

***Handbook
for MA Students in
Art Education***

***School of Art and Design
University of Illinois at Urbana Champaign***

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Master of Arts in Art Education

Welcome

Welcome to the art education MA program at the University of Illinois at Urbana-Champaign. The faculty in art education look forward to our time together in pursuit of knowledge about art education theory, research and practice. This advisory is a brief summary of recommendations, requirements, guidelines and events that will help you navigate the MA art education program at UIUC. Please remember that the requirements of the Graduate College override anything in this Handbook (if there is a difference). You should read the Graduate College advisory booklet, available on line at: www.grad.uiuc.edu/

The program is discussed in the following sequence: general information about the program, teaching assistantships, the course of study, academic advising, and a range of other comments to help understand the processes involved.

General Information

Graduate College. For more detailed information relevant to graduate students go to the Graduate School website: www.grad.uiuc.edu/. This site contains a wide range of information including: getting started, funding, health, housing, transport, university recourses from A to Z, and community services. Under the heading “Thesis Office” you will also find detailed descriptions of requirements regarding the thesis, including important deadlines. This section should be examined well before you deposit your thesis.

Rules governing your courses are found in this handbook. Exceptions are subject to the approval of the Graduate Coordinator, with the agreement of the whole Art Education Faculty.

A+D Computing Facilities. All graduate students in the School of Art + Design have 24/7 access to the A+D Computing Facilities. Graduate students may obtain access by attending one of the "orientations" to this facility, given at specific times during each fall semester by the A+D facilities staff. Graduate students should watch for e-mail announcements about these orientations and make arrangements to attend one of the orientations at the designated times. Information about the A+D computer labs is available at: <http://www.art.uiuc.edu/content/resources/computer-labs>.

UI Libraries. As a student in the School of Art + Design you have access to one of the nation's most prestigious library systems. Composed of many departmental units, the UI library is the largest public university library on earth. In total, the library holds more than ten million volumes, more than 90,000 serial titles, and more than six million manuscripts, maps, slides, audio tapes, microforms, DVDs, videotapes, laser discs, and other non-print material. If you can't find something on the shelves, you can take advantage of the library's through online database selection and extensive interlibrary loan program. Information about the UI Libraries is available at: www.library.uiuc.edu.

The Krannert Art Museum is adjacent to the School of Art + Design. It boasts an archive of over 8,000 works, and houses rotating exhibits of traditional and cutting edge art. KAM permanent holdings include traditional European and American Paintings, European and American Decorative Arts, pre-Columbian Art, 20th-Century Art, Asian Art, African Art, and Digital Art/New Media. Each year the museum hosts group BFA and MFA exhibitions, as well as a Faculty exhibition. The **Krannert Art Museum Giertz Education Center** is located in the lower level of KAM and circulates education materials to UI students, scholars, local schools, libraries, community sites, and other museums. The education center collection includes art history textbooks, posters, slides, videos, DVDs, docent and curator research archives, teacher manuals and touch kits, art prints and art replicas. Information about the Krannert Art Museum is available at: <http://www.kam.uiuc.edu/>

Teaching Assistantships.

The Art Education program is able to offer a limited number of teaching assistantships. These are 25% assistantships. They carry a modest salary and exemption from paying tuition costs and a partial fee waiver.

Decisions regarding funding, including Teaching Assistantships, are based on students' qualifications and the needs of the art education division. They are made by the whole faculty and are subject to ratification at regular Art Education Faculty meetings.

TAs work under the direction of specific art education faculty members, who serve as their TA Supervisors. They may use equipment and resources available in the TA room for the performance of their TA responsibilities. This includes preparation for teaching, assisting in program events and activities, grading work, and preparing work for exhibitions.

All initial and continuing funding is subject to satisfactory academic progress and satisfactory performance of TA duties. Supervisors will evaluate the performance of TAs working under their direction and will share their performance evaluations with the whole art education faculty. Departmental funding, whether through fellowships or TA appointments, will not extend beyond three semesters for the MA degree. If certification as a teacher is being sought simultaneously, a maximum of two further semesters may be offered.

TA appointments run from August 16 to May 15. Students must plan their time so that they are available during all this time with the exception only of officially designated University holidays.

The program of study

The MA program is designed to provide advanced level professional study for students who are interested in research in art education. It can serve as:

- preparation for a variety of careers, such as museum education, community arts, arts advocacy, arts policy formation;
- professional development for art teachers and supervisors in the public schools;
- preparation for the doctoral degree.

Students seeking this degree take a minimum of 8 graduate level courses (400 and 500 level) making up a total of 32 credit hours of coursework *and* complete a research paper to fulfill the thesis requirement. Completion of the degree takes at least three semesters, though some students take longer. Students must complete a minimum of 20 credit hours (usually 5 courses of 4 credit hours each) with art education program faculty. This does not include the maximum of 4 credit hours students acquire by taking ARTE 503 for being Teaching Assistants. Remaining credit hours can be taken with additional art education courses, from studio, art history, education, or any other graduate courses offered by the university that complement their studies or professional aspirations.

