



MA in Art Education Handbook

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Welcome!

Welcome to the University of New Mexico's graduate Art Education Program. We hope that the time you spend here will be meaningful, thought-provoking, and filled with a variety new experiences and friendships. Please consider participating in our vibrant community of artist-educators beyond time spent together in class— The program is always working to connect our students to opportunities for personal/professional development, participation in research and teaching initiatives, and community service and outreach. We further encourage you to participate in the Art Education Graduate Student Association to further develop relationships and professional growth opportunities.

UNM's Art Education Program has designed this informational handbook to help you successfully navigate your graduate studies. The program's faculty advisors welcome questions and encourage students to meet regularly to discuss professional goals and opportunities; graduate students are further encouraged to consult with the Art Education Program Graduate Advisor before the start of every term to develop a comprehensive program schedule, select semester-to-semester courses, and engage in other forms of academic advising.

While this handbook contains much that is pertinent to your graduate studies in art education, it is essential for your successful progress that you become familiar with the University of New Mexico Catalog for the year in which you enter the program: (<http://catalog.unm.edu>). Please concentrate on the 'Graduate Program' section of the catalog.

We look forward to working with you.

Introduction

The University of New Mexico's Art Education Program offers graduate work leading to the Master of Arts (MA) in Art Education degree to qualified students. MA students may choose to focus on the MA without licensure (33 credits) or the MA in Art Education with coursework preparing them for Visual Art preK-12 licensure (51 credit hours). The two Programs of Studies options support students with a wide range of interests: For example, the MA in Art Education leading to Visual Art preK-12 licensure option opens up the possibility for graduates to teach in a public school setting (New Mexico's licensure is virtually reciprocal with 44 other states); whereas the MA in Art Education without licensure helps practicing licensed teachers to advance from a New Mexico Public Education Department (NMPED) Level 2 Teaching License to a NMPED Level 3 Teaching License. Both MA in Art Education programs of study can be used to prepare graduates to teach art in a private school, museum, or community organization, as well as prepare graduates to research and advocate within the field of art education, and/or can be used as a prerequisite in continuing on to a doctorate degree in art education or a related concentration.

Program Overview

UNM's Art Education (ARTE) Program is housed within the Department of Art in the College of Fine Arts at the University of New Mexico in Albuquerque. The Art Education Program offers four programs of studies, three of which include coursework required to apply for a New Mexico visual arts teaching license:

- **BA in Art Education with coursework leading to Visual Art preK-12 licensure**
- **Post-Baccalaureate with coursework leading to Visual Art preK-12 licensure**
- **MA in Art Education with coursework leading to Visual Art preK-12 licensure**
- **MA in Art Education without licensure coursework**

Program Goals

The University of New Mexico's Art Education Program prepares license track artist-educators:

- 1) To demonstrate the conceptual frameworks; technical and practical expertise; critical and creative practices; responsiveness to historical, political, and sociocultural developments impacting art education; technological possibilities and proficiencies; and foundational understanding in the domains of art education, studio art, design and aesthetics, visual culture, and art history required to effectively teach in and through the visual arts.
- 2) To design coherent long-term and short-term curriculum in the visual arts that defines and measures student learning outcomes; corresponds to national standards; considers the preparation of instructional materials and spaces; outlines specific instructional procedures and organizational strategies; and demonstrates a meaningful understanding of lesson content, supporting resources, and the specific needs and interests of a diverse student population.

- 3) To generate, integrate, and engage in research that informs individual instructional practice and contributes to the broader field of art education; to create reflexive practitioners capable of self-determining personal dispositions, professional positions, community participation, and sociocultural sensitivities, and as well as the consequences of action in regard to the equitable treatment of all learners and the relevancy of visual arts to describe and improve the human condition.

The University of New Mexico's Art Education Program prepares non-license track artist-educators:

- 1) To prepare artist-educators with an understanding of the importance of educating others about diverse peoples' histories, cultures, and aesthetic approaches who are capable of preparing art educational experiences to meet the needs of diverse learners.
- 2) To prepare artist-educators familiar with key contemporary concepts, debates, and pedagogical perspectives in art education who are capable of engaging in dialogues, contributing to policies, or advocating for the role of art, design, and visual culture in education and everyday life.
- 3) To prepare artist-educators to become competent academic researchers and artists capable of conducting research and pursuing their own creative practices to advance the field of art education.
- 4) To prepare art education professionals as reflexive practitioners who will engage in critical thinking about teaching for diversity, ethical conduct, professionalism, and advocacy for the equitable treatment and respect for others' learning, artistic growth, and overall well-being.

