

**Department of Arts Administration, Education and Policy  
The Ohio State University  
MA in Arts Policy and Administration Plan of Study**

<b>Name:</b>	
<b>Contact Advisor:</b>	<b>Thesis/Non-Thesis Advisor:</b>
<b>1st Semester Enrolled:</b>	

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

**A. Arts Policy and Administration (13 hrs.)**

Required courses may not be substituted. There are no exceptions to this policy.

Subject Area	Course #	Course Title	Sem./Yr. Taken	Hours	Grade
ARTEDUC	5674	The Creative Sector and Creative Cities		3	
ARTEDUC	7000.1	Concepts, Theories and Issues in Art Education		2	
ARTEDUC	7000.2	Concepts, Theories and Issues in Arts/Culture Policy		2	
ARTEDUC	7100	Histories and Policies of Arts Education		3	
ARTEDUC	7681	Arts/Cultural Institutions, Organizational Theories and Management Practice		3	

**B. Research Methods (7 hrs.)**

Subject Area	Course #	Course Title	Sem./Yr. Taken	Hours	Grade
PUBAFRS	6070	Public Affairs Statistics		4	
ARTEDUC	7200.2	Overview of Research Planning for Arts Policy and Administration		3	

**C. Public Affairs (11-12 hrs.)**

These are required courses and may not be substituted. There are no exceptions to this policy.

Subject Area	Course #	Course Title	Sem./Yr. Taken	Hours	Grade
PUBAFRS	6000*	Public Policy Formulation and Implementation		4	
PUBAFRS	6080**	Public Affairs Program Evaluation		4	
<b>CHOOSE ONE COURSE BELOW</b>					
PUBAFRS	5590	Fundraising and Philanthropy for Nonprofit Orgs		3	
PUBAFRS	6040	Public Budgeting and Finance (must take PUBAFRS 6030** as a prerequisite)		4	
PUBAFRS	7533	Nonprofit Financial Management		3	

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

\*\*PUBAFRS 6070 is an enforced prerequisite for PUBAFRS 6080. Students must take PUBAFRS 6070 before enrolling in PUBAFRS 6080

\*\*\*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

**D. Public and Nonprofit Management (3-4 hrs.)**

<b>CHOOSE ONE COURSE BELOW</b>					
Subject Area	Course #	Course Title	Sem./Yr. Taken	Hours	Grade
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	

\*No student should take both ARTEDUC 5682 and PUBAFRS 7553 (one as an elective)

**E. Electives (6 hrs.)**

To meet the elective requirement, 3 of the 6-7 elective hours must be selected from Groups 1, 2, 3 or 4. Students who are taking the Museum Education and Administration specialization must pick from Group 4. 3 elective hours may be taken outside of Arts Administration, Education and Policy and the John Glenn College

<b>Group 1: Policy Practice</b>					
<b>Subject Area</b>	<b>Course #</b>	<b>Course Title</b>	<b>Sem./Yr. Taken</b>	<b>Hours</b>	<b>Grade</b>
ARTEDUC	5672	Managing Cultural Policy Change		3	
ARTEDUC	5675	International Cultural Relations		3	
ARTEDUC	5676	Arts Advocacy and Interest Groups		3	
<b>Group 2: Arts Management</b>					
ARTEDUC	5684	Participation, Cultural Literacy, and Audience Development		3	
ARTEDUC	5685	Arts/Cultural Organizations: Resource Management and Revenue Streams		3	
ARTEDUC	5686	Cultural Program Design, Implementation, and Evaluation		3	
<b>Group 3: Public Affairs and Nonprofit Management</b>					
PUBAFRS	5591	Lobbying and Government Relations		3	
PUBAFRS	5592	Marketing for Nonprofit Organizations		3	
PUBAFRS	6010	Legal Environment of Public Organizations		4	
PUBAFRS	6030	Public Sector Economics		4	
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	7554	Performance Management and Measurement		3	
PUBAFRS	7555	Project Management		3	
<b>Group 4: Museum Education and Administration</b>					
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	
<b>Group 5: Elective Outside of AAEP and John Glenn College</b>					
				3	

### F. Research (3 hrs.)

Students can choose to complete a thesis, Capstone, or a non-thesis project.

<b>CHOOSE ONE COURSE BELOW</b>					
<b>Subject Area</b>	<b>Course #</b>	<b>Course Title</b>	<b>Sem./Yr. Taken</b>	<b>Hours</b>	<b>Grade</b>
ARTEDUC	6998	Research for Non-Thesis		3	
ARTEDUC	6999	Research for Thesis		3	
PUBAFRS	79xx	Capstone options (7900, 7930, 7940, 7950, or 7970)		3	

### G. Internship (OPTIONAL)

Students are strongly recommended to undertake internship experiences. Arrangements should be made in consultation with the advisor. Students are expected to have 5 internship contact hours for every credit hour enrolled

<b>CHOOSE ONE COURSE BELOW</b>					
<b>Subject Area</b>	<b>Course #</b>	<b>Course Title</b>	<b>Sem./Yr. Taken</b>	<b>Hours</b>	<b>Grade</b>
ARTEDUC	8191.01	Internship – Arts Management			
ARTEDUC	8191.02	Internship – Art and Cultural Policy			
ARTEDUC	8191.03	Internship – Engaging with Art Museums & Communities			
ARTEDUC	8191.04	Internship – Community Arts			

### H. Total hours (43-46)

Total hours earned	
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### Exit Requirements

- Fulfillment of credit hours requirements
- Fulfillment of course requirements
- Achievement of a cumulative GPA of at least 3.0 in all courses taken for graduate credit
- Registration during the final semester of the degree program for a minimum of 3 graduate credit hours

- Submission of the Application to Graduate to the Graduate School, via the GRADFORMS system, by the deadline communicated by AAEP
- Submission of the completed Plan of Study to Lauren Pace

**Reactivation Policy**

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

This form must be signed by the student, the student’s advisor and the Graduate Studies Chair the semester the student plans on graduating.

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Name, Student Signature, Student Date

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Name, Advisor Signature, Advisor Date

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Name, Graduate Studies Chair Signature, Graduate Studies Chair Date

**Conference Funding and AAEP Events**

A total of \$200 is available for conference funding each academic year (Fall-Spring). This department funding is only available to you if you 1) can prove paper acceptance; 2) have applied for, received, and exhausted external funding; and 3) have attended and/or participated in two AAEP sponsored (or co-sponsored) events during the academic year in which you seek funding. If you seek funding before you have had the opportunity to attend or participate in two AAEP sponsored (or co-sponsored) events, please simply list the two events you plan to attend that year.

When applying for the AAEP conference funding, you must upload this page of your plan of study with your spend authorization in Workday. Failure to follow through on participation in the two AAEP sponsored (or co-sponsored) events that you have listed will impact eligibility to receive department funding the following academic year.

In the table below, indicate the events you have attended or plan to attend for the academic year.

Year One	
Event Title	Event Date
1.	
2.	
Year Two	
1.	
2.	