

College of Design, Architecture, Art, and Planning
School of Art

Master of Art Education

2017-2018 HANDBOOK

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INTRODUCTION

UC GRADUATE SCHOOL

This Handbook of the Master of Arts in Art Education contains the specific rules and regulations that apply to students in the Art Education program offered by the school. The contents comply with the rules and policies of the Graduate School of the University of Cincinnati. Students should also familiarize themselves with the contents of the University of Cincinnati Graduate Student Handbook: http://grad.uc.edu/student-life/graduate_studenthandbook.html

DAAP GOVERNANCE AND ADMINISTRATION

The role of the Office of Graduate Studies and Research in the College of DAAP, is to support the School of Art Graduate Programs by assisting the school in carrying out its graduate program mission, updating policies and procedures from the University and the College, ensuring graduate student awards are distributed in a responsible manner, and mediating/resolving conflicts.

STUDENT RESPONSIBILITIES

- Know your rights and responsibilities regarding Graduate Study at the University of Cincinnati by familiarizing yourself with the contents of this Handbook
- Ensure that you have a curricular plan or equivalent
- Ensure that you receive an annual review in writing
- Be aware of all deadlines (thesis submittal, graduation registration, etc.)

MASTER OF ARTS IN ART EDUCATION INTRODUCTION

The *Master of Arts in Art Education* is a boldly designed Master's degree in creative thought and action in the College of Design, Architecture, Art, and Planning (DAAP). *The Master of Arts in Art Education* prepares today's teachers and future educators to address ongoing social change.

Our mission is to educate artists, designers, architects, and creative practitioners to teach visual arts and design in diverse settings that include public and private schools (kindergarten through university-level), museums, community programs, corporate settings, hospitals, long-term care facilities and rehabilitation centers. Professionally trained creative educators can facilitate transformative experiences for all learners, activating connections between art & design in the everyday and harnessing the power of imagination to address current issues.

Graduates of the Master in Art Education Program will be able to:

- Institute ***Innovative Pedagogy*** to develop creative ways to teach, not just art content, but integrated visual arts techniques into other fields including the STEM disciplines. This addresses a currently identified need.
- Demonstrate ***Teaching and Research Skills*** that don't just translate, but *transform* the world via arts-based research, collaboration, and reflective practices to actively solve problems and implement real world solutions via design, art, and architecture.
- Establish the ***Practice of Agency*** to be critically reflective and responsive educators, designers, artists, directors, innovators, entrepreneurs, and developers.
- Exemplify a ***Collaborative Ethos*** to create an 'open-thinking' mindset to teach and work with varied

stakeholders across disciplinary lines, forming innovation teams in industry settings and entrepreneurial situations.

- Promote leadership in ***Creative Teaching and Inquiry***. Recognize and establish education and inquiry practices in multiple settings in industry and academia and to become thought leaders for organizations.
- Generate Spaces of ***Critical Education Play*** by creating teaching and learning spaces or 'laboratories' (innovation spaces, maker spaces, hacker spaces, etc.) that support the development of creative teaching and research.

FEATURES OF THE MASTER OF ARTS IN ART EDUCATION PROGRAM:

- (1) Experiential learning emphasis.
- (2) Leading-edge, transdisciplinary research and collaborations within the college, university and community:
- (3) Customizable curriculum that supports creative approaches for addressing emergent and unscripted challenges across cultures.

OHIO LICENSURE OPTION

The Master of Arts in Art Education degree may be integrated with the 36-39-credit-hour Ohio Visual Arts Licensure Program. Some graduate level licensure courses may be applied toward requirements for the MA in Art Education degree.

APPLICATION AND ADMISSION

APPLICATION

The application can be found on the [Graduate School](#) website. Applications should be completed carefully and accurately. Once an application is submitted, it can no longer be edited. The completed application should be received by **January 15** for the following fall. GRE or GMAT tests are not required for the MA ARTE program.

Requirements to apply for the MA ARTE program can be found here:

http://daap.uc.edu/academics/art/m_art_education/admission_requirements.html

Application materials are submitted online at UC's Graduate School website:

<http://grad.uc.edu/admissions.html>.