Program Core Values

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

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

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

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

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

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

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

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

Program Schedule and Enrollment Requirements

Program Entry

To be eligible for admission to the University of New Mexico's graduate Art Education Program, applicants must meet the following prerequisites:

- A) See the appropriate sections of the University Catalog (<http://catalog.unm.edu/catalogs/>) for general prerequisites and application procedures for graduate studies at the University of New Mexico.
- B) Earned undergraduate degree from an accredited university including a minimum of 24 credit hours in studio art, design, art history, art education, art therapy, and/or a related concentration in the visual arts.
- C) 3.0 GPA in art-related concentration; 3.0 overall GPA in the applicant's last two years of undergraduate work.
- D) Candidates who have completed 18 credit hours of the required art prerequisites (including two drawing courses and three art history courses, one course in a non-western concentration) and 21 hours of other studio art undergraduate coursework prior to admission.

The graduate studies application is available online: <https://www.unm.edu/apply/>

For admission procedures, applicants are requested to submit the following materials for review:

- A) Letter of Intent: The letter needs to outline the applicant's professional and research goals, summarize the applicant's philosophy of art and education, relevant experiences, and reasons for applying to UNM, and include other information that the applicant feels is pertinent to the application (including whether the applicant is applying for the MA with licensure or the MA without licensure coursework).
- B) Transcripts: Transcripts from each institution the applicant has attended need to be uploaded as part of the online application and mailed to the Office of Admissions.
- C) Current Resume
- D) Reference Letters: Three reference letters from people in supervisory positions (i.e. professors, cooperating teachers, work supervisors, and program coordinators) need to be uploaded as part of the online application.

- E) Artwork Portfolio: Ten (10) high-quality images of personal artwork need to be uploaded as part of the online application as a single multi-page PDF. Please try to show both breadth of experience and specific concentrations in your studio practice.

If you are interested in more information about the graduate program in art education and/or application procedures and requirements, please request information from:

Art Education Program Graduate Advisor
Art Building Room 255
MSC 04-2560
1 University of New Mexico
Albuquerque, New Mexico 87131-1231
(505) 277-6672
email: art255@unm.edu

Transfer and Non-Degree Credit

Students have the option to include a total of **twelve credit hours of transfer credit** (including non-degree, extension, and credits from another university or college) in their MA in Art Education program of studies, but the transferred credit must meet the following requirements:

- Transfer credit needs to have been completed in the within the last seven years.
- Transfer credit will be accepted only on the approval of the student's faculty advisor and the Office of Graduate Studies.
- Students need to submit a course outline (prospectus) that describes the objectives (competencies) covered in the course.
- Transfer credit must have a grade of 'B' or higher.
- Transfer credit cannot include more than three hours of workshops or single-hour topics courses.

Furthermore, students have the option to include a total of twelve graduate-level credit hours from the University of New Mexico while classified as a non-degree student in their MA in Art Education program of studies (providing the student had a completed BA or BS degree at the time the courses were taken). Non-degree coursework can only be applied when the student earned a grade of 'B' or better.

Notification of Action on the Application

The Art Education Graduate Program Advisor will notify new program applicants and re-applicants of the action taken on their application. Notification generally occurs four to eight weeks after the published due date for applications (Fall Semester applications are due March 30th; Spring Semester applications are due October 30th).

Deferment of Admission

If a graduate student has been admitted for a particular academic term but cannot attend during that term, the student may request deferment in order to typically begin studies the following term. This request must be made in writing to the Art Education Program.

