



COLLEGE OF VISUAL ARTS AND DESIGN

Department of Art Education and Art History

*Procedures Manual for
the Master of Arts
in Art Education*

Revised 8/09

STATEMENT OF AIMS

In its graduate programs, the College of Visual Arts and Design (CVAD) at the University of North Texas strives to develop competencies necessary for effective leadership roles in art as expected of practicing professionals in the field, college teachers of art, administrators, scholars, researchers, and public school teachers and supervisors. Towards this aim, the resources of the entire college and university are utilized.

USE OF THIS MANUAL

The procedures that follow are a summary designed to assist you in the College of Visual Arts and Design. We intend that you use them in a step-by-step manner as a means of planning and fulfilling requirements for the graduate degree programs indicated. In addition to using this manual, you are responsible for obtaining and reading carefully the current *UNT Graduate Catalog* and the Toulouse School of Graduate Studies document entitled *Thesis and Dissertation Manual*. Furthermore, note that the faculty is always willing to assist you with planning and realizing your course work and degree requirements. However, the responsibility of meeting all CVAD and Graduate School requirements for the Master of Arts degree rests with you, the student.

DEGREE OPTIONS

Three options are available to students seeking the Master of Arts degree in art education. Option I is for students seeking to advance their knowledge of theory and practice in art education. Option II prepares students for a career in art museum education. Option III qualifies students to receive an all-level art teaching certificate while earning a master's degree in art education. Option I has a thesis, project, or non-thesis track. Option II has a thesis or a project track. Option III has a project or non-thesis track. Students should consult with the major professor in choosing the option that will best serve his or her career and educational goals. See Table 1 for degree options chart.

Table 1.

2009-2010 DRAFT - UNT Master of Arts in Art Education – Individual Option Course Requirements							
Track I options			Track II options - Museum Certification		Track III options - Teacher Certification		
	Thesis	Project	Non-Thesis	Thesis	Project	Project	Non-Thesis
Core	AEAH 5753 Art Educ. Foundations	AEAH 5753 Art Educ. Foundations	AEAH 5753 Art Educ. Foundations	AEAH 5753 Art Educ. Foundations	AEAH 5753 Art Educ. Foundations	AEAH 5753 Art Educ. Foundations	AEAH 5753 Art Educ. Foundations
	AEAH 5773 Curriculum & Assessment	AEAH 5773 Curriculum & Assessment	AEAH 5773 Curriculum & Assessment	AEAH 5773 Curriculum & Assessment	AEAH 5773 Curriculum & Assessment	AEAH 5773 Curriculum & Assessment	AEAH 5773 Curriculum & Assessment
	AEAH 5757 History of Art Education	AEAH 5757 History of Art Education	AEAH 5757 History of Art Education	AEAH 5763 Criticism & Aesthetics	AEAH 5763 Criticism & Aesthetics	AEAH 5763 Criticism & Aesthetics	AEAH 5763 Criticism & Aesthetics
	Art Education Elective	Art Education Elective	Art Education Elective	AEAH 5777 Politics & Advocacy	AEAH 5777 Politics & Advocacy	AEAH 5750 Elem. & Sec. Curriculum	AEAH 5750 Elem. & Sec. Curriculum
Rese arch	AEAH 5787 Intro to Res. in Art Educ.	AEAH 5787 Intro to Res. in Art Educ.	AEAH 5787 Intro to Res. in Art Educ.	AEAH 5787 Intro to Res. in Art Educ.	AEAH 5787 Intro to Res. in Art Educ.	AEAH 5787 Intro to Res. in Art Educ.	AEAH 5787 Intro to Res. in Art Educ.
Minor or Specialization		Grad Minor or Art Elective	Grad Minor or Art Elective	AEAH 5940 Seminar in Art Museums	AEAH 5940 Seminar in Art Museums	AEAH 5767 Issues & App. of Tech.	AEAH 5767 Issues & App. of Tech.
		Grad Minor or Art Elective	Grad Minor or Art Elective	AEAH 5942 Sem. In Art Mus. Educ. I	AEAH 5942 Sem. In Art Mus. Educ. I	EDSE 5002 Teaching Theories	EDSE 5002 Teaching Theories
		Grad Minor or Art Elective	Grad Minor or Art Elective	AEAH 5945 Sem. In Art Mus. Educ. II	AEAH 5945 Sem. In Art Mus. Educ. II	EDSE 5004 Literacy for All	EDSE 5004 Literacy for All
Graduate Electives	Art Elective	Art Elective	Art Elective		Art Elective	Art Education Elective	Art Education Elective
	Art Elective	Elective	Art Elective		Elective	Elective	Art Elective
	Elective		Art Elective				Art Elective
			Elective				Elective
Thesis	ART 5950 Thesis (min. 6 credit hours)	AEAH 5849 Research Project (6 credit hours)	Comprehensive Exam (To be completed anytime after completion of 27 hours of course work.)	ART 5950 Thesis (min. 6 credit hours)	AEAH 5849 Research Project (6 credit hours)	AEAH 5849 Research Project (6 credit hours)	Comprehensive Exam (To be completed anytime after completion of 27 hours of course work.)
Tool	If no language, tool course selected with advisement.	If no language, tool course selected with advisement.	If no language, tool course selected with advisement.	ART 5450 Museum Internship	ART 5450 Museum Internship	EDEE 5101 Elem./Mid. Student Teaching	EDEE 5101 Elem./Mid. Student Teaching
	If no language, tool course selected with advisement.	If no language, tool course selected with advisement.	If no language, tool course selected with advisement.	ART 5450 Museum Internship	ART 5450 Museum Internship	EDSE 5108 or 5118 Secondary Student Teaching	EDSE 5108 or 5118 Secondary Student Teaching
Total Hours	30 (36 w/tool)	36 (42 w/tool)	36 (42 w/tool)	30 (36 w/tool)	36 (42 w/tool)	36 (42 w/tool)	36 (42 w/tool)

