

# Art Education Program

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## MA in Art Education Handbook

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## *Welcome!*

Welcome to the graduate Art Education Program at the University of New Mexico. We hope that the years you spend here will be adventurous, productive, creative, and filled with new ideas, experiences, and friendships. To help guide you through your graduate studies we have designed this procedures manual. The manual contains information that will help you navigate your way through the Art Education Program and the University of New Mexico. Please consult with your advisor if you have questions, and be sure to see her every term for regular advising.

While this manual contains much that is pertinent to your graduate study in art education, it is essential for your successful progress that you become familiar with the University of New Mexico catalog for the year in which you enter the program. Pay particular attention to the section on graduate study at UNM. If you have any questions or need assistance clarifying degree requirements, please rely on the Art Department Graduate Advisor and/or your ARTE Faculty Advisor for further information and current regulations.

**ART EDUCATION PROGRAM**  
**Department of Art**

The Art Education Program is a program in the Department of Art: Studio, History, Education, in the College of Fine Arts at the University of New Mexico. The Department of Art houses three programs: the Art Education Area MA (ARTE), the Art Studio Area MFA (ARTS), and the Art History Area MA & PhD (ARTH).

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## **Art Education Program Mission Statement**

The Art Education Program prepares art professionals to meet the needs of diverse populations in the state and nation. The program supports art professionals in their examination of multiple approaches to art education; these include, but are not limited to, image focused, discipline-based, and issues-based art education as well as visual culture. The undergraduate program educates students toward becoming reflective art teachers who can encourage students to develop artworks in response to life experiences. The graduate program, culminating in a Master of Arts in Art Education degree, supports students with a wide range of interests. Students can focus their investigations on making and studying art in cultural, social, and historical contexts. We believe that studying and making imagery is a life-long pursuit for art professionals working in our diverse and visually complex society.

### **Core Values**

**Advocacy:** In response to evidence of educational, social and political inequities, we promote activism to advance change.

**Building Professional Identities:** We support the development of individuals as life-long learners and effective professionals who are grounded in their own identities.

**Collaboration and Relationships:** We engage in authentic, active participation with all community members to develop solutions for the individual, local and global challenges we face.

**Dignity:** We treat all people ethically, with respect and afford them the dignity that is their innate right.

**Diversity and Social Justice:** We are dedicated to the analysis of social structures and power relations that hinder equal access for all, especially historically underrepresented populations, and to the educational and political work that addresses these inequalities.

**New Mexico:** The peoples, cultures, histories and communities of New Mexico enrich our work. This sense of place influences all that we do.

**Scholarship and Research:** We challenge ourselves to engage in scholarship and research that enrich the human experience, inform educational policy and practice, and address the needs of a complex, diverse world.

**Teaching and Learning:** Teaching and learning are central to our work. We study, question, debate and revise these dynamic and robust areas of investigation in order to improve our practice.

## **TEACHER TESTING REQUIREMENTS FOR ADMISSION TO GRADUATE STUDY IN ART EDUCATION**

You are not required to take standardized tests before entry to the graduate program in Art Education. However, if you have taken the New Mexico Teacher Assessments (NMTA) and are pursuing New Mexico Visual Arts Licensure, copies of these test scores should be submitted.

In order to obtain the New Mexico Visual Arts License, scores at or above the 40th percentile on national norms are required. Three parts of the New Mexico Teacher Assessment Examination are required for state licensure. The following NMTA minimums are required for licensure:

NT001, NT002, & NT003	Essential Academic Skills (Nat'l Evaluation Series)	220
NT051 <b>or</b> NT052	Assessment of Professional Knowledge (Elementary or Secondary)	220
NT503	Art	220

We advise you to take the Essential Academic Skills test during your first year of study.

You can find more information about the tests, practice tests and study guides at:

[http://www.nmta.nesinc.com/TestView.aspx?f=HTML\\_FRAG/NT001\\_TestPage.html](http://www.nmta.nesinc.com/TestView.aspx?f=HTML_FRAG/NT001_TestPage.html)

[http://www.nmta.nesinc.com/TestView.aspx?f=HTML\\_FRAG/NT051\\_TestPage.html](http://www.nmta.nesinc.com/TestView.aspx?f=HTML_FRAG/NT051_TestPage.html)

[http://www.nmta.nesinc.com/TestView.aspx?f=HTML\\_FRAG/NT052\\_TestPage.html](http://www.nmta.nesinc.com/TestView.aspx?f=HTML_FRAG/NT052_TestPage.html)

[http://www.nmta.nesinc.com/TestView.aspx?f=HTML\\_FRAG/NT503\\_TestPage.html](http://www.nmta.nesinc.com/TestView.aspx?f=HTML_FRAG/NT503_TestPage.html)

## **1. OVERVIEW**

The Art Education Program (ARTE) at the University of New Mexico (UNM) offers graduate work leading to the Master of Arts (MA) to qualified students. MA students may choose to focus on the MA without licensure (33 credits) or the MA in Art Education leading to licensure Visual Art K-12 (53 - 56 credit hours).

