the Council of Graduate Students (CGS). CGS is recognized by the Graduate School and the University administration as the student governance body representing all graduate students enrolled at Ohio State. More information about CGS can be found on their website at http://cgs.osu.edu/.

Research Information

All research activities involving human subjects must be reviewed and approved by the Institutional Review Board (IRB) unless the Office of Responsible Research Practices prospectively determines that the research falls into a category of exemption established by federal regulation.

In accordance with the Office for Human Research Protections (OHRP) guidelines and Food and Drug Administration (FDA) regulations, the IRB reviews research proposals involving human subjects to ensure risks have been minimized and the potential for benefit has been maximized before human subjects participate in the research. The IRB also ensures, when required, that human subjects only volunteer to participate in research after providing legally effective informed consent. Investigators may not solicit subject participation or begin data collection until they have received approval from the appropriate IRB or written concurrence that research has been determined to be exempt from IRB review. The student's advisor is listed as the primary investigator because of legalities and institutional accountability, but this does not negate the student's responsibility.

Since there is an online examination required before one can submit an IRB Proposal, the Department recommends that students intensively explore the following site: http://orrp.osu.edu/about/.

Ethics in Graduate Study

The Department seeks to promote the highest ethical standards for research and scholarship. Academic misconduct and infractions of the University Code of Student Conduct (as described under Code of Student Conduct in the Ohio State Student Handbook) are considered unethical and unprofessional. Students should conduct themselves at all times in a manner consistent with the best practices of the profession, be it teaching, arts administration, or other professions affiliated with Arts Administration, Education and Policy.

Master's Degree Requirements

In addition to completing the minimum number of credit hours for the degree, students are required to complete a thesis or non-thesis project followed by a final oral examination.

The Research Thesis

Students who choose the thesis option are required to conduct original research and submit a report of it in the written form of a thesis. The content and length of theses vary. Generally, they are between 60 and 100 pages. Topics range widely and may include current or past developments in the field, theoretical or empirical studies aimed at improving teaching or learning in art, and investigation of administrative or educational programs in art institutions, among other topics. The thesis must conform to Graduate School format requirements as described in the *Graduate School Guidelines for Preparing and Submitting Theses, Dissertations and D.M.A. Documents* (included in the Graduate School Handbook). This publication is available online at the Graduate School's website.

Thesis Proposal – Most advisors require students to submit a written thesis proposal for approval prior to beginning their research. The proposal should include the following:

- Description of the problem and/or purpose of the study and related research questions;
- Background to the problem/study and significance of the project;
- Review of related research and theoretical framework;
- Proposed methodology and project schedule;
- List of references

Students must submit a thesis draft to their committee a minimum of three-four weeks before the scheduled master's examination. Students should work with their advisor to decide on a timeline.

Non-Thesis Option

A non-thesis project requires the application of concepts met in the Master's program to an actual case. The heart of a project is the actual application of some art education ideas to a particular situation. The undertaking should grow out of the student's interests and the courses taken in the program. It should in some way integrate various elements of understandings acquired in working for the degree. Students should make the choice of the topic for a project (or a thesis) early in their program and should do so in consultation with their advisor.

Examples of possible projects are:

- Create a web page for a museum education program
- Design and teach an integrated curriculum unit
- Create and implement an authentic assessment of a teaching episode

In the final semester, students should register for at least three hours of independent study credit with their advisor. This number may be greater if the advisor thinks it justified.

A written report of the project is required. It should include at least the following:
- An explanation and discussion of the educational ideas employed;
- A rationale for the goals of the project;

- An account of the implementation and of the reasons for the key choices; and
- Reflection on the results achieved

The written report should be turned in to the members of the student's Master's Committee. The Master's Committee will conduct an oral examination of the non-thesis and the written account of it. This oral exam will follow the rules set out in the Graduate School Handbook.

Final Oral Examination

The final oral examination is scheduled by the student and the Master's Examination Committee after the final draft of the thesis or non-thesis project has been submitted to committee members. Committee approval of the thesis or non-thesis project draft is required before the student can schedule the oral examination. The primary focus of the examination is the student's thesis or non-thesis project and related matters. However, the exam may also review any aspect of the student's knowledge of the field.

The examination is taken after the student submits the *Application to Graduate* during the semester in which graduation is planned. The student must register for at least three credit hours during the semester the examination is taken and the semester of graduation. If the student is completing the non-thesis option, they should enroll in ARTEDUC 6998: Research for Non-thesis; if the student is completing the thesis option, they should enroll in ARTEDUC 6999: Research for Thesis.

The Master's Examination Committee consists of the student's thesis or non-thesis project advisor and at least one other qualified member of the graduate faculty. The Department encourages students to have a committee of three members, with one member from outside the department. The examination is approximately one hour in length.

Students are considered to have completed the final oral examination successfully only when the decision of the Master's Examination Committee is unanimously affirmative. Committee members indicate their judgement on the *Report on Final Examination* form. If there is a thesis, committee members indicate approval of the thesis by approving the *Report on Final Document* form.

Students have six years to complete the degree from the date of acceptance into the program.

The Graduate School Handbook also provides specific rules and procedures regarding degree requirements. Students are responsible for knowing this information.

Master of Arts Degree in Art Education

Additional degree requirements, rules, and procedures are described in the Graduate School Handbook. MA students are responsible for knowing these requirements. Students are responsible for ensuring that all forms are approved before the published Graduate School deadlines. Students should contact the Graduate School at (614) 292-6031 if they have any questions about forms or deadline dates.

The MA program in Art Education gives students the opportunity to gain the knowledge and skills necessary to be well-informed and reflective practitioners, teachers, and researchers. The program consists of a coherent pattern of courses and other educational experiences, either a research thesis or a non-thesis project, and a final oral examination.

Beyond the required courses, students are expected to develop an individualized program of study in consultation with a faculty advisor. It must include a reasonable concentration in a single area, be approved by the advisor, and be within the rules of the Graduate Studies Committee and the Graduate School.

Online Master's Degree

A sequence intended for practicing art teachers and museum educators, the Online Master's Degree program focuses specifically on issues for practicing art educators in schools and community settings and integrates the advantages of the classroom context for experimentation and reflection.

The program is a 30 credit-hour program.

Final MA Reflective Practice Portfolio

The purpose of the Final MA Reflective Practice Portfolio is to reflect upon changes that occur in one's teaching practice and in one's beliefs and attitudes about art education as a result of participating in the Master's program.

Documentation and reflection, both major components of the Portfolio, could address:
- Beliefs and values
- Lesson and unit plan development
- Teaching practices
- Student work
- Physical environment

During the second year, students in the online program will respond to questions about changes in their teaching practice that have resulted from the online program. Students will collect additional data as part of coursework to be used in the Final MA Reflective Practice Portfolio.

Summer Term: During the last semester of the program, students will submit the entire paper they constructed during the spring semester, including the title page, introduction, annotated bibliography, the two 15-page papers about two selected courses, and the synthesis to the ARTEDUC 6998 Canvas site.

Portfolio Guidelines

Drawing from your coursework and the online journal, complete the Reflective Practice Portfolio. This is a culmination of your work in the Online Master's in Art Education and will be

evaluated by the online faculty. It is the final requirement of the program. The reflective portfolio will be submitted as a PDF with the following items in this order:

1. Title page including a title, your name, the date, the program name, the web address for your online journal, and faculty names of the courses you chose in section 4.
2. Introduction (3-5 pages): This is an updated version of your biography, school, and teaching experience from your online journal. It will serve as a context for the three essays which will follow.
3. Annotated bibliography: Compile an annotated bibliography of significant readings from your online journal.
4. Two essays (30 pages total)
5. Synthesis (5 pages)

Guidelines for Constructing the Essays

- Two essays – each essay will be approximately 15 pages

- Focus each essay on one of the following online courses:
    o ARTEDUC 7708: Universal Design for Learning: Disability Studies
    o ARTEDUC 5367: Reel Injuns: Identity and Representation
    o ARTEDUC 7606: Technology and Digital Texts
    o ARTEDUC 5797.02: Exploring Jamaican Arts and Culture
    o ARTEDUC 7000.1: Concepts, Theories and Issues in Art Education
    o ARTEDUC 7604: Teaching of Studio Activities
    o ARTEDUC 7607: Curriculum Planning and Assessment in Art Education
    o ARTEDUC 7767: Critical Analysis of Multicultural Art Education
    o ARTEDUC 7200.1: Introduction to Research Methodologies and Methods
    o ARTEDUC XXXX: From Research to Advocacy

- Begin each essay with a brief description of the content and purpose of the selected course (approximately 1 page)

- Address the following questions in relation to the five designated topics. Obviously, you will have more to say about some topics than others. It is not expected that you will provide equal emphasis, but that you will address all of the topics.