ADMISSION

UC Graduate Admissions Policy – see UC Graduate Handbook. For inquiries about your admission process contact the School of Art office.

INTERNATIONAL STUDENTS

The Master of Arts in Art Education seeks to promote a culture of international dialogue and collaboration. International students are valued members of our academic community.

International Students, General Information - See UC Graduate Handbook and <http://www.uc.edu/international/services.html>

International students can be admitted only if they qualify for full graduate standing. International students must fulfill U.S. Immigration Service requirements and must register with UC International Services during their permanence in the program.

ENGLISH PROFICIENCY REQUIREMENT

Completion of the Online Oral English Proficiency Test for Academic Purposes is required, even if language test scores meet the minimum requirement: http://cech.uc.edu/centers/cesl/placement_tests/OEPTAcademic.html

CO-OP

Co-op is not a part of the Master of Arts in Art Education program, however opportunities for professional and community engagement are an integral part of our teaching and learning strategies. Students may also be able to tailor their own experiential learning opportunities in the program.

DEGREE REQUIREMENTS AND CURRICULUM

COURSE OF STUDY

The 30-36 credit hour MA degree emphasizes synergistic relationships among teaching, arts-based research (ABR), and partnerships with community, schools, healthcare institutions, and industry collaborators. A customizable curriculum allows students to tailor their graduate studies to focal areas such as museum studies, creative pedagogy, international arts education, arts writing, and more.

CREDIT HOUR REQUIREMENTS

- 12 semester credit hours: Art education research core
- 6 semester credit hours: One studio course; One historical perspective course
- 6 semester credit hours: Teacher education studies
- 6-12 semester credit hours: Graduate special interest courses (tailored to your area of specialization)

PROGRAM REQUIREMENTS

- Successful completion of 30-36 semester hour credits
- Successful First-Year Review
- Successful completion of Master's Research Project

FIRST-YEAR REVIEW

All full-time, first-year art education graduate students must successfully pass a faculty review in order to continue in the program. The 60-minute review consists of the student's visual and oral presentation of representative

examples of their work to date along with a self-assessment of their progress. The purpose of the review is to evaluate general degree progress and to establish a timeline and goals for the student's research project development.

Reviews are normally scheduled in April of the spring semester. The student has two opportunities to successfully pass the review. Failure to pass the second review can result in termination of the student's program. Timing of first-year reviews of part-time students will be set by the Coordinator of Graduate Programs in consultation with the student.

The review committee is comprised of at least three (3) full-time Art Education faculty members and other full-time University of Cincinnati faculty, as appropriate to the student's focal research interest. Students should encourage faculty they have worked with to offer input for their review. The faculty will vote during a post-review meeting to rate a student's progression in the program. The student will be informed in writing of their progress following the post-review meeting.

REVIEW OUTCOME

The review decision will be delivered in two ways:

- Pass-Satisfactory progress
- Probation-Satisfactory progress with re-review scheduled for the following semester.

If two consecutive unsatisfactory reviews occur the student will be dismissed from the Art Education Masters Program.

STUDENT SELF ASSESSMENT FOR THE FIRST YEAR REVIEW

As part of the First Year Review, each art education graduate student is required to provide a self-assessment of their progress in the program. The self-assessment should be two pages in length and address the student's progress to date including courses taken, academic performance and goals, studio practice, research interests, and professional activities. This self-assessment will serve as a foundation for discussion and evaluation of student progress at the review; the self-assessment will also shape the development of the student's individualized research plan in consultation with review faculty.

GRADUATION

Graduation: See UC Graduate Handbook for policy information. See the Graduate Website for information on deadlines for grade changes and applications: <http://grad.uc.edu/student-life/graduation.html>. All changes of grade must be completed by the deadline specified for that year. If not, the student will not be certified for graduation.

The University requires that all fines (library, parking fines, etc.) be paid before the student can receive a diploma.

COURSE REGISTRATION

REGISTRATION

Students should meet with the Coordinator of Graduate Programs before registering in order to discuss the program of study. Registration is conducted online through Catalyst or One Stop: <http://catalyst.uc.edu>. Be sure to register as early as possible each semester to ensure that there is maximum choice of course offerings. Graduate courses are at 6000 level and above.

