



TEXAS TECH

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U N I V E R S I T Y.®

**Master of Art Education Handbook**

**College of Visual and Performing Arts**

*School of Art*

*2020*

August 2020 Edition

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#### A. TEXAS TECH UNIVERSITY ACADEMIC CATALOG DESCRIPTION

The Master of Art Education (M.A.E.) degree program is comprised of a minimum of 36 semester hours of graduate work that includes 12 semester hours of art education core courses; 9-12 semester hours of related art courses; 6-9 semester hours as a minor (taken outside the school or with the option of classes within the School of Art); and a minimum of 6 semester hours of thesis, professional project, or studio problem leading to an art exhibition. The M.A.E. graduate coordinator will evaluate applicants who have met the minimum entrance requirements of the Graduate School. The applicant for the M.A.E. degree must submit a portfolio and/or slides of his or her art and, if possible, examples of student art to the preview committee. On the basis of these requirements, the preview committee will make recommendations concerning the acceptance of students to the M.A.E. degree program and will determine and prescribe any leveling work to be completed before or after acceptance. Teacher certification is available with an additional 18 hours of coursework and student teaching. Students applying for the Master of Arts Education degree program **do not** need to submit scores for the Graduate Record Examination.

#### B. STATEMENT OF PURPOSE FOR M.A.E.

In its Master of Art Education graduate program, the School of Art at the Texas Tech University (TTU) strives to develop the critical dispositions and outlooks necessary for effective leadership roles in art as expected of practicing professionals in the field, college teachers of art, administrators, scholars, researchers, public school teachers, supervisors, and museum and community educators. Towards this aim, the resources of the entire school and university are utilized.

#### C. USE OF THIS MANUAL

The procedures that follow are a summary designed to assist the student as an applicant and candidate in the School of Art Master of Art Education Program. We intend that the student use them as a means of planning and fulfilling requirements for the graduate degree program. In addition to using this manual, we recommend that the student read carefully the current TTU Academic Catalog, the Graduate School's Graduation Deadlines webpages, and the Graduate School's website page entitled TTU Graduate School Thesis-Dissertation Formatting Guidelines at [http://www.depts.ttu.edu/gradschool/academic/docs/Formatting\\_Manual\\_TD.pdf](http://www.depts.ttu.edu/gradschool/academic/docs/Formatting_Manual_TD.pdf). Furthermore, note that the faculty is always willing to assist the student with planning and realizing coursework and degree requirements. However, the **responsibility of meeting all School of Art and Graduate School requirements for the Master of Art Education degree rests with you, the student.**

#### D. DEGREE OPTIONS

A minimum of thirty-six (36) hours of graduate coursework is required for the M.A.E. degree. Two options are available to students seeking the Master of Art Education degree. **Focus Area I** is for students seeking to advance their knowledge of theory and practice in art education classrooms, and art museum and community educational environments. It is designed for practicing teachers, artists, and museum and community educators interested in enhancing their expertise and combines theory, practice, creative endeavors, and research in an effort to develop leaders as artists-researchers-teachers in the field. **Focus Area II** prepares students for careers in art education, with state certification and requires 18

additional credit hours that include student teaching and College of Education courses. Focus Area I and II have a thesis, research report, or exhibition with research report options as capstone experiences. Students should consult with an advisor in choosing the option that will best serve his or her career and educational goals. Satisfactory completion of the capstone choice, with guidance by the student's M.A.E. major professor, is required. See the attached chart for degree requirements for each option.