Inactive Status (For three or more consecutive terms)

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

Leave of Absence

Students should notify the program in writing when they anticipate an emergency need for a leave of absence and should provide a letter explaining the extenuating circumstances. If a student is granted the leave, the terms missed will not count against the seven-year time limit to complete all degree requirements. Without a leave of absence, students not registering for coursework are considered to be 'stopping out'. A term missed by stopping out is counted as part of the seven-year time limit. The Graduate Studies Office does not make exceptions to the seven-year time limit except through the petition process.

Program Readmission

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

- GPA of 3.2 or higher in previous UNM Art Education graduate courses
- Recommendation of an art education faculty member

Program Participation**Full-Time and Part-Time Enrollment**

Graduate students need to enroll in a minimum of nine hours per semester to maintain full-time student status for most federal aid programs. If the student has an assistantship position with the University of New Mexico, six credit hours per semester is equivalent to full-time enrollment (federal aid purposes documentation will still use the language of 'part time' even though the student will receive benefits like deferral of repayment and such).

Planning and Advising Resources

The program's faculty advisors welcome questions and encourage students to meet regularly to discuss professional goals and opportunities (Faculty advisors also serve several roles throughout the exit requirement process to be explained later in the handbook). For the purposes of developing a comprehensive program schedule of coursework, selecting semester-to-semester courses, and engaging in other forms of academic advising, graduate students are encouraged to schedule an appointment and consult with the Art Education Program Graduate Advisor before the start of every semester. Even so, students are ultimately responsible for their own timely progression through the MA in Art Education program of studies and need to

familiarize themselves with (and regularly review) the Program of Studies Planning Worksheet located in the handbook appendix.

Facilities

Located in the heart of UNM's central campus, historic Masley Hall is a 15,000 square foot learning space shared between Art Education, Pueblo Pottery, and the New Mexico Musical Heritage Project. The building includes elementary and secondary methods classrooms, a ceramics studio, a printmaking studio, a fabrication lab, a photography suite, conference and seminar rooms, and the Masley Art Gallery. Masley Art Gallery exhibits UNM student-created artwork, regional work from preK-12 teachers and students, and other curated and travelling exhibitions. Graduate students also have access to the University of New Mexico's Libraries' resources (including an extensive collection of online journal articles, digital books, and archived images) and to the Department of Art's studio lab facilities when enrolled in studio electives.

Program Benchmarks

This section of the handbook outlines the different steps required (and a proposed timeline for the completion of each step) for graduate students to successfully complete the MA in Art Education Program and be conferred with their degree.

Program of Studies (coursework required for the MA in Art Education)

The program of studies for the MA in Art Education is outlined in UNM's Course Catalog (<http://catalog.unm.edu>); please make sure that you are referencing the catalog for the academic year you were admitted to the program. The program planning forms (located in the handbook's appendix) is helpful in mapping out and scheduling coursework; your faculty advisor or the Graduate Advisor can review your progress with you at any time.

PLEASE NOTE: Graduate students can only count a total of nine credit hours of ARTE591 Problems in Art Education towards the completion of their degree.

Minor

A minor for graduate students consists of 15 hours in a content area outside of art education, such as Arts Leadership and Business or Museum Studies. No minor is required for completion of the MA in Art Education, and generally art education students at the University of New Mexico do not pursue the minor option. Students interested in the minor option need to work with the Art Education Graduate Advisor, their faculty advisor, and an advisor from the minor field to develop a plan of studies.

Time to Degree

The University requires that all requirements for graduate degrees be completed within seven years prior to the granting of the degree. No course work applied to the degree requirements, including transfer work, may be more than seven years old at the time a graduate degree is conferred. This policy is further outlined in the UNM Online Catalog: <http://catalog.unm.edu>.

GPA Requirements

Graduate students in the Art Education Program must maintain a cumulative GPA of 3.0 or higher. Students can have no more than six total hours of coursework graded 'C', 'C+', or 'CR'.

