Master of Art Education Handbook

Texas Tech University
College of Visual and Performing Arts
School of Art

2012
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A. The Texas Tech University (TTU) Master of Art Education (MAE) Program

The TTU MAE Program is a unique hybrid program based in contemporary art and social issues and teaching practices designed to meet the needs of the working teacher through fall and spring on-line courses and summer classes held at the TTU satellite campus at Junction, Texas. (It is also possible to study at the main Lubbock campus.) Students select from a variety of emphases: studio-based, visual studies (pedagogy and curricula studies), art history or a hybrid. Main TTU campus MAE courses, including on-line classes, are taught in Lubbock, Texas during the Fall and Spring semesters. TTU's MAE program, at its core, examines contemporary thought concerning social justice issues with the goal of strengthening strategies used by art educators in the classroom and in enhancing their studio practices and teaching effectiveness particularly in relation to art and visual culture.

B. Eligibility for Application to the MAE Program

MAE Program applicants generally hold a Bachelor of Fine Arts (BFA) or Bachelor of Arts (BA) in Art Education degree. Candidates with undergraduate and/or graduate degrees in related fields such as Architecture, Museum Science, and Art History are encouraged to apply. Consideration will be given to undergraduate and graduate applicants from unrelated fields. However, if approved, these students may be required to complete leveling courses in addition to the MAE program curriculum to graduate. Results of the Graduate Record Exam (GRE) are not considered as a basis for admission to the MAE program and are not needed.

C. The On-Line Application Process

Applicants must submit a completed TTU Graduate Admissions application, which can be accessed at www.depts.ttu.edu/gradschool/. Additionally, a separate application form must be submitted to the TTU School of Art. The form can be found at www.depts.ttu.edu/cvpa. Besides completing the on-line application and form, students must submit transcripts, a letter of intent, three letters of recommendation, and applicable CD art portfolios consisting of student work, personal work or a mixture of both. Directions for submission are given at the websites. A telephone interview or an in-person meeting with the MAE Program coordinator is also required. Applicants should call 806-742-3825 to arrange a meeting or to contact the coordinator. The MAE coordinator is available prior to or during the application process to answer candidate questions.
D. Notification of Acceptance

Official notification of acceptance or non-acceptance to the MAE program is made in a timely manner to the applicant by mail after all requirements of the application process have been completed.

E. Transfer Credit Hours

A maximum of six (6) credit hours from accredited universities or colleges may be applied toward a TTU MAE degree.

F. Curriculum and Program Graduation Requirements for MAE Candidates

A minimum of thirty-six (36) hours of graduate coursework is required for the MAE degree. A minimum of six (6) hours must be face-to-face with professors at classes offered in Junction, Texas or on the main TTU campus. Satisfactory completion of the Capstone choice, with guidance by the student’s full MAE Committee, is required.

Courses in the curriculum:

Art Education Courses – 12 semester hours (required)

All art education courses are taught by the School of Art faculty on-line, at the TTU main campus in Lubbock, Texas, or at TTU’s satellite campus in Junction, Texas during the summer.

Art 5360: Art Seminar (Various topics/may be repeated)  
Offered on-line, at the main campus, and at Junction  
Art 5361: Critical Pedagogy in the Visual Arts (required course)  
Offered on-line during the Fall semester only  
Art 5362: Historical Survey of the Teaching of Art  
Offered on-line  
Art 5363: Research Methods in the Visual Arts (required course/may be repeated)  
Offered on-line during the Spring semester only  
Art 5364: Feminist Research Methods in Visual Studies  
Offered on-line usually in Spring semester

Related Art Courses – 9 to 12 semester hours

All related art courses can be taken on the main campus at Lubbock, Texas or at the TTU satellite campus at Junction, Texas during the summer. For a complete listing of courses offered at the main campus or at Junction, visit www.art.ttu.edu. Examples of related art courses offered are: Photography; Painting; Ceramics; Drawing; Digital Imaging; Jewelry (metals); Sculpture; Printmaking; Web Design/Video Editing; Intermedia Arts; Glassblowing; and Independent Research.
Minor – 6 to 9 semester hours (courses taken inside or outside the School of Art)

Courses for a minor listed below may be taken at the main Lubbock, Texas campus or at the TTU satellite campus at Junction, Texas. Minor courses taken at another accredited university or college may be approved as transfer hours. Classes from other disciplines will be considered on a case-by-case basis. Listed related fields for a minor are: Education; Anthropology; Business; Science; Architecture; Technology; Literature; Music or Dance; Special Needs; and Additional Studio or Visual Studies Classes.