### Time to Degree

The University requires that all requirements for master's degrees be completed within seven years prior to the granting of the degree. No course work applied to the degree requirements, including transfer work, may be more than seven years old at the time a master's degree is conferred. This is further outlined in the Graduate Program area of the UNM Course Catalog available at: <http://catalog.unm.edu/catalogs/2016-2017/graduate-program.html>

### Readmission

University Policies and guidelines are enforced by the Office of Admissions and apply to students in the Art Education Program. Students who fail to enroll for course work for the academic term in which they have been admitted are considered to be inactive and must reapply for admission.

### Deferment

If a student has been admitted for a particular academic term and cannot attend during that term, the student may request deferment in order to typically begin studies the following term. This request must be made in writing to the Art Education Program and to the Office of Graduate Studies (OGS).

### Inactive status for three (3) or more consecutive terms.

The Office of Admissions enforces policy created by the university. The university does not allow students to miss three or more terms and remain active. If the student misses two terms and resumes course work in the third term, the student does not have to reapply to the program. If the student is not enrolled within the published registration deadline of the third term, including summer sessions, the student must apply for readmission to the program.

(See Three Term Policy on continuous enrollment in the UNM catalog).

### Leave of Absence.

Students should notify the program in writing when they anticipate an emergency need for a leave of absence and should provide a letter explaining the extenuating circumstances. Once a leave of absence has been approved, the student is required to apply for readmission for the next term. An application for leave of absence is required before each term, if more than one term is needed. If a student is granted the leave, the terms missed will not count against



the 7-year time limit to complete all degree requirements. Without a leave of absence, students not registering for coursework are considered to be ‘stopping out’. A term missed by stopping out is counted as part of the 7-year time limit. The Office of Graduate Studies (OGS) does not make exceptions to the 7-year time limit.

Following inactive status, readmission requires the following:

- a. A GPA of at least 3.2 in previous UNM Art Education graduate courses;
- b. No more than 3 hours of “C” course work in UNM Art Education graduate courses;
- c. Recommendation of an art education faculty member.

If a student has been inactive for three or fewer consecutive terms and does not meet the criteria listed in above, the following procedures will be used to determine readmission. (These procedures may be initiated by any regular graduate faculty member concerned about readmission.)

- a. A committee of three faculty members will interview the student, interview pertinent faculty, and review appropriate documents;
- b. This committee will determine action on the application;
- c. The committee’s recommendations for conditions may include but not be limited to:
  - retaking specified courses to improve grades;
  - selecting and requiring specified courses to demonstrate academic ability;
  - demonstrating competencies in specified areas.

### **Notification of Action on the Application**

The Department Graduate Office will notify new applicants and re-applicants of the action taken on the application. Notification will usually occur 4 - 8 weeks after the published application due date.

## **2. PROGRAM OF STUDIES/ADVISING SHEET**

### **Faculty Advisor**

The student’s faculty advisor will assist in the design of the program of studies, which will be documented on the MA Program of Study. The faculty advisor will also assist the student in selecting members of the Committee on Studies. The student may indicate a preference for a faculty advisor in the admission packet. The student will be assigned a faculty advisor based on student preference and faculty availability. Courses taken without the approval of the faculty advisor might not count toward the degree.

Graduate students may request a change of advisor. In order to change advisors a student must obtain permission from the proposed new faculty advisor and notify the previous faculty advisor. A Change of Advisor Request Form may be obtained from the Graduate Program Coordinator in the Art Building, Room 255. It must be completed and returned to the Graduate Office prior to changing advisors. (See appendix for form.)

### Committee on Studies

The Committee on Studies is responsible for approving the academic program of the student. The Committee on Studies will consist of the major faculty advisor in Art Education and at least one other full-time graduate faculty who must be a member of the Art Education Program faculty. The third member may be a faculty member or a part time instructor in the Art Education Program or a faculty member of any other program in the university with whom the student has taken coursework. Additional committee members may be appointed in accordance with UNM policy. The faculty advisor and the Office of Graduate Studies must approve the composition of the Committee on Studies. (Form available in appendices).

## **Program Requirements**

### Number of hours

The MA in Art Education, Plan I with thesis requires a minimum of 24 hours of graduate level coursework plus thesis project. The MA in Art Education, Plan II without thesis requires a minimum of 33 hours of graduate level coursework plus master's exam. At least 24 hours must be in Art Education (ARTE). The program of studies may include up to 9 hours of graduate course work taken in non-degree status or transferred from another university. The faculty advisor must approve the hours to be transferred. All credit hours for the MA must be completed within a 7-year time period.