The art education courses offered by the program change from year to year and are available in a separate document. Commonly, these may include:

ARTE 402 Artistic Development
ARTE 480 Popular Visual Culture
ARTE 501 Issues in Art Education: Contemporary Art Practice as Pedagogy
ARTE 501 Issues in Art Education: Art and Cultural Theory
ARTE 501 Issues in Art Education: Research Methodologies in Art Education
ARTE 501 Issues in Art Education: Writing for Publication
ARTE 502 Curriculum Development in Art
ARTE 503 Professional Teaching Seminar
ARTE 505 Foundations of Art Education
ARTE 591 Independent Graduate Studies (4 credit hours)
ARTE 591 Independent Graduate Studies: Art Education Forum (1 credit hours)

ARTE 599 Thesis Research

Note that ARTE 501 is a shell course, that is, a number for different topics can be explored in different semesters under this number. It can be repeated for credit. Students should be alert to what is being offered from semester to semester under this number.

ARTE 503: Professional Teaching Seminar is required each semester of students who are Teaching Assistants. It counts for 2 credit hours (all other courses count for 4) and a maximum of 4 credits can count towards the MA degree. Additional ARTE 503 course credits will not count towards the degree.

ARTE 591: Independent Graduate Studies. With the consent of the Art Education Graduate Coordinator and the student's academic advisor, students may count this course for credit toward their Master's Degree in Art Education.

Additionally, ARTE 591: Independent Graduate Studies is used for 1 credit hour for the Art Education Forum that takes place in the Fall semester. Registration in this course is a mandatory requirement and it is graded on the basis of attendance but does not count towards the required 32 hours of course credit.

ARTE 599: Thesis Research should be taken while the student is actively writing the thesis. It may be taken several times. Note, the thesis is in addition to the coursework.

Annual Review

In accordance with Graduate School policy, the Division of Art Education conducts an annual review of all of its enrolled students. The review helps students by identifying and clarifying academic expectations, opportunities and deficiencies. It is based on a self-report that should serve the student as a guide to the program and as a continuing record of academic progress. Students are required to keep their own continuing semester by semester record.

The review requires students to complete the Annual Review Form, sent to them each year toward the end of the Spring semester. The form requests information about the student's academic accomplishments and the completion of specific program requirements. The Program faculty, acting as an Annual Academic Progress Review Committee, meets in a timely way to review the information provided by students. They write a draft of an evaluation of each student's performance and suggest goals for the coming academic year. Students are given a copy of this draft and are asked to meet with their adviser to discuss it. They may then submit written comments/responses to the draft review if they wish. The Review Committee then finalizes its review and sends a copy to each student.

Initial and Thesis Advising

When you enter the program, you will be assigned an initial adviser. Your adviser will help you select courses until you choose a thesis adviser. The initial adviser is not intended to be your thesis adviser. When you have chosen the area of your thesis research, you should ask one of the Art Education faculty members to be your thesis adviser. Selection is based primarily on mutual research interests and is negotiated between the student and the faculty member. The Art Education Graduate Program Coordinator should be advised of this selection.

The thesis adviser may be, but does not have to be, the same person as your TA Supervisor. The role of the thesis advisor is to help students choose their coursework in a way that supports their future research and professional aspirations and to advise on the writing of the thesis.

Later, a second faculty member should be asked to serve as a member of the student's Master's Thesis committee. Selection is based again primarily on mutual academic interests and is negotiated between the student and the faculty member. The thesis adviser and this additional faculty member together will constitute the Master's Examination Committee.

For a variety of reasons, usually a change in the direction of the student's research, a student may want to change thesis advisers. In order to change advisors, your current advisor must be told and the form "Advisor Change Request Form" obtained from him/her. This must be signed and taken to the new advisor. This person must agree and also sign the form. There is no penalty for this, though it may slow down academic progress.

The Thesis

Because of the time taken to write a thesis, it is helpful to make a decision about the thesis topic as early as possible –within the first two semesters. This can be achieved by talking with individual faculty about their research interests, how they match the student’s interests and background, and what specific topics would be suitable to pursue.

The thesis is at least 50 pages long (including references, content and cover pages). It must have a clearly defined question and use clearly defined terms, have clearly identified parameters, be grounded in appropriate literature, and be fully and appropriately referenced. When finished, it must be deposited with the Graduate School. The Graduate School has requirements for format and style (see their website: www.grad.uiuc.edu/) and the thesis must conform with them in all aspects. Students should be aware that some time will be needed to comply with these requirements.

