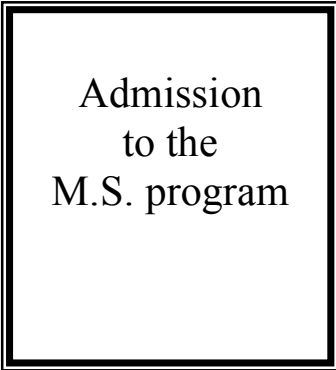


A GRADUATE DEGREE GUIDE FOR THE MASTER OF SCIENCE IN ART EDUCATION AT PENN STATE

(Please note that this is not an official document and that it is subject to revision and elaboration by all interested parties. Updated November 2007.)

1. Admission to the M.S. Program in Art Education

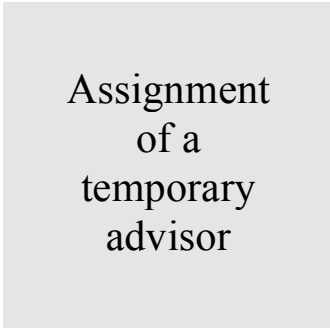


Admission to the M.S. program

Welcome! The following is a series of steps that will guide you through the process of completing the M.S. program in art education at The Pennsylvania State University. Your admission to the program is the starting point on your journey. Refer to the [art education admissions page](#) for specifics on what is required in the admissions portfolio and for the Graduate School requirements and process.

Penn State's M.S. program in art education is unique in that it offers the official option of a dual degree in women's studies. Click this [link](#) to learn more.

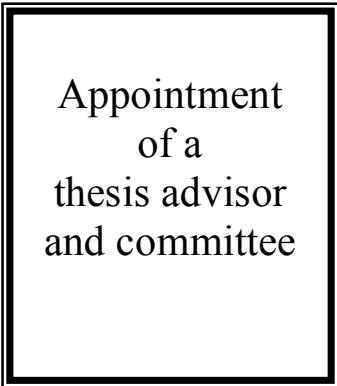
2. Assignment of a Temporary Advisor



Assignment of a temporary advisor

New master's degree students are assigned a temporary advisor. Prior to your arrival, you will receive a letter from the Graduate Program Coordinator outlining the details of this assignment. Please note that this advisor is temporary. Temporary advisors assist students in selecting courses, planning a program of study, and becoming familiar with the graduate program. As you move closer to your thesis research, you will select a thesis committee of two graduate faculty in art education, one of whom will serve as your thesis advisor and replace the temporary advisor.

3. Appointment of a Thesis Advisor and Committee



Appointment of a thesis advisor and committee

After completion of your first year of study, you will select your thesis advisor and committee. Before making these selections, you should meet with art education faculty members, including those with whom you have not yet worked, to discuss the emerging focus of your thesis. You must secure agreement from each faculty member you would like to serve on your thesis committee. Choosing

your advisor and committee member or members is among the most important decisions you will make during your graduate study.

After a face-to-face meeting with a potential thesis advisor and committee member or members, submit a written request for approval of your selection to the Graduate Program Coordinator of the art education program.

Thesis committees usually consist of a minimum of two members of the graduate faculty in the art education program. The thesis advisor serves as the chair of the committee. (See <http://www.gradsch.psu.edu/policies/faculty/criteria.html> for further information on graduate faculty criteria.)

The committee for an art education/women's studies dual-title M.S. degree should be composed of at least two faculty members from the primary program (art education), as well as at least one faculty member from the secondary area of study (women's studies). A graduate faculty member in art education should serve as the thesis advisor and chair of the committee. Some faculty members in art education have a joint or affiliate appointment in women's studies, which allows them to serve as the representative member of both art education and women's studies. (See <http://www.gradsch.psu.edu/policies/faculty/dualtitle.html> for general information on dual degrees and http://www.sova.psu.edu/arted/grad/M.S.%20&%20M.%20Ed/ms_dual.htm for information on the art education/women's studies dual degree.)

4. Thesis Proposal and Approval

Thesis proposal and approval

You must submit a written proposal for approval of your thesis research. The proposal is developed in consultation with your thesis advisor and the other member or members of your committee. After approval by your thesis advisor, it is circulated to members of your committee. You will then schedule a meeting with the committee to decide if the proposal is approved or needs to be further developed. Allow at least two weeks before the meeting for the committee to read the proposal.

If you plan to conduct social science research using human subjects, complete the online training on the protection of human participants available at <http://www.research.psu.edu/orp/education/modules/irb/index.asp>, and submit an application for approval of your research to the Office for Research Protections for approval by the Institutional Review Board (IRB). Guidelines and applications forms are available at <http://www.research.psu.edu/orp/areas/humans/applications/index.asp - new>.