Program requirements are designated on the advising sheet appropriate to the degree sought (MA with Licensure (53-56 credit hours), MA without Licensure (33 credit hours)). All students must meet once each term with their faculty advisor, who will maintain an advising sheet.

### Minor

A minor usually consists of 12 hours in a content area outside of art education. No minor is required for the Master's degree in Art Education. Typically, students in art education at UNM do not take a minor. Students who are interested in a minor should work with their

faculty advisor from art education and an advisor from the minor field.

#### Credit hours with a single professor

The Art Education Program follows university policy in the number of credit hours allowed with a single professor. No more than half the graduate program's minimum required course work hours, exclusive of Thesis project, may be taken with a single faculty member.

#### Problems Course-Credit

A Program of Studies may not include more than a total of nine hours of graduate credit in problems (ARTE 591).

### **Transfer Credit**

Credit may be transferred to a degree program with the following restrictions. A total of 9 credit hours of transfer credit including non-degree, extension, and credits from another university or college may be included in the Program of Studies for the Master's degree. Course work over 7 years old cannot be included in the Program of Studies. The following restrictions apply to requests for transfer of credits from another program, college or university. Transfer credit will be accepted only on the approval of the student's faculty advisor and the Office of Graduate Studies. All transfer credit must have a grade of A or B.

°Students must submit a course outline (prospectus) that describes the objectives (competencies) covered in the course.

°No more than 3 hours credit in workshops or one-hour topics courses taken for graduate credit may be counted.

#### Transfer from Another University

Art Education restricts transfer hours to no more than nine (9) term hours of graduate credit from another accredited university. Course credit is accepted only with the faculty advisor's approval. The credit must have been taken at the graduate level and must have a grade of A or B.

#### Applied Non-Degree Credit

Up to 9 hours of graduate credit taken at UNM while the student had non-degree status may be applied to the program of studies providing the student had a completed BA or BS at the time the courses were taken and upon approval of the faculty advisor. With approval of the faculty advisor, non-degree courses may be applied only when a grade of B or better was earned.

### 3. APPLICATION FOR OGS PROGRAM OF STUDIES

Each student is required to complete and file an OGS Program of Studies at least one term prior to the anticipated completion of course work (due dates are October 1 for spring graduation, March 1 for summer and fall graduation). The Program of Studies form can be obtained online at [grad.unm.edu](http://grad.unm.edu). The site includes an index to all of the forms that are available on the web. It is the student's responsibility to print and complete the Program of Studies form and to submit it to the faculty advisor for approval and to the Department Graduate office for processing.

The Program of Studies must be approved and signed by the student's faculty advisor, the department chair, and the Dean of the Office of Graduate Studies. **Completion of the Program of Studies is the responsibility of the student.** The faculty advisor and the student must make any changes in coursework should they arise. The Department Graduate Office must then notify the Office of Graduate Studies of any changes in writing.

**All completion/graduation required forms must be completed at the same time as the OGS Program of Studies.** This includes the following: Committee on Studies form; Master's Examination form; COE Completion form. **Completion of all paperwork is the responsibility of the student.**

#### Academic Progress and Standing

##### GPA Requirement

In order to continue in the Master of Arts Program, candidates must maintain a cumulative grade point average of 3.0 or higher.

##### Grade of C, C+ or CR

A student's coursework may include no more than a total of 6 hours of coursework graded C, C+ or CR.

#### Academic Honesty

Students are expected to demonstrate ethical, professional behavior in all of their coursework. In other words, academic honesty is expected, and academic dishonesty, including plagiarism, will not be tolerated. It is the responsibility of students to avoid practices that may be considered acts of academic dishonesty. UNM's policy, as found in the *UNM Pathfinder* is as follows:

Each student is expected to maintain the highest standards of honesty and integrity in academic and professional matters. The University reserves the right to take disciplinary action, up to and including dismissal, against any student who is found guilty of academic dishonesty or otherwise fails to meet the standards. Any student judged to have engaged in academic dishonesty in course work may receive a reduced or failing grade for the work in question and/or the course. Academic dishonesty includes, but is not limited to, dishonesty in quizzes, tests, or assignments; claiming credit for work not done or done by others; hindering the academic work of other students; misrepresenting academic or professional qualifications within or without the University; and nondisclosure or misrepresentation in filling out applications or other University records.

### Dismissal from Program

The Office of Graduate Studies and the student's faculty advisor monitor and review academic progress of students working toward the master's degree.

Action for dismissal may be initiated for any of the following reasons:

- a. A student does not maintain the required cumulative GPA of 3.0 or higher;
- b. A student's GPA falls below 3.0 in Art Education graduate courses;
- c. Any Art Education faculty member raises questions or concerns about the student's qualifications for continued graduate study or entrance into the profession of Art Education.

