

## **MASTER OF ART EDUCATION (M.A.Ed.) PROGRAM DESCRIPTION, PROCEDURES AND REQUIREMENTS**

### **Program Admission**

Students are admitted as prospective candidates for the Master of Art Education (M.A.Ed.) degree. A Bachelor's degree in Art Education or Art (or its equivalent) is required for admission.

Students may apply for one of two M.A.Ed. programs:

- 1) The Master's Program in Art Education  
This program requires the minimum of 33 hours of graduate study and leads to the Level 5 Certificate in the state of Georgia. This program is appropriate for those who already hold a Level 4 Teaching Certificate in Art, or for those who wish to work in museums and community centers that do not require certification.
- 2) The Master's Program in Art Education for Initial Level 4/Level 5 Certification  
This program requires a minimum of 54 hours of graduate study and leads to both initial teaching certification in art (Level 4 Certificate) and a (Level 5 Certificate). This program is appropriate for those who have an undergraduate studio art degree and wish to pursue a teaching certificate in art in addition to earning a Master's degree. If a student does not have a Bachelor's degree in Art (or its equivalent) additional courses may be required.

### **Program Retention**

While full-time enrollment is encouraged, many M.A.Ed. students are practicing art teachers who pursue the degree part-time. All students pursuing an M.A.Ed. degree must follow the Graduate School requirement for continuous enrollment, meaning a student must be registered for two out of three semesters per year.

At the completion of 21-24 hours of graduate study, the student must pass an Applied Project Proposal administered by the art education faculty before being admitted as a candidate for the degree (Hours of completion may vary for those pursuing the M.A.Ed. with certification). During the final semester of the program of study, the candidate must pass a Final Oral Examination administered by the art education faculty. A student must enroll for a minimum of 3 hours of credit the semester in which degree requirements are completed.

### **Student responsibility.**

1. It is the student's responsibility to meet all requirements for the degree, including Art School requirements listed in this document; and to observe all appropriate deadlines as the graduate program progresses. Each student should carefully study the following throughout their program:

- The UGA academic calendar:  
<https://reg.uga.edu/general-information/calendars/academic-calendars/>
  - UGA Graduate Bulletin: <https://grad.uga.edu/index.php/current-students/policies-procedures/graduate-bulletin/graduate-bulletin-a-c/>
  - School of Art's Graduate Handbook for the MAED in Art Education degree:  
<https://art.uga.edu/graduate-student-handbook>
  - All forms relevant to the MAED are distinguished by **bold font** in this document and can be found on either the:  
Graduate Student Forms page of the School of Art Website  
<https://art.uga.edu/graduate-student-forms>  
OR, the Forms page of the UGA Graduate School website  
<https://grad.uga.edu/index.php/current-students/forms/>
2. Please check your UGA email account often for important announcements. Remember that all official UGA emails are sent to your UGA account, so you should check it on a regular basis.
  3. Art Education students should subscribe to the Art Education Graduate listserv and any other relevant listservs by visiting <http://listserv.uga.edu>. Once on the site: login, click on Subscriber's Corner, and search the following:
    - ARTED to subscribe to ARTED-GRADS listserv
  4. Keep the Graduate Coordinator's Office updated on changes of address, phone number, and email.

**Time limit.** The majority of full-time students complete their Master's degree within two years. However, the student has six years in which to complete his/her program of study. In addition, students must be enrolled 2 out of 3 semesters in an academic year in order to maintain enrollment in the program. See the UGA Graduate School website for more information (<https://grad.uga.edu>).

**Faculty Contracts and Advisement.** Please be aware that faculty are not contracted during the summer. With this in mind, you should plan accordingly to ensure that you have the support you need for academic advising, examinations, or other forms of support during the academic year, which typically runs mid-August to mid-May. Any work you do in the summer months will need to be undertaken independently. This will be especially important for you to keep in mind in the later stages of your degree as you plan a timeline for research and advising, defenses, and ultimately, graduation.

**Contact.** Contact Art Education Chair, Dr. Christina Hanawalt ([hanawalt@uga.edu](mailto:hanawalt@uga.edu)), for questions regarding the program.