* Students pursuing all-level art teacher certification must also be admitted to the Teacher Education Program in the College of Education. See department for details.

REQUIRED ACADEMIC BACKGROUND AND CONDITIONAL ADMISSION

An appropriate academic background is required to pursue graduate instruction in art education. To pursue a Master of Arts degree in **art education**, you must have completed a bachelor's degree in the visual arts. Students seeking Option III should have 24 credit hours in visual arts and at least 12 hours of art history of which 6 must be at the advanced level. In some cases, students are admitted conditionally, in that their academic performance, GPA, and GRE scores are acceptable while, however, they lack the above academic qualifications. In order to ensure that students have the knowledge upon which graduate course work in art education builds, we may require them to complete additional courses in art or art education at UNT prior to beginning their master's degree program. If you are accepted to the program in this manner, the faculty will work with you to identify and outline a plan to redress gaps before you will be allowed to enroll in graduate art education courses

ADVISORY INFORMATION

Once accepted into the graduate program, you will be assigned an initial advisor. It is important to meet with him/her as soon as you arrive on campus. The initial advisor will work with you **temporarily** in an advisory capacity until you choose a faculty member to serve as your **major professor** and he or she so agrees. The initial advisor may assume the role of your major professor (see below).

MAJOR PROFESSOR

All students must choose a major professor regardless of whether or not they are pursuing the thesis, project or non-thesis option. Depending on whether you choose the thesis, project or non-thesis track, your major professor is your thesis, project or comprehensive examination director and chairperson of your graduate committee (see "Master's Committee" below). He or she must be a member of the graduate faculty in art education. The choice of major professor belongs to you, but the decision depends heavily upon the topic of your thesis investigation or areas of specialization for your project or comprehensive examination and consent from the professor.

It is your major professor's responsibility to take over from the initial graduate advisor and help you file your degree plan and oversee the remainder of your studies. For this reason, it is wise to select a major professor early in your course work. You may change your major professor, if you find that in pursuing your studies, you change the focus, scope or approach to your research interests significantly.

MINOR PROFESSOR

Students selecting the non-thesis track within Option I or III may elect to have a minor. In this case, you will also have a minor professor. This person serves in a similar capacity as the major professor, but directs all

research and studies in your minor area. It is your responsibility to select the minor professor; however, consultation with the major professor is advised.

