

**Art and Visual Culture
Education Graduate Studies
Handbook**

**School of Art University
of Arizona**

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Overview

The Graduate College sets the guidelines for all graduate programs at the University of Arizona. Each graduate program sets their own guidelines for their programs in addition to the Graduate College guidelines. It is the student's responsibility to understand the Graduate College, University and program guidelines.

Graduate College: grad.arizona.edu

General Catalog: <http://catalog.arizona.edu/>

Responsible Conduct of Research: <https://rgw.arizona.edu/compliance/home>

Academic Integrity: <http://deanofstudents.arizona.edu/policies-and-codes/code-academic-integrity>

Please take time to familiarize yourself to the various resources available for parents, for professional development, for health and wellness, etc: <https://grad.arizona.edu/new-and-current-students>

Introduction to the Art and Visual Culture Education Division

The Division of Art and Visual Culture Education [AVCE] offers two advanced degrees: Doctor of Philosophy in Art History and Education and Master of Arts degree in Art Education. Both are integral parts of the comprehensive art programs offered by the School of Art. The graduate program is intended to meet the needs of students who wish advanced professional understanding within the field of Art and Visual Culture Education. Students may pursue an M.A. with a concentration in community and museums, the M.A. plus certification (for students interested in certification to teach in public schools and who are not currently certified), or develop their own focus in conjunction with an AVCE faculty member. The Ph.D. degree is a highly tailored degree meant to build expertise to enter contemporary arenas of art and visual culture education as a researcher, teacher, and leader.

There are exceptional resources available to graduate students in art. The University houses several museums, including The University of Arizona Museum of Art, the Center for Creative Photography (one of the world's leading photography archives and exhibition centers), the Arizona State Museum, and the Joseph Gross, Lionel Rombach, and Graduate art galleries. The University Library has an extensive collection of books, periodicals, and media and is ranked seventeenth among research libraries in the United States. Excellent multimedia facilities are available to students. The Office of Student Computing Resource's Multimedia Learning Lab (MLL) is well equipped for the art and visual culture education student. The School of Art's visual resources center (slides and digital images) contains over 200,000 slides and a large digital bank. Take [virtual tours](#) of the campus, artworks on campus, and Tucson. The city is rich in arts and cultural resources and was recently named as 15th in the nation for its public arts. M.A. students interested in internships are often able to arrange for such experiences in settings such as the Center for Creative Photography, the University of Arizona Museum of Art, the School of Art galleries, and Tucson Museum of Art, among many others.

Admission Requirements and Procedures for M.A. and Ph.D. Applicants:

Admission is a two-part process, and must be completed by September 15 for Spring admission and January 5 for Fall admission. Applicants missing these deadlines may enroll as a non-degree seeking graduate student one semester (please see section below on Non-Degree Seeking Graduate Status).

Part I. Graduate College Requirements

All prospective graduate students must meet the general eligibility requirements outlined in the Graduate Catalog of the University of Arizona. The Graduate College requires for admission that all graduate applicants have a minimum of a bachelor's degree from a college or university granting degrees recognized by the University, and a cumulative grade-point average of 3.0 (based on a 4.0 scale) over the last 60 units of undergraduate course work or a minimum of 12 hours of graduate course work at an accredited institution with a minimum cumulative average of 3.0. Applications and information are available directly from the [Graduate School's website](#). Both the Graduate College and the School of Art applications are fully online.

Part II. Art and Visual Culture Education Requirements

A. Accelerated Master's Application Requirements

The Accelerated Master of Arts in Art & Visual Culture Education allows current University of Arizona undergraduate students in the BFA in Art Education, BFA in Studio Art, BA in Studio Art or BA in Art History to use 12 units of graduate coursework towards both their Bachelor's and Master's degrees, giving students the possibility to receive both a Bachelor's and Master's degree in 5 year.

Application Prerequisites:

- Current University of Arizona undergraduate student in the BFA, Art Education; BFA, Studio Art; BA, Studio Art; BA Art History
- Completion of a minimum of 75 undergraduate credit hours will be required at the time of application; a minimum of 90 undergraduate credit hours will be required at the time of entry into the AMP. If the student's GPA falls below 3.3 at the time they have completed 90 units, the student will not be admitted into the program. Courses taken for audit may not be included in the total number of units counted for eligibility or admission.
- A minimum cumulative GPA of 3.3 with a minimum of 18 units of undergraduate coursework at UA.
- Completion of at least 12 earned undergraduate credits in the major (ART, ARH, ARE) at the University of Arizona's main campus. Units still graded Incomplete, units graded Pass/Fail or units taken as audit will not count toward the requirement of the 12 undergraduate units.
- Completion or near completion of general education requirements.
- Demonstration of the maturity necessary for success in an accelerated, highly competitive program.
- Expectation to complete the undergraduate degree within four years. The undergraduate degree requirements must be completed before the student is eligible to have the Master's degree awarded.

Application Requirements:

Through the [Graduate Admissions Application](#) you will have the ability to upload various requirements for consideration by the admission committee. For this application you will be asked to submit the following:

- Describe your Art Education interests in a few sentences
- Please combine the following items into a single document (maximum file size: 5 MB) in the order shown below:
 - 1-2 page Autobiographical Statement addressing your educational and personal experiences, achievements, and goals relevant to art and visual culture education.
 - Resume/Curriculum Vitae
 - Writing or Research Sample. Maximum of 10 pages.
- If you have a studio background, submit a PDF with 10-20 images, one image per page and provide the title, medium, dimensions and date under each image. Please click [here](#) and review our sample portfolio. If you are submitting video, provide a link to a website like Vimeo or YouTube. Size limit 5MB.
- Transcripts from all previous colleges and universities attended. For initial evaluation purposes, you may attach scans of official or unofficial transcripts.
- The names and contact information for 3 referees who will be submitting Letters of Recommendation on your behalf. All letters of recommendation must be received by the application deadline and at least 2 letters must be from faculty members that can speak about your academic and research ability and potential for graduate studies. The preferred method to receive letters of recommendation is through the web-based Graduate Admissions Application. If, however, this is not possible, letters can be sent to:
 - Graduate Program
 - School of Art
 - University of Arizona
 - P.O. Box 210002
 - Tucson, AZ 85721

B. Master's Application Requirements

Students are expected:

- to have met the requirements of the Graduate College, and
- to have received a Bachelor's degree in Art Education, Studio Art, Art History, or Education from an accredited institution. If your degree is in another area, please contact an Art and Visual Culture Education [faculty member](#) to discuss your application. While students may be admitted without a degree in Art Education, Studio Art, Art History, or Education, they may be required to complete coursework deficiencies either before graduate courses or concurrent with graduate enrollment that will not count toward the Master Degree. Complete the on-line application through the [Graduate College](#). We do not accept paper applications. You may save changes to the on-line application and return to it as often as necessary until you submit it. In the application, you will be asked to:
 - Describe your art and visual culture education interests in a few sentences
 - Please combine the following items into a single document (maximum file size: 5 MB) in the order shown below:
 - 1-2 page autobiographical statement addressing your educational and personal experiences,

achievements, and goals relevant to art and visual culture education.

- Resume/Curriculum Vitae ○ Writing or research sample. Maximum of 10 pages.
- If you have a studio background, submit a PDF with 10-20 images, one image per page, and provide the title, medium, dimensions, and date under each image. If you are submitting video, provide a link to a website like vimeo or youtube. Size limit 5MB.
- Transcripts from all previous colleges and universities attended. For initial evaluation purposes, you may attach scans of official or unofficial transcripts.
- The names and contact information for 3 referees who will be submitting Letters of Recommendation on your behalf. All letters of recommendation must be received by the application deadline and must be from faculty members that can speak about your academic and research ability and potential for graduate studies. Letters from college or university faculty members are preferred. The favored method to receive letters of recommendation is through the web-based Graduate Admissions Application. If, however, this is not possible, letters can be sent to:

Graduate Program
School of Art
University of Arizona
P.O. Box 210002
Tucson, AZ 85721

After your application has been reviewed, the Art and Visual Culture Education faculty may contact you via phone or email for an interview.

C. PhD Application Requirements

Students are expected:

- to have met the requirements of the Graduate College, and
- to hold a recognized Master's degree in Art Education, Studio Art, Art History, or Education. If your degree is in another area, please contact an Art and Visual Culture Education [faculty member](#) to discuss your application.
- Complete the on-line application through the [Graduate College](#). We do not accept paper applications. Current University of Arizona AVCE M.A. students are expected to meet the same admission criteria and requirements, and should be aware that admission to the doctoral program is highly competitive.

You may save changes to the on-line application and return to it as often as necessary until you submit it. Apply to the Art and Visual Culture Education track application. In the application, you will be asked to:

- Please combine the following items into a single document (maximum file size: 5 MB) in the order shown below:
 - Statement of purpose
 - Resume/Curriculum Vitae
 - Writing or research sample
- Transcripts from all previous colleges and universities attended. For initial evaluation purposes, you may attach scans of official or unofficial transcripts.
- The names and contact information for 3 referees who will be submitting Letters of Recommendation on your behalf. All letters of recommendation must be received by the application deadline and must be from faculty members who can address your

academic and research ability and potential for graduate studies. Letters from college or university faculty members are preferred. The favored method to receive letters of recommendation is through the web-based Graduate Admissions Application. If, however, this is not possible, letters can be sent to:

Graduate Program
School of Art
University of Arizona
P.O. Box 210002
Tucson, AZ 85721

If you have questions, please do not hesitate to contact the School of Art's graduate program coordinator at 520.621.8518 or mbartel@email.arizona.edu. You may also contact an Art and Visual Culture Education [faculty member](#) (scroll down to "Academic Areas>Art and Visual Culture Education").