Institutional Review Board

No research involving human subjects can proceed without the approval of the Institutional Review Board. Consideration of a proposal takes at least a month, often longer, and sometimes it requires resubmission. See their website: www.irb.uiuc.edu/#. At this website you will see links to forms and instructions, regulations, ethics, informed consent and vulnerable populations. The purpose of the review board is to ensure that the student’s research is undertaken with full regard to contemporary ethical standards.

Working with your Thesis Chair

The process of working with your Thesis Advisor is as follows:

1. Meet with your Thesis Advisor to negotiate your topic. Then write a two-page abstract, in APA format, that explains the following:
 1. Purpose/significance of the research
 2. The research question(s)
 3. Identification of the literature to be consulted
 4. The research method to be employed

This will form the basis for further discussion with your Thesis Chair.

2. Following such discussion, revise and expand the abstract into a draft of the introductory section of your thesis. Hand in this material along with a draft of the literature review.
3. Begin work on the later sections of your thesis as appropriate. These include sections on methodology, data, findings, conclusions, significance, and implications.
4. Revise sections of your thesis on the basis of feedback, and hand in your revisions in a timely manner.

5. In the early part of the semester in which you intend to deposit your thesis, go to the Graduate College website and download the check sheet and information deadlines for depositing with the Graduate College.

6. At least six weeks prior to your intended deposit deadline, submit a final copyedited draft of your completed thesis to both your Thesis Chair and Thesis Committee member, and make an individual appointment with your Chair and with your Thesis Committee member for feedback. Discuss your work with these two persons after they have read and evaluated your thesis.

7. Based on feedback from your Thesis Chair and your Thesis Committee member, revise and resubmit your thesis to them for final approvals.

8. Make an appointment with the Graduate College Specialist in Graduate Academic Affairs to review the format of your thesis. Take your thesis and your check sheet to this meeting.

9. Once approved by both your Thesis Chair and the Graduate College Specialist in Graduate Academic Affairs, you will deposit the completed thesis and the lavender check sheet in the Graduate College.

Failure to deposit by the designated time will usually mean not being able to deposit until the next Graduate College designated time for doing so.

It is the student's responsibility to plan appropriately in accordance with University of Illinois rules, procedures and deadlines in mind. Students are expected to make and keep appointments on a regular basis with their Thesis Chair, to submit high quality scholarly work for consideration by the Thesis Chair and Thesis Committee member, to coordinate this work in a time sensitive manner, and to comply with all APA and IRB regulations. Students may expect timely feedback from their Thesis Chairs, subject to the individual terms and expectations negotiated between the student and the Thesis Chair.

Do not expect members of the Thesis Committee to serve as copyeditor; all work submitted must adhere to the highest standards for professional scholarly writing. Over summers, during holidays, over fall and spring breaks, and just prior to and during the annual conference of the National Art Education Association, your Thesis Chair and Thesis Committee member may not be available for thesis work.

Manuscript Preparation

The Art Education Program requires that dissertation manuscripts be written according to the requirements specified in the current edition of the American Psychological Association Publication Guidelines. There are also guidelines for preparation of the manuscript published in the UIUC Graduate College dissertation advisory.

Academic Editing Services

It is common for graduate students, both native English and ESL speakers, to have their written work proofread and copy-edited by a professional editor before submitting it to faculty. Working with a professional editor is highly recommended.

Dos and Don'ts.

In seeking an editor, begin by asking other students or faculty if they can recommend someone. If not, seek a qualified editor on line by using the keywords *academic proofreading* or *academic editing*. Locate the biographical details about the editor's professional experience and qualifications. Normally, a qualified editor lists his or her basic vita. Avoid using services that do not specify who the editor(s) is. Next, see samples of his/her edited work. Some editors will give you a try out, meaning that you can email a 5-6-page paper for pre-evaluation. This is important if the intention is later to send a longer paper.

Students should make sure they know how much they are paying and what they are paying for. Highly qualified editors work with university faculty and graduate students, both native English and ESL speakers. Naturally their fees are higher than regular editors. High-quality/low cost editing services exist but they require some searching on line. Fees are based on different levels of editing. Some editors will pre-assess the level of editing required upon request. For example, a medium level editing would average \$6 to \$9 a page. Students should make sure they understand how much will be spent before sending out a paper for editing.

Plan ahead. Get in touch with an editor to make a booking before sending out a paper. Working with a qualified editor is much like seeing a doctor. During peak months – usually April and May, and November and December - their calendar can be backed up for weeks. Then specify any requirements; for example, the paper must use the most APA style requirements. Describe weaknesses in the writing to the editors so that he or she pays particular attention to them. Since a professional editor is not an expert in the field, they will not intentionally alter the meaning of the work. Besides editing, normally, editors will give some critical comments whenever they fail to comprehend what was intended, so be ready to take negative comments. A good editor is an English mentor.

Upon receiving edited work, do a final proofreading. The meaning may have been unintentionally altered.