Capstone – 6 semester hours (choose one option)/The MAE Committee

The Capstone is a minimum of six (6) hours. The student chooses one of the following options:

Art 6000: Thesis (for those planning to pursue a Ph.D. and publication)
Art 6001: Professional Report (for those planning to develop a project)
Art 6002: Artistic/Studio Exhibition

The MAE thesis will be on a topic agreed upon by the student and the student’s full MAE Committee and will demonstrate an understanding of social theory/social justice as it impacts art and the salient points of the thesis. The thesis will be a minimum of forty-five (45) pages double-spaced adhering to APA style. The MAE thesis option is traditionally thought of as a prerequisite for application to a PhD program and is a more formal approach to research on art education topics such as pedagogy, contemporary art, critical issues, etc. The MAE thesis is defended in a public forum with the full MAE Committee present.

The MAE Professional Project constitutes a minimum of a twenty-five (25) page double-spaced personal descriptive reflection by the student that evidences an application of social theory/social justice art education issues primarily in the areas of teaching methods and strategies, learning styles, and public or private education. Professional Project topics are agreed on by the student and the MAE Committee. Topics are varied and wide-ranging and offer students a unique and authentic way to show diverse applications of knowledge as a result of their MAE education. The Professional Project is presented in a public forum with the full MAE Committee present.

The MAE Artistic/Studio Exhibition selection for the Capstone requires that the student has taken at least twelve (12) hours of studio classes (not all have to be in the same field). With the guidance of the MAE Committee, the student selects art works to be exhibited, arranges for an exhibition, reserves an exhibition space, produces invitations, announcements, and an artist statement for the exhibition. Additionally, the student writes a ten (10) to fifteen (15) page paper on her/his
exhibition artwork giving personal, historical, and contemporary art influences, showing an understanding of the art process used in the production of her/his art, and identifying the theme or focus of the exhibition. Connection to art practices amid contemporary social cultures is also required. The paper is presented in a public forum with the full MAE Committee present. Although encouraged, the paper presentation does not need to be at the same time as the Artistic/Studio Exhibition.

The Capstone presentation of a thesis, project, or exhibition may be conducted at a distance through electronic communication. An exhibition location will be negotiated with all MAE Committee members. Often exhibitions, presentations, and defenses are held in the summer at the TTU satellite campus in Junction, Texas as well as throughout the Fall and Spring semesters at the main campus in Lubbock, Texas or electronically at other sites throughout Texas or the United States.

The student is required to select a MAE Committee prior to beginning her/his capstone and preferably after completion of six (6) to twelve (12) hours of study. The student will ask three professors to make up their Committee. (Under some conditions, it is possible to maintain a committee of two faculty.) A minimum of two committee members will come from the School of Art’s Visual Studies faculty. One Visual Studies faculty serves as the Chairperson (students may have Co-chairs), who is responsible for the overall guidance of the student in pursuing the MAE degree. The Chairperson or Co-chairs also make sure the requirements of the degree are fulfilled through the appropriate course selection, acts as the principal editor of papers and presentations, coordinates the details of and moderates the final presentation, and ensures the student is aware of TTU Graduate School requirements including the need to file an “intent to graduate” with the TTU Graduate School at the start of the graduating semester.

G. Scholarship and Financial Aid Information

Scholarship and Financial Aid Information is available at www.financialaid.ttu.edu; www.advising.ttu.edu; and www.campuslife.ttu.edu. Part-time graduate study scholarships are available as are partial summer scholarships for study at the Junction campus in summers. Information about these opportunities is available from the MAE coordinator and the above mentioned websites.

H. Potential for Paid Teaching Assistant of Graduate Assistant Positions at the TTU Main Campus in Lubbock, Texas

In order to be eligible for a paid teaching assistant or a graduate assistant position in a given semester, the MAE student must take a minimum of nine (9) graduate hours, have at least a 3.9 grade point average, and be located at the main campus. Applications are available at and made through the TTU School of Art. Full-time graduate MAE students at the Lubbock campus often serve as teaching assistants for Art 3372 Rethinking Art Education (a non-art majors studio course) and then teach the course in ensuing semesters and/or serve as teaching assistants for Art 1309, a
general art appreciation course. MAE students are closely mentored prior to teaching Art 3372.