Course of Study: The M.A. Degree

Three options are available to students seeking the M.A. Degree:

- Option A: M.A. in Art Education, Art and Visual Culture Studies Option
- Option B: M.A. in Art Education, Community and Museums Option
- Option C: M.A. in Art Education, Teaching Certification Option

Option A: M.A. in Art Education, Art and Visual Culture Studies Option

The following courses are required:

- ARE OR AVCE 530 Research Methods in Art and Visual Culture Education
- ARE OR AVCE 560 Curriculum Theory in Art and Visual Culture Education or ARE OR AVCE 531 Pedagogical Practices in Art and Visual Culture Education
- ARE OR AVCE 630 Theoretical and Historical Foundations of Art and Visual Culture Education
- ARE OR AVCE 633 Issues and Recent Research in Art and Visual Culture Education
- ARE OR AVCE 910 (Thesis) or ARE OR AVCE 909 (Master's Report), 3 units
- 6 elective units in ARE OR AVCE
- 9 elective units, chosen in conjunction with the student's art and visual culture education advisor. Please note: Students planning to do survey or statistical research are expected to take MUS 551, Behavioral Research in the Arts, as part of their elective credits For descriptions of these and other courses, please see the University's [on-line catalogs](#).

Option B: M.A. in Art Education, Community and Museums Option

The following courses are required:

- ARE OR AVCE 520 Community, Culture, and Art Education
- ARE OR AVCE 525 Theory and Practice in Art Museum Education
- ARE OR AVCE 530 Research Methods in Art and Visual Culture Education
- ARE OR AVCE 560 Curriculum Theory in Art and Visual Culture Education or ARE OR AVCE 531 Pedagogical Practices in Art and Visual Culture Education
- ARE OR AVCE 630 Theoretical and Historical Foundations of Art and Visual Culture Education
- ARE OR AVCE 633 Issues and Recent Research in Art and Visual Culture Education
- ARE OR AVCE 593 Internship (3-6 units)

- ARE OR AVCE 910 (Thesis) or ARE OR AVCE 909 (Master's Report), 3 units
- 3-6 elective units, chosen in conjunction with the student's art and visual culture education advisor. Please note: Students planning to do survey or statistical research are expected to take MUS 551, Behavioral Research in the Arts, as part of their elective credits. For descriptions of these and other courses, please see the University's [on-line catalogs](#).

Option C: M.A. in Art Education, Certification Option

Below are listed courses and general information about the certification option. For further information, please contact an art and visual culture education [faculty member](#). The following courses are required as part of the M.A. program:

- ARE OR AVCE 530 Research Methods in Art and Visual Culture Education
- ARE OR AVCE 538 Teaching Art and Visual Culture Education
- ARE OR AVCE 560 Curriculum Theory in Art and Visual Culture Education or ARE OR AVCE 531 Pedagogical Practices in Art and Visual Culture Education
- ARE OR AVCE 630 Theoretical and Historical Foundations of Art and Visual Culture Education
- ARE OR AVCE 633 Issues and Recent Research in Art and Visual Culture Education
- 9 units of ARE OR AVCE electives, to be chosen from 520, 525, 534, 540, 569, 576, 596A, 631, 632 or other numbered courses at the 500 or 600 level, exclusive of 593, 594, 599, 693, 694, 699.
- 3 elective units chosen in consultation with the student's art and visual culture education advisor.
- ARE OR AVCE 910 (Thesis) or ARE OR AVCE 909 (Master's Report), 3 units. Please note: Students planning to do survey or statistical research are expected to take MUS 551, Behavioral Research in the Arts, as their elective credits.

Additional course work for certification, required by the state department of education (in most cases, these will be taken at the undergraduate level and not count towards the M.A. degree):

- ARE OR AVCE 300, Learning Environments in Art and Visual Culture Education
- EdP 310, Learning in Schools, or EdP 301, Child Development
- SERP 301b, Inclusive Education for Secondary Students with Diverse Abilities (SERP 301a may be substituted)
- LCEV 408 Methods of Teaching English to English Language Learners (taught on-line through UA South)
- ARE OR AVCE 493B Student Teaching in the Secondary School (12 credits)

For descriptions of these and other courses, please see the University's [on-line catalogs](#).

Certification requires some non-curricular steps, mandated by the Arizona Department of Education for the K-12 Art Endorsement in the state of Arizona:

- Participation in and passing the AVCE Portfolio Review two semesters before you student teach.
- Meet the University of Arizona [Teacher Preparation Programs Professional Standards](#).
- US & Arizona Constitution Exams. This requirement can be met by taking: POL 210 at the UA, POS 210 or a combination of POS 201 and 231 at [Pima Community College](#), POS 220 or a combination of POS 221 and 222 at the [Northland Pioneer College](#) or a

combination of HIS510 and 511 at the [University of Phoenix](#), or by taking a test. Please contact an AVCE [faculty member](#) for information about the test.

- Arizona Educator Proficiency Assessment (AEPA) and NES (National Evaluation Series) Assessment of Professional Knowledge tests. Students take the AEPA Assessment Exam in Art and the NES Professional Knowledge: Secondary. Please visit the [AEPA](#) test site for details and exam dates.
- Fingerprints are required for student teaching. All students must hold an identity verified fingerprint (IVP) clearance card in order to student teach in Arizona's schools. This requirement should be met two semesters before student teaching. The best route to receiving a fingerprint card is to attend one of the [College of Education's fingerprinting sessions](#).
- Pursuant to University of Arizona teaching preparation agreements across campus, persons pursuing certification to teach art are evaluated in their coursework in part according to national InTASC standards. A link to the standards can be found on the [College of Education's Forms](#) link. Certification students will be asked to sign the UA TPP Professional Standards Contract, found as a link on this page.

Important **financial aid information** for students seeking M.A. + certification:

A requirement of financial aid has been that you take 5 or more credits at the graduate level (courses numbered 500 and above) or 3 units of 900 level coursework each semester. In semesters leading up to student teaching, this means that you should spread courses numbered 300 and 400 across your course of study so that you always meet the requirement. (Alternatively, you may file a petition as described below, but this is not recommended.) When you student teach, you should register for 3 credits of ARE OR AVCE 909 or 910 (speak with your faculty advisor to make this decision) or file a petition. Currently, the petition is called an OSFA General Appeal Form, found at <http://financialaid.arizona.edu/managing-my-aid/financial-aid-forms-0>. The form is submitted to Bryan Scott (scottb@email.arizona.edu). This policy could change, so it's very important that you continue to check with your financial aid counselor to you know what the minimum requirement is every semester and how it will affect your registration.

Additional Information for M.A. + Certification Students:

As a certification student, you will be required to participate in a portfolio review. The review is both formative and evaluative, that is, it will help you understand your strengths and areas you need to work on (formative) as well as indicate your eligibility to continue in the certification program.

Most M.A. students pursuing certification take certification course work simultaneously with their M.A. course work. Some of the course work for certification, including the student teaching semester, is taken at the undergraduate level.

There are few to no electives available in this option, because they have been used towards certification. If the student wishes to pursue electives, these may be taken in addition to the 30 units required for the M.A. degree.

Art certification in the state of Arizona is a Secondary certificate with an endorsement to teach art K-12. This certificate approximates certification requirements in many states. If you wish to teach outside of Arizona, please consult that state's department of education website for steps needed to transfer your Arizona certification to teach.

Additional information for all Accelerated Master's students:

During the student's first year of the Accelerated Master's Program, in which the student is taking both graduate and undergraduate coursework, the student is expected to meet with both the undergraduate advisor and their temporary Art and Visual Culture Education faculty advisor each semester about what coursework will be used towards both the undergraduate and graduate degrees. Once the student graduates from the undergraduate degree, he/she must have an Art and Visual Culture Education faculty advisor in place.

Students will be considered undergraduates until they complete their undergraduate requirements, which should be no later than the end of the fourth year. Undergraduate study may include ARE 493b, but may be completed outside the four year BA/BFA completion requirement.

Students entering with Advanced Placement Credit and/or who attend summer school may complete their Bachelor's degree in the Junior year.

Students classified as seniors who have not yet completed a bachelor's degree may enroll in 500-level courses following the [Graduate Credit for Seniors Policy](#). Courses numbered at the 600, 700 and 900 levels are not open to undergraduates.

At least 12 graduate credits must be taken while in graduate status, after completing all degree requirements for the Bachelor's.

During years 1-3 (or approximately 0-90 credits) students will be taking undergraduate coursework and charged at the undergraduate rate.

Once admitted to AMP, during the senior (or transition year), students may take up to 12 units of graduate coursework applied toward both the Bachelor's and the Master's degrees. Students will be charged at the undergraduate rate and retain eligibility for undergraduate scholarships.

After completion of all Bachelors' requirements, students will be granted graduate status, be charged at the graduate rate, and be eligible for graduate assistantships. The student will not be eligible to graduate nor will they be eligible for assistantships until all Bachelors' requirements are completed. While an undergraduate, students are required to keep their graduate coursework cumulative GPA at 3.3 or higher to be admitted to the Master's program.

Should a student have completed 12 graduate credits, but not yet completed the undergraduate degree, they will be considered graduate for financial aid and tuition purposes and coded as "graduate" in UAccess. They will no longer be eligible for undergraduate scholarships, nor will they be eligible for graduate assistantships.

Students should be encouraged to complete their undergraduate requirements as soon as possible, but not later than one semester before receiving their Master's degree. Students finishing their undergraduate requirements later than one semester before receiving their Master's degree will no

longer be eligible for undergraduate scholarships, nor will they be eligible for graduate assistantships. Neither degree will be awarded until the undergraduate requirements are completed along with the Master's requirements.

Please see the Graduate College website for all policies about Accelerated Master's Programs: <http://catalog.arizona.edu/policy/accelerated-masters-program-amp#policies>

Additional information for all M.A. options:

Please see the University's [on-line catalog](#) for short descriptions of each course. As you plan your coursework, please factor in that courses are offered on a rotational basis, with some being offered once a year, others once every three semesters, some every two years, and some being special offerings that may be one-time only (this is especially true of ARE 596A, a special topics course). Please consult with your advisor and plan carefully.

Each student will be initially assigned a **temporary advisor**, a professor from the Division of Art and Visual Culture Education, to help him/her with academic and other education matters. Towards the end of the first or early in the second year of study, the student will speak with one of the AVCE professors about serving as her/his thesis or project **advisor** and to suggest other possible committee members. The student will then fill out and give the "Requested Graduate Committee Appointment Form" (Appendix B) for review by the faculty. In conjunction with the advisor, the student selects additional **coursework** for the degree. This coursework should support the student's development as researcher, teacher, and leader in art and visual culture education.