### **CURRICULAR CHART**

<u>Focus Area I and II</u>		
<u>Art Education Core (required)</u>  <u>On-line courses</u>	<p>Art 5360: Art Seminar is offered on a variety of topics and may be repeated. May be offered face-to-face on main campus too.</p> <p>Art 5361: Critical Pedagogy in the Visual Arts is offered once per year.</p> <p>Art 5362: Historical Survey of the Teaching of Art is offered once per year.</p> <p>Art 5363: Research Methods in the Visual Arts is offered once per year.</p>	12 credits hours
Related Art Courses  Online or on campus including summers	Approved courses in photography; painting; ceramics; drawing; digital imaging; jewelry/metals; sculpture; printmaking; web design/video editing; intermedia arts; glassblowing; and independent research	Pick 9-12 credit hours in consultation with major professor
Minor  Online or on campus including summers	Approved courses in education; anthropology; business; science; architecture; technology; literature; music or dance; special needs; and additional studio and/or art education classes. Can also choose additional courses in consultation with major professor that specifically focus on preK-12 or community environments.	Pick 6-9 credits hours in consultation with major professor

<p>Capstone online or on campus</p>	<p>Art 6000: Master’s Thesis (for those planning to pursue a Ph.D. and publication), or Art 6001: Master’s Thesis: Professional Project (for those planning to develop a project), or Art 6002: Master’s Thesis: Exhibition, with paper</p>	<p>6 credit hours</p>
<p>Focus Area II M.A.E. with Certification Only</p>	<p>Courses in special needs, literacy, and student teaching</p>	<p>18 more credit hours</p>

## E. CAPSTONE OPTIONS

**The Master's THESIS** is an extended research problem, which is acted upon, studied, and presented in writing as a formal report. Properly done, a thesis contributes to a particular body of knowledge, and reflects favorably upon the university, your major professor, and you. It must be conducted and written to meet the standards established by the Graduate School and the faculty within your major. Some of the most important responsibilities of the major professor will occur in this portion of a student's graduate studies. It is imperative to work closely with the major professor in developing the thesis proposal, as well as during the writing and organizing of the thesis. The requirement is met by following these steps:

- 1) choosing a thesis topic
- 2) propose the thesis topic to your committee (rubric);
- 3) research, write, and organize the thesis paper;
- 4) defend the thesis publicly before the committee (rubric); and
- 5) submit the revised, final draft of the thesis to the library.

**The Master's Thesis: PROFESSIONAL PROJECT** is a practice-oriented investigation, which is enacted, studied, and presented in writing as a formal report. The project must be conducted and written to meet the standards established by the faculty within your major and the Graduate School and is undertaken with the guidance of your major professor and your project committee. Possible projects may include the following:

- 1) Conducting a year-long curriculum shaped by theoretical ideas;
- 2) Writing a community initiative or series of workshops for educators, children, or families, implementing them, and studying the results;
- 3) Serving a community initiative and writing about how your practice was shaped and facilitated by social and cultural contexts of production and reception;
- 4) Writing an article for a state or national publication;
- 5) Writing a grant to initiate a new art education program in a learning environment;
- 6) Organizing and facilitating a colloquium, with a written component shaped by theoretical issues; and
- 7) preparing a standards-based portfolio while student teaching

The project requirement is met by following these steps:

- 1) choose an applied project investigation;
- 2) propose the applied project to your committee by writing a formal proposal (rubric);
- 3) construct, research, and implement the project;
- 4) write and organize the formal report with advice from major professor and committee;
- 5) defend the applied project report in a public presentation (rubric); and
- 6) submitting the revised, final draft of the formal report of the applied project as an electronic PDF file to the School of Art.

**The Master's Thesis: EXHIBITION** requires that the student constructs and exhibits a body of work with a written component tracing its research and development and connections to teaching. The student needs to take at least twelve (12) hours of studio classes. With the guidance of the major professor and committee, the student selects art works to be exhibited, arranges for an exhibition, reserves an exhibition space, and produces invitations, announcements, and an artist statement for the exhibition. Additionally, the student writes a paper on her/his exhibition tracing the visual thinking,

material thinking, and qualitative thinking used to develop the work, situating it in contemporary cultural practices and teaching and learning with the arts. The paper is presented in a public forum with the full M.A.E. committee present. The exhibition capstone is fulfilled by the following steps:

- 1) choose an exhibition theme for investigation;
- 2) propose the exhibition to your committee by writing a formal proposal (rubric);
- 3) construct, research, and implement the body of work;
- 4) write and organize the formal report with advice from major professor and committee;
- 5) present the exhibition and report in a public presentation (rubric); and
- 6) submit the revised, final draft of the formal report of the exhibition project as an electronic PDF file to the School of Art.