Students are responsible for reaching out to the Coordinator of Graduate Programs with any questions about their academic progress, course registration, and to address any other questions or concerns.

ELECTIVES, COURSE PERMISSIONS, ETC

Academic electives must be at graduate level (6000 or higher) to count towards your degree.

ADVANCED STANDING AND COURSE WAIVER

If a student has taken a course as part of their undergraduate curriculum that is substantially the same as a required graduate-level course, the student may apply for a waiver of the requirement. The student must petition the Coordinator of Graduate Programs in writing, and provide proof of the claim, such as the syllabus, samples of assignments and tests, a letter from the instructor, etc. The relevant Art Education Faculty will advise as to whether the proof is sufficient. If granted, the required course is waived, but the student receives no credit hours and still must meet the MA program credit hour requirement.

Relevant graduate level courses completed at the University of Cincinnati or another accredited college or university may be applied toward the art education master's degree. These courses are normally applied to the elective portion of the curriculum. In no case may the number of advanced standing hours be more than one-half of the total number of credits required for the degree. The determination of advanced standing will be made by the Coordinator of Graduate Programs who will then petition the Dean of the Graduate School for advanced standing credits for the student involved.

See UC Graduate Handbook for policy on Advanced Standing and Course Waiver.

INDEPENDENT STUDY

Independent Study in Art Education (ARTE 7040 - 1-3 credits) This is a self-directed, elective course of study undertaken with faculty supervision on a topic beyond that which is available within the curriculum. In consultation with faculty mentor, a student creates a written proposal for a course of study, including methodology, timeline, and goals which will be carried out over the duration of the semester. At term's end, the results of the student's inquiry are evaluated and grades are submitted by the mentor to the faculty-of-record for posting.

GRADUATE CREDIT AND GRADES

Graduate Credit – See UC Graduate Handbook

GRADING

See [UC Office of the Registrar's Graduate Grading Scale and Description](#)

ACADEMIC PROGRESS AND STANDARDS

MINIMUM STANDARDS

The minimum standards for the Master of Art Education are as follows:

A student must accumulate a grade point average (GPA) of at least 3.0 to obtain a master's degree at the University of Cincinnati. At least two-thirds of the minimum graduate credits for the degree must be at a level of B or higher. In alignment with the Graduate School's grade policy, the Master of Art Education degree program requires a minimum grade point average (GPA) of 3.0. Grades for courses that fulfill the program requirements of the Master of Art Education degree must be 3.0 or higher. Procedures for dismissal from the Art Education Masters program can occur when academic performance falls below program minimum standards. At any point of the semester, if students are experiencing academic difficulties, they should contact the School of Art Coordinator of Graduate Programs immediately for an advising meeting.

PROBATION/DISMISSAL

The MA ARTE Program abides by the Graduate School standards.

A student who falls below the overall average of a 3.0 GPA will be placed on probation. The Graduate Program Coordinator will issue a letter of probation, warning of this status. Probation will cease once the student has increased their GPA to a 3.0 or above. A student who has a Graduate Assistantship and is placed on probation may lose their assigned work position. If the student's cumulative average does not improve for another semester, the student will be dismissed.

Other instances, such as academic misconduct or inappropriate behavior may also lead to probation or dismissal. Please see the Student Code of Conduct: http://www.uc.edu/conduct/Code_of_Conduct.html

GRADUATE STUDENT ANNUAL REVIEW

In the Master of Art Education program, the First-Year Review serves as the mandatory annual review.

TIME LIMITATIONS

To maintain graduate status at the University of Cincinnati, students must register for at least one graduate credit per academic year. International students should refer to the UC Graduate Handbook, section "Reduced Course Load (International Students)".

A master's student must complete all requirements for the degree no later than five years from the date of matriculation into the program. Under extenuating circumstances students may petition the Graduate School, through the school and college, for extension of this time limit. See the Coordinator of Graduate Programs for the proper form needed for an extension.