Internship Policy

1. In graduate study, internships are meant to allow students to apply lessons learned in the classroom to professional settings. The work must articulate with the student's programmatic focus. The work must be overseen by a professional site supervisor, as well as a faculty sponsor.
2. An academic component must be completed along with the work experience, such as a written report, oral presentation, portfolio, research project, etc. The academic work completed for an internship will be agreed upon in a written document at the time internship paperwork is signed, with an affirmed copy to student, faculty member overseeing the internship, and site supervisor. This component of the internship is decided in conjunction with the faculty supervisor for the internship. The faculty supervisor also grades the academic component of the internship.
3. The University and Board of Regents require a minimum of 45 hours of work (inclusive of on-site work, meetings, and academic work) for each unit of credit awarded.
4. Please see separate policy on maximum credit for internships and independent study.
5. Please see the School of Art's Forms link for the graduate internship contract and further information about internships in the [School of Art](#) (art.arizona.edu > current students > advising > graduate advising; scroll down the page to the section on Graduate Student Forms & Documents). Signatures are required from the faculty member, site supervisor, and student. Forms returned to the Advising Center after the registration deadline may not be processed.

This policy is clarification of and addition to university policies on internships, found at: <https://www.registrar.arizona.edu/sites/default/files/Internship%20Policies-Guidelines%205-09.pdf>

Independent Study Policy

1. Independent Studies are meant to allow students to pursue topics relevant to their course of study that are not otherwise available through coursework. An independent study is an opportunity to develop focused expertise *that cannot be done in any other manner*. The student should have a specific proposal or project in mind when requesting an Independent Studies course. The content of an Independent Studies course must not significantly duplicate material offered in a regularly scheduled course in the department. In general, independent study is discouraged in all but these circumstances.
2. A professor must agree to supervise the proposed study. The student is expected to meet with the professor initially to propose the study and, in consultation with the professor, to work out the following details: (1) learning outcomes, (2) expected reading, and/or lab or field work, (3) expected meetings, (4) expected work products, and (5) criteria to be used for evaluation and grading. All requirements must be in writing.
3. The completed form is returned to the Graduate Coordinator.
4. The University and Board of Regents requires a minimum of 45 hours of course work (inclusive of meetings and academic work) for each unit of credit awarded.
5. Please see separate policy on maximum credit for internships and independent study.
6. Please see the School of Art's Forms link for the graduate independent study form and further information about independent studies in the School (art.arizona.edu > advising > graduate advising; scroll down the page to the Graduate Independent Study Form). Signatures are required from student and faculty member. Forms returned to the Advising Center after the registration deadline may not be processed.

This policy is clarification of and in addition to university policy on independent study, found at: <http://catalog.arizona.edu/policy/individual-studies-courses-policies-and-guidelines>

Credit for Internships and Independent Study

Maximum combined credit in internship and independent study work in any option of the Art and Visual Culture Education M.A. and the Art History and Education Ph.D., Art and Visual Culture Education option graduate programs is 9 credits.

Internships: 0-6 credits

Independent study: 0-6 credits

Maximum combined credits: 9 credits

Any variation to this policy is closely reviewed by the full AVCE faculty and will take time to review.

Academic Integrity: Per the university's policy, "Integrity and ethical behavior are expected of every student in all academic work. The academic integrity principle stands for honesty in all class work, and ethical conduct in all" work for which a student is receiving credit, conducting research or internships, or is in any way associated with the student's academic career. Types of prohibited conduct are cheating, plagiarism, and facilitating academic dishonesty. *Plagiarism includes self-plagiarism—for example, submitting an item of academic work or completing the same project submitted or used for another class (prior or concurrent, in AVCE or in another area) that has not been authorized by all faculty members involved. A student proposing any overlap of academic work or projects for credit must arrange a meeting between both professors and her or himself.* It also includes violating disciplinary and professional ethics rules contained in student handbooks. For the full code, please visit: <http://deanofstudents.arizona.edu/policies-and-codes/code-academic-integrity>

GradPath Forms: The Graduate College has a series of forms that all degree-seeking graduate students are required to complete in order to graduate. These forms are all available through GradPath on UAccess Student Center. To find GradPath, go to UAccess Student Center (uaccess.arizona.edu). Under the Academics section, in the drop down menu, select “GradPath Forms.”

Below is the list of forms available on GradPath:

Responsible Conduct of Research Statement: This must be completed before any other forms will become available. To complete this form, simply check the box saying you understand the Responsible Conduct of Research and Code of Academic Integrity policies and submit. Responsible conduct of research is covered in ARE OR AVCE 530, Introduction to Research in Art and Visual Culture Education. You may independently take the [CITI Training](#) to understand compliant research.

Plan of Study: Submit after completing 15 units of coursework

Master's/Specialist Committee Appointment Form: Submit after completing 24 units

Master's/Specialist Completion Confirmation: This form is completed by the Graduate College after you've submitted your Completion of Degree Requirements form to the Grad Program Coordinator in your last semester

Transfer Credit Form: This form is completed only if you are petitioning to transfer coursework from another institution. If transferring coursework, you must complete this form before submitting the Plan of Study

Upon completion of 15 units of course work, each student *must* file a **Program of Study** with the School of Art Graduate Program Coordinator. The Plan of Study identifies: 1) courses the student intends to transfer from other institutions; 2) courses already completed at the University of Arizona that the student intends to apply toward the graduate degree; and 3) additional coursework to be completed to fulfill degree requirements. *The plan of study is amendable with the advisor's permission.* The Plan of Study must have the approval of the student's major professor and the Director of the School of Art before it is submitted to the Graduate College. To file the program of study:

- Go to [UAccess](#) and select “Student Center”.
- Under the Academics section, in the drop down menu, select “GradPath Forms”.
- Complete the “Responsible Conduct of Research Statement” by checking the box saying you understand the Responsible Conduct of Research and Code of Academic Integrity policies and submit. (If you do not, please complete [CITI Training](#)).
- Create your Plan of Study.
- Include all the coursework you've already taken AND all future courses you will take to complete your degree. This document can be updated as you progress through the program, so please make your best educated guess on future coursework.
- In the comments section, list what courses you are using to fulfill each degree requirement. List your option, elective courses, and any substitutions for specific required courses. For example:

Art and Visual Culture Studies track:

No substitutions

ARE OR AVCE electives: ARE OR AVCE 534, ARE OR AVCE 569

Other electives: ART 556, ART 549, ETCV 524

Save this information for your own records. If your Plan of Study has to be returned to you for editing, all comments will be wiped clean and you'll need to re-enter your information.

- Click "Submit" and the form will be sent to your advisor for approval.

Upon completion of a maximum of 24 units of course work, each student *must* establish a **thesis/report committee**. The committee, chaired by the student's advisor, must include at least two faculty members from Art and Visual Culture Education (the advisor and one other faculty member). A third faculty member may be drawn from the Art and Visual Culture Education faculty or from other areas of the School of Art or the University, as appropriate to the thesis/report topic. Each student must discuss his/her committee choices with the advisor. The purpose of the thesis/report committee is to direct research, writing, and defense of the thesis/report as well as course work leading towards the M.A. degree. The requirement to form a thesis/report committee at the mid-point of the Master's Program signals an evaluation of a student's performance. The failure to find an advisor and/or faculty willing to serve on the thesis/report committee and/or a recommendation of termination from the program from the Graduate Committee in Art and Visual Culture Education that reviews student progress, will result in an administrative drop from the program. This signals the end of study in the graduate program in Art and Visual Culture Education.

After your Plan of Study has been approved, you will be able to start your **Committee Appointment Form**. This GradPath form lists all the members on your thesis or master's report committee.

When you select your committee members, you'll first search for your advisor. After you've found and selected your advisor, select their committee role (far right column) as "chair." Then click the + sign on the far right to add another line. This will allow you to add another member to your committee. You'll need to add a new line for every member of your committee. All other committee member roles should be "member." If you have co-chairs, then select both those faculty members' roles as "co-chair" and everyone else's roles as "member."

Special Members: Any member on your committee must be a current tenure or tenure-track faculty member at The University of Arizona. If you would like to have someone on your committee who is not a current tenure or tenure-track faculty member, a request to the Graduate College must be submitted. You must first collect an up-to-date electronic copy of your special member's CV or Resume. Complete the Special Member form available on the [School of Art](#) website. Submit the Special Member form and CV to your advisor for approval. After your advisor has approved, submit this form to the Graduate Coordinator who will complete the process.

The **thesis or report** must adhere to certain **guidelines**. These include a proposal approved by all members of the student's thesis or report committee (Please see Appendix C, M.A. Thesis/Report Approval Form. Note that this form is meant for AVCE faculty and students and is not intended to be given to the Graduate Advisor), the written thesis or report, and an oral examination defending the thesis or report. Thesis must be [archived with the Graduate College](#) through ProQuest. Please consult the [Graduate College's Policies & Procedures](#) page to follow university requirements for Degree Certification.

Thesis/report calendar: Writing a thesis or report takes longer than most people anticipate. A planning calendar can be found in Appendix D. Please use this in planning with your Major Professor/Thesis advisor. Please be aware that deadlines are firm, both in AVCE and for the [Graduate College](#).

An **oral examination** defending the thesis/report is required. This examination should typically occur **at least** one week prior to the end of the semester.

A note about writing: The graduate advisor and thesis/report committee are responsible for working with the *content* of your writing, but the *form* of the writing must adhere to principles of good writing. Because editing for clarity and grammar are not the responsibility of faculty members, if you need help with writing, you will be asked to work with an editor. The Writing Center can provide some help (<http://thinktank.arizona.edu/writing-center>). If extensive help is needed, a professional editor may be hired. Please plan ahead.

Two-week rule: Given the complexity of faculty schedules, faculty advisors require *two weeks* to read *each* chapter of a thesis or report, whether the reading is of the initial draft or a revised draft. In most cases, chapters should be handed in one at a time, not all at once: please check with your faculty advisor (this ensures that the direction built in earlier work is approved as you proceed). In most cases, faculty also need two weeks' notice to write letters of support as well. Please plan accordingly.

You are required to maintain a minimum of a **3.0 grade average** in all M.A. and, for students in the Teaching option, in certification course work. A grade of C or lower does not count towards the MA degree requirements; for required courses, this means that the course must be repeated.