### **Overview of Programs**

In order to complete the M.A.Ed. degree, students must adhere to the following sequence, procedures and requirements:

1. A temporary advisor is assigned by the Area Chair at the beginning of the first semester of enrollment. The student and the advisor should work together to complete the appropriate **M.A.Ed. Worksheet** which can be found in the Program Requirements and Worksheets section of this handbook and on the School of Art Website.
2. After 12 hours of coursework, the student should select a Major Professor in art education. In consultation with the Major Professor, the student will select two additional committee members. One committee member must be from a related area outside of Art Education. Once the committee is approved by the Major Professor, the student should submit the **Advisory Committee form**.

Once a Major Professor is selected, the student and the Major Professor will work together to complete the appropriate **M.A.Ed. Worksheet** for each semester for the duration of the program.

3. The M.A.Ed. program requires the student to complete an Applied Project (see detailed description after M.A. Ed. worksheet). The fulfillment of this requirement will be determined in consultation with the Major Professor. In preparation for the Applied Project, the student will complete an Applied Project Proposal Examination to be defended at the completion of 21-24 hours of graduate study. This exam serves as a means to ascertain the student's progress toward degree completion and preparation for the Applied Project. A student must pass the Applied Project Proposal Examination to continue in the program.
4. As the student completes the Applied Project and writes the report, they should consult the template available on the UGA Graduate School website: <https://grad.uga.edu/index.php/current-students/policies-procedures/theses-dissertations-guidelines/theses-and-dissertations-templates/> ). Choose the template titled: "Page numbers in the top right – 1 inch left margin (Word 2007)."
5. By the first week of the final semester the student must file:
  - a) **Program of Study for Non-Doctoral Professional Degrees Form** with the Graduate School. If a change in the Program of Study is necessary after it has been approved by the Dean (i.e., change in course work), notify the Graduate Coordinator's Office so these changes can be submitted to the Dean for further approval.

- b) **An Application for Graduation** with the Graduate School (Terrell Hall, 210 S. Jackson Street) prior to deadlines for each semester posted. These forms can be found on the Graduate School website.
6. In the final semester, the student will defend their Applied Project Report during the Applied Project Final Oral Examination. Students should never presume a summer defense or graduation. Faculty members are under no obligation to serve on summer committees. At least two weeks prior to the defense, the student should submit the **Final Oral Exam Committee Request** form to the School of Art Graduate Office.
  7. Once defended successfully, one electronic copy (i.e. pdf file) of the Applied Project Report must be emailed to the following no later than the relevant graduate school deadline:
    - School of Art Graduate Coordinator's Office
    - Major Professor
    - Committee Members
    - School of Art Librarian
  8. Prior to the posted deadlines (see [www.grad.uga.edu](http://www.grad.uga.edu)), the graduating student must verify that their Major Professor has delivered the **Final Oral Examination Report** to the School of Art Graduate Office.

**Timetable for Completing M.A.Ed. Degree Requirements\***

| <b>Process</b>  | <b>Suggested Time Frame</b>  |
|---|------------------------------|
| Select Major Professor  | 12 hours                     |
| Meet with Advisor to review progress and select committee. Submit advisory committee form       | 12 hours                     |
| Applied Project Proposal Defense  | 21-24 hours                  |
| Submit the Program of Study for Non-Doctoral Professional Degrees form and apply for Graduation | First week of final semester |

|  |  |
|--|--|
| First Draft of Applied Project Report to Major Professor   | 2 <sup>nd</sup> - 4 <sup>th</sup> week of final semester |
| Final Draft of Applied Project Report to Major Professor   | 8 <sup>th</sup> -10 <sup>th</sup> week of final semester |
| Schedule Final Oral Exam   | Upon Approval of Final Draft by Major Professor          |
| Final Draft of Applied Project Report to Committee   | 2 weeks prior to final oral exam                         |
| Final Oral Examination   | 13 <sup>th</sup> week of final semester                  |
| Approved Electronic Copy of Applied Project Report to Major Professor, Committee Members, School of Art Graduate Office, and School of Art Librarian | See Graduate School due date                             |

\*Timetable may vary for those seeking certification

### **MAED Course Requirements**

As previously stated, the Master of Art Education (M.A.Ed.) degree program offers two programs:

- 1) The Master's Program in Art Education (*Minimum 33 Credits*)
- 2) The Master's Program in Art Education for Initial Level 4/Level 5 Certification (*Minimum 54 credits*)

Each Master's program is planned to meet the minimum requirements indicated for each track. However, all prerequisites for these courses must be met before enrolling. **Additional courses may be required if a student enters the program without a Bachelor's degree in Art (or its equivalent).** These courses must be completed *in addition to* the requirements outlined in the above plan of study and *do not* count towards graduate level program coursework. For valid

reasons (e.g. avoiding duplication of previous training), a substitution for a "required" course may be approved in special cases.