Should the issue of dismissal be raised, the student's faculty advisor will inform the student of the situation. The Office of Graduate Studies will notify the student in writing.

After notification, two actions are possible:

1. The student may withdraw from the program;
  - a. The matter may be referred for program review to a committee composed of three regular graduate faculty members from the Art Education Program.
  - b. The program review committee will review appropriate documents, may interview the student, and then submit recommendations to the program faculty, the department chair, and, as appropriate, to the student. These recommendations will be made in writing. Program faculty will make the final decision about dismissal. This decision will be conveyed to the Dean of Graduate Studies and to the student in writing.

2. If a student wishes to contest the decision of the program faculty, he/she must follow the grievance procedures outlined in the *University of New Mexico Pathfinder* under “Student Grievance Procedure,” sections 2.3.1-2.3.7.
- a. The student must submit a formal, written statement of his/her grievance. This document should summarize the facts that support the grievance, indicate the desired resolution and describe the efforts already made at reaching that resolution, as well as their outcome. Individuals against whom grievances have been filed will be sent a copy of the written statement, and will have two weeks in which to respond in writing to the Dean of the College of Fine Arts.
  - b. The Dean will review all written materials submitted and provide both parties the opportunity to review and respond to all evidence. The Dean will interview each party as well as any other persons who may have relevant information. The Dean may elect to hold an informal hearing involving both the parties to the grievance and witnesses. If such a hearing is held, the parties will be given five days’ notice. Each party will be allowed to bring an advisor to the hearing but will not be permitted legal representation. Cross-examination of witnesses will be permitted, although the Dean may require that questions be directed through him/her.
  - c. The Dean may choose to convene an advisory committee to help evaluate the grievance. A school or college dean may utilize a standing committee from that unit; the Dean of Graduate Studies will utilize the Senate Graduate Committee.
  - d. Generally, a written report by the Dean will be issued within a period of four weeks after the grievance has been formally filed. (This period may be extended to allow for University holidays or other periods when the University is not in session.) The report will explain the dean’s findings, conclusions, his/her decision and the basis for that decision. A copy will be sent to each party and to the chairperson or supervisor of the faculty or staff member involved.
  - e. The decision of the dean may be appealed by either party to the Office of the Provost within a period of two weeks. The provost will reconsider that decision only if there are substantive, procedural grounds for doing so (for example, significant evidence that was not accepted or has arisen since the dean’s decision was announced). The decision of the Provost is final.

## Student Grievance Procedures

Grievances involving students and the graduate program should be filed with the Chair of the Department of Art. If the Department Chair is unable to resolve the grievance, the petition will be referred to the Associate Dean of the College of Fine Arts of the University of New Mexico. (See also sections 2.3.1-2.3.7 in the *University of New Mexico Pathfinder*).

### **4. ART EDUCATION PROGRAM EXIT REQUIREMENTS**

University policy requires that students be enrolled during the term that they complete degree requirements, even if for only one credit hour. Completion of the Master of Arts requires that students complete a final project. Graduate students in art education may select Plan I, Thesis or Plan II, Master's Examination, which, **beginning with those students accepted into the program Fall 2013, will offer two options: a take-home examination or a curriculum project.** Those students who were accepted into the M.A. in Art Education degree program **before Fall 2013 have three (3) options available:** a theoretical, curricular or studio option. Students make their decisions regarding Plan I or II and options in Plan II in consultation with the faculty advisor. The final product may be one of two types:

Plan I - Thesis

Plan II – Master's Examination

**Students must complete the Application to Complete Exit Requirements form to their faculty advisor for full faculty approval. Current submission deadlines for the Application to Complete Exit Requirements form and the Committee on Studies form are the same as the due date for the OGS Program of Studies: October 1 for spring graduation, March 1 for summer or fall graduation. Students MUST meet with their faculty advisor early enough in the term prior to beginning the selected exit plan (Plan I, Plan II) to meet the requirements for the due dates.**

### **5. EXIT REQUIREMENT OPTIONS:**

#### **PLAN I: THESIS**

Students may, with the approval of the faculty advisor, write a thesis as a part of the completion requirements for the MA in Art Education. Thesis candidates must complete a minimum of 24 semester hours of graduate coursework and 6 thesis credits. Thesis credits will generally span two terms of 3 credits each. Once thesis credits are begun, they must be continuous.

#### Thesis Credit

Students selecting the thesis option may enroll for thesis after meeting these criteria:

- a. At least 24 term hours of the program of studies have been completed.
- b. A Program of Studies has been filed with the Office of Graduate Studies.
- c. A thesis committee has been formed.

### Thesis Hours

At least six (6) hours of Thesis credit must be included in the Program of Studies. No more than six (6) hours of Thesis credit may be taken during any term.