FILING THE DEGREE PLAN

The degree plan is an outline of your course of study, listing courses already completed, and courses to be studied in both the major and minor fields. Your degree plan must be filed with the Graduate School through the Department of Art Education and Art History office. This plan is completed, in consultation with your major professor, prior to the completion of 12 hours of graduate work toward the MA.

Your major professor and the department chair sign the degree plan and five copies are filed with the Graduate School. The graduate dean signs all copies and retains one. One copy is filed in the department office, one copy with your major professor, and one copy is sent to you as your official record. Should you have a minor, the final copy is given to your minor professor.

Please take note that students pursuing Option III need to apply to the College of Education (COE) before they can be placed into their student teaching field experience or be recommended for certification. Submission of a copy of a degree plan for art education and a teacher education application form are part of this process and should take place before taking classes in the COE.

MASTER'S COMMITTEE

In the last year of your course work, you must formulate a graduate committee to assist you with your thesis, project or comprehensive examination. This committee should consist of your major professor and one additional art education faculty member from the Department of Art Education and Art History at UNT, supporting your major area of concentration, for a minimum of two total. A minor professor if relevant can also be added to the committee and can come from outside of art education, outside of the College of Visual Arts and Design, or outside of the university. Members from outside the university community must have credentials that further a student's research agenda and must at a minimum qualify for graduate faculty status. The choice of committee members should be made in consultation with your major professor, and should be agreed upon by those faculty members selected to serve.

ADMISSION TO CANDIDACY

Candidacy is a Graduate School requirement and occurs when you have filed an approved degree plan with the Toulouse School of Graduate Studies.

Before filing a degree plan and seeking a recommendation to candidacy, you are required to have successfully completed all deficiencies, 12 hours of graduate work in art education at the University of North Texas and to have achieved acceptable scores on the Verbal and Analytical Writing portions of the Graduate Record Examination.

GRADE POINT AVERAGE (GPA) REQUIREMENT

As a master's degree student in the Department of Art Education and Art History, you must maintain at least a 3.0 GPA in your major, art education, and a 3.0 cumulative overall GPA. Should you not meet this standard, you will be placed on academic probation for the following long semester. Should you not achieve a 3.0 GPA for the semester in which you are on probation, you will be subject to dismissal from the program by a majority vote of the graduate art education faculty.

In addition, if you earn a grade of C or lower in any art education course, you will be placed on academic probation for the following long semester. If you obtain a second C (or lower) at any point in your course of study, you will be subject to dismissal from the program by a majority vote of the graduate art education faculty. This includes obtaining two Cs in the same semester.

FOREIGN LANGUAGE REQUIREMENT

Master of Arts degrees require foreign language proficiency. The foreign language requirement can be met by any one of the following ways:

- 1) obtaining an acceptable score on the Graduate Student Foreign Language Test (given by the Educational Testing Service),
- 2) by passing the Foreign Language Proficiency Examination administered by the UNT Foreign Language Department,
- 3) or, by completing four semesters of course work in the language with acceptable grades (at least C average) within the last ten years.

Art education majors may complete a 6 credit hour tool subject *in lieu* of the foreign language requirement. Your tool subject will be chosen in consultation with your major professor and will be in addition to the courses required for the degree.

APPLICATION OF UNDERGRADUATE OR TRANSFER COURSE WORK

Only courses numbered 5000 or higher may count towards your graduate degree. Up to 12 graduate credit hours can count toward your MA if you took them in a non-degree or certification status prior to admission to a degree program and if they are in area designated for your program.

Subject to the approval of the graduate dean and the major professor, graduate classes that fit your degree program taken at another accredited institution (transfer courses) or classes taken as extension courses at UNT (extension courses taken at other institutions do not count) can count toward your MA (up to 6 hours on a 30 hour degree, 9 on a 36 hour degree, 12 on a 42 hour degree). No course work that has been applied to a previous degree, whether undergraduate or graduate, transfer or UNT, may apply towards the master's degree on which you are currently working.

TIME LIMITATION

All course work applied to your master's degree must **be no longer than six years old** at the time of your graduation. As individual courses exceed that limit, they cannot count toward your MA. Subject to the approval of your major professor, tool subject course work (art education majors only) can be older than 6 years. Courses fulfilling the foreign language requirement may be no greater than 10 years old.