#### **F. INSTRUCTION**

The M.A.E. Program is a unique hybrid program utilizing online and face-to-face formats of instruction designed to meet the needs of working teachers or other professionals in museum and community settings. Fall and spring semesters courses are held on-line and classes during the summer are on site at a variety of locations including campuses in Lubbock and Fredericksburg, and art spaces in Marfa. It is also possible to study at the main Lubbock campus during the fall and spring if preferred. Our graduate program seeks to develop curricula models and teaching strategies that promote inclusive learning and social responsibility while facilitating growth and change by engaging in research and creative endeavors and developing networks for shared practices with local, national, and international resources. Students select from a variety of emphases, including studio, curricula studies, place-based art education, community studies, museum education, socially-engaged research, or interdisciplinary connections, among others. Main TTU campus M.A.E. courses, including on-line classes, are taught in Lubbock, Texas during the fall and spring semesters and short-term special topics are offered over the summer in a variety of spaces. Candidates in the M.A.E. program may examine contemporary thought concerning social issues with the goal of strengthening strategies used by art educators in a variety of educational environments, and enhance their studio practices and teaching effectiveness particularly in relation to art and visual culture.

#### **G. REQUIRED ACADEMIC BACKGROUND AND CONDITIONAL ADMISSION**

M.A.E. Program applicants generally hold a Bachelor of Fine Arts (BFA) or Bachelor of Arts (BA) in art education. Candidates with undergraduate and/or graduate degrees in related fields such as studio arts, architecture, design, art museum studies, and art history are encouraged to apply. Consideration will also be given to undergraduate and graduate applicants from unrelated fields. However, if approved, some students may be required to complete leveling courses in addition to the M.A.E. program curriculum to graduate. Results of the Graduate Record Exam (GRE) are not considered as a basis for admission to the M.A.E. program and are not needed.

#### **H. ADVISORY INFORMATION**

Once accepted into the graduate program, it is wise to meet with **M.A.E. Coordinator**. This person will be your first-year advisor and will organize your first-year graduate committee to

which you will report your progress. This person will work with you **temporarily** in an advisory capacity until you ask a faculty member to serve as your major professor and she or he so agrees.

### **MAJOR PROFESSOR**

Upon completion of 12 graduate credits, each student must make arrangements for a graduate faculty member in art education to serve as the major professor and must notify the School of Art of that professor's willingness to serve in such a capacity. Your major professor is your thesis/professional project/exhibition director and chairperson of your graduate committee (see "Master's Committee" below). She or he should be a member of the graduate faculty and specialize in a field that is relevant to your proposed thesis. The choice of major professor belongs to you, but the decision depends heavily upon the topic under investigation and consent from the professor.

Your major professor will take over for the M.A.E. Coordinator and help you file your degree plan, committee designation form, and oversee the remainder of your studies. For this reason, it is wise to select a major professor early in your coursework. A student may change his or her major professor, if there is a modification in the focus, scope, or approach to your research interests during the course of your studies.

Some of the most important responsibilities to be discharged by your major professor will occur in the last portion of your studies. It is imperative that you work closely with your major professor during the development of the thesis/professional project/exhibition. Later, when you are completing the thesis, approval from your major professor is required prior to any committee meetings.

### **FILING THE DEGREE PLAN**

The degree plan is an outline of your course of study, listing courses already completed, and courses to be studied. The student's degree plan must be filed with the Art Education Area (See Appendix A). This plan is completed, in consultation with your major professor, prior to the completion of 12 hours of graduate work toward the M.A.E.