QUESTIONS	TOPICS
1. What was new?	1. Beliefs and values
2. What did you leave behind?	2. Lessons and unit plan development
3. What changes did you make as a result of the course	3. Teaching practices
4. What problems and difficulties did you encounter with the ideas presented in the course?	4. Student work

5. What classroom examples from your teaching practice explicate your responses to the previous questions? (descriptions of teaching strategies and plans, student work, and formal and informal student commentary)	5. Physical environment
6. What evaluations did you make about your teaching practice?	

Attend to the structure and organization of the essay. It should read as a well-constructed text, not a stream of consciousness.

Synthesis (approximately 5 pages):

Synthesize your experience in the online program What key changes have occurred in your understandings about art teaching? What areas do you plan to continue to pursue? How will you utilize the research that you have done in this program to advocate for art education, change your practice, or inform others? What questions do you now have about art teaching? Include examples of how you have made changes to your teaching practice, examples of student work, and student commentary and other forms of data to support your claims of change.

Master of Arts in Arts Policy and Administration

The Department of Arts Administration, Education and Policy, in collaboration with the John Glenn College of Public Affairs, offers the degree of MA in Arts Policy and Administration (APA). This program is designed to serve students who intend to: 1) become administrators of public arts agencies or not-for-profit performing, visual and literary arts organizations; 2) continue their academic studies at the doctoral level in preparation for teaching, research, or administrative roles in universities and other intuitions; or 3) become self-employed consultants to federal, state, and local arts organizations.

The program consists of a coherent pattern of courses and other educational experiences, research thesis, and a final oral examination.

The MA in Arts Policy and Administration is different from other university arts management programs in that its foci include policy research regarding the creative industries in public, private and nonprofit sectors, examinations of arts administration practices, (inter)national cultural policies, and arts education policy – their formulation, analysis, interpretation, implementation and evaluation. Attention to questions of arts education also distinguishes this program from other arts management programs. It is based on the belief that government subsidy and private patronage of the arts can no longer be considered apart from the general public's education in the arts.

The APA program seeks to educate arts and cultural policy actors who can:

1. Critically assess the value and impact of arts-related legislation and public arts programming;
2. Recognize conflicts of policy and practice and seek solutions to these problems;
3. Understand the concept and importance of comprehensive arts education as it relates to cultural policy and public education; and
4. Participate fully and effectively in the public policy arena, whether at the federal, state or local level.

Graduates of the program will have the practical skills required to manage an arts or cultural organization and will understand the important relationships of the arts to education, education to government, and government to the arts. Overall, the degree program seeks to educate arts leaders prepared to develop new genres of arts programming and more inclusive, interactive relationships between citizens and the arts.

Doctor of Philosophy Degree

Additional degree requirements, rules, and procedures are described in the *Graduate Studies Handbook*. PhD students are responsible for knowing these requirements. Students are responsible for ensuring that all forms are approved before the published Graduate School deadlines. Students should contact the Graduate School at (614) 292-6031 if they have any questions about forms or deadline dates.

The PhD program gives students the opportunity to achieve a high level of scholarly competence and to develop the capacity to contribute to the field. It consists of a set of required foundational courses, a cohesive collection of courses and other educational experiences oriented to a particular aspect of the field, a candidacy examination, a dissertation, and a final oral examination. Students have five years to complete the PhD requirements after passing the Candidacy Examination.

The particular aspect of the field studied by PhD students is individualized and developed in consultation with a faculty advisor. It encompasses a reasonable breadth of study and knowledge of a specialty in the field. The program of study must be approved by the advisor and is subject to the rules of the Graduate Studies Committee and the Graduate School.

Residency Requirement

Doctoral students must complete the following residency requirements after the master's degree has been earned or after the first 30 hours* of graduate credit have been completed:
- Minimum of 24 graduate credit hours at this university

If you are transferring the 30 hours of graduate credit from another university, complete the Transfer of Graduate Credit form on https://gradforms.osu.edu.

Committee

The composition of the committee is:
- The major advisor from the program area/division,
- A second member from the program area/division,
- One or two members from the cognate or supporting area, and/or
- A member from outside the department.

Students should select their doctoral committee in consultation with their advisor. The doctoral committee responsibilities include:
- Planning and administering the Candidacy Exam
- Advising the student in the selection of course work
- Assisting in planning and conducting the research
- Supervising the writing of the dissertation, and conducting the dissertation defense

Candidacy Examination

The candidacy exam is a single exam consisting of two portions, one written and one oral, that is administered by the student's Advisory Committee under the auspices of the Graduate Studies Committee and the Graduate School.

The candidacy examination committee consists of the student's regular advisor and three other graduate faculty members. The student may invite any eligible faculty to serve on his or her committee; however, the selection is usually made in consultation with the student's advisor. It is also a process of mutual consent, in that the faculty members may decline to serve on a committee. The Graduate Studies Committee requires that the advisor be a regular faculty member in the Department of Arts Administration, Education and Policy. It encourages but does not require students to seek at least one committee member from outside the department.

The examination is scheduled after the student has completed the majority of their program coursework and at least one semester before a student can defend and graduate. The examination is scheduled in consultation with a faculty advisor and after the student has prepared an acceptable proposal for dissertation research. The student's candidacy examination committee meets to consider whether the dissertation proposal is satisfactory and to determine the candidacy exam questions and schedule. The student must be in good standing with the Graduate School and registered for at least 3 credit hours of ARTEDUC 8998: Research for Candidacy Exam during the semester in which the candidacy examination is taken.

Proposal and Candidacy Exam Process

Students should refer to the *Graduate School Handbook* for general rules and responsibilities. Some of these rules are not repeated in this document.

1. Prior to the candidacy exam, the student must complete a dissertation proposal and have it reviewed by all members of the candidacy examination committee a minimum of two

weeks before the scheduled proposal meeting. The committee must approve the proposal before the exam is scheduled.

- Students work solely with their advisor on the proposal
- The dissertation proposal should have a page limit of 20-40 pages maximum
- To schedule a room for the proposal, contact Lauren Pace or Brian Javor

2. Students must be registered for a minimum of 3 credit hours of ARTEDUC 8998 during the semester of their proposal meeting and entering into their exam period. If the written exam is taken one semester and the oral exam the following semester, the student must register for a minimum of 3 credit hours for both semesters. GTAs and fellows should register for the minimum required credit hours for their positions.

3. *Proposal Meeting*. There are no forms that need to be completed for the proposal meeting. The candidacy examination committee meets with the student to formulate the questions to be addressed in the written portion of the exam. The questions are focused upon the proposal and grounded in the doctoral program of studies; they direct the student's thinking about the dissertation topic to underlying issues and research methods. At the same meeting, the duration of the written portion of the examination and a tentative date for the oral portion of the exam will be determined.

4. *Written Portion of the Candidacy Exam*. The written part of the exam typically consists of questions that require the student to engage in research related to their proposed topic of study and cite references to answer them. Although a student may engage the services of an editor (for syntax and spelling) and/or typist to produce the manuscript copy, the content and structure of the student's responses must be the student's alone. The length of the written portion of the candidacy exam is generally not more than 20 pages per examination question. The responses for the written portion of the exam must be submitted to the candidacy exam committee a minimum of three-four weeks before the oral portion of the exam.

5. The time frame for completing the written portion of the exam is negotiated with the committee and is limited to a maximum of ten weeks from the date questions are received by the student. Only under extenuating circumstances can a student petition the Graduate Studies Committee for an extension of this time. Failure to complete the written portion of the examination by the deadline will result in the forfeiture of the candidacy exam. When an exam is forfeited, the advisor, with approval from the full candidacy exam committee, applies to the Graduate School to withdraw the *Application for Candidacy Form*. The student must then begin the candidacy exam anew, beginning with selection of committee members and a review of the proposal. There is no guarantee that the student's committee will be the same, that the same proposal will be accepted, or that the examination questions will be similar.