All students in the graduate program are expected to make continuous and satisfactory progress toward completion of their degrees. **Failure to make adequate and timely progress may result in removal from the program.** Students are encouraged to follow the timeline suggested in this manual. See Table 2 for typical sequencing of course work for the full-time student.

TABLE 2: TYPICAL SEQUENCING OF COURSE WORK AND ADMINISTRATIVE MILESTONES FOR THE FULL-TIME STUDENT

First Semester (12 hours)

- ❑ Admission to MA program
- ❑ Assignment of initial graduate advisor

Second Semester (12 hours)

- ❑ Selection of major and minor (if applicable) professors
- ❑ Filing of degree plan

Third Semester— project and non-thesis track (12 hours)

- ❑ Complete course work
- ❑ Develop and present project proposal to committee or prepare for comprehensive exam

Third Semester—thesis track (3 hours)

- ❑ Recommendation for admission to candidacy
- ❑ Admission to candidacy
- ❑ Enroll in the first three hours of thesis (ART 5950*) to develop and present the proposal to the committee.
- ❑ Secure approval of proposal
- ❑ Begin work on thesis

Fourth Semester—non-thesis track (6 hours)

- ❑ Comprehensive exam
- ❑ Recommendation for admission to candidacy
- ❑ Admission to candidacy
- ❑ File application for graduation (see current Graduate Catalog or Academic Calendar for deadline)

Fourth Semester— project track (6 hours)

- ❑ Enroll in six hours of AEAH 5849**

- ❑ Complete project
- ❑ Recommendation for admission to candidacy
- ❑ Admission to candidacy
- ❑ File application for graduation (see current Graduate Catalog or Academic Calendar for deadline)
- ❑ File an electronic copy of the project with the department office

Fourth Semester—thesis track (3 hours)

- ❑ Completion of thesis (ART 5950)
- ❑ File application for graduation (see current Graduate Catalog or Academic Calendar for deadline)
- ❑ Distribute copies of thesis to graduate committee (minimum one month prior to the defense date)
- ❑ Arrange with graduate committee a date for thesis oral examination (minimum 2 weeks prior to Graduate School's thesis filing date)
- ❑ Secure approval of thesis
- ❑ Complete corrections, secure proper signatures, and submit thesis to the Graduate School

*NOTE: ART 5950 (Thesis) is repeated for a minimum of 6 hours credit. The Graduate School requires that once enrollment in 5950 is initiated, you must continue enrolling each subsequent long semester until you complete your thesis. Your research may take longer than two semesters to complete.

**NOTE: Student may repeat AEAH 5849 during one other long semester.

Total: Minimum 30 credit hours (36 for non-thesis)

CHANGE OF MAJOR

To change your major, you must complete a Change of Major form, available at the Graduate School. If you are changing your major from art history to art education, or vice versa, please submit a new letter of intent to the Department of Art Education and Art History to be included with your original application file. You may wish to submit additional application materials as well. Your original application file will be circulated among the faculty of the new major for an admission decision, and you will then get a letter stating your admission status and any deficiencies that must be completed to begin your new course of study.

If you are changing your major from art education to any other program, including other programs within the College of Visual Arts and Design, please contact that area to determine what needs to be submitted for application to that particular program.

Should you want to switch options within the master's degree in art education, you must complete a new degree plan.

CERTIFICATION PROGRAM IN ART MUSEUM EDUCATION

Certification in art museum education at the University of North Texas is intended to provide professional training for post-baccalaureate students who desire careers in areas of art museum education or expertise in the use of art museums as educational resources. Those who successfully complete the program will

possess the skills to develop and implement educational programs for art museum audiences of varied ages and backgrounds.

Art education and art history program offerings combine to provide outstanding content for practitioners in art museum education. The program consists of eighteen credit hours, including seminars in the history and theory of art museum education, current practices in museum education, roles and functions of art museums, political action and advocacy in the visual arts, and a six credit hour internship in an art museum. You may complete the course work on its own, or in conjunction with your master's degree, with a portion of the course credits counting towards both the degree and the certification.