Incompletes will only be granted in the most extenuating circumstances. Failure to make up Incompletes by the end of the following semester will lead to a negative evaluation. Failure to make up an Incomplete by the end of the calendar year after a class has been completed will result in the grade of E. Course instructors may impose shorter time limits on completion of Incompletes; these will be adumbrated in [the Report of Incomplete Grade form](#) for completion of the work that both student and instructor agree upon. In a significant extenuating circumstance, the student has the option to request an extension before the incomplete becomes an E.

For additional information specific to the Graduate School and getting your degree, please visit the [Graduate School](#) website.

Course of study:

Doctor of Philosophy (Ph.D.) in Art History and Education, Art and Visual Culture Education Track

The Ph.D. track in Art and Visual Culture Education prepares artists, teachers, and researchers to contribute to the research, creative scholarship, knowledge, theory, and practice of art and visual culture education in university, school, museum, community, or other arts leadership positions. The program is focused on contemporary intersections of art, visual culture, and education in all settings.

The faculty of the Division of Art and Visual Culture Education are dedicated to the development of well-prepared scholars in the field, and foster a culture of research and inquiry, professional development, and community within the program.

A minimum of 63 units beyond the master's degree are required to complete the Doctor of Philosophy Degree in Art History and Education including 18 units of dissertation research and 45 units of coursework. Candidates are expected to complete a master's degree before entering the Ph.D. program: M.A. and M.F.A. coursework is not included in the 63 units required for the Ph.D.

Coursework is distributed over different areas of concentration, with a minimum in each area as follows. *Per the Graduate College, most students take more than the minimum requirements listed below.* Please keep in mind that graduate courses are often offered on a rotating basis: annually, every 3 or 4 semesters, or even as special offerings.

Methods and Theory: 9 units

ARE or AVCE 535: Theory in Art and Visual Culture Education *and*
Two methods courses, chosen from:

ARE or AVCE 631: Arts-based Research

ARH 511a: Theory and Methods in Art History: Renaissance to 1960

ARH 511b: New Theory and Methods in Art History: 1960-Present

MUS 551: Behavioral Research in the Arts

MAR 639: Methods of Media History

LRC 576: Teacher Research

LRC 605: Qualitative Methods in Education

TTE 596R: Action Research Workshop

TTE 696A: Research on Teacher Education

TTE 696B: Research on Teaching

EDL 601: Qualitative Methods in Education

HED 602: Research Design in Higher Education

HED 605: Qualitative Methods in Education

Methods courses should be chosen carefully: you must have a course or courses beyond the introductory research methods that give(s) you depth of understanding and use of the method(s) proposed in your dissertation proposal.

If you have not had an introductory course to qualitative research methods, you will be required to take ARE or AVCE 530, Introduction to Research in Art and Visual Culture Education, in addition to one of the above courses.

Major: 36 units

A total of 36 credits comprise the major as defined by the Graduate College: Theory & Methods (9)
Major (21-24)
Colloquia (1-3), and
Electives (3-6).

Coursework in the major area of emphasis, is chosen in conjunction with the advisor from current and future course listings in Art and Visual Culture Education (ARE OR AVCE), Art History (ARH), Art (ART), Theater (TAR), Music (MUS), Media Arts (MAR), Language Reading and Culture (LRC), Higher Education (HED), Education Leadership (EDL), Public Administration and Policy (PA), Mexican American Studies (MAS), American Indian Studies (AIS), and other relevant disciplines at the 500 level and above. Each fall semester that a doctoral student is on campus, before completing the comprehensive exam, s/he is expected to enroll in ARE OR AVCE 695, Colloquium, for 1 credit. A minimum of 21 credits in ARE or AVCE coursework is required except for persons who completed their MA in AVCE at the University of Arizona.

Students entering without a master's level degree in Art Education may be asked to include certain foundations coursework in AVCE, as determined by the faculty.

Colloquia: 1-3 units

Participation in Colloquia (ARE OR AVCE 695, 1 credit) and other non-credit exchanges of research and scholarship organized by the Division (such as the [Emerging Conversations Symposium](#)) are **required** each fall semester for doctoral students on campus who have not yet advanced to candidacy (i.e., successfully passed both written and oral parts of the comprehensive exam *prior* to start of the fall semester). Students need to complete a minimum of two units of colloquia.

Minor: minimum 9 units (some minors require more than 9 units)

Coursework to support the development of a second area of expertise and/or to support the major area of emphasis. Courses are chosen in conjunction with the advisor.

Electives: 3-6 units

Coursework taken outside Art and Visual Culture Education to support scholarly development.

Dissertation: 18 units

A minimum of 18 hours of coursework outside the dissertation must be in ARE OR AVCE, taken at the University of Arizona.

No foreign language is required in the AVCE Track.

Students not holding a graduate degree in Art and Visual Culture Education will be asked to take 2-3 background courses in Art and Visual Culture Education, including an introductory research methods course.

Internship Policy

1. In graduate study, internships are meant to allow students to apply lessons learned in the classroom to professional settings. The work must articulate with the student's programmatic focus. The work must be overseen by a professional site supervisor, as well as a faculty sponsor.
2. An academic component must be completed along with the work experience, such as a written report, oral presentation, portfolio, research project, etc. The academic work completed for an internship will be agreed upon in a written document at the time internship paperwork is signed, with an affirmed copy to student, faculty member overseeing the internship, and site supervisor. This component of the internship is decided in

conjunction with the faculty supervisor for the internship. The faculty supervisor also grades the academic component of the internship.

3. The University and Board of Regents require a minimum of 45 hours of work (inclusive of on-site work, meetings, and academic work) for each unit of credit awarded.
4. Please see separate policy on maximum credit for internships and independent study.
5. Please see the School of Art's Forms link for the graduate internship contract and further information about internships in the [School of Art](#) (art.arizona.edu > current students > advising > graduate advising; scroll down the page to the Graduate Internship contract). Signatures are required from the faculty member, site supervisor, and student. Forms returned to the Advising Center after the registration deadline may not be processed.

This policy is clarification of and in addition to [university policies on internships](#).

Independent Study Policy

1. Independent Studies are meant to allow students to pursue topics relevant to their course of study that are not otherwise available through coursework. An independent study is an opportunity to develop focused expertise *that cannot be done in any other manner*. The student should have a specific proposal or project in mind when requesting an Independent Studies course. The content of an Independent Studies course must not significantly duplicate material offered in a regularly scheduled course in the department. In general, independent study is discouraged in all but these circumstances.
2. A professor must agree to supervise the proposed study. The student is expected to meet with the professor initially to propose the study and, in consultation with the professor, to work out the following details: (1) learning outcomes, (2) expected reading, and/or lab or field work, (3) expected meetings, (4) expected work products, and (5) criteria to be used for evaluation and grading. All requirements must be in writing.
3. The completed form is returned to the Graduate Coordinator.
4. The University and Board of Regents requires a minimum of 45 hours of course work (inclusive of meetings and academic work) for each unit of credit awarded.
5. Please see separate policy on maximum credit for internships and independent study.
6. Please see the School of Art's Forms link for the graduate internship contract and further information about independent studies in the School (art.arizona.edu > advising > graduate advising; scroll down the page to the Graduate Independent Study Form). Signatures are required from student and faculty member. Forms returned to the Advising Center after the registration deadline may not be processed.

This policy is clarification of and addition to university policy on independent study, found at: <http://catalog.arizona.edu/policy/individual-studies-courses-policies-and-guidelines>

Credit for Internships and Independent Study

Maximum combined credit in internship and independent study work in any option of the Art and Visual Culture Education MA and the Art History and Education PhD, Art and Visual Culture Education option graduate programs is 9 credits.

Internships: 0-6 credits

Independent study: 0-6 credits

Maximum combined credits: 9 credits

Any variation to this policy is closely reviewed by the full AVCE faculty and will take time to review.

Transferring Coursework: In rare circumstances, graduate credit earned at other approved institutions *after* the master's degree *may* be counted toward the course requirements of the Ph.D. when it is deemed relevant to the student's Ph.D. degree program. When accepted, this coursework will not be included in the calculation of the University of Arizona G.P.A.

Transferred units are subject to the following restrictions:

- The credits must be approved by the Art and Visual Culture Education Division and the Graduate College. Criteria for approval involve applicability to building the student's expertise in the major or minor.
- Units used toward a master's degree cannot be transferred into the doctoral degree.
- The minimum grade for transferred credits must be an A or B or equivalent at the awarding institution.
- Credit for correspondence courses, extension work, internships and practica, and thesis units will not be accepted for graduate credit.
- Students who wish to transfer credit must first meet with their faculty advisor for approval. Upon approval, students must submit an Evaluation of Transfer Credit form (found on [Grad Path in uaccess.arizona.edu](http://uaccess.arizona.edu)) before the end of their first year of study. A faculty committee evaluates requests for transfer of units.

Additional information for doctoral students:

Please see the University's [on-line catalog](#) for short descriptions of each course. As you plan your coursework, please factor in that courses are offered on a rotational basis, with some being offered once a year, others once every three semesters, some every two years, and some being special offerings that may be one-time only (this is especially true of ARE OR AVCE 596A, a special topics course). Please consult with your advisor and plan carefully.

Each student will be initially assigned a **temporary advisor**, a professor from the Division of Art and Visual Culture Education, to help him/her with academic and other education matters. After the First Year Review (see below), the student will ask one of the AVCE professors about serving as her/his advisor. In consultation with the advisor, students will create a Ph.D. Comprehensive Examination Committee, which will be comprised of the advisor, at least one additional Art and Visual Culture Education professor, the student's minor advisor, and a fourth member from AVCE or from a cognate area. Students fill out the "Requested Graduate Committee Appointment Form" (Appendix B) and submit this to be reviewed by the faculty. Following successful completion of the comprehensive exams, the student will work with his or her advisor to create a Dissertation Committee. The dissertation committee is usually the same as the comprehensive exam committee, although sometimes changes are necessary. The candidate should speak to each of the Comprehensive Examination Committee members after completion of the exams to let him or her know whether or not s/he will serve on the Dissertation Committee. The Dissertation Committee must consist of the student's advisor and two other faculty members, at least one of whom is from the Art and Visual Culture Education faculty.