6. Should the student fail to complete the written portion of the examination, the candidacy exam committee also has the option of concluding the exam with a decision of "unsatisfactory." The *Graduate School Handbook* details procedures for retaking the candidacy exam following such a decision.

7. *Scheduling the Oral Portion of the Candidacy Exam.* While the student is completing the written portion of the exam, the student will contact Lauren Pace to schedule a room for the oral exam and then **submit an *Application for Candidacy Form*** to the Graduate School on GRADFORMS at https://gradforms.osu.edu. The student's oral candidacy exam advisor and graduate chair or graduate coordinator must approve the examination application no less than 2 weeks prior to the scheduled exam. Therefore, it is recommended that students submit the form a minimum of three weeks before the scheduled exam to give the advisor and graduate chair or coordinator time to approve the form. The exam must be scheduled for a minimum of two hours.

If the *Application for Candidacy Form* is not approved at least two weeks prior to the scheduled oral exam, the exam must be rescheduled per Graduate School rules.

The decision of the outcome of an exam is reached in the absence of the student. After discussion, a decision of satisfactory or unsatisfactory is reached by means of a vote. The student passes the candidacy exam successfully only if the decision of the candidacy exam committee is unanimously affirmative. Each examiner indicates judgment by approving the *Report on Candidacy Exam Form*. If the examination is judged unsatisfactory, the candidacy exam committee must decide whether the student will be permitted to take a second candidacy exam. Rules for repeating a candidacy exam are outlined in the *Graduate School Handbook*.

Candidacy

A student is not formally admitted into candidacy until the term after they have passed the oral portion of the candidacy exam. Once the student is a doctoral candidate, there is a five-year time limit for completing the dissertation and passing the final oral examination.

Once a student has been admitted to candidacy, they should register for a maximum of 3 credit hours of ARTEDUC 8999: Research for Dissertation. Unfunded students are not limited to the number of credit hours they can take. Funded students must obtain written permission from their advisor in order to take more than 3 credit hours.

Continuous enrollment of 3 credit hours per semester (summer term is optional) is required of all post-candidacy doctoral students who started the PhD program autumn 2008 or after, or, if they reactivate after 2 or more years of non-enrollment regardless of when they started the program. The student must petition the Graduate School if they want a leave of absence. More information about the continuous enrollment policy can be found at https://gradsch.osu.edu/handbook/7-8-doctoral-candidacy#7-8-3.

Expiration of Candidacy

Students whose candidacy expires must receive approval from their candidacy exam committee and then the Graduate Studies Committee to take the supplemental candidacy exam (see *Graduate School Handbook*).

The Dissertation

The dissertation is a scholarly contribution to knowledge in the student's area of specialization. By researching and writing a dissertation, the student is expected to demonstrate a high level of knowledge and the capability to function as an independent scholar.

1. *Dissertation Proposal*. The student selects a research problem in consultation with a faculty advisor. Some students begin this process during their first semester of study while others wait until the second year.

   The dissertation proposal is subject to approval, first by the student's candidacy examination committee. After the examination is passed, the proposal must also be accepted by the dissertation committee. This committee is composed of the advisor and at least two other faculty members. Normally, the membership of the dissertation committee is identical with the student's candidacy exam committee although this is not required.

   The proposal should minimally include the following:

   - Description of the problem and/or purpose of the study, and related research questions;
   - Background to the problem/study and significance of the project;
   - Review of related research and theoretical framework;
   - Proposed methodology and project schedule; and
   - List of references

2. *Credit Hours for Dissertation Research*. While working on the dissertation, students enroll in ARTEDUC 8999. Only 6 hours of ARTEDUC 8999 may be applied toward degree requirements but additional hours may be taken. The number of credit hours earned for work on the dissertation does not define the scope or the quality of the research undertaken.

3. *Draft Approval and Format Review*. The student must submit a complete and polished draft of their dissertation to all committee members at least one month prior to the projected defense date. At this time, the student and dissertation committee should agree on a date and time for the final oral examination. The student should contact Lauren Pace to reserve a room.

   Committee members will have four weeks to read the draft.

   The student must submit an *Application for Final Exam Form* and their dissertation committee must approve this application a minimum of two weeks before the final examination.

   The student will take a paper copy of the dissertation draft to the Graduate School for a format review a minimum of two weeks before the final examination. The student does not have to wait until each committee member has approved the draft, but the review must be

conducted a minimum of two weeks before the final examination. The dissertation must conform to the Graduate School format requirements as described in *Guidelines for Preparing and Submitting Theses, Dissertations, and D.M.A. Documents* at https://gradsch.osu.edu/completing-your-degree/dissertations-theses/document-preparation. No appointment is necessary for this review.

If the committee decides that significant revisions are necessary and the draft is not ready to defend, they will indicate their questions and concerns to the student. The *Application for Final Exam* will not be approved by the committee members until revisions are complete and they each have had an opportunity to review the revised draft. The student should set up a meeting with their advisor to arrange a revision plan and schedule.

Final Oral Examination

The final oral examination is an approximately two-hour exam that tests knowledge, independence of thought, the ability to synthesize, interpret, and articulate ideas, and the quality of research presented. Its focus is the dissertation, although discussions may enter other areas relevant to the student's graduate study. The examiners often pursue lines of thought and argument arising from the data, or concepts that have contributed to the research. A presentation of the dissertation research by the student is allowable. At least one hour of the two-hour examination period, however, must be allotted to discussion of the research and to questions of and answers by the student.

The Graduate School will appoint a graduate faculty representative for the final oral examination. The graduate faculty representative will fully participate and vote on the final oral examination. Additionally, the graduate faculty representative reports their judgement of the fairness and quality of the examination to the Graduate School. The Graduate School will notify the student and the department by email of the identity of the graduate faculty representative after the *Application for Final Exam* has been approved by all committee members and before the final examination. The student is responsible for immediately contacting the graduate faculty representative to make arrangements for providing him/her with a copy of the dissertation.

Video conferencing. All members of the dissertation committee and graduate faculty representative must be present during the entire exam and are expected to participate in questioning, discussions, and issuing their decision of the result. If any member of the committee (including advisor) cannot be present, that member can participate by video conference.

If more than one committee member cannot be present for the exam, students must submit a *Committee and Examination Petition Form* to the Graduate School via GRADFORMS at least two weeks before the scheduled exam date. Audio-only conferencing is not allowed. Video conferencing must be two-way visual with audio.

Technical arrangements for an exam done by videoconferencing are the responsibility of the student and advisor, along with the committee member who is long distance. Any related expenses resulting from video conferencing are the responsibility of the student and/or program. The student must be physically present for examinations. All exam participants must see and

hear each other during the entire exam. In the case where the advisor is the person who will be off-campus, another committee member should be on campus to assist the student with the logistics of scheduling the exam.

Other faculty members and graduate students may attend the examination, subject to the rules of the Graduate Studies Committee. After discussion, the satisfactory/unsatisfactory decision is reached by means of a vote. The student is considered to have successfully completed the final oral examination only if the decision of the committee is unanimously affirmative. If the examination is judged unsatisfactory, the final oral examination committee must decide whether the student will be permitted to take a second final oral examination. This decision must conform to the rules of the Graduate School.

Final Copy of the Dissertation. Final approval of the student's dissertation cannot occur until the final oral examination has been completed satisfactorily. Each dissertation committee member must approve the *Report on Final Document*.

Electronic Submission. All doctoral dissertations must be submitted electronically through OhioLink (the Ohio Library and Information Network) by the published deadline for the semester or summer term of graduation. All Ohio State dissertations are also archived with ProQuest/UMI.

Abstract. The student must write an abstract of 500 words or less for entry onto the OhioLink submission screen. The abstract must contain the principal findings of the student's research.

Fees. Appropriate fees must be paid by the published deadline for the semester or summer term of graduation.

Timelines

The suggested timeline for a Masters is no longer than two years and no longer than three years for a PhD. Masters students in Art Education must complete a minimum of 30 hours. The Master of Arts Degree in Arts Policy and Administration requires 49 hours. PhD students must complete 50 hours beyond the Masters degree.

It is important to meet the deadlines as well as follow through in a timely manner with the Department and other University offices for important events such as grade changes, paying fees, graduation, examinations, etc. The Academic Program Coordinator must be notified immediately by the student or the advisor if plans for graduation or an examination change in any way. This includes rescheduling exams and changing to end of semester graduation.

Museum Education and Administration Specialization

The Museum Education and Administration graduate program specialization is available to students enrolled in the MA, MA Arts Policy and Administration, and PhD programs.