National Evaluation Series Tests (only students seeking NM preK-12 Visual Arts Licensure)

Graduate students are not required to take standardized tests for entrance into the University of New Mexico's Art Education Program, however students interested in pursuing New Mexico preK-12 Visual Arts Licensure will need to take and pass the following National Evaluation Series (NES) tests before applying to the state for a teaching license:

- a) Essential Academic Skills: Subtests NES001 (Reading), NES002 (Writing), and NES003 (Mathematics): Passing Score= 220
- b) NT503 Art: Passing Score= 220
- c) NT051 Assessment of Professional Knowledge: Elementary: Passing Score= 222 or NT052 Assessment of Professional Knowledge: Secondary: Passing Score= 220*

We strongly advise students to take the NES Essential Academic Skills Test during their first year in the program. Students will need to take and pass the Essential Skills Tests and the Art Content Area Test prior to the start of their student teaching practicum. Students have the option to take and pass the NT051 or NT502 professional knowledge tests after student teaching but cannot apply for licensure until all scores are reported.

Copies of test scores should be submitted to UNM's College of Education through the NES testing organization. More information, test dates, test registration, practice tests, and study guides can be found at:

http://www.nmta.nesinc.com/TestView.aspx?f=HTML_FRAG/NT001_TestPage.html

http://www.nmta.nesinc.com/TestView.aspx?f=HTML_FRAG/NT051_TestPage.html

http://www.nmta.nesinc.com/TestView.aspx?f=HTML_FRAG/NT052_TestPage.html

http://www.nmta.nesinc.com/TestView.aspx?f=HTML_FRAG/NT503_TestPage.html

The College of Education offers a series of workshops to help students prepare for the NES Essential Skills Tests. Dates and registration can be found at: <https://coe.unm.edu/administration/center-for-student-success/nestestprep.html>

Student Teaching Practicum (only students seeking NM preK-12 Visual Arts Licensure)

UNM's Art Education Program defines the student teaching practicum as a situated, intensive teaching experience; candidates can expect to work in the classroom roughly 630 instructional hours between their two practicum sites (35 instructional hours per week for the full-time student teaching option and 18 instructional hours per week for the part-time student teaching option). These projections do not include outside of classroom preparation. The student teaching practicum is structured for candidates (though a deliberate combination of guided and

independent teaching opportunities) to gradually take on the roles and responsibilities of a licensed, professional preK-12 classroom art educator. Candidates generally plan to student teach either the same semester as their projected date of graduation or alternatively the semester(s) just prior to their projected date of graduation, although some students complete their student teaching, accept a teaching job, and complete their master's degree during the seven years permitted for degree completion.

Graduate Office Program of Study Form

The Program of Studies Form (POS) needs to be completed and submitted to UNM's Graduate Studies Office one semester before the completion of graduate-level course work (Deadlines: March 30th for Fall Graduation and October 1st for Spring Graduation). The Program of Studies Form can be completed online at gradforms.unm.edu.

The Program of Studies Form needs to be approved by: 1) The student's faculty advisor, 2) the Department of Art chairperson, and 3) the Dean of the Graduate Studies Office. **Completion of the Program of Studies Form is the responsibility of the student but faculty and the advisement office can advise you about how to complete it.**

Exit Requirements

Committee on Studies

The Committee on Studies mentors and supports the graduate student as they complete the program's Plan I or Plan II Exit Requirements (described below). Committees generally consist of three faculty members: a) the student's art education faculty advisor; b) preferably two but a minimum of one other full-time art education faculty member; or c) the third committee member can alternatively be a part-time instructor in the Art Education Program or a faculty member of any other program in the university with whom the student has taken coursework. More than three committee members can be appointed in accordance with UNM policy. The student's faculty advisor and the Office of Graduate Studies must approve the composition of the Committee on Studies. The Committee on Studies needs to be developed prior to starting work on the exit requirement.

Plan I and Plan II Exit Options

UNM's MA in Art Education students are required to complete a graduate-level capstone project prior to graduation. Students may choose to complete either the Plan I: Thesis option or the Plan II: Master's Examination option (The Plan II: Master's Examination option can take the form of a written take-home examination or a curriculum project). Students should plan to make their decision regarding Plan I or II options in consultation with their art education faculty advisor and start working on their exit requirements three semesters prior to graduation.

Students must complete the Application to Complete Exit Requirements form and present it to their faculty advisor for full faculty approval. Current submission deadlines for the Application to Complete Exit Requirements form and the Committee on Studies form are the same as the

due date for the Program of Studies: October 1 for spring graduation, March 1 for summer or fall graduation. Students MUST meet with their faculty advisor early enough in the term prior to beginning the selected exit plan (Plan I or Plan II) to meet the requirements for the due dates.