In conjunction with the advisor, the student will determine additional **coursework** from art and visual culture education, and cognate areas: the advisor must approve of the course of study. Coursework must support the student's proposed research direction. Please note that the proper protocol for selecting an advisor and thesis/ report committee members is to *request a meeting with each professor and meet personally* with her or him.

Academic Integrity: Per the university’s policy, “Integrity and ethical behavior are expected of every student in all academic work. The academic integrity principle stands for honesty in all class work, and ethical conduct in all” work for which a student is receiving credit, conducting research or internships, or is in any way associated with the student’s academic career. Types of prohibited conduct are cheating, plagiarism, and facilitating academic dishonesty. *Plagiarism includes self-plagiarism—for example, submitting an item of academic work or completing the same project submitted or used for another class (prior or concurrent, in AVCE or in another area) that has not been authorized by all faculty members involved. A student proposing any overlap of academic work or projects for credit must arrange a meeting between both professors and her or himself.* It also includes violating disciplinary and professional ethics rules contained in student handbooks. For the full code, please visit: <http://deanofstudents.arizona.edu/policies-and-codes/code-academic-integrity>

Additional Requirements for the Ph.D.

First Year Review: During the second semester of a student’s doctoral program, a First Year Review is held to demonstrate acceptability to pursue the doctorate as well as to determine areas of study where further course work is necessary. The student submits a packet to include:

- A one-page statement of research interests
- A curriculum vita
- Two papers written during the first semester of coursework in the Ph.D.
- A preliminary plan of study (see Appendix A of this *Handbook*)
- A table of contents.

The packet (usually spiral bound) is due February 15 for persons entering fall semester and September 30 for persons entering spring semester. Faculty will schedule a time for an oral interview once the packet is submitted.

Upon successful completion of the first year review, the student’s temporary advisor and committee are dissolved. The student selects a permanent advisor (see below) after this. Should a student not pass the First Year Review, that student will receive a written warning and a second review will be scheduled during the following semester. The result of the second review will be final and the School of Art will request that the Graduate College administratively drop the student from the PhD degree program; the drop will officially occur at the completion of the semester during which the second Review took place.

GradPath Forms: The Graduate College has a series of forms that all degree-seeking graduate students are required to complete in order to graduate. These forms are all available through GradPath on UAccess Student Center. To find GradPath, go to UAccess Student Center (uaccess.arizona.edu). Under the Academics section, in the drop down menu, select “GradPath Forms.”

Below is the list of forms available on GradPath:

Responsible Conduct of Research Statement: This must be completed before any other forms will become available. To complete this form, simply check the box saying you understand the Responsible Conduct of Research and Code of Academic Integrity policies and submit. Responsible conduct of research is covered in ARE OR AVCE 530, Introduction to Research in Art and Visual Culture Education. You may independently take the [CITI Training](#) to understand compliant research.

- Plan of Study: Submit at the end of the second semester and no later than the fall of the second year of study.
- Comp Exam Committee Appointment Form: Complete the semester before comp exams are scheduled.
- Announcement of Doctoral Comprehensive Exam: Complete the semester you are taking comp exams.
- Results of Comprehensive Exam: Your Faculty advisor (or chair) completes this form after you have completed your comp exams.
- Doctoral Dissertation Committee Appointment: Complete the same semester your comp exams are successfully completed.
- Prospectus/Proposal Confirmation: After obtaining approval on your dissertation proposal from first your advisor and then your other committee members, submit a copy to the Graduate Program Coordinator the semester after you have passed your comp exams.
- Announcement of Final Oral Defense: Submit during the final semester of your program, at least 3 weeks before the final oral defense of your dissertation.
- Results of Final Oral Defense: Your faculty advisor (or chair) completes this form after you have completed the final oral defense.
- Transfer Credit Form: This form is completed only if you are petitioning to transfer coursework from another institution. If transferring coursework, you must complete this form before submitting the Plan of Study.

Doctoral Plan of Study: Upon completion of the second semester of coursework at the University of Arizona (and no later than the fall of the third semester), each student *must* file a Program of Study with the School of Art Graduate Program Coordinator. The Plan of Study identifies: 1) courses the student intends to transfer from other institutions; 2) courses already completed at the University of Arizona that the student intends to apply toward the graduate degree; and 3) additional coursework to be completed to fulfill degree requirements. *The plan of study is amendable with the advisor's permission.* The Plan of Study must have the approval of the student's major professor and the Director of the School of Art before it is submitted to the Graduate College. To file the program of study:

- Go to [UAccess](#) and select "Student Center".
- Under the Academics section, in the drop down menu, select "GradPath Forms"
- Complete the "Responsible Conduct of Research Statement" by checking the box saying you understand the Responsible Conduct of Research and Code of Academic Integrity policies and submit. (If you do not, please complete [CITI Training](#).)
- Create your Plan of Study.
- Include all the coursework you've already taken AND all future courses you will take to complete your degree. This document can be updated as you progress through the program, so please make your best educated guess on future coursework.
- There are two sections: a Major section and a Minor section. In the major section you will put methods, courses you are using for your major, and electives—basically, all coursework that you are not using for your minor).
- In the comments section, list what courses you are using to fulfill each degree requirement. For example:
 - Major (includes methods & theory, major, colloquia, and electives: 36 credits): ARE OR AVCE 535, ARE OR AVCE 631, ARE OR AVCE 596A, GWS 503, GWS 570, ARH 523A, ARH 523B, ARH 596M, ARE OR AVCE 695A, ARE OR

AVCE 695A, ARE OR AVCE 695A,
GWS 554, LAS 529
Minor: ART523, ART 583, ART 504

- Save this information for your own records. If your Plan of Study has to be returned to you for editing, all comments will be wiped clean and you'll need to re-enter your information.
- Click "Submit" and the form will be sent to your advisor for approval

Course Grades: Students must receive a B or better in graduate courses in order for these courses to count toward completion of the degree. The Graduate College requires a minimum of a 3.0 average to remain in good standing. If a student receives a C, the course will be factored into the overall GPA, but it cannot be used to fulfill any requirements in the student's course of study towards the Ph.D. In the event of a grade of C or lower, the student is also required to meet with her/his major advisor, the graduate advisor, and the division chair to discuss her/his performance.

Incomplete grades will only be granted in the most extenuating circumstances. The student and instructor should complete an [Incomplete Grade Report](#). Failure to make up Incompletes by the end of the following semester will lead to a negative evaluation. Failure to make up an Incomplete by the end of the calendar year after a class has been completed will result in the grade of E. Course instructors may impose shorter time limits on completion of Incompletes; these will be adumbrated in a contract for completion of the work that both student and instructor agree upon. In a significant extenuating circumstance, the student has the option to request an extension before the incomplete becomes an E.

Graduate Reviews: All doctoral students may be asked to participate in yearly "Graduate Reviews" organized by the Division during the Spring semester until they have successfully passed their oral comprehensive examinations. During the review, the AVCE faculty will review with the student all aspects of his/her progress towards the degree (including but not limited to performance in classes and on papers; development of specialization, minor, and cognate areas; and any other aspects of his/her work within the program. This clarifies questions and supports the solving of any problems in the student's program. At the end of a semester during which a review is judged unsuccessful by faculty members, a student may be dismissed from the program.

Temporary Advisor: Each incoming doctoral student is assigned a temporary faculty advisor. Matters from initial development of the coursework for the major and minor to orientation to living in Tucson may be addressed in this relationship. After successful completion of the First Year Review (please see above), the student will select a dissertation advisor for his/her doctoral studies who may be chosen from any of the AVCE tenured or tenure-track faculty members.

Doctoral Committee: Each doctoral student will ask a professor within the Art and Visual Culture Education Division to serve as the dissertation advisor. In cooperation with the dissertation advisor, the student will develop a proposed program of study leading to the PhD degree. This professor also holds primary responsibility for supervising the student's program, their comprehensive examination, and work on the dissertation. Choice of an advisor should be made by the end of the first year of study in the program. Most students will recommend other

members of their doctoral committees by the end of the second year and must do so no later than the completion of 45 credit hours of coursework. In designating a dissertation advisor and committee members, the proper protocol is to request a meeting with each professor and meet personally with them. Failure to secure a dissertation advisor or failure to form a committee is grounds for dismissal from the program.

Major Area: Each student must choose his or her major emphasis area by the end of the first year.

Comprehensive Examination: The Comprehensive Examination is scheduled once coursework is completed and prior to commencing full-time dissertation research. It consists of both written and oral components. The examination is intended to test the student's comprehensive knowledge of the major and minor subjects of study, both in breadth across the general field of study and in depth within the area of specialization. Thus a student is expected by this point to have a thorough knowledge of Art and Visual Culture Education, in-depth knowledge in one or more specializations within the field, knowledge of one or more cognate fields (the minor) relating to the specialized field, theoretical bases of the field and of the specialization, and an understanding of research methodologies.

The student must submit to her or his Committee members prior to the comprehensive examination the following package:

- An abstract on the proposed dissertation topic, not longer than 500 words excluding references
- An unofficial transcript of coursework taken at the University of Arizona
- Five to seven key words or areas signaling developing expertise in the field, to include subject expertise as well as methodologies, theories, and/or practices
- An annotated bibliography of 5-8 entries addressing understanding of the following areas:
 - key issues in contemporary art and visual culture education (for example, place-based pedagogy, feminism, collaborative practices)
 - key ideological or theoretical frameworks for conceptualizing issues and practices in art and visual culture education (for example, Lacanian psychoanalysis, Delgado's Critical Race Theory, Kristeva's feminist semiotics)
 - research methodologies that you have used and that are important to the field (for example, Arts-based research, grounded theory, participatory action research)

Please see Appendix D for examples of formatting the annotated bibliography.

The package is submitted either printed and bound or digitally, depending on the committee members' preferences.

The **semester prior** to taking the comprehensive examination, the student should work closely with the head of his or her committee to develop this package. The committee head should pre-approve the documents before circulation to the rest of the committee members.

The package must be in the hands of all members of the comprehensive examination committee **no later than the end of the first week of the semester in which the exams are to be**

taken. The **semester prior is recommended.** For people wishing to take their exams in the summer, the deadline for receiving the package is April 1st.