Candidates for the specialization need to demonstrate prior knowledge in art education, art, art history, aesthetics, and art criticism.

The goal of the Museum Education and Administration program specialization is to provide a broad introduction to the museum as a social institution, an educational destination, a site of both cultural transformation and continuity, and as a professional career opportunity.

Students who take this specialization will be well prepared to work within museums, use museums in their teaching, advance the work of museums, and recognize the policies and social practices that shape them.

Completion of the specialization is recognized with a transcript designation on their Ohio State transcript.

To earn a transcript designation, students must complete the following courses:

- ARTEDUC 7100: Histories and Policies of Arts Education; 3 hours
- ARTEDUC 7735: Museum History; 3 hours
- ARTEDUC 7736: Museums and Teaching; 3 hours
- ARTEDUC 7748: Museum Education Practicum; 3 hours
- ARTEDUC 8189.03: Museum Education Internship; 4 hours

Art Education Specialization

The Art Education graduate specialization is only available to students enrolled in the PhD program.

This specialization offers students opportunities to deeply explore a range of issues, theories, and research from both national and comparative perspectives, to critically explore the growing and evolving field of art education based on schools, museums, and community spaces.

Completion of the specialization is recognized with a transcript designation on the Ohio State transcript.

To earn a transcript designation, complete four courses from the following list in addition to dissertation research hours that involve the study of a question in art education.

- ARTEDUC 7604: Teaching of Studio Activities
- ARTEDUC 7606: Technology and Digital Texts
- ARTEDUC 7607: Curriculum Development: Artmaking
- ARTEDUC 7640: Critical Dialogue about Contemporary Art and Visual Cultures
- ARTEDUC 7652: Computer Graphics and New Media in the Arts and Education
- ARTEDUC 7707: Action Research Theory and Practice
- ARTEDUC 7709: Arts-Based Education Research Approaches
- ARTEDUC 7716: Theories and Philosophies of Community Arts Education

- ARTEDUC 7731: Evaluation and Assessment in Arts Education
- ARTEDUC 7753: Information and Communication Technologies in Art Education
- ARTEDUC 7755: History, Politics and Practices of Visual Culture in Art Education
- ARTEDUC 7756: Semiotics and Visual Culture
- ARTEDUC 7757: Identity, Desire and Fantasy in Visual Culture Education
- ARTEDUC 7764: Investigating Material Culture
- ARTEDUC 7765: Critical Dialogue about Visual Culture and Contemporary Art
- ARTEDUC 7766: Exploring Practices of Meaning Making and Artmaking
- ARTEDUC 7767: Critical Analysis of Multicultural Art Education
- ARTEDUC 7775: Social and Cultural Theories in Art and Art Education
- ARTEDUC 7795: Seminar on Topical Issues in Art Education
- ARTEDUC 7808: The Arts and Integrated Curriculum
- ARTEDUC 7831: Historical Research Approaches in Art Education
- ARTEDUC 7841: Philosophies of Art, Culture and Pedagogy
- ARTEDUC 7842: Semiotics and Feminist Aesthetics
- ARTEDUC 7843: Writing for Publication
- ARTEDUC 7875: Social and Cultural Research Methods for Art Education

Cultural Policy & Arts Management Specialization

The Cultural Policy and Arts Management graduate specialization is only available to students enrolled in the PhD program.

This specialization offers students opportunities to deeply explore a range of policy issues and programs from both national and comparative perspectives, to critically explore key concepts pertaining to the processes involved in developing and changing cultural policies concerning the arts, and to further develop our understanding of the forces of globalization, diversity, and technological changes influencing the sustainability of nonprofit arts organizations and the future of the creative industries. The overall goal of the Cultural Policy and Arts Management graduate specialization is to provide a broad understanding of the range of issues, interests, and activities that are subsumed under the umbrella of cultural policy and arts management, to prepare graduates for professional and scholarly careers that will help lead this emerging field, and to train scholar-practitioners that can generate new knowledge about the role of the arts in society, the economy, and global understanding.

Completion of the specialization is recognized with a transcript designation on the Ohio State transcript. To earn a transcript designation, complete four courses from the following list in addition to dissertation research hours that involve the study of a question in cultural policy and/or arts management.

- ARTEDUC 5670: Public Policy and the Arts
- ARTEDUC 5672: Managing Cultural Policy Change
- ARTEDUC 5674: The Creative Sector and Creative Cities
- ARTEDUC 5675: International Cultural Relations
- ARTEDUC 5684: Arts Participation, Cultural Literacy, and Audience Development

- ARTEDUC 5685: Arts/Cultural Organizations: Resource Management and Revenue Streams
- ARTEDUC 7000.2: Concepts, Theories, and Issues in Arts/Culture Policy
- ARTEDUC 7100: Histories and Policies of Arts Education
- ARTEDUC 7200.2: Overview of Research Planning for Arts Policy & Administration
- ARTEDUC 7681: Arts/Cultural Institutions, Organizational Theories, and Management Practice
- ARTEDUC 7803: Critical Theory and Cultural Studies of Policy Research and Practice

Study Plans & Course Listings

MA in Art Education
Online Master's in Art Education
MA in Arts Policy and Administration
PhD in Arts Administration, Education and Policy

MASTER OF ARTS IN ART EDUCATION   **DEPARTMENT OF ARTS ADMINISTRATION, EDUCATION & POLICY THE OHIO STATE UNIVERSITY**

Name:	**Date:**
Advisor:	
1st Semester Enrolled:	**Expected Graduation:**

REQUIRED COURSEWORK

A. INITIAL REQUIRED STUDIES (6 hrs.)

Course #	Course Title	Sem/Yr Taken	Grade	Hrs.
AE 7000.1 *AE 700*	**Concepts, Theories, and Issues in Art Education (3)**			
AE 7200.1 *AE 705/809*	**Introduction to Research Methodologies, Methods, And Proposal Writing (3)**			

B. THEORY & CONCEPTS AND RESEARCH (6 hrs.)
All credits must be taken in the department.

Course #	Course Title	Sem/Yr Taken	Grade	Hrs.

C. SPECIALIZATION (9 hrs.)
Credits may be taken outside of the department.

Course #	Course Title	Sem/Yr Taken	Grade	Hrs.

D. ELECTIVES (6 hrs.)
Credits may be taken outside of the department

Course #	Course Title	Sem/Yr Taken	Grade	Hrs.

E. THESIS/PROJECT (3 hrs)

Writing of the thesis/project in accordance with guidelines established by the Graduate School. The final oral exam based on the thesis/project.

Course #	Course Title	Sem/Yr Taken	Grade	Hrs.
AE 6998 *AE 998* **OR** **AE 6999** *AE 998*	**Research for Non-Thesis** **Research for Thesis**			

MINIMUM REQUIRED HOURS: 30

TOTAL: _____

Advisor's Signature:	Date:

Graduate Studies Chair Signature:	Date:

Reactivation Policy

Students who go two years without registration or do not complete their degree within six years must petition the Graduate Studies Committee for reactivation. It may decide to reactivate or deny reactivation. It may also decide that reactivation requires additional study of recent developments in the field. Reactivation is needed for graduates seeking continuing education courses.

I have read and understand this policy.