CERTIFICATION PROGRAM IN ARTS LEADERSHIP

The certificate in arts leadership is designed to provide graduate students in the visual arts and music with special preparation in arts leadership. Within a broad definition of leadership, the certificate in arts leadership addresses four essential components: (a) opportunities to become a credible professional, (b) opportunities to become thoroughly grounded in the issues facing the arts and arts education, (c) opportunities to understand the broad spectrum of constituents with whom arts leaders must interact and (d) opportunities to develop specific leadership skills. Admission to the certificate in arts leadership requires an undergraduate degree in either visual arts or music, and either a master's degree in visual arts or music or current enrollment in a master's or doctoral degree program in visual arts or music at the University of North Texas. Coursework for certification consists of 12 hours of courses in politics and advocacy, supervision, and multimedia, and a six credit hour internship in an arts organization. You may complete the course work on its own, or in conjunction with your master's degree, with a portion of the course credits counting towards both the degree and the certification.

NON-THESIS OPTION

COMPREHENSIVE EXAMINATION

All art education master's degree students in the non-thesis tracks of Option I and III must take and pass a comprehensive examination in addition to completing the required course work in order to graduate. The examination can be taken after the student has completed 27 hours of course work, which must include the master's degree core courses, and be accepted to candidacy. The examination will be administered during a specified time in the fall and spring semesters, usually beginning one week before school starts; consult the major professor for the dates. To be able to take the comprehensive examination, a student must notify the major professor **one long semester** in advance of the semester in which he or she will be taking the examination and fill out the appropriate form to register for the examination. If the student does not already have a degree plan on file, one must be completed prior to taking the examination. See Form 1 for document to schedule the comprehensive examination.

COMPREHENSIVE EXAMINATION COMMITTEE

In advance of the semester in which the student plans to take the comprehensive examination, the

student needs to constitute a comprehensive examination committee consisting of at least two members of the UNT art education graduate faculty. The student must formally ask and gain agreement from each member to serve on the committee. A student begins the selection process by choosing a major professor and consulting with this professor in selecting the remaining committee member. Once the comprehensive committee is constituted, it cannot be changed without approval of the Chair of the Department of Art Education and Art History. Selecting committee members is, therefore, an extremely important process.

COMPREHENSIVE EXAMINATION CONTENT

The comprehensive examination consists of three questions. All of the questions will require an essay response of ten to twelve pages. The student will have ten days to research and write the responses. The student should consult with the major professor in deciding which committee members will represent the content areas from which the questions will be derived.

The content of the question will come from (1) the history of art education/foundations in art education, (2) curriculum and assessment, (3) research methodology, or (4) an area of student interest or specialization, including technology, aesthetics, criticism, museums, and visual culture. Each question will require the student to synthesize theory and practice in art education in a problem-based context. The student's area(s) of interest and career direction will be considered in designing the questions. The student should meet with each comprehensive examination committee member personally to discuss the content of the question the faculty member will pose.

ADMINISTRATION OF THE COMPREHENSIVE EXAMINATION

The faculty of the art education program will specify a time for the comprehensive examination. Usually, the examination period will begin one week before the start of the semester. The major professor will coordinate the administration of the examination during this specified time. To commence the process, the major professor will call for the examination questions from the committee members. Once the examination questions are received, the major professor will deliver to the student, through electronic or hard copy, all three questions. When the student has completed the responses within the allotted time of ten days, the student emails an electronic version of the responses to both the major professor and the committee member posing the question. The student also provides the committee member responsible for the question a hard copy of the response, if the professor requests one. The major professor will have a clean copy of each response with indications of the student's performance placed in the student's file in the department office. In a timely manner, usually two weeks after all examination responses have been delivered, the major professor will notify the student as to whether or not the student passed the examination.

All responses to the questions should appear in the proper format as recommended by the *Publication Manual of the American Psychological Association* and represent the student's growth in knowledge of the topics or issues beyond what was offered during course work.

COMPLETION OF THE COMPREHENSIVE EXAMINATION

The student must pass all three questions. Should a student fail one or more of the questions on the comprehensive examination, the student will have one opportunity to retake the portion of the examination that was not passed. If the student is not successful after the second try, the student will be dismissed from the Master of Arts program in art education even though all courses have been successfully completed.

FORM 1: APPLICATION TO SCHEDULE COMPREHENSIVE EXAMINATION

Copies of all forms are available in the department office.