**Transfer Credits.** If transfer credits (maximum of 6 semester hours) are to be included in the program of study, a request for this transfer must be submitted to the Dean of the Graduate School for approval. An official transcript of these courses must also be included, if not on file in the Graduate School. All requests for transfer credit must be in the Graduate School at least 30 days prior to graduation. All courses must have been taken within six years with a grade of "B" or better and may not have been included as part of a previous degree program of study.

### **University-wide Required Courses**

As of fall 2022, all graduate students are required to take the GradFIRST seminar (GRSC 7001). This one-credit, seminar style class is designed to introduce graduate students to supplement discipline-specific education with more generalized material meant to help incoming students successfully navigate graduate education at UGA. This course is to be taken in addition to the three-credit Graduate Seminar (GRSC 7770), which is required for all students on assistantship with instructional duties.

**Directed Study Courses.** Students wishing to enroll for a directed study course must consult with their advisor (or Major Professor) and appropriate faculty member.

**Course Selection.** In order to achieve a breadth of approaches, the student is expected to take graduate coursework from several different members of the Art Education faculty as well as faculty from across the various disciplines of the university. For example, the College of Education offers numerous courses that are particularly relevant to graduate students in art education. Selection of courses should be made in close consultation with the Major Professor taking into account research interests of the student.

While students may consult with their advisor to select from any relevant courses found in the UGA Course Bulletin, below is a list of some courses that might be used to fulfill the requirements for Areas A, B, C, and D:

#### Area A: Educational Psychology and/or Educational Sociology

|           |  |
|-----------|--|
| EPSY 6010 | Foundations of Human Development for Education                     |
| EPSY 7060 | Assessment of Gifted Children and Youth                            |
| EPSY 7110 | Characteristics of Gifted Children and Youth                       |
| EPSY 7240 | Creativity: Instructional Procedures and Problem Solving Processes |
| EPSY 8160 | Special Topics in Educational Psychology                           |
| EPSY 8220 | Theories of Creativity   |
| CHFD 8920 | Behavior Problems in Children                                      |
| PSYC 6110 | Basic Learning Processes   |
| PSYC 6210 | Individual Differences   |
| SOCI 6270 | Personality and Social Structure                                   |

SOCI 6370      Sociology of Race and Ethnicity  
EFND 7120      Sociological Theories of Education

*Courses that apply to Area A may also be used to fulfill Area C requirements.*

Area B: Curriculum, Methods or Problems of Teaching

ARED 7370      Curriculum Theory and Practice in Art Education  
ARED 6360S      Secondary Curriculum in Art Education  
ARED 6350S      Elementary Curriculum in Art Education  
ARED 7500      Introduction to Museum Education  
LLED 7312      Poetry, Grades P-8  
LLED 6310      Survey of Children's Literature, Grades P-8  
LLED 8200      Critical Pedagogies  
EFND 7040      History of Education in the United States  
EFND 8010      Philosophy of Education

*Courses that apply to Area B may also be used to fulfill Area C requirements.*

Area C: Content, Advanced Study in the Subject Matter of Art/Art Education

ARED 7310      Critical Multicultural Studies in Art Education  
ARED 8410      History of Art Education  
ARED 8430      Topics in Art Education  
Studio course (graduate level)  
Art History courses (graduate level)

*As appropriate to the student's program of study, courses from throughout the university can be applied to Area C, such as:*

CMLT 6545      Comparative Postcolonial Studies  
EDEC 7010      Trends and Issues in Early Childhood Education  
EDEC 7020      Theory and Curriculum in Early Childhood Education  
EDEC 8260      Post-structural Theory and Early Childhood Education  
EDEC 8400      Feminist Perspectives in Elementary Education  
ETAP 7045      (For Example) Social Constructionism, Feminism, and Critical Race Theory  
ETAP 8300      Children's Development of Self: Learning to Become a Competent Member of a Culture  
  