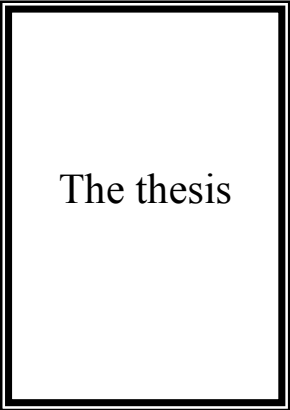
5. Working Committee Meetings



Working Committee Meetings

You may request a working committee meeting at any time in order to obtain feedback relating to your topic of inquiry, to establish a clear understanding of your research goals and methods, and to assess the quality and progress of your research and writing.

6. The Thesis



The thesis

You will work with your thesis advisor to prepare the first draft of the thesis. You should expect multiple revisions. When the thesis advisor decides that your draft is ready, it will be circulated to the rest of the committee for feedback. For each round of feedback, you must allow at least two weeks for committee members to read and respond. You may also find it helpful to meet with your committee members during the process of writing the thesis, individually or in a working committee meeting. You and your thesis advisor should plan a calendar with target dates that will allow ample time for the final draft to be read by your committee and revised by you in order to be approved in time to meet Graduate School deadlines.

The Graduate School establishes specifications for the format of the M.S. thesis. Your thesis must conform exactly to these specifications or it will not be accepted. Early in the development of the thesis project, you should obtain a copy of the Graduate School “Thesis Guide” from the Graduate School Office of Theses and Publications, 115 Kern Building, or at <http://www.gradsch.psu.edu/current/thesis.html>. Send a thesis submission form, which you may obtain at <http://www.gradsch.psu.edu/current/thesis.html>, and a draft of your thesis by e-mail to the Thesis Office at gradthesis@psu.edu by the specified deadline. The thesis must be sent as either a Word or a pdf file. Corrections and detailed instructions will be returned to you within two weeks.

The art education program expects students to use APA formatting and style guidelines because that style is commonly used by professional journals in the field of art education.

A polished version of the thesis should be given to the committee at least two weeks before the scheduled defense. In some cases (for example, if a member of the committee is out of town), it may be necessary to allow more time for reading this version of your thesis. Do not count on a last-minute rush. You will also need to allow time for final revisions following the defense.

Check the Graduate School calendar to find out when you must complete the format check and have the thesis approved by the committee, and then count backward to determine when your polished version should go out to your committee members.

Once the thesis is completed and approved, and the signatory page signed by the committee members, deliver the thesis to the Thesis Office. Await verification of final thesis approval by e-mail. If any changes are required, you will be notified. A thesis accepted by the Graduate School is deposited after commencement in the University Libraries, where it is available for circulation. You should provide a bound copy of the approved thesis (may be a photocopy) for the art education program's collection. As a gesture of courtesy, it is suggested that you also present a bound copy to the advisor and to each member of the committee. To obtain bound copies, contact the Multimedia & Print Center in Hostetter Business Services Building (814 865-7544 or <http://www.multimediaprint.psu.edu/>) or use an off-campus source.

In spring 2008, new guidelines for submission of the M.S. thesis will be announced that will allow for the submission of an electronic copy as an alternative to providing a bound copy to the Graduate School.

7. Oral Defense of the Thesis

Oral defense of the thesis

One of the final steps is an oral defense of your thesis, which will be open to the public. You are responsible for reserving a room for this meeting through the art education office staff assistant. You should provide committee members with copies of your completed thesis at least two weeks prior to the oral defense.

You must be registered as a full-time or part-time degree student for the semester in which you complete your final oral defense. Register for thesis research by enrolling in AED 600.

The oral defense will be two hours long. At the start of the meeting, you will be asked to leave the room while committee members discuss your dissertation briefly and plan their questioning strategy. When candidates return, they typically make a brief presentation (usually 10-15 minutes), covering what they did, what the findings are, and what the significance of the findings are to the field of art education. Your committee will then engage you in a discussion of your study. Following that discussion, you will again

be asked to step out of the room while the committee reaches a decision with regard to the thesis, your presentation of the study, and your responses to the committee's questions and comments.

Possible decisions are: passing, passing with minor revisions, passing with major revisions, or failing. A candidate who passes with minor revisions must revise the thesis in response to required changes stipulated by the committee. Prior to final approval of the thesis, the thesis advisor must approve these revisions. A candidate who passes with major revisions follows a similar process, but in this case all members of the committee may ask to review and approve the revisions. A candidate who fails will be asked to rewrite, expand, or make other specific revisions. Once the thesis advisor/chair decides the new draft is ready, the candidate submits it again for consideration by the committee, and a new oral defense will be scheduled following the same procedures outlined above.

8. Graduation



Candidates who plan to graduate at the end of the current semester/session are responsible for filing an intent to graduate. Using the "Graduating this Semester" application on [eLion](#), you can set or remove your intent. For more information, see <http://registrar.psu.edu/graduation/intent.cfm>

The University holds commencement exercises for graduate students three times a year: at the end of the fall and spring semesters and at the end of the summer session. Attendance at commencement exercises is encouraged, but you may receive the degree in absentia.