The Comprehensive Examination Committee is composed of a minimum of four faculty members: two faculty members in AVCE (one of whom serves as committee head) and one from the minor. The fourth member is generally another AVCE faculty member, but may come from areas cognate to the student's development of expertise. The fourth member may, in rare circumstances, be a non-faculty expert, but non-faculty members must be specially approved by the Dean of the Graduate College; the Graduate College terms such a member a "special approved member" (see the Comprehensive Exam Committee Appointment Form section below).

The Comprehensive Examination Committee is generally expected to be the same as the Doctoral Committee described above. After successful completion of the written and oral components of the comprehensive examinations the student should work with his or her advisor and formally ask each of the Comprehensive Examination Committee members if he or she would be willing to become part of their Doctoral Dissertation Committee. In the rare circumstance where a member other than the member representing the minor will not continue, the student must inform the person that they are restructuring their Committee and will not be asking that member to continue to participate in their Doctoral Dissertation Committee. The faculty member representing the minor often does not continue and should be thanked.

The Procedure

1. The student identifies members of the Comprehensive Examination Committee (4 members, see above; done well ahead of the completion of coursework)
2. The student prepares the comprehensive examination package to be turned in the semester before the exams will occur, or at the latest, no later than the end of the first week of the semester in which the exam will be taken
3. The Committee members have three weeks to review materials after which time the Comprehensive Examination Committee Chair will gather questions and submit them to the student for the written component of the examination
4. The student has six weeks to address the written component of the examination. S/he submits the responses to Committee members once done. Depending on each Committee member's preference, the completed examination may be submitted in print or digitally. If the examination is taken during the summer, the student should work with the Committee Chair to determine the procedure for submission of the examination
5. The Comprehensive Examination Committee has three weeks to read the written component of the examination. If the exam is returned over the summer or winter recess, this period starts from the beginning of the fall or spring semester
6. If the written component of the exam is deemed acceptable, the Committee Chair will schedule the oral component of the examination
7. If any section of the written component of the exam is deemed unacceptable, the Comprehensive Exam Committee will meet to decide if the student will re-take unsatisfactory parts of the written exam or if the student will be disenrolled from the program.

8. Successfully passing both written and oral components of the examination means that the student advances to candidacy. As explained above, the Dissertation Committee is then designated and a formal written proposal for dissertation research must be submitted within six months, per Graduate College regulations.

Comprehensive Exam Committee Appointment Form

After your Plan of Study has been approved, you will be able to start your Comp Exam Committee Appointment Form (available through GradPath forms). This form lists all the members on your comprehensive exam committee.

When you select your committee members, you'll first search for your advisor. After you've found and selected your advisor, select their committee role (far right column) as "chair." Then click the + sign on the far right to add another line. This will allow you to add another member to your committee. You'll need to add a new line for every member of your committee. All other committee member roles should be "member." If you have co-chairs, then select both those faculty members' roles as "co-chair" and everyone else's roles as "member."

Special Members: Any member on your committee must be a current tenure or tenure-track faculty member at The University of Arizona. If you would like to have someone on your committee who is not a current tenure or tenure-track faculty member, a request to the Graduate College must be submitted. You must first collect an up-to-date electronic copy of your special member's CV or Resume. Complete the Special Member form available on the [School of Art](#) website. Submit the Special Member form and CV to your advisor for approval. After your advisor has approved, submit this form to the Graduate Coordinator who will complete the process.

Announcement of Doctoral Comprehensive Exam

When you have scheduled your oral exam, complete the "Announcement of Doctoral Comprehensive Exam" form available through GradPath Form on [UAccess](#) > Student Center. When you have completed the Announcement of Doctoral Comprehensive Exam form, the link to the Results form will be emailed to your committee chair; your committee chair will report the results of your written and oral exams through this form.

Written Comprehensive Examination: The written examination consists of four questions relating to the major, the minor, research methodologies, and the student's interests in the field of art and visual culture education. The responses are written over a six-week period.

A student must pass the written portion before sitting for the Oral Comprehensive Examination. Failure in any part of the written examination may result in retaking that part of the examination or in dismissal from the program, a decision made by the Comprehensive Examination Committee.

Oral Comprehensive Examination: All parts of the written examination must be successfully passed before the Oral Examination takes place. The oral examination should take place within six months of satisfactory completion of the written examination, and generally is completed by the end of the same semester in which the written examinations are passed.

This is the occasion when faculty committee members have both the opportunity and obligation to require the student to display a broad knowledge of the chosen field of study and sufficient depth of understanding in areas of specialization and research methodologies. The examining committee must attest that the student has demonstrated the professional level of knowledge expected of a junior academic colleague. Clarifications or amplifications of the written examination will be expected.

If needed, the student may repeat the oral defense once only. Successful completion of the written examination and oral defense will allow students to advance to Ph.D. candidacy, as described below.

Advancement to Candidacy: When the student has successfully passed the written and oral comprehensive examinations s/he is automatically advanced to candidacy. At this time there will be a one-time fee for candidacy charged to the student's bursar account. The student will not be billed again if the anticipated graduation date is changed. Copyrighting is optional and carries an additional fee.

Doctoral Dissertation Committee Appointment Form: When the student has an approved doctoral Plan of Study on file, has satisfied all course work and residence requirements, and has passed the written and oral portions of the Comprehensive Examination, s/he must file a Committee Appointment form available through GradPath Forms (accessed through [UAccess](#) > Student Center). The committee is made up of a minimum of three faculty members: the chair and one member are to be chosen from the Division of Art and Visual Culture Education; the third member may be chosen from the Division, from the minor, or from a cognate area. Students also must complete the Requested Graduate Committee Appointment Form (Appendix B) in consultation with their advisor.

To name committee members on the GradPath form, first search for your advisor. After you've found and selected your advisor, select their committee role (far right column) as "chair." Then click the + sign on the far right to add another line. This will allow you to add another member to your committee. You'll need to add a new line for every member of your committee. All other committee member roles should be "member. If you have co-chairs, then select both those faculty members' roles as "co-chair" and everyone else's roles as "member." Remember that if you would like to have someone on your committee who is not a current tenure or tenure-track faculty member, a request to the Graduate College must be submitted (see the Comprehensive Exam Committee Appointment Form section on p. 19).

Deadlines for the submission of paperwork pertaining to doctoral programs are available online at [Deadlines for Completion of Degree Requirements](#).

Dissertation Proposal: Students will present a written dissertation proposal to their committee members within six months after advancement to candidacy. The student's dissertation advisor will approve of the proposal before it is forwarded to the rest of the committee members. A proposal meeting with the dissertation committee follows. When the dissertation proposal is approved by the doctoral dissertation committee, the student will submit the approved proposal to the Graduate Program Coordinator to be saved in the student's file.

Human Subjects: Research involving the use of human subjects requires the review and approval of the [University Human Subjects Committee](#). The candidate should consult with the dissertation advisor and should not reach out to the Office for the Responsible Conduct of Research prior to approval from the dissertation advisor. A copy of the Human Subjects approval letter along with the Human Subjects Research Statement must be in the student's file in the Graduate College Degree Certification Office.

Dissertation and Oral Defense: The dissertation must be completed and defended in an oral examination within *five years* of the completion of the comprehensive examination. Please consult the Graduate College's [Policies and Procedures](#) links to follow university requirements. **Please make careful note of Graduate College deadlines** in planning your graduation. Students are required to archive their dissertations with the Graduate College through ProQuest. Instructions relating to the format of the dissertation and required abstracts are included in the [Dissertation Formatting Guide](#). Please be aware that there is [due date](#) for submitting the dissertation, and that it is non-negotiable with the graduate college; if the deadline is missed, the candidate will graduate the following semester.

A note about writing: The graduate advisor and committee members are responsible for working with the *content* of your writing, but the *form* of the writing must adhere to principles of good writing. Because editing for clarity and grammar are not the responsibility of faculty members, if you need help with writing, you will be asked to work with an editor. Think Tank offers [free and for-fee writing tutoring](#). If extensive help is needed, a professional editor may be hired. Please plan ahead.

Dissertation calendar: Writing a dissertation takes longer than is initially anticipated. A planning calendar can be found in Appendix D. Please use this in planning with your Major Professor/Dissertation advisor. Please be aware that deadlines are firm, both in AVCE and for the [Graduate College](#).

Two-week rule: Given the complexity of faculty schedules, faculty advisors require two weeks to read *each* chapter of a dissertation, whether the reading is of the initial draft or a revised draft. Chapters should be handed in one at a time, not all at once: please check with your faculty advisor (this ensures that the direction built in earlier work is approved as you proceed). In most cases, faculty also need two weeks' notice to write letters of support as well. Please plan accordingly. A period of **three weeks** is required for dissertation committee members to read a dissertation: i.e., the dissertation needs to be in the hands of committee members three weeks before the oral defense.

Announcement of Final Oral Defense: The exact time and place of this examination must be scheduled by completing the Announcement of Final Oral Defense Form, available through [GradPath Forms](#) on UAccess Student Center, at least 3 weeks before final defense, and announced publicly in *Lo Que Pasa* at least one week in advance. The dissertation advisor presides over the examination. The initial seminar portion during which the student presents the dissertation and entertains questions is open to the public. The committee's deliberation is closed to the public. There is no minimum time limit for the Final Oral Examination, but the entire proceedings may not exceed three hours. The committee will inform the candidate of their decision immediately following their deliberations. Upon completion of the Announcement

of Final Oral Defense form, the candidate's committee chair will receive the Results of Final Oral Defense form through GradPath Forms, and will report the results of the defense.

Ideal Progress through the Art History and Education PhD, Art and Visual Culture Education Track First Year:

- Successfully complete at least one methods course and ARE OR AVCE 535 (if offered)
- Take classes in major, minor, and elective areas
- Successfully complete First Year Ph.D. Review Select major advisor and submit [Doctoral Plan of Study](#)

Second Year:

- Complete second methods course and ARE OR AVCE 535 (if not yet taken)
 - Take classes in major, minor, and elective areas • Identify additional members of the doctoral committee
- ### **Third and Following Years:**
- See Graduate College for relevant administrative paperwork (please refer to requirements outlined above to determine paperwork needed)
 - Pass comprehensive examination and oral examination
 - Advance to candidacy • Write and defend dissertation
 - Graduate!