The student's major professor and the Director of the School of Art must sign the degree plan. One copy is filed in the school, one copy with your major professor, and one copy is sent to you as your official record.

### **MASTER'S COMMITTEE**

In the last year of your coursework, the student must formulate a graduate committee to assist the student with his or her thesis/professional project/exhibition using the committee designation form. This committee should consist of your major professor and two additional faculty members, supporting your major area of concentration, for a minimum of three total. One of the faculty members may come from outside art education, outside the School of Art, or outside of the university, but all others must be from art education. The choice of committee members should be made in consultation with the student's major professor, and should be agreed upon by those



faculty members selected to serve. Members from outside the university community must have credentials that further a student's research agenda and must also be chosen in consultation with the major professor.

The M.A.E. graduate committee should be formed after you have filed a degree plan, completed coursework, and are ready to enroll in the capstone.

#### **I. GPA REQUIREMENT**

Master's degree students in the School of Art must maintain at least a 3.0 GPA in their major of art education and a 3.0 cumulative GPA. Should the student not meet this standard, he or she will be placed on academic probation for two consecutive semesters. Should the student not acquire a 3.0 GPA after the probational period, he or she will be subject to suspension. Students placed on suspension are required to remain out of the Graduate School for one semester. Summer sessions and/or trimester count as one semester. In accordance with OP 64.07, any student who has been suspended must appeal to the Graduate School if reinstatement is desired. A student who is suspended twice will not be allowed to return to the Graduate School.

In addition, if the student earns a grade of C or lower in any art education course, he or she will be placed on academic probation for the following semester. If the student obtains a second C (or lower) at any point in your course of study, he or she will be subject to dismissal from the program by a majority vote of the graduate faculty. This includes obtaining two C's in the same semester.

#### **J. ON-LINE APPLICATION PROCESS**

An applicant can go to the online application system (<https://ttugradschool.force.com/admissions/ApplicationLogin>) to upload all documentation into an application. If you would like to review the online application process, please go to <http://www.depts.ttu.edu/gradschool/admissions/howtoapply.php>

The program materials needed, along with unofficial transcripts, include a letter of intent, images of personal artworks with artist statement, images of student art, and a writing sample. Official transcripts will need to be sent if you received a notice of acceptance. A telephone interview or an in-person meeting with the M.A.E. Coordinator Dr. Rina Little is also recommended. Applicants should email [Rina.Little@ttu.edu](mailto:Rina.Little@ttu.edu) to make contact and arrange for this meeting or interview. The M.A.E. Coordinator is also available prior to or during the application process to answer candidate questions. The preferred deadline for fall admission is January 15<sup>th</sup> and for spring admission is October 15<sup>th</sup>. Please note that if you are looking for potential funding, you must submit an application for this by January 15<sup>th</sup>.

#### **K. NOTIFICATION OF ACCEPTANCE**

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

#### **L. TRANSFER OF CREDIT HOURS**

A maximum of six (6) credit hours from accredited universities or colleges may be

applied toward a TTU M.A.E. degree.

#### **M. SCHOLARSHIP AND FINANCIAL AID INFORMATION**

Scholarship and Financial Aid Information is available at <http://www.depts.ttu.edu/gradschool/financial/FellowshipsScholarships.php> and [www.financialaid.ttu.edu](http://www.financialaid.ttu.edu). Part-time graduate study scholarships are available along with partial summer scholarships for study during summers. Information about these opportunities is available from the M.A.E. Coordinator.