ETAP 8560      New Materialism and New Empiricism in Educational Theory and Practice  
ETAP 8585      Foucault and Education  
ETAP 8595      Derrida, Deconstruction, and Education  
ETAP 8700      Psychoanalysis and Education  
WMST 6060      Black Feminism  
WMST 6100      Queer Theories  
WMST 6070      North American Asian Feminisms  
WMST 6170S      Environment, Gender, Race, and Class  
WMST 8030      Transnational Gender Studies  
JRMCMC 8070(WMST)      Media Culture and Diversity

WMST 8100 LGBTQ Studies  
WMST 8180 Feminist Pedagogy

Area D: Research

All students are expected to take ARED 8990 Research Seminar in Art Education and ARED 7650 Applied Project to fulfill this requirement. If ARED 8990 is not offered during the student's Program of Study, a research methods course may be substituted in consultation with the student's Major Professor.

Other suggested research courses include:

ERSH 6200 Methods of Research in Education

LLED 8045 Introduction to Youth Participatory Action Research

LLED/QUAL 8590 Arts-Based Inquiry in Diverse Learning Communities

*Courses that apply to Area D may also be used to fulfill Area C requirements.*



## M.A.Ed Program Worksheets

### M.A.Ed. Worksheet

| COURSE REQUIREMENTS   |   |                |              |
|---|---|----------------|--------------|
| Area A: Educational Psychology and/or Educational Sociology |   |                |              |
| Hours Required  | Courses Taken   | Semester Taken | Hours Earned |
| 3   | 1.  |                |              |
| Area B: Curriculum and Methods of Teaching                  |   |                |              |
| Hours Required  | Courses Taken   | Semester Taken | Hours Earned |
| 6   | 1. ARED 7370 Curriculum Theory and Practice in Art Education (Required)   |                |              |
|   | 2.  |                |              |
| Area C: Content   |   |                |              |
| Hours Required  | Courses Taken   | Semester Taken | Hours Earned |
| 15  | 1. ARED 7310 Critical Multicultural Studies in Art Education (Required)   |                |              |
|   | 2. ARED 8410 History of Art Education (Required)  |                |              |
|   | 3. ARED 8430: Special Topics in Art Education (Recommended)   |                |              |
|   | 4. Elective   |                |              |
|   | 5. Elective   |                |              |
| Area D: Research  |   |                |              |
| Hours Required  | Courses Taken   | Semester Taken | Hours Earned |
| 9 -18   | 1. QUAL 7500 Action Research (Required)   |                |              |
|   | 2. ARED 8990 Research Seminar in Art Education (Required, unless appropriate substitution is approved by Major Professor) |                |              |
|   | 3. ARED 7650 Applied Project (Required): Taken for a minimum of 3 and a maximum of 12 credits                             |                |              |
| Total Hours Earned (Minimum 33 for completion) = _____      |   |                |              |

| DEGREE REQUIREMENTS   |  |                |
|---|--|----------------|
| Requirement   | Suggested Timeframe                                      | Date Fulfilled |
| Select Major Professor  | 9 hours  |                |
| Meet with Advisor to review progress and select committee.  | 12 hours   |                |
| Applied Project Proposal Defense<br><i>(Previously titled Continuance Exam)</i>   | 21-24 hours  |                |
| Submit the Program of Study for Non-Doctoral Professional Degrees form and Apply for Graduation   | First week of final semester                             |                |
| First Draft of Applied Project Report to Major Professor  | 2 <sup>nd</sup> - 4 <sup>th</sup> week of final semester |                |
| Final Draft of Applied Project Report to Major Professor  | 8 <sup>th</sup> -10 <sup>th</sup> week of final semester |                |
| Schedule Final Oral Exam  | Upon Approval of Final Draft by Major Professor          |                |
| Final Draft of Applied Project Report to Committee  | 2 weeks prior to final oral exam                         |                |
| Final Oral Examination  | 13 <sup>th</sup> week of final semester                  |                |
| Revised, Approved, Digital Copy of Applied Project Report to Major Professor, Committee Members, School of Art Graduate Office, and School of Art Librarian | See Graduate School due date                             |                |