Signature   Date

List of Semester Graduate Courses
MA Program in Art Education

Course	Credit Hours
Initial Required Studies	
ARTEDUC 7000.1: Concepts Theories, and Issues in Art Education	3
ARTEDUC 7200.1: Introduction to Research Methodologies, Methods, and Proposal Writing	3
Theory & Concepts and Research: All courses in this category can be taken as a specialization or elective course if not taken to fulfill the Theory & Concepts and Research requirement	
ARTEDUC 5671: Organizational Leadership in the Nonprofit Arts	3
ARTEDUC 5673: Symposium Issues	3
ARTEDUC 5674: The Creative Sector and Creative Cities	3
ARTEDUC 5675: International Cultural Relations	3
ARTEDUC 5684: Arts Participation, Cultural Literacy, and Audience Development	3
ARTEDUC 5686: Cultural Program Design, Implementation, and Evaluation	3
ARTEDUC 5708: Disability and Visual Culture: Issues of Representation in Art and Popular Culture	3
ARTEDUC 7100: Histories and Policies of Art Education	3
ARTEDUC 7640: Critical Dialogue about Contemporary Art and Visual Cultures	3
ARTEDUC 7701: Contemporary Theory and Art Education	3
ARTEDUC 7707: Action Research Theory and Practice	3
ARTEDUC 7708: Disability and Visual Culture: Issues of Representation in Art and Popular Culture	3
ARTEDUC 7709: Arts-Based Education Research Approaches	3
ARTEDUC 7710: Experimental Writing in Qualitative Research	3
ARTEDUC 7715: Art Education as a Community Act: Developing Pedagogy for School-Community Collaboration through Art	3
ARTEDUC 7716: Theories and Philosophies of Community Arts Education	3
ARTEDUC 7731: Evaluation and Assessment in Arts Education	3
ARTEDUC 7735: Museum History	3
ARTEDUC 7736: Museums and Teaching	3
ARTEDUC 7740: Docent Training	2
ARTEDUC 7746: Museum of the Native American Indian Field Study	3
ARTEDUC 7748: Museum Education Practicum	3
ARTEDUC 7753: Information and Communication Technologies in Art Education	3
ARTEDUC 7755: History, Politics and Practices of Visual Culture in Art Education	3
ARTEDUC 7756: Semiotics and Visual Culture	3
ARTEDUC 7757: Identity, Desire, and Fantasy in Visual Culture Education	3
Course	**Credit Hours**

ARTEDUC 7764: Investigating Material Culture	3
ARTEDUC 7765: Critical Dialogue about Visual Culture and Contemporary Art	3
ARTEDUC 7766: Exploring Practices of Meaning Making and Artmaking	3
ARTEDUC 7767: Critical Analysis of Multicultural Art Education	3
ARTEDUC 7775: Social and Cultural Theories in Art and Art Education	3
ARTEDUC 7795: Seminar on Topical Issues in Art Education	3
ARTEDUC 7803: Critical Theory and Cultural Studies of Policy Research and Practice	3
ARTEDUC 7808: The Arts and Integrated Curriculum	3
ARTEDUC 7831: Historical Research Approaches in Art Education	3
ARTEDUC 7835: Visual Representations of LGBT Subjects	3
ARTEDUC 7841: Philosophies of Art, Culture, and Pedagogy	3
ARTEDUC 7842: Semiotics and Feminist Aesthetics	3
ARTEDUC 7875: Social and Cultural Research Methods for Art Education	3
ARTEDUC 8191.01: Internship in Arts Management	1-9
ARTEDUC 8191.02: Art and Cultural Policy Internship	1-9
ARTEDUC 8191.03: Internship in Museum Education	1-9
ARTEDUC 8191.04: Community Arts Internship	1-9
Specialization: All courses in this category can be taken as a specialization or elective course if not taken to fulfill the Specialization requirement	
ARTEDUC 5670: Public Policy and the Arts	3
ARTEDUC 5672: Managing Cultural Policy Change	3
ARTEDUC 5682: Nonprofit Arts Institution Governance and Board Leadership	3
ARTEDUC 5683: Developing Arts Careers: Positioning Passion	3
ARTEDUC 5685: Arts/Cultural Organizations: Resource Management & Revenue Streams	3
ARTEDUC 7604: Teaching of Studio Activities	3
ARTEDUC 7606: Technology and Digital Texts	3
ARTEDUC 7607: Curriculum Development: Artmaking	3
ARTEDUC 7652: Computer Graphics and New Media in the Arts and Education	3
ARTEDUC 7681: Arts/Cultural Institutions, Organizational Theories & Management Practice	3
ARTEDUC 8193: Individual Studies	1-5
ARTEDUC 8194: Group Studies	3
ARTEDUC 8798.01: Study Tour Domestic	1-9
ARTEDUC 8798.02: Study Tour Foreign	1-9
ARTEDUC 8911: Research Problems in Art Education	1-9
Electives: Any of the courses listed under Theory & Concepts and Research, or Specialization can be counted as an elective if not taken to fulfill a requirement in Theory & Concepts and Research, or Specialization	

Course	Credit Hours
ARTEDUC 7300: Introduction to Teaching Arts Education at the College Level	2
ARTEDUC 7843: Writing for Publication	3
ARTEDUC 7890: Colloquium	1.5
Thesis/Project	
ARTEDUC 6998: Research for Non-thesis	1-9
ARTEDUC 6999: Research for Thesis	1-9

ONLINE MASTER'S IN ART EDUCATION
DEGREE PROGRAM

DEPARTMENT OF ARTS ADMINISTRATION,
EDUCATION & POLICY
THE OHIO STATE UNIVERSITY

This form must be completed and submitted to Lauren Pace by the third Tuesday of the semester the student intends to graduate

Student Name:

REQUIRED STUDIES (18 sem hrs)

Course #	Course Title	Sem/Yr Taken	Grade	Hrs
AE 7000.1	Concepts, Theories, and Issues in Art Education (3)			3
AE 7604	Teaching of Studio Activities (3)			3
AE 7607	Curriculum and Assessment in Art Education (3)			3
AE 7767	Critical Analysis of Multicultural Art Education (3)			3
AE 7200.1	Introduction to Research Methodologies, Methods and Proposal Writing (3)			3
AE XXXX	From Research to Advocacy (3)			3

INDEPENDENT STUDY (Must enroll in 1 credit hour of 6998 each semester for a total of 6 hours, except for the second summer semester)

Course #	Course Title	Sem/Yr Taken	Grade	Hrs
AE 6998	Research for Non-Thesis			

ELECTIVES (6 sem hrs to be taken at OSU)

Course #	Course Title	Sem/Yr Taken	Grade	Hrs

MINIMUM REQUIRED HOURS: 30   **TOTAL:** _____

2017-2018   Rev. 8/10/2017

Advisor's Signature:	Date:

Graduate Studies Chair Signature:	Date:

*Most students on Financial Aid must be enrolled for a minimum of 4 semester hours (half time). Therefore, during the final semester, students on Financial Aid can enroll in an additional credit hour of Art Ed 6998 or take the elective course.

Rev. 10/24/16

MASTER OF ARTS POLICY & ADMINISTRATION   **DEPARTMENT OF ARTS ADMINISTRATION, EDUCATION & POLICY**
THE OHIO STATE UNIVERSITY

This form must be completed and submitted to Lauren Pace by the third Tuesday of the semester the student intends to graduate

Name:	**Date:**
Advisor:	
1st Sem/Yr Enrolled:	**Expected Graduation:**

REQUIRED COURSEWORK

A. Arts Policy and Administration (15 hrs)

Course #	Course Title	Sem/Yr Taken	Grade	Hrs
AE 7000.2	Concepts, Theories, and Issues in Arts/Culture Policy (3)			
AE 7100	Histories and Policies of Arts Education (3)			
AE 5670	Public Policy Issues in the Arts (3)*			
AE 5674	The Creative Sector and Creative Cities (3)			
AE 7681	Arts/Cultural Institutions, Organizational Theories & Management Practice (3)			

*This is a foundational course that must be completed before subsequent courses in this series.

B. Arts Policy and Administration Professional Practice (3 hrs)

Course #	Course Title	Sem/Yr Taken	Grade	Hrs
AE 5673	Symposium Issues (3)			

C. Research Methods (3 hrs)

Course #	Course Title	Sem/Yr Taken	Grade	Hrs
AE 7200.2	Overview of Research Planning for Arts Policy & Administration (3)			

D. Public Policy Process and Economics (19-20 hrs)

Course #	Course Title	Sem/Yr Taken	Grade	Hrs
PUBAFRS 6000 (was PPM 801)	Public Policy Formulation and Implementation (4)*			
PUBAFRS 6010 (was PPM 802) OR PUBAFRS 7525 (was PPM 880.06)	Legal Environment of Public Organizations (4)** Policy and Strategy in the Nonprofit Sector (3)			
PUBAFRS 6030 (was PPM 830)	Public Sector Economics (4) Prerequisite for PUBAFRS 6040			
PUBAFRS 6040 (combined PPM 730/834/852) OR PUBAFRS 6070	Public Budgeting and Finance (4) Public Affairs Statistics (4)			
PUBAFRS 6080 (was PPM 804)	Public Affairs Program Evaluation (4)			

* This is a foundational course that must be completed before subsequent courses in this series.
** Students who have not previously taken an undergraduate introductory microeconomics course are strongly advised to do so prior to enrolling in PUBAFRS 6030. Credits for undergraduate courses do not count toward earning a graduate degree.