#### **N. POTENTIAL FOR PAID TEACHING ASSISTANT OR GRADUATE ASSISTANT POSITIONS ON TTU MAIN CAMPUS IN LUBBOCK, TEXAS**

In order to be eligible for a paid teaching assistant or a graduate assistant position, candidates must apply or reapply by the January 15<sup>th</sup> deadline (See Appendix B). The teaching assistantship is the University's way of assisting the graduate student in the pursuit of advanced education and meaningful entry into the professional world. While the teaching assistant is both student and employee, these roles should not be seen as competing or contradictory. Accordingly, the first priority of all teaching assistants should be satisfactory progress in their academic program. At the same time, the acceptance of a teaching assistantship involves responsibilities for satisfactory performance of the duties relevant to that appointment. Administrative responsibility for teaching assistants rests within the School of Art. Students should note that assistantships are not guaranteed to continue, but are renewed each semester based on performance. In the case of poor job performance or other instances of unprofessional behavior, a student could lose an assistantship. Teaching assistants are normally appointed for one-quarter (10 hrs. per week) to one-half time service (20 hrs. per week). Appointments are ordinarily for nine months, but may in some instances be for only one semester or for one or more summer sessions. Appointments are awarded on a yearly basis and subject to review by the graduate faculty. It is necessary for all graduate assistants holding an appointment to reapply each year. In a given semester, the M.A.E. 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 to be eligible for these positions. Applications are available at and made through the TTU School of Art. Full-time graduate M.A.E. 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.

#### **O. THE M.A.E. SUMMER PROGRAM**

The M.A.E. summer classes meet on a variety of campuses and art spaces and are designed mainly for working teachers, but include a mixture of M.A.E. students, other graduate students, and on occasion upper level undergraduate art students. A maximum of six credit hours can be earned during each summer session.

#### **P. GRADUATE M.A.E. STUDIO USE POLICY AT MAIN CAMPUS TTU CAMPUS M.A.E. STUDIO ASSIGNMENTS**

M.A.E. 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 M.A.E. Coordinator with the advice of members of the visual studies graduate faculty and through the petition of the Graduate Committee 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 M.A.E. 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 M.A.E. Coordinator at the end of the year (See Appendix C).

The studios are provided for the production of artwork related to an M.A.E. student's final thesis/professional project/exhibition. The space is intended to enhance the student's course of study while enrolled in the M.A.E. 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 M.A.E. 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 M.A.E. 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 M.A.E. studio space, the student will comply as follows:

- a. The student must be a graduate M.A.E. student in good standing.
- b. 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.
- c. The student may not smoke, use tobacco products, drugs, or alcohol in the studio areas.
- d. 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.

- e. 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.
- f. The Safety Coordinator will schedule safety lectures at the beginning of each fall semester.
- g. Each studio will be provided with a fire extinguisher. See the Safety Coordinator.
- h. Exit routes out of the studios are to be kept clear at all times.
- i. Unsupervised children are not allowed in the School of Art, including studios.
- j. Pets, with the exception of guide animals, are not allowed.
- k. 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.
- l. School of Art keys given to graduate students are not to be duplicated.
- m. All items included on the M.A.E. student exit form, which apply to the student's individual studio space must be cleared by the M.A.E. Coordinator and the School of Art when a student graduates from or leaves the program.
- n. 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 M.A.E. student is to enhance the student's program of study while at 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. Please understand that the studio space assigned will also be entered and periodically inspected throughout the year by university personnel without notice. Procedures for handling specific problems involving the use of studio space follow:

- a. 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/cvpa/students/AcademicDisputesAppeals.php> for further information.

- b. In most situations, the M.A.E. Coordinator will attempt to resolve the problem directly with the graduate student involved.
- c. 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 M.A.E. Coordinator and state the reason for revocation.
- d. 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.
- e. The M.A.E. Coordinator will review the appeal and answer the student within five (5) working days as to a decision.
- f. If the student is dissatisfied with the M.A.E. 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 M.A.E. Coordinator's decision.
- g. The Director of the School of Art will notify the student and M.A.E. 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.