## M.A.Ed. for Initial Level 4/5 Certification Worksheet

| COURSE REQUIREMENTS                               |   |                |                 |
|---|---|----------------|-----------------|
| <b>Area A: Educational Psychology</b>             |   |                |                 |
| Hours<br>Required                                 | Courses Taken   | Semester Taken | Hours<br>Earned |
| <b>3</b>  | 1. EPSY 6010 Exploring Learning and Teaching (Required)   |                |                 |
| <b>Area B: Curriculum and Methods of Teaching</b> |   |                |                 |
| Hours<br>Required                                 | Courses Taken   | Semester Taken | Hours<br>Earned |
| <b>24</b>   | 1. ARED 6350 or 6350S Teaching of Art in the Elementary School (Required)   |                |                 |
|   | 2. ARED 6360 or 6360S Secondary Curriculum in Art Education (Required)  |                |                 |
|   | 3. ARED 7370 Curriculum Theory and Practice in Art Education (Required)   |                |                 |
|   | 4. ARED 6060 Art Education Practicum in School, Museum, and Community (Recommended)                                       |                |                 |
|   | 5. ARED 7460 (9 cr.) Student Teaching (Required)  |                |                 |
|   | 6. ARED 7470 (3 cr.) Issues & Practices in Teaching Art (Required)  |                |                 |
|   | <i>These two courses must be taken concurrently.</i>  |                |                 |
| <b>Area C: Content</b>                            |   |                |                 |
| Hours<br>Required                                 | Courses Taken   | Semester Taken | Hours<br>Earned |
| <b>18</b>   | 1. EDSE 6020 or 6030 Inclusion of Students with Special Needs (Required: Must earn a B)                                   |                |                 |
|   | 2. ARED 7310 Critical Multicultural Studies in Art Education (Required)   |                |                 |
|   | 3. ARED 8410 History of Art Education (Required)  |                |                 |
|   | 4. ARED 8430: Special Topics in Art Education (Recommended)   |                |                 |
|   | 5. elective   |                |                 |
|   | 6. elective   |                |                 |
| <b>Area D: Research</b>                           |   |                |                 |
| Hours<br>Required                                 | Courses Taken   | Semester Taken | Hours<br>Earned |
| <b>9 -18</b>                                      | 1. QUAL 7500 Action Research (Required)   |                |                 |
|   | 2. ARED 8990 Research Seminar in Art Education (Required, unless appropriate substitution is approved by Major Professor) |                |                 |

|   |   |  |  |
|---|---|--|--|
|   | 3. ARED 7650 Applied Project (Required): Taken for a minimum of 3 and a maximum of 12 credits |  |  |
| <b>Total Hours Earned (Minimum 54 for completion) = _____</b> |   |  |  |

**NOTE ABOUT STUDIO COMPETENCY REQUIREMENTS FOR CERTIFICATION:** Please see below list of certification requirements. In order to complete the requirements for initial T4 certification, you must demonstrate competence in the areas of painting, printmaking, sculpture, and ceramics. The easiest way to demonstrate competence is by completing course work in these studio areas. If you completed these studio courses in your undergraduate degree, you have already met the requirements. If you *did not* complete these studio courses in your undergraduate degree, then you must complete these courses in order to be eligible for certification. At minimum, you should plan to take introductory courses at the undergraduate level in order to demonstrate competence in each of these four studio areas. These courses must be completed *in addition to* the requirements outlined in the above plan of study and *do not* count towards graduate level program coursework.