I. The MAE Program at the TTU Satellite Campus in Junction, Texas

The MAE classes at Junction are designed mainly for working teachers, but include a mixture of MAE students, lifetime learners, some other graduate students and on occasion undergraduate art students. Three credit hours are earned in three intensive weeks of instruction in a retreat-like setting. This is often an atmosphere of 24/7 art production and intense interaction during the three weeks. A maximum of six credit hours can be earned during the summer’s two sessions. Many studio art courses are taught in Junction as well as the MAE seminar in Visual Studies. The TTU Junction campus has one of the few glassblowing facilities in the state of Texas. Various science courses are available for those MAE candidates with a science minor. Course professors come from the TTU main campus in Lubbock.

The TTU Junction campus is located 120 miles northwest of San Antonio. The nearest largest city is Kerrville, 45 minutes southeast. The campus is on 411 acres dominated by pecan groves and juniper-covered hillsides. The South Llano River borders the campus. Air-conditioned housing is available for 120 students. 10 screened-in cabins provide economical housing for an additional 120 students. Facilities include two academic buildings, a lecture hall, cafeteria, art complex, a small library, alternative firing kilns for clay, and an in-ground swimming pool. Professors often schedule field trips to neighboring ranches or public sites. Professors and students often travel to Austin, San Antonio and other cities to visit museums, galleries, and other sites.
J. Graduate MAE Studio Use Policy at Main Lubbock TTU Campus

MAE Studio Assignments

MAE studio spaces are available only on the TTU main campus in Lubbock. They are to be used solely for studio activities related to the degree plan. The spaces are assigned by the MAE Coordinator with the advice of members of the Visual Studies graduate faculty at the beginning of each fall term. Studios are allotted according to space availability, media compatibility, student enrollment status, and continued use. To retain access to a MAE studio space the student must be enrolled in classes at TTU, be in good academic standing, and must use the facility for its intended use. Failure to comply with these guidelines will result in the revocation of studio privileges. The studio application form constitutes an agreement on the part of the student to abide by the policy listed below. The student is to return her/his signed form to the MAE Coordinator.

Art Department Key Policy

Keys will be issued to graduate students with the written approval of the appropriate faculty or staff member. The Key Authorization and Loan Agreement Policy is available in the School of Art Office.

Building Hours and School Access

During the academic year: Any graduate student wishing to work in the Art and/or Architecture buildings past 10:00p.m., any night, must put her/his name and Student ID number on a list in the School of Art Office.

Holiday/Summer Studio Usage. Use of facilities other than the assigned MAE studio space during the holidays and summer must be approved by the area faculty member(s).

Privileges

After a student is accepted as a candidate to the MAE program in Art Education, the student becomes eligible to receive a graduate studio space--when available. The studios are provided for the production of artwork related to their final exhibition/professional project/thesis. The space is intended to enhance the student’s course of study while enrolled in the MAE program. The student must use the studio space in a responsible manner, being mindful of the studio’s intended purpose. In the case of group studio usage, consideration for additional persons assigned to the space is imperative. The student assigned to the studio space must be aware of issues regarding health and safety, the volume of music played, visitors, noise levels of equipment, and any other concerns that require mutual understanding or consideration by studio mates, which will affect the quality of the working environment.
Application Process for New Students
A student who is new to the program may obtain access to the graduate studio space by submitting an application to the MAE Coordinator at the beginning of the fall term for assignment of a studio space. It is suggested that requests for studio space be made as early as possible. Applying a semester prior is not unusual.

Responsibilities
Graduate studio space is provided for MAE candidates as an integral factor for course study and art production. With the use of studio space, certain inherent responsibilities on the part of each student are included. The following list of responsibilities will help ensure a productive, safe, and healthy professional work environment for all students. To retain access to MAE studio space, the student will comply as follows:

1. The student must be a graduate MAE student in good standing.
2. The student must continually use the studio facility for its intended function - making art. University policy prohibits the use of the studio facility as a live-in accommodation.
3. The student may not smoke, use tobacco products, drugs or alcohol in the studio areas.
4. The student is responsible for acquainting themselves with all toxic and hazardous materials relevant to their disciplines within the School of Art. Materials are listed in the MSDS manuals located in each studio. Materials or substances not included in the MSDS manuals must be cleared by the appropriate instructor and the Safety Coordinator if deemed necessary prior to storage or usage in the studio.
5. Safe and appropriate use and storage of all materials used in graduate studios is the responsibility of the graduate student assigned to the studio space. Solvents are to be stored in flammable storage cabinets. Unlabeled materials used in the studio space are to be immediately labeled with contents and hazards. See the Safety Coordinator for the correct containers and labels.
6. The Safety Coordinator will schedule safety lectures at the beginning of each Fall semester.
7. Each studio will be provided with a fire extinguisher. See the Safety Coordinator.
8. Exit routes out of the studios are to be kept clear at all times.
9. Unsupervised children are not allowed in the School of Art, including studios.
10. Pets, with the exception of guide animals, are not allowed.