### Thesis Committee

The thesis committee is composed of the Committee on Studies. The student's faculty advisor and at least one committee member must be full-time graduate faculty from the Art Education Program.

### Thesis Proposal

During the first term of enrollment in thesis, the candidate will prepare a thesis proposal with the assistance of the chairperson of the thesis committee. The proposal will include the following:

- a. Introduction, including statement of the research topic and rationale for the study
- b. Review of relevant literature
- c. Review of the methods and methodologies
- d. Planned procedures and design
- e. Appropriate references
- f. Appendices as needed

### Thesis Content

The thesis topic should be relevant to the field of art education. The thesis in art education is a research activity and should be based in accepted research methodology. Design, methods, and methodology should be appropriate to the research question.

### Proposal Approval

After the proposal is completed, the candidate must submit a copy to each committee member for review at least two weeks prior to the proposal hearing.

### Proposal Hearing

The candidate is responsible for scheduling a formal hearing with the thesis committee. At least two weeks before the hearing, it will be announced to the following:

- a. The Dean of the Office of Graduate Studies;
- b. The Dean of the College of Education;
- c. The Faculty of the Art Education Program.



The hearing will be scheduled for at least one hour and no more than 2 hours. The chairperson will conduct the hearing and will allocate approximately equivalent amounts of time to each committee member to examine the candidate on the contents of the written proposal. At the discretion of the chairperson, non-committee members may be allowed to ask questions. At the conclusion of the hearing, the committee will consider the merits of the proposal in private. The committee may take one of the following actions:

1. Approve the proposal as written.
2. Approve the proposal with changes.

Recommendations for change will be given to the student in writing within five (5) working days after the hearing. The committee may wait to sign approval until the changes have been made or may sign the approval and charge the chairperson with the responsibility for incorporating such changes.

3. Disapproval of the proposal.

If the proposal is not approved, the committee must specify the reasons. The report must be transmitted orally to the candidate immediately following the hearing and in writing within five (5) working days following the hearing.

If the proposal is not approved, the candidate should meet with the committee as soon as practical to begin work on a new proposal. One copy of the approved and initialed proposal and one copy of the Report of Thesis Proposal Hearing (obtain from OGS) will be placed in the candidate's program file.

#### Conducting research for the Thesis

The candidate should work very closely with the chairperson (Faculty Advisor) in conducting the research for the thesis. All changes should be requested in writing, and approved by the chairperson. Minor changes can be approved by the chairperson while major changes will need the approval of the full committee. **IRB applications must be filed at least three months prior to beginning research involving human subjects.**

#### Writing the Thesis

The thesis must be written using the most recent edition of the style manual of the American Psychological Association (APA). All style and format requirements of the Office of the Graduate Studies must be met.

#### Thesis Credit Hours

Students enrolled for thesis credit will receive a grade of CR or NC depending on work completed toward completion of the thesis. Each term the thesis advisor and the student will determine work to be accomplished toward completion. The advisor will award a grade of

CR or NC depending on the student's having met or not the agreed upon work toward completion. Students not making substantial progress shall receive a grade of NC (No Credit). The accumulation of three NC's shall be grounds for dismissal from the program in accordance with policy of the Office of Graduate Studies.

### Preparation for Thesis Defense

Upon completion of the thesis, copies of the final product must be distributed to members of the Thesis Committee at least two weeks prior to the Thesis defense. The Thesis Committee must approve presentation of the Thesis prior to the defense date.

### Scheduling the Defense for Thesis

The candidate is responsible for scheduling the defense. The Art Education program's Graduate Program Coordinator must be notified of the scheduled date three (3) weeks prior to the date of the examination. The Graduate Program Coordinator will notify the Office of Graduate Studies of the scheduled date.

### Conducting the Defense for Thesis

The final examination will be scheduled for no less than one hour, nor more than two hours. All members of the graduate faculty of the Art Education will be invited. The chairperson of the committee will preside at the final examination. The student will present her/his thesis in 15-20 minutes. At least 45 minutes will be allocated to the committee members, with each member being allowed approximately 15 minutes to ask questions of the candidate. The committee chairperson will reserve 15 minutes for questions from other departmental faculty members. Questions should relate to the content and subject of the thesis.

### Results of the Thesis Defense

Following the oral defense, the candidate and any other faculty or guests will be excused from the meeting room while the committee meets privately to determine the results of the examination. Four results are possible:

4.0	Pass with Distinction
3.0 - 3.9	Pass
2.5 - 2.9	Pass with Conditions
0.0 - 2.4	Do not Pass

If the candidate passes with conditions, the conditions must be given to the candidate orally by the full committee immediately following the exam. A written report of the conditions must be given within five (5) working days by the committee chairperson.

Reasons for failure must be given immediately following the examination by the full committee with a written report to be delivered to the student by the committee chairperson within five (5) working days. If a failure is determined, the candidate may schedule a second examination according to applicable policies of the graduate school.