| <b>CERTIFICATION REQUIREMENTS</b>   |  |                       |
|---|--|-----------------------|
| <b>Requirement</b>  | <b>Suggested Timeframe</b>   | <b>Date Fulfilled</b> |
| Pre-Service Certificate   | Immediately upon acceptance into the program   |                       |
| Studio Competency Requirements<br>Demonstration of competence in <i>all</i> of the following: | Preferably prior to student teaching, but must be completed prior to applying for certification. |                       |
| Painting  |  |                       |
| Printmaking   |  |                       |
| Sculpture   |  |                       |
| Ceramics  |  |                       |
| GACE Content Assessment   | Prior to Student Teaching  |                       |
| Exit Ethics   | During Student Teaching  |                       |

| <b>DEGREE REQUIREMENTS</b>  |                              |                       |
|---|------------------------------|-----------------------|
| <b>Requirement</b>  | <b>Suggested Timeframe</b>   | <b>Date Fulfilled</b> |
| Select Major Professor  | 9 hours                      |                       |
| Meet with Advisor to review progress and select committee.                                      | 12 hours                     |                       |
| Applied Project Proposal Defense  | 21-24 hours                  |                       |
| Submit the Program of Study for Non-Doctoral Professional Degrees form and Apply for Graduation | First week of final semester |                       |

|   |  |  |
|---|--|--|
|   |  |  |
| First Draft of Applied Project Report to Major Professor  | 2 <sup>nd</sup> - 4 <sup>th</sup> week of final semester |  |
| Final Draft of Applied Project Report to Major Professor  | 8 <sup>th</sup> -10 <sup>th</sup> week of final semester |  |
| Schedule Final Oral Exam  | Upon Approval of Final Draft by Major Professor          |  |
| Final Draft of Applied Project Report to Committee  | 2 weeks prior to final oral exam                         |  |
| Final Oral Examination  | 13 <sup>th</sup> week of final semester                  |  |
| Revised, Approved, Digital Copy of Applied Project Report to Major Professor, Committee Members, School of Art Graduate Office, and School of Art Librarian | See Graduate School due date                             |  |

## **Applied Project in Art Education**

All students are required to complete an Applied Project. ARED 7650 is the research course taken during the implementation and writing of the Applied Project Report. Students may repeat ARED 7650 for a maximum of 12 hours credit. Normally, ARED 7650 is the last course taken in the program of study, as the student must be registered for a minimum of 3 semester hours during the semester in which the degree requirements are completed. In addition, the student must register for coursework in any semester in which faculty time and/or University facilities will be used.

The topic for the Applied Project may derive from a variety of educational sources including educational psychology, sociology, history, or philosophy, as well as the cognate disciplines in the arts and humanities. The problem for inquiry must have an applied emphasis. The problem should incorporate, to some degree, both the exploration of educational principles and their application to the solution of pragmatic problems in educational settings. The methodology utilized is often centered on teacher-research, action, or case study and may be supported by a variety of quantitative and qualitative data collection methods. Direct instruction of the curricular model in an educational, museum, or community setting is preferred, but not required. In some cases, the Applied Project may be an in-depth study of technical or creative production or problems, with exploration of educational implications. Visual images are a regular part of the data collection and analysis.

During the process of undertaking the study, the student should gain familiarity with the various components of research and scholarly inquiry and be able to: (1) locate, define and delimit a problem of interest, (2) formulate propositions of potential significance, (3) survey relevant literature in the selected area of study, (4) implement the necessary methods and procedures for carrying out the inquiry, (5) analyze and evaluate evidence or outcomes, (6) synthesize findings or summarize data, and (7) speculate reflectively on the potential implications of the findings to educational theory and practice.

### **Applied Project Proposal and Defense**

Each student will prepare an applied project proposal and meet with committee members for feedback and guidance. The applied project proposal should be a written 1000-word (exclusive of references) document that summarizes the following:

1. The problem or concern the project will address
2. Purpose of the project
3. One to three inquiry questions
4. Significance of this work for the field of art education
5. Brief overview of project related to the problem or project demonstrating familiarity with the key texts and main authors relevant to your chosen topic (mini-lit review). Include a list of at least 20 references related to your topic
6. Description of what will be done to investigate the problem (methods)

Upon approval from the Major Professor, students will have the responsibility for scheduling his/her Applied Project Proposal Defense. The student, in consultation with the Major Professor, should contact committee members and confirm a date and time for the Applied Project Proposal Defense. Successful completion of this examination is prerequisite to the student officially beginning the ARED 7650 Applied Project in Art Education.

It is the student's responsibility to maintain close contact with the Major Professor in order to prepare for the examination. Students must submit a draft of the Applied Project Proposal to the Major Professor for review and approval prior to submission to committee members. Once approved, the student will distribute copies of the written portion of the Applied Project Proposal to his/her committee for review **two weeks** prior to the defense.