Plan I: Thesis

The thesis option involves the development of a document that presents the graduate student's research and findings and is submitted in support for the conferring of the candidate's degree. Thesis content needs to be relevant and related to the field of art education. The thesis in art education represents a research initiative and needs to be supported by research designs and methodologies appropriate to the candidate's research questions.

The program of studies for the Plan I: Thesis Exit Requirement includes 24 credit hours (minimum) of graduate coursework and six credit hours (minimum) of thesis work. Thesis credit hours generally span two semesters with three credit hours each semester; students can register for no more than six credit hours of thesis work during a single semester. The student's semester-to-semester enrollment in thesis credit hours needs to be continuous. To be eligible to enroll in thesis credit hours, students need to first complete 24 credit hours in the MA in Art Education program of studies, submit the Program of Studies Form to the Graduate Studies Office, and form their Thesis Committee. Students should be prepared to present a 1-3 page synopsis of the thesis project to potential committee members when establishing their Thesis Committee.

Students enrolled in thesis credit will receive a grade of 'CR' (Credit) or 'NC' (No Credit) depending on work completed toward completion of the thesis. Each term the committee chairperson and the student will determine work to be accomplished toward completion. The accumulation of three no credit grades will be grounds for dismissal from the program in accordance with policy of the Graduate Studies Office.

Candidates with the support of their committee on studies prepare a thesis proposal during the first semester of enrollment in thesis work. Proposals should include:

- A) introduction with statement of research concentration, research questions, and rationale for inquiry
- B) summation and review of relevant literature
- C) overview of research methods and methodologies
- D) outline of procedures for data collection and analysis
- E) references
- F) appendices as needed

Candidates need to submit a copy of their proposal to each committee member for review at least two weeks prior to the formal proposal hearing. Candidates are then responsible for scheduling a formal proposal hearing with the thesis committee and announcing the hearing at least two weeks in advance to the faculty of the Art Education Program. The proposal hearing is scheduled for 60 to 120 minutes.

The committee chairperson conducts the hearing and allocates approximate equivalent amounts of time to each committee member to examine the candidate on the contents of the proposal. Non-committee members may be allowed to ask questions at the discretion of the chairperson, and at the hearing conclusion the committee will consider the merits of the proposal in private and decide whether to approve the proposal as written, approve the proposal with changes, or not approve the proposal.

If the proposal is approved with changes, committee members provide the candidate with requests and recommendations for changes in writing within five working days of the hearing date. Committee members may wait to formally approve the proposal until the changes have been made or may sign the approval and charge the chairperson with the responsibility for incorporating such changes.

If the proposal is not approved, committee members need to specify the reasons for the disapproval. Committee members will discuss their findings with the candidate immediately following the hearing and provide the candidate with a written report of the findings within five working days of the hearing date. Candidates should plan to meet with the committee as soon as possible to begin work on a new proposal.

The candidate should work very closely with the committee chairperson in conducting the research for the thesis. Changes need to be requested in writing and approved by the chairperson; minor changes can be approved by the chairperson while major changes will need the approval of the full committee.

IRB applications (<http://irb.unm.edu>) must be filed at least three months prior to beginning research involving human subjects.

The thesis must be written using the most recent edition of the Publication Manual of the American Psychological Association (APA). The Graduate Studies office (<http://grad.unm.edu/degree-completion/thesis-dissertations/guidelines.html>) offers numerous guidelines and regulations for the formatting and submission of the final thesis.

Thesis Defense

The candidate is responsible for scheduling the thesis defense; the candidate needs to notify the art education graduate program coordinator three weeks prior to the defense date and file an Announcement of Exam Form at gradforms.unm.edu. The Thesis Defense is generally scheduled for 60 to 120 minutes. Every member of graduate-level art education faculty is invited to the thesis defense.

Copies of the completed thesis document need to be distributed to members of the committee on studies at least two weeks prior to the scheduled thesis defense, and committee members have to approve of the thesis document's presentation before the defense date.