## **PLAN II: MASTER'S EXAMINATION**

Students choosing not to write a thesis will select to complete a master's examination focused on theoretical, curricular, or studio research. Students may complete the master's examination in the fall or spring term. No later than the third week of the term PRIOR to that during which the student expects to complete all degree requirements, the student must meet with the faculty advisor to select the most suitable option. Students considering the studio option must have a strong studio background evidenced by a BFA degree, a studio focus in graduate study (9 hours studio courses outside of the required 6 credits for licensure students), and approval by all members of the Committee on Studies.

### Eligibility for Master's Examination

Students are eligible to take the master's examination during the term they intend to complete degree requirements. The student must submit an "Exit Requirement Application Form" (available in appendix) and must have submitted the Program of Studies to the Art Department Graduate Office for delivery to the Office of Graduate Studies.

### Examination Committee

The examination committee is composed of the Student's Committee on Studies. The faculty advisor serves as chairperson and two additional faculty members serve as members. All committee members must have graduate approval. No later than week three of the term preceding the exam, the student must with the faculty advisor to discuss the selection of exam option and the members for the Committee on Studies. The student then asks potential committee members if they are willing to serve on the Committee on Studies, gets signatures from all committee members, completes the Application for Master's Exam form, and submits both the Committee Member form and the Application for Master's Exam form to the Art Education Program administrative assistant no later than two weeks BEFORE the specified submission deadlines (October 1 for spring graduation, March 1 for fall graduation).

The Committee on Studies may not be changed after the examinations are taken.

**Accepted FALL 2013 OR LATER:**

**In consultation with the faculty advisor, the graduate student who was accepted into the program Fall 2013 or later may choose one of the following MA exam options:**

**1 – Take-home Examination**

**2 – Curriculum Project**

**1 –Take-home Examination**

The theoretical research take home examination is designed to allow you to reflect and respond to issues discussed in specific courses you completed by three different instructors. The courses include ARTE 500/History and Philosophies of Art Education, ARTE 510/Curriculum Development in Art Education, ARTE 565/Art and the Exceptional Child, ARTE 566/Art with At-Risk Students, ARTE 577/Social Justice in Art Education, ARTE 572/Art Criticism and Aesthetics for Teachers, ARTE 585/Research in Art Education, ARTE 590/ Current Trends and Issues in Art Education, and/or any Art Education Special Topics course. Committee members are limited to the instructors who taught the three courses from which you choose to have a question. At least two of the three instructors must be CORE **full time** faculty. You will receive one question from each of the three-committee members. Your answer to each question must be a minimum of ten (10) pages. Type the question before typing your response. Submit each question/response to the respective committee member either 1) via email as a Word document or 2) as a printed document in a single folder and hand in all three folders. Label the front of each folder with course number and question. The in-depth response to each question should include a minimum of five citations in APA format in each ten-page paper.

**2 – -Curriculum Project**

This option is designed to combine a critical analysis of art education theories with pragmatic pedagogy. Students must demonstrate substantial growth and advanced knowledge in a major area of their program of studies culminating in an art curriculum geared for one level (elementary, middle, or high school). The *National Visual Art Standards* and *New Mexico Benchmarks for Visual Art* must inform the art curriculum. The curriculum will be composed of four or five units with each unit consisting of three or four learning plans (25 – 45 pages). Turn in two (2) copies of the completed curriculum, each in a 3-ring binder. One binder will become the property of the Art Education Program; the other

will be returned to the graduate student. A handout with specific guidelines about the curriculum will be provided to students who choose this option.

### **Assessment/Scoring**

Committee members use the appropriate UNM Art Education Program Master's Examination Rubric (Take Home Exam, Curriculum Project) to score the completed exam.

Scores from 0-4.0 are assigned:

4.0	Pass with Distinction
3.0 - 3.9	Pass
2.5 - 2.9	Pass with Conditions
0.0 - 2.4	Fail

**Students must submit a finalized copy of the MA exam or the thesis to the Art Department Graduate Office prior to the end of the term.**

**Every spring term the Art Education Program hosts an exhibition of works by all completing and graduating students in the Masley Gallery. Students completing their degree requirements in spring will participate in the exhibit during the term of their completion while fall graduating students will participate in the exhibit the spring prior to completing their degree requirements.**

### **SUBMISSION OF REPORTS TO THE OFFICE OF GRADUATE STUDIES**

The Art Department Graduate Office is responsible for submitting all Reports of Exam to OGS.

## **6. PAPERWORK IN ORDER OF COMPLETION**

All paperwork is the student's responsibility—be sure you understand the required paperwork and due dates. Failure to file the necessary paperwork by a specific date could delay your progress toward the degree. Let the list below guide you, and always work closely with your faculty advisor to complete required paperwork in a timely manner.