Satisfactory Academic Progress

In addition to maintaining a minimum 3.00 grade-point average, students enrolled in a graduate degree program at the University of Arizona are required to demonstrate satisfactory academic progress toward degree completion. These are *minimum* requirements for completing the degree; actual progress may be accelerated. For the AHED PhD, AVCE track, these are as follows:

First year:

- Complete at least one methods course and ARE OR AVCE 535 (if offered)
 - Complete a minimum of 9 hours in major and/or minor areas
 - Successfully complete the First Year Ph.D. Review
 - Select a major advisor
 - Submit the Doctoral Plan of Study, in consultation with advisor
- #### **Second year**
- Complete a minimum of 21 hours, including a second methods course and ARE OR AVCE 535 (if not yet taken)

Third year

- Complete a minimum of 30 hours
- #### **Fourth year**
- Complete coursework in major, minor, and elective areas (a minimum of 45 credit hours)
 - Complete and pass comprehensive written and oral examinations
 - Advance to candidacy
 - Submit dissertation proposal
 - Submit Human Subjects Review (if needed)
- #### **Fifth year after Comprehensive examinations**
- Complete and defend dissertation

Failure to meet satisfactory academic progress requirements is grounds for disqualification from the program.

Sample Timeline for Completion of the Ph.D. based on Full-time Status

(This is a sample; your progress may differ. Please see information outlined elsewhere in this document for more elaboration on any of the sample information below.)

Year One:

Complete 12-18 hours of coursework, including at least one methods course and theory course if offered, as well as coursework for the major and/or minor.

Complete First Year Ph.D. Review.

Submit the Preliminary Doctoral Plan of Study, in consultation with temporary advisor.

Year Two:

Complete 12-18 additional hours of coursework, including methods and theory courses, coursework in major and minor.

Select major advisor.

Choose minor.

Submit Doctoral Plan of Study.

Year Three:

Complete coursework for major and minor (minimum of 45 hours).

Write position paper. Paper should be turned into advisor by 8th-10th week of the semester before the student plans to write her/his comprehensive exams.

Begin preparing for comprehensive exams.

Choose committee for comprehensive exams. Committee is a minimum of 4 members: chair and one or two members from AVCE, person from the minor; 4th member may be from AVCE or another area.

Take comprehensive exams at the end of the third year or the beginning of the fourth year. All coursework must be completed. Please plan a full semester for the writing and defense of the exams.

Years Four and on:

Constitute a dissertation committee (the committee is composed of at least 3 members, the chair and one other member from AVCE; the third may be from AVCE or from another cognate area. Often the dissertation committee is similar to the comprehensive exam committee).

Submit dissertation proposal (first to advisor, then, with her/his permission to the committee).

Hold dissertation proposal meeting; make changes as required; receive approval

Submit Human Subjects Review, if needed.

Complete research.

Write and defend dissertation.

* Research and writing of the dissertation may take 1-5 years after completion of the comprehensive exams.

Art and Visual Culture Education Minor

The Art and Visual Culture minor requires 9 units of coursework, as approved by the minor advisor. The minor advisor must be an Art and Visual Culture Education, tenure or tenure-track faculty member.

Graduate Council

The School of Art Graduate Council is charged with providing input and serving as liaison between the School of Art administration & faculty and the graduate students. Graduate students in each program (Masters/PhD for Art History & AVCE) or division (2D, 3DXM, Photo, I+D) will nominate one representative. These 8 representatives will make up the Graduate Council. The Graduate Council will nominate 1 representative to attend one SEC meeting each semester. The Graduate Council will also nominate representatives to be a full non-voting member of the School of Art Curriculum, Facilities, VASE and CFA Student Advisory Committees. Program or division representatives are invited to one division meeting each year. At meetings where members of the Graduate Council are present, faculty and administration will not discuss any matters regarding fellow students.

Election Process: Each spring, all graduate students will be asked to email the Graduate Program Coordinator to nominate a representative from his/her program or division to serve on the following year's Graduate Council. The Graduate Program Coordinator will compile the results. If the student nominated does not wish to serve on the Graduate Council, the next person will be asked, and so on.

The Graduate Program Coordinator will schedule the Graduate Council's first meeting. At this meeting the council will be tasked with nominating a representative to attend one SEC meeting each semester, nominating representatives to the Curriculum, Facilities, VASE and CFA Student Advisory committees, and scheduling any other Graduate Council meetings.

Petition

Students can formally petition for an exception to be made to the policies established by the School of Art in the handbook by submitting a SOA Petition, available on the School of Art [website](#).

Students can formally petition policies established by the Graduate College by completing a [Graduate Petition](#).

Appeal

If a student disagrees with a decision made by the division or school, s/he may appeal the decision using the SOA Appeal form, available on the School of Art [website](#).

Grievances

Should a graduate student feel he or she has been treated unfairly, there are a number of resources available. With few exceptions, students should first attempt to resolve difficulties informally by bringing those concerns directly to the person responsible for the action, or with the student's graduate advisor, the department head, or the immediate supervisor of the person responsible for the action. If the problem cannot be resolved informally, the student may be able to file a formal grievance. Please see the complete grievance policy and other resources on the Grad College

website: <https://grad.arizona.edu/policies/academic-policies/grievance-policy>

Museum Studies Certificate Program

The [Museum Studies Certificate Program](#) (MSCP) is designed to enhance existing graduate degree programs for those students seeking scholarly expertise and practical experience in the field of museum studies. The theoretical and scholarly orientation of the curriculum for the MSCP is balanced with archival, curatorial, and/or museum education practice through internships at the Center for Creative Photography, the University of Arizona Museum of Art, the Arizona State Museum, and other relevant cultural institutions in the region.

Requirements

- 12 credit hours of coursework (6 of the 12 credit hours may overlap with the degree program in which the student is currently enrolled and count as credit hours for both).
- 6 credit hours of internship with a local art institution. The internship must include a significant scholarly component that links the practical with the academic requirements of the certificate.

Graduate Studios

Two studios in the Visual Arts Graduate Research Lab are allocated to the Division. These are awarded to two graduate students (M.A. or Ph.D.) annually, based on their proposed usage of the space. An application call will go out late in the spring semester for the following school year. The studios are awarded for a maximum of one year to students who have a demonstrated need for studio space in relationship to their course of study or the relationship of art making to their thesis or dissertation project, and time to commit to using the studio on an almost-daily basis.

Non-Degree Seeking Graduate Status

A student who does not meet the admission deadlines for the semester in which s/he wishes to enroll may apply to the Graduate College for admission as a non-degree seeking graduate student. Students may apply a maximum of 12 units in the non-degree seeking coursework towards their M.A. or Ph.D. degree, subject to approval by the AVCE faculty.

Scholarships and Teaching Assistantships

Each year, the School of Art awards over \$50,000.00 in scholarships to graduate students across the School. Scholarships are awarded during the spring semester for the following academic year. All AVCE graduate students are encouraged to apply. Current UA graduate students must have at least a 3.0 GPA, which will be verified prior to review.

The scholarship application will be available for approximately one month in the spring, generally during the second half of the semester. Graduate students will be notified through the graduate listserv when the School of Art Online Scholarship Application is available. Once you have registered, you may return to the School of Art Online Scholarship Portal as many times as needed prior to the deadline to complete your application.

Recommendations for awards are based on the following factors:

- Quality of artwork or writing sample submitted
- 3.0 cumulative and major GPA

- Submission of a FAFSA (please see Financial Aid section below)

School of Art recommendations are forwarded to the University Scholarship Office. If you receive a scholarship you will be notified in writing. Scholarships will NOT be awarded until the scholarship office verifies eligibility.

Graduate Tuition Scholarships are also available and are allocated annually to the School's divisions. The School of Art typically awards over \$150,000 in Graduate Tuition Scholarships each year to students across the School. Faculty members in each division recommend graduate students for the available tuition scholarships; all accepted incoming graduate students and continuing graduate students are considered. To be eligible for tuition scholarships, graduate students must be:

- Admitted.
- Current students must be enrolled in a graduate degree-granting program at The University of Arizona for three or more graduate units.
- In good academic standing.
- Have a cumulative undergraduate or graduate GPA of 3.00 or higher.

Graduate Tuition Scholarships can cover any portion of base graduate student tuition (in-state or out-of-state), and exclude the miscellaneous and program fees.

Graduate Teaching Assistantships are available on a selected basis to qualified Ph.D. and M.A. students and are awarded by the Art and Visual Culture Education faculty. Students should indicate interest in being considered for an assistantship with their application materials. Every effort is made to award assistantships to qualified candidates.

Financial Aid

For domestic students, Free Applications for Federal Student Aid (FAFSA) forms are available on-line or through the Office of Scholarships and Financial Aid website). Submission of a FAFSA is strongly encouraged for everyone and is required for all students who are recommended for scholarships. These applications are used for the following federal student financial aid programs: Pell Grants, Stafford Loans, SEOG, Perkins Loans, and College Work-Study. For more information on student financial aid, please contact the Office of Student Financial Aid.

International students do not qualify for the programs administered in this office. The best resource for financial aid information for international students is at [UA Global Initiatives Office of International Student Programs and Services](#).

Professional Activities

All students, whether masters, or doctoral level, are encouraged to begin their professional lives while students at the University. This includes joining the professional art education organizations: [National Art Education Association](#) (NAEA) and affiliate [Arizona Art Education Association](#) (AAEA), and the University of Arizona Student Chapter of the NAEA. Membership in NAEA automatically creates membership in AAEA. NAEA can be reached at:

901 Prince Street

Alexandria, Virginia 22314
USA phone: (703) 860-8000
toll free: (800) 299-8321 fax:
(703) 860-2960 [http://www.
arteducators.org](http://www.arteducators.org)

Career Services

The office of [Career Services](#) provides a wide range of career services to all current and prospective educators. Services range from initial career counseling and planning—including supply and demand projections, to career exploration, job search skills, and placement services. They also maintain the educator's placement or credential files.

In addition, faculty will provide information about jobs through the graduate listserv. Openings received by the School are posted on the bulletin board in Art 110. Openings received in print for jobs of a more temporary nature, such as summer and after-school jobs, are posted in the hallway where the AVCE faculty offices are located.