The committee chairperson presides over the thesis defense. The candidate presents their thesis in 15-20 minutes followed by approximately 45 minutes (15 minutes for each committee member) allocated for committee members to ask questions of the candidate. The committee

chairperson then reserves 15 minutes for questions from other faculty members. Questions should relate to the content and subject of the thesis.

Following the thesis defense, the candidate and other faculty members or guests will be excused from the meeting room while the committee meets privately to determine the results of the examination. Candidates can 'pass with distinction' (Thesis Score= 4.0), 'pass' (Thesis Score= 3.9 to 3.0), 'pass with conditions' (Thesis Score= 2.9 to 2.0), or 'do not pass' (Thesis Score= 2.4 to 0.0).

If the candidate passes with conditions, the committee's conditions are discussed with candidate immediately following the defense. Written report of the conditions are then given to the candidate by the committee chairperson within five working days of the defense date.

If the candidate does not pass, committee members need to specify the reasons for the failure. Committee members will discuss their findings with the candidate immediately following the hearing and the committee chairperson will provide the candidate with a written report of the findings within five working days of the defense date. Candidates have the option to schedule a second examination according to policies of the graduate school.

Plan II: Master's Examination

Students deciding not to write a thesis can instead complete a master's examination focused on theoretical, curricular, or studio research. **Plan II: Master's Examination students have the option of completing a faculty-generated take-home written examination or developing a comprehensive curriculum project.** Students should plan to meet with their faculty advisor to select the most suitable option no later than the third week of the term prior to that during which the student expects to complete all degree requirements.

Students are then eligible to complete the Plan II Exit Requirement option during the term they intend to complete degree requirements. Due to faculty involvement in the committee on studies, students need to complete the Plan II: Master's Examination option within fall or spring semesters— summer completion is not an option.

Interested students need to submit the Exit Requirement Application Form (on paper; hard copy included in the handbook's appendix) and the Program of Studies Form (online at gradforms.unm.edu) two weeks before October 1st for spring graduation or March 1st for fall graduation.

Please note: University policy requires that students be enrolled during the term that they complete degree requirements, even if for only one credit hour.

A. Take-Home Examination

The theoretical research take-home examination option is designed to encourage students to reflect on and respond to issues discussed in specific courses completed by three different instructors. Questions can be generated from the following courses:

ARTE 500: History and Philosophies of Art Education; ARTE 510: Curriculum Development in Art Education; ARTE 565: Art and the Exceptional Child; ARTE 566: Art with At-Risk Students; ARTE 572: Art Criticism and Aesthetics for Teachers; ARTE 577: Social Justice in Art Education; ARTE 585: Research in Art Education; ARTE 590: Contemporary Issues in Art Education; and/or other art education special topics courses.

For the take-home examination, members of the student's committee on studies (including the student's faculty advisor and committee chairperson) function as the examination committee. Committee selections are limited to instructors who have taught the three courses from which students choose to have a question; two (minimum) or more of the instructors must be core full-time art education faculty. Please note: Committee members have to be approved by the student's faculty advisor, and the committee on studies cannot be changed following the start of the examination.

Students will receive one question from each committee member. Typed responses are required to be a minimum length of ten pages (per question), double-spaced in 12pt Times New Roman Typeface, and formatted to include the question before the response within the examination document. Each response should include a minimum of five citations using the most recent edition of the Publication Manual of the American Psychological Association (APA).

The take-home examination can be submitted to committee members via email as an editable Word document or handed in to committee members as printed hard copies (each response needs to be put in a different folder with the front of each folder labelled with course number and question).

B. Curriculum Project

The curriculum project option is designed for students to combine critical analysis of art education theories with pragmatic pedagogy. Students create a four to five-unit (each unit consisting of three or four individual lesson plans) curriculum for an elementary, middle, or high school art classroom. Different units should represent a specific area of concentration/interest from the student's program of studies and demonstrate a practical understanding of the National Core Art Standards.

Specific guidelines for the curriculum project will be provided to students who choose this option.

The curriculum portfolio is required to be between 100 to 225 pages in length (approximately 25 to 45 pages per unit plan) and submitted to their three committee members in two three-ring binders as well as a DVD— UNM's Art Education Program will keep and archive one copy of the curriculum and return the second to graduate student after review.