During the Applied Project Proposal defense, students will be expected to provide a brief overview of their Applied Project Proposal. The student should approach the examination in a serious manner and be able to elucidate in verbal form an appropriate knowledge of art education. In conversation with the student, the committee will evaluate the student's capabilities for continuing toward his/her degree objective. In the judgment of the committee, if the student is not ready to move forward, he/she may be required to complete additional study and/or course work before requesting a second examination. If a student attempts the Applied Project Proposal Defense twice without success, he/she will be counseled to discontinue as a graduate student in Art Education.

### **Applied Project Report**

Once the Applied Project Proposal has been defended successfully, students typically use a full semester to implement the project and write the first draft of the report.

The Applied Project Report should be prepared following the most current APA Style Manual.. Consult with your Major Professor to determine any questions regarding style. While the Applied Project Report is not technically a "thesis" and does not require the approval of the Dean of the Graduate School, a student guide and templates for preparation of theses is available from the Graduate School for use in formatting the report:

- <https://grad.uga.edu/index.php/current-students/policies-procedures/theses-dissertations-guidelines/theses-and-dissertations-templates/> ).
- Once on this page, choose the template titled: "Page numbers in the top right – 1 inch left margin (Word 2007)."

Copies of past graduates' Applied Project Reports can be found at <https://athenaeum.libs.uga.edu/handle/10724/29652>

At the beginning of the following/final semester students will submit a complete first draft by the 2<sup>nd</sup> to 4<sup>th</sup> week (see Timetable) to the Major Professor who will provide feedback and guidance. Students should allow ample time for multiple revisions.

### **Scheduling the Final Oral Examination**

When the Major Professor is satisfied with the depth, scholarship, and organization of the Applied Project Report, the student should contact each committee member to confirm a date, time, and location for the Final Oral Examination. Scheduling software such as Doodle Poll or meeting wizard should be used to arrive at a two- hour window that is convenient for all committee members. Please note, the committee should have at least two weeks to read and evaluate the Applied Project Report before the Final Oral Examination. Once a date has been established, submit this information on the **MA.Ed. Final Oral Examination Committee Request** form to the Graduate Coordinator and notify the committee of the confirmed date, time, and location.

Although it is theoretically possible to defend a thesis in the last week before the graduate school requires the final submission of the thesis (i.e a week before the end of classes), this is strongly discouraged. Students who wait until the last possible moment should not assume that the thesis would be read, defended, and corrected by the due date required by the Graduate School.

The date for the approval of the completed requirements is posted at [www.grad.uga.edu](http://www.grad.uga.edu) (Important Dates and Deadlines) each semester. Students should follow the deadline described as: “Final date for completing all requirements except submission of theses/dissertations (see earlier deadlines).”

### **Applied Project Report and Final Oral Examination**

Once the final defense date is set, the student will distribute the final version of the Applied Project Report in digital format to each committee member. Students should prepare a brief presentation (15 minutes) describing the Applied Project, supporting literature, the rationale for the project, and what was learned in the process. Following the presentation, committee members will ask questions and provide comments.

Once the committee has sufficient information needed to make an assessment, they will decide to: 1) accept the Applied Project Report; 2) accept it conditional to further changes to be overseen by the Major Professor; or 3) recommend that additional work be done before it is considered acceptable. The Major Professor as Chair will deliver the **Final Oral Examination Report** to the School of Art Graduate Coordinator.

Once defended successfully, one electronic copy (i.e. pdf file) of the Applied Project Report must be emailed to the following no later than the relevant graduate school deadline:

- School of Art Graduate Coordinator’s Office
- Major Professor
- Committee Members
- School of Art Librarian



## **Graduation**

The student must apply for graduation following guidelines posted at [www.grad.uga.edu](http://www.grad.uga.edu). If the graduation date needs to be changed, the student must notify the Graduate School in writing or through ATHENA, and must also notify the Graduate Coordinator's office. Degree requirements must be completed within six years; otherwise, expired course work must be replaced. The student must be registered for 3 hours the semester in which degree requirements are completed and any semester in which faculty time and/or University facilities are used. All requirements should be completed prior to Graduate School deadlines.