E. Public Management (3-4 hrs)

Course #	Course Title	Sem/Yr Taken	Grade	Hrs
PUBAFRS 6060 (was PPM 811) OR AE 5682	Managing Human Resources in Public Organizations (4) Non-Profit Arts Institution Governance and Board Leadership (3)			

OR PUBAFRS 7553 (was PPM 880.06)	Non-Profit Management and Governance (3)			

F. Electives (3 hrs)

To meet the elective requirement, pick one course from Group 1, 2, or 3. Students who are taking the Museum Education and Administration specialization may pick from Group 4.

Course #	Course Title	Sem/Yr Taken	Grade	Hrs
	Group 1 Policy Practice			
AE 5672	Managing Cultural Policy Change (3)			
AE 5675	International Cultural Relations (3)			
AE 5676	Arts Advocacy and Interest Groups (3)			
	Group 2 Arts Management			
AE 7684	Participation, Cultural Literacy, and Audience Development (3)			
AE 5685	Arts/Cultural Organizations: Resource Management & Revenue Streams (3)			
AE 5686	Cultural Program Design, Implementation, and Evaluation (3)			
	Group 3 Public Affairs			
PUBAFRS 5590	Fundraising and Philanthropy for Nonprofit Orgs (3)			
PUBAFRS 6050	Managing Public Sector Organizations (4)			
PUBAFRS 7515	Grant Writing in the Public Sector (3)			
PUBAFRS 7525	Policy and Strategy in the Nonprofit Sector (3)			
PUBAFRS 7552	Managing Innovation and Change (3)			
PUBAFRS 7553	Nonprofit Management and Governance (3)			
	Group 4 Museum Education and Administration			
AE 7735	Museum History (3)			

AE 7736	Museums and Teaching (3)			
AE 7748	Museum Education Practicum (3)			

G. Thesis Research (3 hrs)

Course #	Course Title	Sem/Yr Taken	Grade	Hrs
AE 6999	Thesis Research in Arts Policy and Administration (1-9)			

MINIMUM REQUIRED HOURS: 49-51   **TOTAL:** _____
Students are strongly recommended to undertake internship experiences. Arrangements should be made in consultation with the advisor.

Course #	Course Title	Sem/Yr Taken	Grade	Hrs
AE 8189.X	Internship in Arts Policy and Administration			

Advisor's Signature:	Date:

Graduate Studies Chair Signature:	Date:

Reactivation Policy

Students who go two years without registration or do not complete their degree within six years must petition the Graduate Studies Committee for reactivation. It may decide to reactivate or deny reactivation. It may also decide that reactivation requires additional study of recent developments in the field. Reactivation is needed for graduates seeking continuing education courses.

I have read and understand this policy.

_____
Signature   Date

List of Semester Graduate Courses
MA Program in Arts Policy and Administration

Course	Credit Hours
Arts Policy and Administration	
ARTEDUC 7000.2: Concepts, Theories, and Issues in Arts/Culture Policy	3
ARTEDUC 7100: Histories and Policies of Arts Education	3
ARTEDUC 5670: Public Policy and the Arts	3
ARTEDUC 5674: The Creative Sector and Creative Cities	3
ARTEDUC 7681: Arts/Cultural Institutions, Organizational Theories & Management Practice	3
Arts Policy and Administration Professional Practice	
ARTEDUC 5673: Symposium Issues	3
Research Methods	
ARTEDUC 7200.2: Overview of Research Planning for Arts Policy & Administration	3
Public Policy Process and Economics	
PUBAFRS 6000: Public Policy Formulation and Implementation	4
PUBAFRS 6010: Legal Environment of Public Organizations	4
PUBAFRS 6030: Public Sector Economics	4
PUBAFRS 6040: Public Budgeting and Finance	4
PUBAFRS 6070: Public Affairs Statistics	4
PUBAFRS 6080: Public Affairs Program Evaluation	4
PUBAFRS 6525: Policy and Strategy in the Non-Profit Sector	3
Public Management	
ARTEDUC 5682: Non-Profit Arts Institution Governance and Board Leadership	3
PUBAFRS 6060: Managing Human Resources in Public Organizations	4
PUBAFRS 7553: Non-Profit Management and Governance	3
Electives	
Group 1: Policy Practice	
ARTEDUC 5672: Managing Cultural Policy Change	3
ARTEDUC 5675: International Cultural Relations	3
ARTEDUC 5676: Arts Advocacy and Interest Groups	3
Group 2: Arts Management	
ARTEDUC 5684: Arts Participation, Cultural Literacy, and Audience Development	3
ARTEDUC 5685: Arts/Cultural Organizations: Resource Management & Revenue Streams	3
ARTEDUC 5686: Cultural Program Design, Implementation, and Evaluation	3
Group 3: Public Affairs	
PUBAFRS 6050: Managing Public Sector Organizations	4
PUBAFRS 7515: Grant Writing in the Public Sector	3
PUBAFRS 7552: Managing Innovation and Change	3

Group 4: Museum Education and Administration	
ARTEDUC 7735: Museum History	3
ARTEDUC 7736: Museums and Teaching	3
ARTEDUC 7748: Museum Education Practicum	3
Thesis Research	
ARTEDUC 6999: Research for Thesis	1-9

DOCTOR OF PHILOSOPHY   **DEPARTMENT OF ARTS ADMINISTRATION,**
                                                     EDUCATION & POLICY
                                                     THE OHIO STATE UNIVERSITY

This form must be completed and submitted to Lauren Pace by the third Tuesday of the semester the student intends to graduate

Name:	**Date:**
Advisor:	
1st Semester Enrolled:	**Expected Graduation:**

REQUIRED COURSEWORK

A. INITIAL REQUIRED STUDIES (12 hrs)

Course #	Course Title	Sem/Yr Taken	Grade	Hrs
AE 7000.1 OR AE 7000.02	Concepts, Theories, and Issues in Art Education (3) Concepts, Theories, and Issues in Arts/Culture Policy (3) REQUIRED COURSE			
AE 7100	Histories and Policies of Arts Education (3) REQUIRED COURSE			
AE 7200.1 OR AE 7200.2	Introduction to Research Methodologies, Methods and Proposal Writing (3) Overview of Research Planning for Arts Policy & Administration (3) REQUIRED COURSE			
AE 7890 OR AE 5673	Colloquium – 2x minimum (1.5) Symposium Issues (3) REQUIRED COURSE			

B. RESEARCH (5 hrs)
3 credits must be taken within the department at the 7000/8000 level

Course #	Course Title	Sem/Yr Taken	Grade	Hrs

2017-2018   Rev. 8/10/2017

C. THEORY AND CONCEPTS (6 hrs)
3 credits must be taken within the department at the 7000/8000 level

Course #	Course Title	Sem/Yr Taken	Grade	Hrs
AE 7701	Contemporary Theory and Art Education (3) REQUIRED COURSE			

D. SPECIALIZATION (12 hrs)
3 credits must be taken within the department at the 7000/8000 level

Course #	Course Title	Sem/Yr Taken	Grade	Hrs

E. ELECTIVES (6 hrs)

Writing of the thesis/project in accordance with guidelines established by the Graduate School. The final oral exam based on the thesis/project.

Course #	Course Title	Sem/Yr Taken	Grade	Hrs

F. CANDIDACY EXAM (3 hrs)

Course #	Course Title	Sem/Yr Taken	Grade	Hrs
AE 8998	Research for Candidacy Exam REQUIRED COURSE			

Date Candidacy Exam Passed: _____

G. DISSERTATION (6 hrs)
Writing of the dissertation in accordance with guidelines established by the Graduate School. The final oral exam based on the dissertation

Course #	Course Title	Sem/Yr Taken	Grade	Hrs
AE 8999	Research for Dissertation REQUIRED COURSE			
AE 8999	Research for Dissertation REQUIRED COURSE			

H. Residency Requirement

_____ A minimum of 24 graduate credit hours at The Ohio State University.

_____ A minimum of two consecutive pre-candidacy semesters or one semester and a summer

session with full time enrollment must be completed while in residence at this university.

_____ A minimum of six graduate credit hours over a period of at least two semesters or one

semester and a summer session must be completed after admission to candidacy.

