

**Department of Arts Administration, Education and Policy
The Ohio State University
Museum Education and Administration Graduate Specialization
Enrollment and Transcript Designation Form**

Name:	
OSU Email Address:	OSU ID#
Advisor:	Advisor Signature:

INSTRUCTIONS: This form serves as notification that you are declaring the Museum Education and Administration specialization and, upon completion of the specialization, that you have completed all coursework. Take this form to your advisor for their approval to begin the specialization. After your advisor has signed the top section of this form, submit a copy to Lauren Pace. **This form must be turned in by the end of your first semester in the program.** Keep this form so you may track your progress throughout the specialization. Once you have completed all coursework, your advisor must verify the completion of all coursework and sign this form. Submit the completed form to Lauren Pace, who will obtain the Graduate Studies Chair's signature. Completion of this specialization is recognized with a transcript designation on the Ohio State transcript. The Museum Education and Administration specialization is only available to students enrolled in an AAEP graduate program.

The student has completed all of the courses below (13 hrs.)

No substitutions may be made for required courses. There are no exceptions to this policy.

Subject Area	Course #	Course Title	Sem./Yr. Taken	Hours	Grade
ARTEDUC	7735	Art Museum History, Theory and Practices		3	
ARTEDUC	7736	Teaching and Learning in Art Museums		3	
ARTEDUC	7748	Art Museum Education & Administration Practicum		3	
ARTEDUC	8191.03	Internship: Engaging with Art Museums & Communities		4	

Name, Student Signature, Student Date

Name, Advisor Signature, Advisor Date

Name, Graduate Studies Chair Signature, Graduate Studies Chair Date