11. The noise level of music or equipment, which interferes with the use and occupancy of the studios by other students, faculty, or staff is not permitted.

12. School of Art keys given to graduate students are not to be duplicated.

13. All items included on the MAE student exit form, which apply to the student’s individual studio space must be cleared by the MAE Coordinator and the School of Art when a student graduates from or leaves the program.

14. Upon departure the studio space must be clean and ready for the next occupant.

The Review and Revocation Process of Studio Assignment

The purpose of individual studio space and/or group studio space provided the MAE student is to enhance the student’s program of study while at the TTU. Failure to comply with the rules and regulations of the graduate studio space policies or abuse of the privileges provided thereby will result in a review of actions and potential revocation of the student’s continued usage of individual studio space. Procedures for handling specific problems involving the use of studio space follow:

1. Should infractions be a violation of university policy as stated in the current Student Handbook, the matter will be turned over to the Dean of Students Office for disciplinary action. See http://www.depts.ttu.edu/studentjudicialprograms/process.php for further information.

2. In most situations, the MAE Coordinator will attempt to resolve the problem directly with the graduate student involved.

3. If infractions or abuse of the studio privilege continue, the graduate student will lose access to studio space. Notification in writing will be given to the student by the MAE Coordinator and state the reason for revocation.

4. A revoked student may appeal in writing. The appeal must be made within five (5) working days from the time the revocation notice was received.

5. The MAE Coordinator will review the appeal and answer the student within five (5) working days as to a decision.

6. If the student is dissatisfied with the MAE Coordinator’s decision, she/he may make a written appeal to the Director of the School of Art within five (5) working days after receiving the MAE Coordinator’s decision.

7. The Director of the School of Art will notify the student and MAE Coordinator within five (5) working days of a final decision. Final decision rests with the Director unless the matter has been referred to the Dean of Students Office.
I understand the studio space assigned to me will be entered and periodically inspected throughout the year by university personnel without notice to me. I have read and understand and agree with the School of Art’s MAE studio use policy and will abide by it as evidenced by my signature below.

Graduate Student Signature __________________________________________________________
Date ____________

MAE Coordinator Signature __________________________________________________________
Date ____________

K. Process for Resolving Substantial Academic Issues

Information related to resolving substantial academic issues is given at www.depts.ttu.edu/cvpa/students/academicdisputes&appeals.asp. Below is a description of the TTU College of Visual and Performing Arts (CVPA) procedures for addressing academic issues disputed by graduate students:

Graduate students shall follow one of the two following procedures for resolving disagreements with faculty involving substantive academic issues. The first is a departmental process described herein; the second is a more formal process that requires several of the steps established within the departmental process and may only culminate in a hearing convened by the Graduate School (see TTU OP64.07). Students must follow the departmental process as initial attempts to resolve academic disagreements; failure to do so could result in disciplinary action up to and including suspension from the program.

The School of Art process requires the student to discuss the complaint with the Graduate Advisor/Coordinator (the student can proceed directly to the Director if the Graduate Advisor/Coordinator is a party named in the complaint. If the matter is not resolved at the Advisor/Coordinator level, the student discusses the complaint with the Director who issues a summary statement. If the Director is involved in the complaint, the student contacts an Associate Director of the School of Art. Should the student be dissatisfied with the outcome, she/he notifies the Director, or Associate Director and requests a hearing with a Graduate Academic Committee (GAC). The unit administrator then confers with the Dean or Associate Dean charged with graduate and faculty issues to ascertain whether the dispute meets criteria for a hearing by the GAC as the culmination of the departmental process to resolve such issues (see also individual unit handbooks for graduate students).
The Graduate Academic Committee

The GAC decides substantive academic disputes between graduate students and faculty. Such disputes are referred to it as the final stage of the departmental process of complaint described above. The committee does not address issues for which other procedural means are specified, e.g., grade appeals, employment, harassment, and the like. Formal appeals proceed according to provisions specified in TTU OP64.07.

The GAC is convened on behalf of Associate Dean charged with graduate and faculty issues. Membership is selected ad hoc (in order of preference) from faculty members from the student's home unit and who are not involved in the dispute. CVPA Graduate Committee members, CVPA Awards & Research Committee members, and/or other qualified faculty members in the CVPA. To the extent that is feasible, the committee should include faculty who have experience with program equivalent or similar to the complainant. The Dean's representative, in consultation with the home unit's Chairperson or Director, invites a graduate student who participates as a fully functioning member of the GAC.