For the Plan II: Master's Examination, members of the committee on studies use the appropriate UNM Art Education Program Master's Examination Rubric to score the student's

final take-home examination or curriculum project. Students can 'pass with distinction' (Exam Score= 4.0), 'pass' (Exam Score= 3.9 to 3.0), 'pass with conditions' (Exam Score= 2.9 to 2.0), or 'do not pass' (Exam Score= 2.4 to 0.0).

ARTE Program Graduating Students Invitational (Masley Gallery)

Every spring semester the Art Education Program hosts an exhibition of works created by completing and graduating students in the Masley Gallery. Students completing degree requirements in the spring semester should plan to participate in the art exhibition the same semester as their planned graduation date, whereas students completing degree requirements in fall should plan to participate in the art exhibition the spring semester prior to their planned graduation date.

Program Policies

Academic Integrity

Graduate students are expected to abide by the UNM Catalog (p.46) policies regarding academic integrity:

"Each student is expected to maintain the highest standards of honesty and integrity in academic and professional matters. The University reserves the right to take disciplinary action, including dismissal, against any student who is found responsible for academic dishonesty. Any student who has been judged to have engaged in academic dishonesty in course work may receive a reduced or failing grade for the work in question and/or for the course. Academic dishonesty includes, but is not limited to, dishonesty on quizzes, tests or assignments; claiming credit for work not done or done by others; hindering the academic work of other students; and misrepresenting academic or professional qualifications within or outside the university."

Accommodation of Disabilities

"In accordance with University Policy 2310 and the Americans with Disabilities Act (ADA), academic accommodations may be made for any student who notifies the instructor of the need for an accommodation. It is imperative that you take the initiative to bring such needs to the instructor's attention, as I am not legally permitted to inquire. Students who may require assistance in emergency evacuations should contact the instructor as to the most appropriate procedures to follow. Contact Accessibility Resource Center at 277-3506 for additional information. If you need an accommodation based on how course requirement interact with the impact of a disability, you should contact the instructor to arrange an appointment as soon as possible. At the appointment you and the instructor can discuss the course format and requirements, anticipate the need for adjustments and explore potential accommodations. We rely on the Accessibility Services Office for assistance in developing strategies and verifying accommodation needs. If you have not previously contacted them we encourage you to do so."

Title IX

"The Equal Opportunity in Education Act of 2002 (known as Title IX) states that 'No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any educational program or activity receiving federal financial assistance.' It is important for all faculty, teaching assistants, graduate assistants, staff and students to understand the following. In an effort to meet

obligations under Title IX, UNM faculty, Teaching Assistants, and Graduate Assistants are considered 'responsible employees' by the Department of Education. This designation requires that any report of gender discrimination which includes sexual harassment, sexual misconduct and sexual violence made to a faculty member, TA, or GA must be reported to the Title IX Coordinator at the Office of Equal Opportunity (oeo.unm.edu). For more information on the campus policy regarding sexual misconduct, see: <https://policy.unm.edu/university-policies/2000/2740.html>. There are organizations on campus that can maintain anonymity and are not required to report possible Title IX violations. These include Student Health and Counseling, CARS, and UNM Advocacy centers including the LoboRESPECT Advocacy Center, the Women's Resource and the LGBTQ Resource center."

Dismissal from Program

The Office of Graduate Studies and the student's faculty advisor monitor and review academic progress of students working toward the master's degree. Action for dismissal may be initiated for any of the following reasons: The student does not maintain the required cumulative GPA of 3.0 or higher; the student's GPA falls below 3.0 in Art Education graduate courses; and/or a faculty member raises questions or concerns about the student's qualifications for continued graduate study or entrance into the profession of Art Education.