#### **Q. 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.

#### **R. PROCESS FOR RESOLVING SUBSTANTIAL ACADEMIC ISSUES**

Information related to resolving substantial academic issues is given at <http://www.depts.ttu.edu/cvpa/students/AcademicDisputesAppeals.php>. 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 M.A.E. Coordinator (the student can proceed directly to the Director if the M.A.E. Coordinator is a party named in the complaint). If the matter is not resolved at the 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).

#### **S. THE GRADUATE ACADEMIC COMMITTEE (GAC)**

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.

#### **T. 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.

#### **U. M.A.E. GRADUATE STUDENT EXIT FORM**

Each student in the M.A.E. program must complete an exit survey form prior to graduating or leaving Texas Tech University (See Appendix D). Please obtain all relative signatures listed and return completed form to School of Art Director or Associate Director.



## APPENDICES

Appendix A

School of Art  
Texas Tech University  
Master of Art Education Degree Plan

Full Name: \_\_\_\_\_ Student R# \_\_\_\_\_

Home Address: \_\_\_\_\_

Email: \_\_\_\_\_

Most Recent Degree Earned: \_\_\_\_\_  
(Name of Degree) (Major) (Institution) (Year Awarded)

Deficiencies if any to be made up: \_\_\_\_\_  
(Specific course numbers required)

Degree Sought:  MAE  Major:  Art Education  Major Professor: \_\_\_\_\_

Focus Area: \_\_\_\_\_

M.A.E. Program Requirements	Courses to Fulfill Requirements	Semester	Grade
<b>Required (12 credit hours)</b>			
<b>Related Art Courses (9-12 credit hours)</b>			
<b>Minor (6-9 credit hours)</b>			
<b>Capstone (6 credit hours)</b>			
<b>Certification Requirements if Applicable (18 more credit hours)</b>			

Total Credit Hours Required for Degree: \_\_\_\_\_ Date by which Degree must be completed: \_\_\_\_\_  
 Additional Notes:

**APPROVALS (indicated by signatures below)**

Major Professor: \_\_\_\_\_ Date: \_\_\_\_\_

Director: \_\_\_\_\_ Date: \_\_\_\_\_

Appendix B



Master of Art Education (M.A.E.) ASSISTANTSHIPS & COMPETITIVE SCHOLARSHIPS  
**APPLICATION**

**Name** \_\_\_\_\_ **ID Number R** \_\_\_\_\_

**Address** \_\_\_\_\_

**Email Address** \_\_\_\_\_

Primary Area \_\_\_\_\_ Secondary Area \_\_\_\_\_

Program Entrance Date \_\_\_\_\_ Proposed Date of Graduation \_\_\_\_\_

Mark the appropriate box(es) below:

My residency status for this application is:

- Residency In-State
- Residency Out-of-State
- Completed first year
- Completed second year
- I am applying for Assistantships (TA/GA/GPTIs).
- I am Work Study eligible

I am applying for the following School of Art scholarships:

- Bill Lockhart Scholarship Endowment
- W. Reid Hastie Memorial Scholarship Endowment
- Clarence E. Kincaid Memorial Scholarship Endowment
- Sue & John Lott Regents Scholarship Endowment
- I am also applying for Graduate School scholarships. List the name(s) of scholarships in the following space. More info is available online. Apply online at [www.gradschool.ttu.edu/scholarships/](http://www.gradschool.ttu.edu/scholarships/).

I understand that I must submit my application by **January 15** to be considered for any Texas Tech University and/or School of Art scholarship and that any application received after this date will only be awarded based upon the availability of funding.

Signature \_\_\_\_\_ Date \_\_\_\_\_

**SUPPORTING ITEMS:** The following items must be included with this application form:

1. Current curriculum vita
2. Unofficial copy of transcript

**MAIL/DELIVER TO:** M.A.E. Coordinator  
School of Art  
Texas Tech University  
Box 42081 - 101 Art Building  
Lubbock, TX 79409-2081

Appendix C  
Graduate Studio Request Form

Name of Student \_\_\_\_\_  
R Number \_\_\_\_\_

Briefly describe your project.