Process for GAC Consideration

The student must provide a written statement specifying the nature of the disagreement, the faculty member(s) involved, and evidence or documentation supporting issues or charges to be addressed. Faculty member(s) involved in the disagreement will receive a copy of this statement and will be invited to provide a written response to issues raised by the complainant and to provide supporting documentation or evidence.

The GAC will meet to consider the disagreement; both student and faculty members involved are invited to attend the meeting but need not do so. The GAC may require an additional meeting(s) should circumstances warrant, and conclude deliberations in private session. If members cannot arrive at a decision by consensus, vote(s) shall be taken in which a simple majority prevails. The Dean's representative votes only should a tie vote need to be broken. The Dean's representative issues GAC findings, recommendations, and rationale for recommendations using a standardized form. This is addressed to the dean and is copied to Director of the School of Art, the parties involved in the disagreement, and to the unit’s appropriate graduate advisor.
L. MAE Graduate Student Exit Form

Each student in the MAE program must complete the following form prior to graduating or leaving Texas Tech University. Please obtain all relative signatures listed below. The completed form is to be returned to the School of Art Director or Assistant Director.

<table>
<thead>
<tr>
<th>Signature</th>
<th>Statement</th>
</tr>
</thead>
<tbody>
<tr>
<td>MAE Graduate Coordinator</td>
<td>All work, materials and equipment have been removed from studio space and it is clean for new occupant</td>
</tr>
<tr>
<td>Director/Associate Director</td>
<td>Issued keys have been returned to the art office.</td>
</tr>
<tr>
<td>Director/ Associate Director</td>
<td>Copies of course grades, course syllabi, and tests for the last teaching semester have been turned in to be available for grade appeals.</td>
</tr>
<tr>
<td>Director/ Associate Director</td>
<td>MAE survey has been completed</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Permanent address, street or box number</th>
</tr>
</thead>
<tbody>
<tr>
<td>City, State, zip code</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Director/ Associate Director</th>
<th>date</th>
</tr>
</thead>
</table>
MAE Graduate Student Survey

Please indicate the number of classes from each of the three following sites:
Main Campus, Lubbock ______
Junction Campus ______
Online ______

1. Please rank your opinions regarding the following:
   Quality of visual studies courses
   Quality of studio courses
   Quality of art history courses
   Quality of academic advising
   Quality of the MAE Program

   Low Quality  1  2  3  4  5  N.A.
   High Quality

2. Please describe any courses you think should be added to the MAE program.

3. Please list any courses you think should not be required.

4. Do you think that the breadth of your studies prepared you adequately for your Capstone? Explain.

5. What suggestions would you make to improve the MAE program?
6. In regard to the equipment and facilities, how could the School of Art and Texas Tech University better support the MAE program?

7. What do you perceive to be the major strength of the program?

8. What do you perceive to be the major weakness of the program?

9. How important were the following elements in your decision to attend Texas Tech University?

<table>
<thead>
<tr>
<th>Element</th>
<th>Not Important</th>
<th>Very Important</th>
</tr>
</thead>
<tbody>
<tr>
<td>Summer Classes in Junction</td>
<td>1 2 3 4 5</td>
<td></td>
</tr>
<tr>
<td>Studio courses offered</td>
<td>1 2 3 4 5</td>
<td></td>
</tr>
<tr>
<td>Cost</td>
<td>1 2 3 4 5</td>
<td></td>
</tr>
<tr>
<td>Reputation of the program</td>
<td>1 2 3 4 5</td>
<td></td>
</tr>
<tr>
<td>Presence of a particular faculty</td>
<td>1 2 3 4 5</td>
<td></td>
</tr>
<tr>
<td>Recommendation of an alumnus</td>
<td>1 2 3 4 5</td>
<td></td>
</tr>
<tr>
<td>Other (Name)</td>
<td>1 2 3 4 5</td>
<td></td>
</tr>
</tbody>
</table>

10. Would you recommend Texas Tech University for someone considering the MAE program?        Yes        No
In order to keep in touch with you as an alumnus/alumna of the MAE program, please provide the following:

Name___________________________________________________________

Address________________________________________________________

Title of MAE paper_______________________________________________

Capstone option: Exhibition Professional Project Thesis

Please attach a copy of your resume.

Thank you for taking the time to complete this survey!