Appendix A: ART AND VISUAL CULTURE EDUCATION Ph.D. PRELIMINARY PLAN OF STUDY

NAME: _____

9 HOURS METHODS AND THEORY

ARE OR AVCE 535: Theory in Art and Visual Culture Education and

Two methods courses, chosen from:

ARE OR AVCE 530: Introduction to Research in Art and Visual Culture Education

ARE OR AVCE 631: Arts-based Research

ARH 511a: Theory and Methods in Art History: Renaissance to 1960

ARH 511b: New Theory and Methods in Art History: 1960-Present

MUS 551: Behavioral Research in the Arts

MAR 639: Methods of Media History

LRC 576: Teacher Research

LRC 605: Qualitative Methods in Education

TTE 596R: Action Research Workshop

TTE 696A: Research on Teacher Education

TTE 696B: Research on Teaching

EDL 601: Qualitative Methods in Education

HED 602: Research Design in Higher Education

HED 605: Qualitative Methods in Education

Course #	Professor	Title of Course & Paper Title	Term	Grade	Hours

21-24 HOURS MAJOR AREA (Total of major + colloquia + electives should be 27)

Course #	Professor	Title of Course & Paper Title	Term	Grade	Hours

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1-3 HOURS ARE OR AVCE 695 COLLOQUIA

(Colloquia are included as part of the 21 hours applied towards the major)

Course #	Professor	Title of Course & Paper Title	Term	Grade	Hours

9 HOURS MINOR (If department requires a 12 hour minor, the total major area credits will be reduced by 3)

Course #	Professor	Title of Course & Paper Title	Term	Grade	Hours

6 HOURS ELECTIVES

(Coursework taken outside Art and Visual Culture Education to support scholarly development.)

Course #	Professor	Title of Course & Paper Title	Term	Grade	Hours

18 HOURS DISSERTATION RESEARCH

Course #	Professor	Title of Course & Paper Title	Term	Grade	Hours

Appendix B
REQUESTED GRADUATE COMMITTEE APPOINTMENT FORM

Name: _____ Phone #: _____

Email: _____

Committee (MA thesis, MA project, PhD comprehensive exams, PhD dissertation):

Instructions:

A chair and committee members for the MA thesis or project and the PhD comprehensive exams and dissertation is suggested by the student to the faculty, who finalize the assignment. Please meet with the person you would like to designate as your chair and discuss with her or him the other committee members, then fill out this form and submit it to the Chair of the Division, who will present it at a faculty meeting. Thesis, project, and dissertation committees require three members; comprehensive exam committees require four (at least one person representing the minor).

Faculty Member's Name	Proposed Role	Date you met (needed for chair)	Rationale for requesting this person
	Chair		
	Member		
	Member		

Once approved, please meet with each member of your committee to determine future directions in your program and follow additional steps outlined for your degree in the AVCE Graduate Handbook.

Student's signature: _____ Date submitted: _____

Appendix C
M.A. IN ART EDUCATION
THESIS/PROJECT APPROVAL FORM
Division of Art and Visual Culture Education

Name ... Date

Plan of Study submitted YES or NO THESIS or PROJECT (please circle)

Title:

Please write two to three paragraphs that describe what you will examine in your thesis or project. Please include your goals, research questions, and methodology.

.....
Advisor signature and date

.....
Committee member signature and date

.....
Committee member signature and date You are responsible for making an appointment with committee members to review the Approval Form. Please do not send the form out over email. Once you have all of the required signatures, please make copies of this form for yourself, the School of Art's graduate advisor, your advisor, and each of your committee members. Thank you.

APPENDIX D

Annotated Bibliography preparatory to the PhD Comprehensive Examination

According to Cornell University, “An annotated bibliography is a list of citations to books, articles, and documents. Each citation is followed by a brief (usually about 150 words) descriptive and evaluative paragraph[s]”

(<http://www.library.cornell.edu/olinuris/ref/research/skill28.htm>). The process used for the pre-comprehensive examination package includes both an abstract and notations. Notations differ from an abstract in that the abstract is a “purely descriptive” summary, whereas the notation includes analysis about the relevance of the source to the student’s interests. The notation may include quotes, although the emphasis is on analysis (see below).

The Process

Creating an annotated bibliography calls for the application of a variety of intellectual skills: concise exposition, succinct analysis, and informed library research. The following elements are usually included in an annotation:

- Cite the book, article, or document using the appropriate style (in AVCE and Education, this is usually APA).
- Write a concise abstract that summarizes the central theme and scope of the article, chapter, or book.
- Write your notations: one or more sentences to (a) compare or contrast this work with another you have cited, (b) explain how this work illuminates your subject or methodology, (c) evaluate the research design, findings, or author’s analysis, and/or (d) make other notations useful to your work.
- For guidance in critically appraising and analyzing the sources for your bibliography, see [How to Critically Analyze Information Sources](http://www.library.cornell.edu/olinuris/ref/research/skill26.htm) (<http://www.library.cornell.edu/olinuris/ref/research/skill26.htm>). For information on the author’s background and views, ask at the library’s reference desk for help finding appropriate biographical reference materials and, if the item is a book, [book review](http://www.library.cornell.edu/olinuris/ref/bookreviews.html) sources (<http://www.library.cornell.edu/olinuris/ref/bookreviews.html>).

Example I: A Subject Annotation for Place-based Pedagogy

Before beginning, the student should check with her or his Committee Chair about any variations in formatting, either that the student proposes or that the Chair recommends.

Bey, S. (2013). Excavating the cityscape through urban tales and local archives. *Art Education*, 66(4), 14-20.

Abstract: By exploring and creating cityscapes – “artistic representation[s] of an urban environment” – students and teachers can connect with their own histories and build and sustain a sense of pride and neighborhood identity (p. 14). Cityscapes “can take shape through narrative, mythology, performance, or visual metaphor” and can be accessed through local archives, oral histories, and social networks. Bey imagines students as researchers, archivists, and visual ethnographers. The local archives they access include traditional research sites like historical societies or public libraries but is expanded to include community elders, personal archives of community members, images, artifacts, and neighborhood streets and storefronts.

Notations: Lippard's "places" and Bey's "cityscapes" are both spaces (re)activated by layers of memory rooted in human experience. The suggested activities align with social justice education practices by challenging dominant narratives about urban neighborhoods and encouraging students to "reactivate perceivably dormant spaces, rediscover forgotten local heroes, and impress upon collective memories through making connections, deconstructing meaning, or making artistic creations" (p. 20).

Example 2: A Methodology Annotation for Participatory Action Research

Kindon, S., Pain, R., & Kesby, M. (2007). *Participatory action research approaches and methods: Connecting people, participation and place*. London & New York: Routledge. Retrieved from <<http://www.myilibrary.com?ID=110231>>

Abstract: Kindon, Pain, and Kesby's text describes the history and contemporary practices and purposes of Participatory Action Research (PAR). The text also explores connections with Action Research as a methodology and provides a detailed discussion of how the two really differ in their shared focus for social change. Also discussed is poststructuralist ideas of spatiality in PAR, which I can apply to exploration of classroom as the space for my research. Additionally, the authors provide references to critical scholarship, primarily through feminist theories of identity and ideas of power and empowerment from Michel Foucault (ch. 3) that balance the authors' overall positive presentation of PAR as a methodology.

Notations: The discussion of Foucault in this text in relation to PAR as a methodology will work well in my research, since I am using Foucault, like Graham (1995) to remind the reader of the positions of power held by art history instructors. To acknowledge my own perceived position of power as one who is implementing this research about others by citing this discussion will show I understand the critiques of this methodology and can work through them to negate that perceived power in my research, which ultimately is the goal behind my research interest – the negation of perceived negative effects of instructor power over students.

APPENDIX E

Deadlines for MA Project, MA Thesis, and PhD Dissertations

AVCE faculty members want to support you as much as possible in completing your degree. Carrying out the research for and writing a thesis or project almost always takes longer than anticipated. Please plan accordingly. The calendar below is to help you in your planning. Please plan *at least* a month to write each chapter: nuanced writing takes much longer than this.

The deadlines in the calendar below are firm. Please do not ask your advisor to make a special case for you, as it results in back-ups further along in the semester and, most importantly, in rushed work that won't reveal nuances and deep reflections.

The calendar is based on the following necessities:

- Each chapter is read first by the chair of your committee.
- Your advisor/chair of your committee has at least two weeks to read *each* chapter. This means that if you turn in two chapters at the same time, she or he will have four weeks to read them.
- Your committee members will receive the thesis two weeks (MA thesis or project) and three weeks (PhD dissertation) before the scheduled defense date.

It is crucial to understand that not meeting these deadlines will result in a postponed graduation and that faculty do not convene for defenses over the summer. Please take this responsibility to yourself seriously.

Meeting these deadlines does not guarantee graduation. Your project, thesis, or dissertation must meet high academic standards. For writing that needs significant revisions, you must allow more time in all phases.

MA Thesis and Project Deadlines

Event	Deadlines for Fall Graduation	Deadlines for Spring Graduation
Date the last chapter is to be delivered to your committee chair	15 October	Friday before Spring break
Last date to turn in completed thesis draft to your committee members	1 November	7 April
Last date to hold your oral defense	15 November	21 April
Last date to turn in post-defense revisions to your committee chair	22 November	28 April
Last day to turn in completed thesis to the Graduate College (this step is not required of projects)	Approximately the last day of finals (check the Graduate School's degree dates and deadlines to confirm)	Approximately the last day of finals (check the Graduate School's degree dates and deadlines to confirm)

PhD Dissertation Deadlines

Event	Deadlines for Fall Graduation	Deadlines for Spring Graduation
Date the last chapter is to be delivered to your committee chair	10 September	1 February
Last date to turn in completed dissertation draft to your committee members	15 October	18 March
Last date to hold your oral defense	5 November	1 April
Last date to turn in post-defense revisions to your committee chair	10 November	7 April

Last day to turn in completed dissertation to the Graduate College (this step is not required of projects)	Approximately the Monday of the last week of classes (check the Graduate College's degree dates and deadlines to confirm)	Approximately the Monday of the last week of classes (check the Graduate College's degree dates and deadlines to confirm)
--	---	---