Advising sheet: MA with licensure and MA without licensure: maintained by faculty advisor and graduate student; kept in file in Art Department Graduate Office.

**All paperwork required for exiting the program must be completed  
TWO WEEKS PRIOR TO THE DUE DATES  
named below and during the term BEFORE the student expects to graduate.**

Application for Committee on Studies: In consultation with faculty advisor, complete two weeks before **October 1 for spring** completion and **March 1 for fall** completion.

Application to Complete Exit Requirements: In consultation with faculty advisor, complete two weeks before October 1 for spring completion and March 1 for fall completion.

Office of Graduate Studies Program of Studies: Due to OGS October 1 and March 1 of the term prior to the one during which you intend to complete all degree requirements. Must be completed in consultation with Graduate Program Coordinator at least two weeks before due dates listed above.

**Appendices:**

**MA Course Progress Form**  
**MA Plus Licensure Course Progress Form**  
**Change of Advisor Request Form**  
**Graduate Program Committee Form**  
**Exit Requirement Application Form**  
**Evaluation Forms for Master's Exam**

**MA in Art Education Coursework**  
**33 credit hours**  
 (21 of the 33 credit hours must in Art Education)

**CORE COURSES – 9 credit hours**

	Sem	Grade
ARTE 500 – Histories and Philosophies of Art Education	3	_____
ARTE 585 – Research in Art Education	3	_____
ARTE 590 - Current Trends and Issues in Art Education	3	_____

**COURSEWORK OUTSIDE OF ARTE – 6 credit hours**

	Sem	Grade
Research Methods _____	3	_____
Socio-Cultural Studies _____	3	_____

**ART EDUCATION SUPPORTING AREA - 18 credit hours**

	Sem	Grade
ARTE 5 _____	3	_____
ARTE 5 _____	3	_____
ARTE 5 _____	3	_____
ARTE 5 _____	3	_____
5xx _____	3	_____
5xx _____	3	_____



**MA in Art Education + Visual Art K-12 Licensure Coursework**

**I. TEACHING AREA - ART**

**36 credit hours**

**Art History – 9 credit hours**

	Sem	Grade
ARTH: Survey _____	3	_____
ARTH 250: Modern _____	3	_____
ARTH 351: Southwest or Substitute _____	3	_____

**Art Studio – 27 credit hours**

	Sem	Grade
ARTS – Drawing _____	3	_____
ARTS – Drawing _____	3	_____
ARTS _____	3	_____
ARTS _____	3	_____
ARTS _____	3	_____
ARTS _____	3	_____
ARTS _____	3	_____
ARTS _____	3	_____
ARTS _____	3	_____
ARTS _____	3	_____

At least 6 credits must be fulfilled in three-dimensional media in either ARTE or ARTS. Students must have at least 12 credits at the 300-level or above in ARTS and ARTH.

**II. PROFESSIONAL + MA Degree Courses**

**53 - 56 credit hours**

	Sem	Grade
EDUC 438*	3	_____
ARTE 310 + Field Lab	F 4	_____
ARTE 320 + Field Lab	S 4	_____
ARTE 400	F 4-6	_____
ARTE 461	F 5-6	_____
<b>ARTE 503</b>	<b>3</b>	_____
<b>ARTE 510</b>	<b>S 3</b>	_____
<b>ARTE 532</b>	<b>S 3</b>	_____
<b>ARTE 565 or 566</b>	<b>S 3</b>	_____
<b>ARTE 572</b>	<b>F 3</b>	_____

**Additional MA Degree Courses**

<b>ARTE 500</b>	<b>S 3</b>	_____
<b>ARTE 585</b>	<b>F 3</b>	_____
<b>ARTS 590</b>	<b>F 3</b>	_____
<b>ARTE 531-537</b> _____	<b>3</b>	_____
<b>ARTE</b> _____	<b>3</b>	_____
<b>ARTE</b> _____	<b>3</b>	_____

Art Education Program  
University of New Mexico  
**Change of Advisor Request Form**

Should you wish to change advisors, please discuss with the advisor you wish to work with to determine her ability to add you to her advising load. Obtain her signature on this form if she agrees to accept you. Then, out of courtesy, inform your previous advisor of your decision and obtain her signature acknowledging the advisor change. Finally turn this form, signed and dated by you, the current advisor, and the former advisor into Art Education's administrative assistant.

Name of student (please print) \_\_\_\_\_

I am requesting a change of advisor. I have spoken to both advisors involved: the one I am requesting and the one I worked with previously.

---

Student signature

Date

---

Current advisor signature

Date

---

Former advisor signature

Date

---

Date submitted to Department Graduate Office

Art Education Program  
University of New Mexico  
**Graduate Program Committee Form**

We encourage you to choose an advisor by the end of your first year of graduate study. Your advisor will assist you with your schedule each semester, will work with you in completing all required paperwork, and will chair your Master's exam committee. You will need two other committee members of which at least one needs to be a full time Art Education faculty member. The other committee member can be from another college.