LEAVE OF ABSENCE, WITHDRAWAL FROM PROGRAM, CHANGING DEGREE PROGRAMS

See UC Graduate Handbook.

TUITION AND FINANCIAL SUPPORT

TUITION

See [UC Costs](#).

MA ARTE graduate students may obtain financial support from several sources. The University of Cincinnati provides merit-based graduate awards in the form of tuition scholarships, graduate assistantships (including teaching and research assistantships), and program-specific scholarships and fellowships. Scholarship and fellowship support is also available from a diverse collection of external sponsors at the local, state, national, and international levels. Need-based support may be obtained from federal and state sources.

GRADUATE SCHOLARSHIP AWARD – COLLEGE OF DAAP

The Graduate Scholarship Award in the College of DAAP is merit based and highly competitive. Graduate Scholarship Awards are offered for full or partial tuition. University fees are not included in this award. To remain eligible for the Graduate Scholarship Award, a student must be enrolled full time (minimum of 12 credit hours) and achieve a satisfactory level of academic performance (3.0 GPA or better).

Awards can only be guaranteed for a maximum period of one academic year, and renewal of a university graduate award is not automatic. The School of Art is not obligated to renew awards for prior awardees, even if previously awarded students meet all minimum guidelines.

GRADUATE ASSISTANTSHIPS – COLLEGE OF DAAP

Graduate Assistantships are available to students enrolled in a full-time program, i.e., at least 12 semester hours each term.

Graduate Assistantships (GA) provide a competitive stipend. GA's perform primarily in an instructional capacity. They typically assist in the undergraduate theory and methods courses, the service course provided to College of Education students and the Art Education Resource Library. GA's are awarded for one year, but students who require two years of full-time study (e.g., licensure students) are eligible to be considered for a second-year award. The GA requires approximately 20 hours of service per week to the program.

Awards can only be guaranteed for a maximum period of one academic year, and renewal of a university graduate award is not automatic. The School of Art is not obligated to renew awards for prior awardees, even if previously awarded students meet all minimum guidelines.

Graduate Assistants are also entitled to a discount at the University Bookstore and may be eligible for one of the two Graduate Assistant Health Insurance Awards (see: <http://grad.uc.edu/studentlife/awards/gshi.html>)

OTHER AWARDS

The Financial Aid Office at the University administers a variety of state and federal grants and loans, based on each student's demonstrated financial need. For further information contact the Financial Aid Office at <http://financialaid.uc.edu/>.

DAAP specific scholarships are available to students enrolled in the college's programs. Please check with the School of Art office for the school's scholarship programs: http://daap.uc.edu/admissions/financial/scholarships1/college_wide_scholarships.html

POLICIES AND PROCEDURES

PROGRAM STANDARDS

The Graduate Handbook clarifies minimum university-level requirements and policies that apply to all graduate students throughout the University of Cincinnati. Beyond these, each student is also expected to adhere to requirements, policies, and procedures specific to his/her own degree program and college.

RECORDS PRIVACY, FERPA, RIGHT TO REVIEW

The Family Educational Rights and Privacy Act of 1974 (FERPA), is the federal law that governs the release of and access to student education records. FERPA affords students certain rights with respect to their education records. For the complete FERPA information, consult the [FERPA and Records Privacy page](#) of the Registrar's Office website. Once you have been enrolled, you have the right to review your educational records, except for those excluded by law (physician, psychiatrist, or parent's financial statement). If you need to review such records, you should prepare an appropriate explanation or interpretation, and see Coordinator of Graduate Programs.

NOTICE OF NON-DISCRIMINATION

The MA ARTE program of the University of Cincinnati reaffirms its policy that discrimination on the basis of race, gender, color, religion, national origin, sexual orientation, handicap or age will not be practiced in any of its activities. The full policy can be read here: [Notice of Non-Discrimination \(http://www.uc.edu/about/policies/non-discrimination.html\)](http://www.uc.edu/about/policies/non-discrimination.html).