PhD Coursework: _____

Hrs from MA: __30___

Total: **80 hours minimum**

Advisor's Signature:	Date:

Graduate Studies Chair Signature:	Date:

Reactivation Policy

Students who go two years without registration or do not complete their degree within six years must petition the Graduate Studies Committee for reactivation. It may decide to reactivate or deny reactivation. It may also decide that reactivation requires additional study of recent developments in the field. Reactivation is needed for graduates seeking continuing education courses.

Continuous Enrollment Policy

All students who successfully complete the doctoral candidacy examination are required to be enrolled in every semester (summer session is excluded) until graduation. These students must be enrolled for at least three credits per semester. This policy is effective for all students who were admitted to the Graduate School Autumn Quarter 2008 and after and for students admitted prior to Autumn Quarter 2008 who did not enroll for 2 years. While the Graduate School and the individual graduate programs will monitor the enrollment of all post-candidacy students, it ultimately will be the responsibility of each student to ensure that they are meeting the enrollment provisions of this policy.

For more information visit http://www.gradsch.ohio-state.edu/continuous-enrollment.html.

I have read and understand these policies.

_____

Signature   Date

Rev. 8/31/16

**List of Semester Graduate Courses
PhD Program**

Course	Credit Hours
Initial Required Studies	
ARTEDUC 5673: Symposium Issues	3
ARTEDUC 7000.1: Concepts, Theories, and Issues in Art Education	3
ARTEDUC 7000.2: Concepts, Theories, and Issues in Arts/Culture Policy	3
ARTEDUC 7100: Histories and Policies of Arts Education	3
ARTEDUC 7200.1: Introduction to Research Methodologies, Methods and Proposal Writing	3
ARTEDUC 7200.2: Overview of Research Planning for Arts Policy & Administration	3
ARTEDUC 7890: Colloquium	1.5
Research: All courses in this category can be taken as a specialization or elective course if not taken to fulfill the Research requirement	
ARTEDUC 5684: Arts Participation, Cultural Literacy, and Audience Development	3
ARTEDUC 5686: Cultural Program Design, Implementation, and Evaluation	3
ARTEDUC 7707: Action Research Theory and Practice	3
ARTEDUC 7709: Arts-Based Education Research Approaches	3
ARTEDUC 7710: Experimental Writing in Qualitative Research	3
ARTEDUC 7831: Historical Research Approaches in Art Education	3
ARTEDUC 7843: Writing for Publication	3
ARTEDUC 7875: Social and Culture Research Methods for Art Education	3
ARTEDUC 8193: Individual Studies	1-9
ARTEDUC 8911: Research Problems in Art Education	1-9
Theory and Concepts: All courses in this category can be taken as a specialization or elective course if not taken to fulfill the Theory and Concepts Requirement	
ARTEDUC 5674: The Creative Sector and Creative Cities	3
ARTEDUC 5675: International Cultural Relations	3
ARTEDUC 5708: Disability and Visual Culture: Issues of Representation in Art and Popular Culture	3
ARTEDUC 7640: Critical Dialogue about Contemporary Art and Visual Cultures	3
ARTEDUC 7701: Contemporary Theory and Art Education	3
ARTEDUC 7715: Art Education as a Community Act: Developing Pedagogy for School-Community Collaboration through Art	3
ARTEDUC 7716: Theories and Philosophies of Community Arts Education	3
ARTEDUC 7731: Evaluation and Assessment in Arts Education	3
ARTEDUC 7735: Museum History	3
ARTEDUC 7746: Museum of the Native American Indian Field Study	3
ARTEDUC 7753: Information and Communication Technologies in Art Education	3

ARTEDUC 7755: History, Politics and Practices of Visual Culture in Art Education	3
ARTEDUC 7757: Identity, Desire, and Fantasy in Visual Culture Education	3
ARTEDUC 7764: Investigating Material Culture	3
ARTEDUC 7765: Critical Dialogue about Visual Culture and Contemporary Art	3
ARTEDUC 7767: Critical Analysis of Multicultural Art Education	3
ARTEDUC 7775: Social and Cultural Theories in Art and Art Education	3
ARTEDUC 7795: Seminar on Topical Issues in Art Education	3
ARTEDUC 7803: Critical Theory and Cultural Studies of Policy Research and Practice	3
ARTEDUC 7842: Semiotics and Feminist Aesthetics	3
Specialization: All courses in this category can be taken as an elective course if not taken to fulfill the Specialization requirement	
ARTEDUC 5670: Public Policy and the Arts	3
ARTEDUC 5671: Organizational Leadership in the Nonprofit Arts	3
ARTEDUC 5672: Managing Cultural Policy Change	3
ARTEDUC 5682: Non-Profit Arts Institution Governance and Board Leadership	3
ARTEDUC 5683: Developing Arts Careers: Positioning Passion	3
ARTEDUC 5685: Arts/Cultural Organizations: Resource Management & Revenue Streams	3
ARTEDUC 7606: Technology and Digital Texts	3
ARTEDUC 7652: Computer Graphics and New Media in the Arts and Education	3
ARTEDUC 7681: Arts/Cultural Institutions, Organizational Theories & Management Practice	3
ARTEDUC 7708: Disability and Visual Culture: Issues of Representation in Art and Popular Culture	3
ARTEDUC 7736: Museums and Teaching	3
ARTEDUC 7740: Docent Training	2
ARTEDUC 7748: Museum Education Practicum	3
ARTEDUC 7756: Semiotics and Visual Culture	3
ARTEDUC 7766: Exploring Practices of Meaning Making and Artmaking	3
ARTEDUC 7808: The Arts and Integrated Curriculum	3
ARTEDUC 7835: Visual Representations of LGBT Subjects	3
ARTEDUC 7841: Philosophies of Art, Culture, and Pedagogy	3
ARTEDUC 8191.01: Internship in Arts Management	1-9
ARTEDUC 8191.02: Art and Cultural Policy Internship	1-9
ARTEDUC 8191.03: Internship in Museum Education	1-9
ARTEDUC 8191.04: Community Arts Internship	1-9
ARTEDUC 8194: Group Studies	3
ARTEDUC 8798.01: Study Tour Domestic	1-9
ARTEDUC 8798.02: Study Tour Foreign	3-6
Electives	

ARTEDUC 7300: Introduction to Teaching Arts Education at the College Level	2
Candidacy Exam	
ARTEDUC 8998: Research for Candidacy Exam	1-9
Dissertation	
ARTEDUC 8999: Research for Dissertation	1-9

Frequently Used Forms

Museum Education and Administration Specialization
Cultural Policy & Arts Management Specialization
Art Education Specialization
Internship Evaluation Form
Internship Description Form
Independent Study Authorization Form

Department of Arts Administration, Education and Policy
Graduate Specialization Transcript Designation
Museum Education and Administration

Student Name: _____

OSU ID #: _____

OSU Email Address: _____

Graduate Program: _____

Take this form and your advising report to your advisor. After your advisor has verified the completion of the following coursework and signed the form, take the form to the Graduate Studies Chair for their signature. Submit the completed and signed form to Lauren Pace.

The student has completed all of the following courses:

☐ ARTEDUC 7100: Histories and Policies of Arts Education (3 hours)
☐ ARTEDUC 7735: Museum History (3 hours)
☐ ARTEDUC 7736: Museums and Teaching (3 hours)
☐ ARTEDUC 7748: Museum Practicum (3 hours)
☐ ARTEDUC 8189.03: Museum Education Internship (4 hours)

_____
Name, Advisor   Signature, Advisor   Date

_____
Name, Graduate Studies Chair   Signature, Graduate Studies Chair   Date

Department of Arts Administration, Education and Policy
Graduate Specialization Transcript Designation
Cultural Policy & Arts Management

Student Name: _____

OSU ID #: _____

OSU Email Address: _____

Graduate Program: _____

Take this form and your advising report to your advisor. After your advisor has verified the completion of the following coursework and signed the form, take the form to the Graduate Studies Chair for their signature. Submit the completed and signed form to Lauren Pace.

☐ The student's dissertation topic is in the area of cultural policy and the arts or in arts management.

