

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:	Museum Education (Y or N):
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	Introduction to Research Methodologies, Methods and Proposal Writing (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 PUBAFRS 7553 (was PPM 880.06)	Managing Human Resources in Public Organizations (4) 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)			
	Group 2 Arts Management			
AE 5684	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 (1)			
PUBAFRS 6050	Managing Public Sector Organizations (4)			
PUBAFRS 7501	Grant Writing in the Public Sector (3)			
PUBAFRS 7525	Policy and Strategy in the Nonprofit Sector (3)			
PUBAFRS 7552	Managing Innovation and Change (3)			
PUBAFRT 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			

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 & 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.

Student Signature

Date