**Info here:**

What are the studio needs for this project, including space, materials used and equipment?

**Info here:**

What are the safety concerns associated with the materials to be used and what preparation have you taken for these?

**Info here:**

Amount of time studio is requested (students will be evaluated on yearly basis on the use of the space)

**Info here:**

Faculty to oversee the student and studio space

Name \_\_\_\_\_ Rina Little \_\_\_\_\_ Area: \_\_\_ ArtEducation \_\_\_\_\_

Signature \_\_\_\_\_

Graduate committee approval date: \_\_\_\_\_

Graduate committee chair signature: \_\_\_\_\_

Building Manager signature: \_\_\_\_\_

*Note: The studio space can be allocated to a graduate student for 1-year period, but an evaluation per semester is required. If the student is not making use of the space (or correct use of the space) the key will be revoked and the space reassigned. The room needs to be cleaned and cleared when returning the key.*

*The request of the space needs to be presented to our **building Manager, Mark Bond** for approval. The student might need to meet with him to explain the type of materials and equipment that the student is going to use and store in the room.*

I understand that this space will be entered and inspected periodically throughout the year by University personnel without notice to me. All studios must comply with SOA Health and Safety

regulations at all times. The undersigned has read, understands, and agrees to the M.A.E. Studio Use Policy and will abide by it.

Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Appendix D  
Exit Survey

\_\_\_\_\_  
M.A.E. Graduate Coordinator

All work, materials and equipment have been removed from studio space and it is clean for new occupant

\_\_\_\_\_

Issued keys have been returned to the art office.

\_\_\_\_\_  
Director/Associate Director  
School of Art

Copies of course grades, course syllabi, and tests for the last teaching semester have been turned in to be available for grade appeals.

\_\_\_\_\_  
Director/ Associate Director  
completed School of Art

M.A.E. survey has been

\_\_\_\_\_/\_\_\_\_\_  
Graduate Student date

\_\_\_\_\_  
Permanent address, street or box number

\_\_\_\_\_/\_\_\_\_\_  
City, State, zip code phone number

\_\_\_\_\_/\_\_\_\_\_  
Director/ Associate Director date

M.A.E. Graduate Student Survey

Please indicate the number of classes from each of the three following sites:

Main Campus, Lubbock \_\_\_\_\_

Online \_\_\_\_\_

1. Please rank your opinions regarding the following:

	Low Quality			High Quality		
Quality of visual studies courses	1	2	3	4	5	N.A.
Quality of studio courses	1	2	3	4	5	N.A.
Quality of art history courses	1	2	3	4	5	N.A.
Quality of academic advising	1	2	3	4	5	N.A.
Quality of the M.A.E. Program						
	1	2	3	4	5	N.A.

2. Please describe any courses you think should be added to the M.A.E. 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 M.A.E. program?



6. In regard to the equipment and facilities, how could the School of Art and Texas Tech University better support the M.A.E. 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?

	Not Important			Very Important	
	1	2	3	4	5
Summer Classes	1	2	3	4	5
Studio courses offered	1	2	3	4	5
Cost	1	2	3	4	5
Reputation of the program	1	2	3	4	5
Presence of a particular faculty	1	2	3	4	5
Recommendation of an alumnus	1	2	3	4	5
Other (Name)	1	2	3	4	5

10. Would you recommend Texas Tech University for someone considering the M.A.E. program?            Yes            No

In order to keep in touch with you as an alumnus/alumna of the M.A.E. program, please provide the following:

Name\_\_\_\_\_

Address\_\_\_\_\_

Title of M.A.E. paper\_\_\_\_\_

Capstone option:    Exhibition                  Professional Project                  Thesis

Please attach a copy of your resume.

Thank you for taking the time to complete this survey!