_____
Dissertation Title

The student has completed 4 of the following courses:
☐ ARTEDUC 5670: Public Policy and the Arts (3 hours)
☐ ARTEDUC 5672: Managing Cultural Policy Change (3 hours)
☐ ARTEDUC 5674: The Creative Sector and Creative Cities (3 hours)
☐ ARTEDUC 5675: International Cultural Relations (3 hours)
☐ ARTEDUC 5684: Arts Participation, Cultural Literacy, and Audience Development (3 hours)
☐ ARTEDUC 5685: Arts/Cultural Organizations: Resource Management and Revenue Streams (3 hours)
☐ ARTEDUC 7000.2: Concepts, Theories, and Issues in Arts/Culture Policy (3 hours)
☐ ARTEDUC 7100: Histories and Policies of Arts Education (3 hours)
☐ ARTEDUC 7200.2: Overview of Research Planning for Arts Policy & Administration (3 hours)
☐ ARTEDUC 7681: Arts/Cultural Institutions, Organizational Theories & Management Practice (3 hours)
☐ ARTEDUC 7803: Critical Theory and Cultural Studies of Policy Research and Practice (3 hours)

The student is registered for the following course:
☐ ARTEDUC 8999: Research for Dissertation (3 hours)

_____
Name, Advisor   Signature, Advisor   Date

_____
Name, Graduate Studies Chair   Signature, Graduate Studies Chair   Date

Department of Arts Administration, Education and Policy
Graduate Specialization Transcript Designation
Art Education

Student Name: _____

OSU ID #: _____

OSU Email Address: _____

Graduate Program: _____

Take this form and your advising report to your advisor. After your advisor has verified the completion of the following coursework and signed the form, take the form to the Graduate Studies Chair for their signature. Submit the completed and signed form to Lauren Pace.

☐ The student's dissertation topic is in the area of art education:

_____
Dissertation Title

The student has completed at least 4 of the following courses:

☐ ARTEDUC 7604: Teaching of Studio Activities (3 hours)

☐ ARTEDUC 7606: Technology and Digital Texts (3 hours)

☐ ARTEDUC 7607: Curriculum Development: Artmaking (3 hours)

☐ ARTEDUC 7640: Critical Dialogue about Contemporary Art and Visual Cultures (3 hours)

☐ ARTEDUC 7652: Computer Graphics and New Media in the Arts and Education (3 hours)

☐ ARTEDUC 7707: Action Research Theory and Practice (3 hours)

☐ ARTEDUC 7709: Arts-Based Education Research Approaches (3 hours)

☐ ARTEDUC 7716: Theories and Philosophies of Community Arts Education (3 hours)

☐ ARTEDUC 7731: Evaluation and Assessment in Arts Education (3 hours)

☐ ARTEDUC 7753: Information and Communication Technologies in Art Education (3 hours)

☐ ARTEDUC 7755: History, Politics and Practices of Visual Culture in Art Education (3 hours)

☐ ARTEDUC 7756: Semiotics and Visual Culture (3 hours)

☐ ARTEDUC 7757: Identity, Desire, and Fantasy in Visual Culture Education (3 hours)

☐ ARTEDUC 7764: Investigating Material Culture (3 hours)

☐ ARTEDUC 7765: Critical Dialogue about Visual Culture and Contemporary Art (3 hours)

☐ ARTEDUC 7766: Exploring Practices of Meaning Making and Artmaking (3 hours)

☐ ARTEDUC 7767: Critical Analysis of Multicultural Art Education (3 hours)

☐ ARTEDUC 7775: Social and Cultural Theories in Art and Art Education (3 hours)

☐ ARTEDUC 7795: Seminar on Topical Issues in Art Education (3 hours)

☐ ARTEDUC 7808: The Arts and Integrated Curriculum (3 hours)

☐ ARTEDUC 7831: Historical Research Approaches in Art Education (3 hours)

☐ ARTEDUC 7841: Philosophies of Art, Culture, and Pedagogy (3 hours)

☐ ARTEDUC 7842: Semiotics and Feminist Aesthetics (3 hours)

☐ ARTEDUC 7843: Writing for Publication (3 hours)

☐ ARTEDUC 7875: Social and Cultural Research Methods for Art Education (3 hours)

The student is registered for the following course:

☐ ARTEDUC 8999: Research for Dissertation (3 hours)

Name, Advisor   Signature, Advisor   Date

Name, Graduate Studies Chair   Signature, Graduate Studies Chair   Date

Department of Arts Administration, Education and Policy
Internship Evaluation Form

Student Name: _____ Date: _____

OSU ID #: _____

Internship Site: _____

Supervisor's Name & Position: _____

Give a brief description of the student's duties and responsibilities:

Instructions: Please use these guidelines to rank the following:

E = EXCELLENT (4 points): Always performed above the level of a skill expected by supervisor
V = VERY GOOD (3 points): Occasionally performed above level of skill expected by supervisor
G = GOOD (2 points): Performed at level of skill expected by supervisor
F = FAIR (1 point): Frequently performed at level of skill expected by supervisor
U = UNSATISFACTORY (0 points): Rarely performed at level of skill expected by supervisor

Performance Duties (check one for each)	E	V	G	F	U
1. Ability to follow instruction of supervisor					
2. Willingness to ask questions if unsure of procedure					
3. Ability to maintain work schedule					
4. Completes tasks by deadline					
5. Ability to work independently					
6. Ability to take initiative					
Resources and Skills (check one for each)	E	V	G	F	U
1. Ability to organize project materials					
2. Ability to plan tasks					
3. Ability to accomplish tasks					
4. Ability to undertake unfamiliar activities willingly					
5. Ability to solve problems with a variety of methods					
6. Ability to express ideas and concerns verbally					
7. Ability to express ideas and concerns in writing					
Interaction with Colleagues (check one for each)	E	V	G	F	U
1. Ability to get along with colleagues					
2. Ability to accept criticism					
3. Ability to work as a team member					

Please use this space for additional comments:

My internship supervisor has discussed this evaluation with me.

_____

Signature, Student   Date

_____

Signature, Supervisor   Date

_____

Supervisor's Telephone Number   Supervisor's Email Address

Department of Arts Administration, Education and Policy
Internship Description

Student Name: _____ OSU ID #: _____

Program: _____ Advisor: _____

Internship Site: _____

Address: _____

Internship Supervisor's Name & Title: _____

Supervisor's Telephone Number: _____ Supervisor's Email Address: _____

Length of Internship: _____ Hours per Week/Semester: _____

Please describe the intern's duties in detail (administrative, research, development, clerical, etc.):

_____
Signature, Student   Date

_____
Signature, Internship Supervisor   Date

_____
Signature, Academic Advisor   Date

Independent Study Authorization Form

Arts Administration, Education and Policy students must fill out this form in order to take an independent study course with a member of the Department's faculty. Students who are not in the Department are not required to fill out this form. Give the completed form to Lauren Pace.

Name: _____

Course #: _____

Class #: _____

# of Credits: _____

Instructor Name: _____

Semester/Yr: _____

Description of Study:

_____   _____
Student Signature   Date

_____   _____
Instructor Name   Instructor Signature   Date

_____   _____
Advisor Name   Instructor Signature   Date

Independent Study Numbers

Undergraduate Courses			
Course Number	**Course Name**	**Credit Hours**	**Grading Basis**
ARTEDUC 4191	Internship in Art Education Repeatable to maximum of 9 credit hours	1-9	S/U
ARTEDUC 4193	Individual Studies Not repeatable	1-9	S/U
ARTEDUC 4491	Applied Research	1-6	A-E
ARTEDUC 4998	Undergraduate Scholarship	1-9	S/U
ARTEDUC 4998H	Undergraduate Scholarship Honors	1-9	S/U
Graduate Courses			
Course Number	**Course Name**	**Credit Hours**	**Grading Basis**
ARTEDUC 6998	Research for Non-Thesis	1-9	S/U
ARTEDUC 6999	Research for Thesis This form is required only for first time enrollment	1-9	S/U
ARTEDUC 8191.01	Internship – Arts Management Repeatable to maximum of 9 credit hours	1-9	S/U
ARTEDUC 8191.02	Internship – Art & Cultural Policy Repeatable to maximum of 9 credit hours	1-9	S/U
ARTEDUC 8191.03	Internship – Museum Education Repeatable to maximum of 9 credit hours	1-9	S/U
ARTEDUC 8191.04	Internship – Community Arts Repeatable to maximum of 9 credit hours	1-9	S/U
ARTEDUC 8193	Individual Studies Repeatable to maximum of 27 credit hours	1-9	S/U
ARTEDUC 8911	Research Problems in Art Education Repeatable to maximum of 27 credit hours	1-9	A-E
ARTEDUC 8998	Research for Candidacy Exam	1-9	S/U
ARTEDUC 8999	Research for Dissertation This form is required only for first time enrollment	1-9	S/U