STUDENT CODE OF CONDUCT

It is expected that students will conduct their relationships with faculty and others in a professional manner. The [Student Code of Conduct](#) in the UC Graduate Handbook defines the behavior expected of all University of Cincinnati students. In this document, behavior considered misconduct is defined, and the possible sanctions or penalties are outlined to which the students are subject to as the consequences of misconduct. Students have the responsibility for being honest in carrying out any written, oral, or studio assignment. A student who has been dishonest in coursework will receive a grade of "F" for that course. Typical actions which are considered dishonest include: plagiarism - defined herein as using the conceptual framework and/or words of others without proper referencing; deception of effort; unauthorized assistance; and cheating on exams - defined as both "copying" and "using unauthorized notes". In such cases, the Coordinator of Graduate Programs will issue a letter of warning to the student with a copy placed in the student's departmental record. A second infraction will result in immediate dismissal. Any student who willingly aids another in academic dishonesty will receive the identical penalty.

RESPONSIBLE CONDUCT OF RESEARCH

See UC Graduate Handbook and for IRB protocols: <http://grad.uc.edu/student-life/news/irb-profile.html>

GRADUATE STUDENT GRIEVANCE PROCEDURES

Grievance procedures have been established to provide graduate students with a formal opportunity to address grievances arising out of their academic relationships with their department, college and University of Cincinnati. See the UC Graduate Handbook for Grievance Procedures.

GENERAL INFORMATION

ACADEMIC RESOURCES AND STUDENT RESOURCES

The University of Cincinnati is a comprehensive, urban university and a member of the State system. Located on five campuses, the University has seventeen component colleges and divisions that provide a wide range of undergraduate, graduate and professional programs. About 44,000 students are enrolled at the University. The main campus is located in the hilltop section called Clifton, readily accessible to a variety of housing, a few blocks from three interstate highways, yet only minutes away from the downtown center and other cultural resources. Two hundred acres and an adjoining park give the University one of the more spacious of urban campuses. A municipal university until 1974, the University of Cincinnati and its programs continue to enjoy close relations with the city's agencies, institutions, and businesses; many of which provide resources for the School of Art.

The City of Cincinnati is an attractive city on the picturesque Ohio River. The three-state metropolitan area has a population of 1.5 million people. Cincinnati boasts an accessible and pleasant downtown area, a fine resident symphony orchestra and ballet company, accomplished amateur and professional theater groups, and a summer opera series. An outstanding system of city and county parks makes outdoor recreation both inexpensive and convenient. The Art Museum is one of the earliest collections in the United States and is still considered one of the finest. The NEW (2003) Contemporary Arts Center brings a contemporary and experimental dimension to the art life of the city, while the famous Taft Museum is among the best private collections open to the public. Numerous private and commercial galleries hold continuous exhibitions that offer the graduate student additional opportunities for viewing contemporary art.

The College maintains The Philip M. Meyers, Jr. Memorial Gallery in the Steger Student Life Center on the Clifton Campus, and the Reed Gallery in the DAAP building which hold a broad range of exhibitions of the work of students, faculty, and invited artists.

The University Library System has a collection of over 1.7 million bound volumes and includes (but is not limited to) the Langsam (Central) Library with its general research collection emphasizing the humanities and social sciences, the DAAP Library with its strong collection of Art and Art History related volumes, the CCM library which houses materials on the performing arts, and the Classics Library, with its excellent collection of books on ancient Greek and Roman art and ancient and medieval art and architecture. The University's holdings are complemented by the fine Public Library of Cincinnati and Hamilton County and by the Library of the Cincinnati Art Museum, as well as the Lloyd library, and the Taft Museum library. Our graduate program is the Fine Arts Chapter of the Graduate Student Governance Association, and information about the role of this organization can be found at: <http://www.uc.edu/gsga/>.

The School of Art office is housed in the College of Design, Architecture, Art, and Planning. The graduate studio facilities support most needs of graduate student research.

HEALTH INSURANCE

Students are required to have health insurance. For more information see: <http://med.uc.edu/student-health-insurance>

INTERNATIONAL STUDENTS

See: <http://www.uc.edu/international/services.html>

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FORMS

Graduate Student Annual Review
Independent Study
Leave of Absence
Art Education Research Project Committee Agreement
Art Education Research Project Development Plan