Application to Schedule Comprehensive Examination
Department of Art Education and Art History
College of Visual Arts and Design

Name _____

Student ID # _____

Degree Track: Option 1 or 3 (circle)

Address _____

Phone _____

e-mail _____

Committee

The following professors have agreed to serve on my comprehensive committee.

1. Major Professor: _____ Date: _____

My question will focus on this content area: _____

2. Committee Member: _____ Date: _____

My question will focus on this content area: _____

3. Optional Minor Professor: _____ Date: _____

My question will focus on this content area: _____

Content Areas/Specializations for questions may be drawn from: (1) the history of art education/foundations in art education, (2) curriculum and assessment, (3) research methodology, or (4) an area of student interest or specialization, including technology, aesthetics, criticism, museums, and visual culture. Your questions must be drawn from 3 different content areas.

In addition to satisfactorily completing all required coursework on my degree plan, I understand that I must also pass all three comprehensive examination questions in order to fulfill the requirements for the Master of Arts in Art Education degree. If I fail any question, I have the option to answer a different question from the same content area again the following semester. If I do not pass any question on the second attempt, I will not be granted a Master of Arts in Art Education.

I understand the above statement:

(Name) _____ (Date) _____

Filed in the Department of Art Education and Art History Office: (Staff initials) _____ (Date) _____

Note: It is the responsibility of the graduate student to obtain all necessary signatures/information on this form and to file this in the Department of Art Education and Art History office no later than mid-point of the (long) semester preceding the semester you wish to schedule the examination. (that is if you wish to take the exam in fall, this must be on file no later than mid-March.) Exams will be administered once during the fall, spring, and summer. Check with the art education program coordinator for examination date schedule.

PROJECT OPTION

THE PROJECT

The project is a practice-oriented investigation, which is acted upon, studied, and presented in writing as a formal report. Possible projects may include the following:

- 1) Conducting a research project;
- 2) Constructing a year-long curriculum, with a philosophical statement, tracing theoretical ideas that inform the framework;
- 3) Writing a grant in support of a program initiative;
- 4) Serving the community, such as developing and implementing a series of workshops offered to area educators, or children and their families, with a philosophical statement, tracing theoretical ideas that inform the framework;
- 5) Writing an article for a state or national publication;
- 6) Organizing and facilitating a colloquium, with a written component tracing the theoretical ideas that inform the framework.
- 7) Exhibiting a body of work, with a written component tracing its development.

The project must be conducted and written to meet the standards established by the Toulouse School of Graduate Studies and the faculty within your major and is undertaken with the guidance of your major professor and project committee. Your committee may require you to do a number of related projects depending on the depth of the investigation proposed. See Form 2 for the document to be completed in selecting your graduate committee and receiving approval on your proposal for the project.

The project requirement is met by following these steps:

- 1) choosing one or more related project investigations;
- 2) proposing the project to your committee by writing a formal proposal and defending it;
- 3) constructing, researching and implementing the project;
- 4) writing and organizing the formal report;
- 5) presenting the project report before the committee;
- 6) submitting the revised, final draft of the formal report of the project as an electronic PDF file to the Department of Art Education and Art History.

REGISTERING FOR THE PROJECT

After completing all regular course requirements, you must enroll in AEAH 5849 for six credit hours. AEAH 5849 is a course that does not require continuous enrollment. Should you not complete the project in one semester, your major professor may allow you continue your work for one addition semester by enrolling in AEAH 5849 a second time.

FORM 2: COMMITTEE DESIGNATION AND PROJECT PROPOSAL APPROVAL

Copies of all forms are available in the department office.

**Committee Designation and Proposal Approval
Department of Art Education and Art History
College of Visual Arts and Design**

Student: _____ Date: _____

Degree Sought: _____

Major: _____ Minor: _____

Project Title: _____

Project Components and Description _____

COMMITTEE NAMES PRINTED

APPROVAL SIGNATURES

Major Professor

Minor Professor

Committee Member

Committee Member

Comments:

WRITING THE PROJECT

After you have chosen a major professor and submitted a degree plan, you should work closely with your major professor to develop a plan for implementing and reporting the results of your practice-based project. Your committee must approve your proposal for the project and if applicable, the Institutional Review Board (IRB) must review your procedures for research **before data can be collected and the report written**. IRB guidelines and review application procedures are available on the IRB website - <http://research.unt.edu/compliance/humans.html>.