Should the issue of dismissal be raised, the student's faculty advisor will inform the student of the situation. The Office of Graduate Studies will notify the student in writing. After notification, two actions are possible:

- 1) The student may withdraw from the program. The matter may be referred for program review to a committee composed of three regular graduate faculty members from the Art Education Program. The program review committee will review appropriate documents, may interview the student, and then submit recommendations to the program faculty, the department chair, and, as appropriate, to the student. These recommendations will be made in writing. Program faculty will make the final decision about dismissal. This decision will be conveyed to the Dean of Graduate Studies and to the student in writing.
- 2) If a student wishes to contest the decision of the program faculty, he/she must follow the grievance procedures outlined in the *University of New Mexico Pathfinder* under "Student Grievance Procedure," sections 2.3.1-2.3.7. The student must submit a formal, written statement of his/her grievance. This document should summarize the facts that support the grievance, indicate the desired resolution and describe the efforts already made at reaching that resolution, as well as their outcome. Individuals against whom grievances have been filed will be sent a copy of the written statement, and will have two weeks in which to respond in writing to the Dean of the College of Fine Arts. The Dean will review all written materials submitted and provide both parties the opportunity to review and respond to all evidence. The Dean will interview each party as well as any other persons who may have relevant information. The Dean may elect to hold an informal hearing involving both the parties to the grievance and witnesses. If such a hearing is held, the parties will be given five days' notice. Each party will be allowed to bring an advisor to the hearing but will not be permitted legal

representation. Cross-examination of witnesses will be permitted, although the Dean may require that questions be directed through him/her. The Dean may choose to convene an advisory committee to help evaluate the grievance. A school or college dean may utilize a standing committee from that unit; the Dean of Graduate Studies will utilize the Senate Graduate Committee. Generally, a written report by the Dean will be issued within a period of four weeks after the grievance has been formally filed. (This period may be extended to allow for University holidays or other periods when the University is not in session.) The report will explain the dean's findings, conclusions, his/her decision and the basis for that decision. A copy will be sent to each party and to the chairperson or supervisor of the faculty or staff member involved. The decision of the dean may be appealed by either party to the Office of the Provost within a period of two weeks. The provost will reconsider that decision only if there are substantive, procedural grounds for doing so (for example, significant evidence that was not accepted or has arisen since the dean's decision was announced). The decision of the Provost is final.

Student Grievance Procedures

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

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

Should you wish to change advisors, please discuss with the advisor you wish to work with to determine their ability to add you to their advising load. Obtain their signature on this form if they agree to accept you. Then, out of courtesy, inform your previous advisor of your decision and obtain their signature acknowledging the advisor change. Finally turn this form, signed and dated by you, the current advisor, and the former advisor into the Department Graduate Office.

Name of student (please print) _____

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

Student signature	Date

Current advisor signature	Date

Former advisor signature	Date

Date submitted to Department Graduate Office

Art Education Program
University of New Mexico
Graduate Program Committee Form

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

Committee Chair/Faculty Advisor Print Name	Signature
	Date

Committee Member Print Name	Signature
	Date

Committee Member Print Name	Signature
	Date

Student's Name Print Name	Signature
	Date

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

Art Education Program
University of New Mexico
Exit Requirement Application Form

For ARTE graduate students accepted into the program AFTER Fall 2013

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

Graduate Student (**Please print name**): _____

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

Plan I: Thesis _____

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

Plan II: Master's Examination

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

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

_____ Committee Chair

_____ Course

_____ Area of Focus

_____ Committee Member

_____ Course

_____ Area of Focus

_____ Committee Member

_____ Course

_____ Area of Focus

_____ 2 **Curriculum Project:** DUE: Attach a 250-word statement proposing your curriculum plan and one curricular unit with 3-4 lesson plans.

Signature of Graduate Student in Art Education

Date

Signature of Faculty Advisor
Art Education Program

Date
SEMESTER / YEAR _____

RETURN TO: Masley Hall, Room 101 or call 277-4112 for pick up

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

PLAN II

Summarize your evaluation of the exam:

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	Pass with Distinction		Pass – Revisions Accepted
	Pass		Do Not Pass

--	--

Master's Exam: Rubric for Curriculum Project

RETURN TO: Masley Hall, Room 101 or call 277-4112 for pick up

Faculty Member: _____

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

Student:

PLAN II

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

Summarize your evaluation of the exam:

FINAL EVALUATION

<input type="checkbox"/>	Pass with Distinction	<input type="checkbox"/>	Pass – Revisions Accepted
<input type="checkbox"/>	Pass	<input type="checkbox"/>	Do Not Pass

Faculty Signature and Date