<hr/> <b>Committee Chair/Faculty Advisor</b> (Print)	<hr/> <b>Signature</b>	<hr/> <b>Date</b>
<hr/> <b>Committee Member</b> (Print)	<hr/> <b>Signature</b>	<hr/> <b>Date</b>
<hr/> <b>Committee Member</b> (Print)	<hr/> <b>Signature</b>	<hr/> <b>Date</b>
<hr/> <b>Student's Name</b> (Print)	<hr/> <b>Signature</b>	<hr/> <b>Date</b>

<b>Plan I</b> <input type="checkbox"/>	<b>Plan II</b> <input type="checkbox"/>	<b>Take Home Examination</b> <input type="checkbox"/>
<b>(Thesis)</b>		<b>Curriculum Project</b> <input type="checkbox"/>

Art Education Program  
University of New Mexico  
**Exit Requirement Application Form**  
For ARTE graduate students accepted into the program AFTER Fall 2013

**Submit this form and the required accompanying materials to your faculty advisor BEFORE October 1 or March 1 of the semester BEFORE you intend to graduate.** The faculty advisor will present your application to the full faculty for approval.

Graduate Student (Please print name): \_\_\_\_\_

Semester exit requirements will be completed (circle one): **Fall**   **Spring**   **Year** \_\_\_\_\_

**Plan I: Thesis** \_\_\_\_\_

DUE: 250 word statement discussing the research topic, plan, and rationale, and time frame. Signed form indicating student has read, understands, and can complete all requirements for thesis, including submission of IRB form as needed.

**Plan II: Master's Examination**

Indicate the research option you will complete by checking (✓) one and adding required information:

\_\_\_\_\_ 1 **Take Home Examination:** DUE: List of three classes that you request a question from noting any particular area on which to focus the question.

Committee Chair	Course	Area of Focus
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Committee Member	Course	Area of Focus
------------------	--------	---------------

Committee Member	Course	Area of Focus
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\_\_\_\_\_ 2 **Curriculum Project:** DUE: Attach a 250-word statement proposing your curriculum plan and one curricular unit with 3-4 lesson plans.

\_\_\_\_\_  
**Signature of Graduate Student in Art Education**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Signature of Faculty Advisor**

\_\_\_\_\_  
**Date**

**Art Education Program**

Department of Art

**SEMESTER / YEAR**

**Master’s Exam: Rubric for Take Home Examination**

**RETURN TO:** Masley Hall, Room 112 or call 277-4112 for pick up

**Faculty Member:** \_\_\_\_\_

Please provide the details of your evaluation of this student’s exam:

**Student:**

**PLAN II**

	<b>High</b>					<b>Low</b>	
Writing Style and Mechanics	4.0	3.5	3.0	2.5	2.0	1.5	1.0
Organization	4.0	3.5	3.0	2.5	2.0	1.5	1.0
Sophistication and Evaluation of Ideas	4.0	3.5	3.0	2.5	2.0	1.5	1.0
References as Evidence	4.0	3.5	3.0	2.5	2.0	1.5	1.0
APA Format	4.0	3.5	3.0	2.5	2.0	1.5	1.0
<b>Total Point Average:</b>							

**Summarize your evaluation of the exam:**

**FINAL EVALUATION**

Pass with Distinction

Pass – Revisions Accepted

Pass

Do Not Pass

Faculty Signature and Date

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**Master’s Exam: Rubric for Curriculum Project**

**RETURN TO:** Masley Hall, Room 112 or call 277-4112 for pick up

**Faculty Member:** \_\_\_\_\_

Please provide the details of your evaluation of this student’s exam:

**Student:**

**PLAN II**

	<b>High</b>					<b>Low</b>	
Overview Statement	4.0	3.5	3.0	2.5	2.0	1.5	1.0
Rationale and Relevance of Units	4.0	3.5	3.0	2.5	2.0	1.5	1.0
Presentation	4.0	3.5	3.0	2.5	2.0	1.5	1.0
Content Standards and Unit Connection	4.0	3.5	3.0	2.5	2.0	1.5	1.0
Unit Completion	4.0	3.5	3.0	2.5	2.0	1.5	1.0
Visual Resources	4.0	3.5	3.0	2.5	2.0	1.5	1.0
Writing Style and Mechanics	4.0	3.5	3.0	2.5	2.0	1.5	1.0
<b>Total Point Average:</b>							

**Summarize your evaluation of the exam:**

**FINAL EVALUATION**

	Pass with Distinction
--	-----------------------

	Pass – Revisions Accepted
--	---------------------------

	Pass
--	------

	Do Not Pass
--	-------------

Faculty Signature and Date

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