Your major professor will guide you in the extent to which the other committee member should be involved during the writing process. Write clearly, concisely, and completely. The finished report should be so well written that persons outside of art education should be able to understand your research. Remember, the major professor is not an editor. You may be asked to employ the services of a professional editor if your major professor feels that you need this assistance with your writing. The major professor determines when the writing process is complete.

It is the responsibility of the student to secure any necessary rights of reproduction. The report must be typed and submitted according to the most current APA style manual and the standards established by UNT's Toulouse School of Graduate Studies.

THE PRESENTATION

Once the project is deemed finished by the major professor and the committee, the oral presentation of the project is scheduled. You do not initiate a meeting of the committee; the major professor decides when the student is ready for the presentation. Then you are responsible for:

- ❑ working with your major professor to obtain a date, time, and place that is agreeable to all members of the committee,
- ❑ submitting the draft of the completed report to all committee members in the format (electronic or hard copy) they prefer **two weeks prior to the projected presentation date**, and
- ❑ emailing a presentation date reminder to the committee members three days prior to the event.

Presentations must be scheduled at least two weeks before the end of the semester, thereby providing time for any required changes in the final report. This also means that no presentation can be scheduled during the final examination week. During the presentation, the student should be prepared to discuss the development, implementation, and implications of the project and be open to questions that require sound and scholarly knowledge of your subject, befitting a candidate for the Master of Arts degree.

Once you have successfully presented your report, your major professor and other committee members will sign the Final Defense Form noting the results of your presentation.

SUBMISSION OF THE PROJECT

Once your major professor and the committee have agreed that the project is finished, you must file an electronic copy of the project as a PDF file with the department office. The PDF file would include reproductions of the images displayed in an exhibition as well as written reports. Your major professor will file your grade for the project once it is confirmed that the electronic copy has been submitted to the department office.

THESIS OPTION

THE THESIS

The thesis is an extended research project. Properly done, a thesis contributes to a particular body of knowledge, and reflects favorably upon the university, your major professor, and you. It must be conducted and written to meet the standards established by the Graduate School and the faculty within your major. Some of the most important responsibilities of the major professor will occur in this portion of a student's graduate studies. It is imperative to work closely with the major professor in developing the thesis proposal, as well as during the writing and organizing of the thesis itself. While developing your thesis, you must have expertise in the subject, access to relevant materials, and knowledge of and ability to apply research methods. See Form 3 for the document to be completed in selecting your graduate committee and receiving approval on your proposal for the thesis.

The thesis requirement is met by following these steps:

- 1) choosing a thesis topic;
- 2) proposing the thesis topic to your committee by writing a formal proposal and defending it;
- 3) researching, writing, and organizing the thesis paper;
- 4) defending the thesis before the committee;
- 5) having the thesis reviewed and edited by the Graduate Reader in the Graduate School; and
- 6) submitting the revised, final draft of the thesis to the Graduate School according to the Graduate School's specifications.

REGISTERING FOR THE THESIS

After completing all regular course requirements and attaining candidacy, you must enroll in ART 5950 for the thesis. ART 5950 is a course in which you must continuously enroll each long semester until completion of the thesis. It may take more than two semesters to complete the thesis. A grade of "PR" is recorded in these classes until the thesis is completed and defended, at which point a formal grade will be assigned. Faculty members are not obligated to work with students during the summer. Therefore, if you wish to consult with committee members during the summer, you must get their approval in advance.

NOTE: To guide and assist you in preparing your thesis, you should purchase and read carefully the most recent edition of the *Publication Manual of the American Psychological Association*.

FORM 3: COMMITTEE DESIGNATION AND THESIS PROPOSAL APPROVAL

Copies of all forms are available in the department office.

**Committee Designation and Proposal Approval
Department of Art Education and Art History
College of Visual Arts and Design**

Student: _____ Date: _____

Degree Sought: _____

Major: _____ Minor: _____

Thesis/Project Title: _____

COMMITTEE NAMES PRINTED

APPROVAL SIGNATURES

Major Professor

Minor Professor

Committee Member

Committee Member

Comments:

WRITING THE THESIS

Producing a thesis is materially different from writing a term paper for a class. You should work closely with your major professor to develop a plan for writing and reporting the results of your research. Your committee must approve your proposal for the thesis and the Institutional Review Board (IRB) must review your procedures for research **before data can be collected and the thesis written**. IRB guidelines and review application procedures are available on the IRB website -- <http://research.unt.edu/compliance/humans.html>.

Your major professor will guide you in the extent to which other committee members should be involved during the writing process. Write clearly, concisely, and completely. The finished thesis should be so well written that persons outside of art education should be able to understand your research. Remember, the major professor is not an editor. You may be asked to employ the services of a professional editor if your major professor feels that you need this assistance with your writing. The major professor determines when the writing process is complete.

Generally, the thesis document includes:

- ❑ the title page;
- ❑ an abstract;
- ❑ a table of contents;
- ❑ chapters that may include an introduction, a review of literature, a methodology for the research, an analysis of the data, and implications of the research
- ❑ reproductions, charts, or illustrations, which must be clearly marked;
- ❑ a complete bibliography of all works cited;
- ❑ an appendix, which may include a list of illustrations or instruments, if they are used.

It is the responsibility of the student to secure any necessary rights of reproduction. The abstract must be written after the major professor approves the thesis. This abstract—which is restricted to 150 words, double-spaced—presents the statement of the problem, sources of data, organization of the thesis, contents of each chapter, findings, conclusions, and recommendations.

The thesis must be typed and submitted according to the most current APA standards and UNT regulations. The Toulouse School of Graduate Studies has a document entitled *Thesis and Dissertation Manual*. Be sure to follow this manual. You may print a copy of it from the Graduate School's website – www.tsgs.unt.edu. For the correct bibliographic format, please consult the APA style manual.

If there are any unusual aspects of the thesis—for instance, illustrations or personal interviews—you are responsible for checking with the Graduate School to learn the correct methods for handling anything that is not covered by the official manual.

THE DEFENSE

Once the thesis is deemed finished by the major professor and the committee, the oral defense of the thesis is scheduled. You do not initiate a meeting of the committee; the major professor decides when the

student is ready for the defense. Then you are responsible for:

- ❑ working with your major professor to obtain a date, time, and place that is agreeable to all members of the committee,
- ❑ submitting the draft of the completed thesis to all committee members in the format (electronic or hard copy) they prefer **one month prior to the projected defense date**, and
- ❑ emailing a defense date reminder to the committee members three days prior to the event.

It is your responsibility to ensure that this thesis defense is completed prior to the deadline published in the UNT *Graduate Catalog*. The deadline usually falls about six weeks before the end of each regular long semester. The College of Visual Arts and Design policy requires that the thesis defense must be scheduled at least two weeks before the deadline, thereby providing time for any required changes in the final thesis before the university deadline. In addition, no thesis defense can be scheduled during the final examination week.

All graduate students experience a certain amount of apprehension concerning the oral examination. This is natural. Bear in mind, however, that if your major professor did not think you were ready for the examination, it would not have been scheduled. The oral examination covers only the thesis. Be prepared to discuss both the content and procedures used in its preparation. You should be thoroughly familiar with it, inasmuch as you researched and/or executed and wrote it. Therefore, you should be confident in your defense. The types of questions vary, but you will be expected to demonstrate sound and scholarly knowledge of your subject, befitting a candidate for the Master of Arts degree.

Once you have successfully defended your thesis, your major professor and other committee members will sign the Final Defense Form noting the result of your defense. This form is forwarded from the Graduate School, specifically for you, to the department office prior to your defense, and must be returned to the Graduate School with signatures prior to, or accompanying, the submission of your thesis. Your major professor will obtain the form from the department office and bring it to the defense. No other document will be accepted for this purpose.

Note that each member of the art education faculty requires one month to read final drafts of theses. In addition, the art education faculty will not meet during final exam week to evaluate proposals or attend defenses.

SUBMISSION OF THE THESIS

The Graduate School requires that all theses be formally filed with them in electronic format only. Please refer to the Toulouse School of Graduate Studies' *Thesis and Dissertation Manual* for up-to-date information on the latest procedures and format options for thesis submission.