Art Education Graduate Handbook - 2015

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Art Education Orientation Agenda – August 17, 2015

10:30 - Welcome
10:35 – Policies
11:00 – PRAXIS & certification
11:30 – Breakout time with advisers and mentors
12:00 - Welcome Lunch!

Dear Incoming Master's Students,

Welcome to VCUarts and the Department of Art Education. The master's program in Art Education offers two specific tracks. The first track is for teachers who are already licensed and who wish to deepen their understanding of Art Education. The second track is for people who hold a BA, BFA, or related degree and who wish to earn both a master’s degree in Art Education and a teaching license at the same time. The program includes required and elective courses and, through graduate coursework, allows students to pursue their areas of interest. All students are expected to work at a high level of independence, be self-motivated, respect peers and instructors, and participate in the opportunities that the Art Education Department, the School of the Arts, and VCU offer.

As you begin your graduate study at VCU, it is essential that you are aware of the rules and policies. All students are bound by the policies of the Graduate School as explained in the Graduate Bulletin (http://www pubapps.vcu.edu/bulletins/graduate). Further, you are required to be familiar with the policies of the School of the Arts and the Department of Art Education. The following pages of this handbook as well as the information on the departmental website (http://arts.vcu.edu/arteducation/mae/) will help you. You need to read and follow the policies that are contained in the documents.

We look forward to working with you in the next few years.

Sincerely,

Ryan M. Patton
Assistant Professor of Art Education
Graduate Programs Coordinator
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**General Policies**

**Degree Admission Track**
Each student is admitted to a specific track within the MAE program. The tracks are either MAE (for those who already have a license) or MAE+ Licensure (for those who do not have a license). Students may **not** switch degree tracks and must complete the requirement of the track into which you were admitted.

**Continuous Enrollment**

*Before candidacy* – Students must complete at least one course per academic year to maintain their active status at VCU. If students cannot meet this requirement, they must apply for a leave of absence. If students do not follow this policy, their enrollment will be terminated; they will have to re-apply to VCU and will need to re-take courses.

*After candidacy* – Students must be enrolled in at least one credit EVERY semester (except summer) to maintain their status at VCU. If students cannot meet this requirement, they must apply for a leave of absence. If students do not follow this policy, their enrollment will be terminated; they will have to re-apply to VCU and may need to re-take courses.

**Time Limit**
Each student has six years to complete the MAE or MAE + Licensure degree. If students do not complete the degree in this time frame, they will need to re-apply to the program and will be required to re-take courses.

**Candidacy Phase**
Each student is required to take and pass a candidacy exam. Passing this exam leads to admission to degree candidacy. Though degree candidacy is no guarantee of graduation, it is an important step in moving toward that goal. Students apply for degree candidacy after completing 9 credits (including ARTE 611) and before completing 18 credits. Candidacy paperwork is due March 1 of each year and includes the completed candidacy form (available through the Graduate School website), a hard copy of the student’s unofficial transcript, and the literature review. Not submitting the candidacy exam will result in dismissal from the program. Students have two chances (with documentation of extenuating circumstances, three chances) to pass the exam. Not passing the candidacy exam will result in being required to take additional courses and being required to re-take the exam the following semester by October 15. If a student does not pass the exam on the second (or third) attempt, s/he will be dismissed from the program.

The candidacy exam consists of writing a literature review on a research topic approved by the student's major advisor. Students will begin this when they take ARTE 611 and must work with their adviser following this course to prepare for the exam.
Additionally, as the faculty evaluates each student’s proposal, the committee will also evaluate the student’s progress in the program. If faculty members have concerns about a student’s performance, this will factor into the decision to admit the student to degree candidacy or not.

**Advising**
All students are required to schedule a meeting with their adviser at least 1 time each semester. Advisers will not be chasing after students. Students are responsible for contacting their adviser and making appointments to meet with their adviser before registering for classes each semester.

**Grades**
Students may be dismissed from the program if they earn one (1) grade of ‘C’ or lower. Each student will be evaluated at the time of the candidacy exam and later, if necessary. Receiving two (2) or more grades of ‘C’ or lower will result in the dismissal of the student from the program.

**Conferences**
At times, there is funding available through the School of the Arts, Graduate School, or Department of Art Education to support student travel to conferences. Priority is given to students who are making presentations at the conferences. If you would like to be reimbursed for your travel, you must follow all Virginia and VCU policies for reimbursements. Contact the Program Coordinator (Danielle Shutt) in the Art Education Department **BEFORE YOUR TRIP** for more information about processing reimbursements.

**Address Updates**
Every time you move, you must update your address with the Art Education Department Program Coordinator (Danielle Shutt) and with VCU. If you do not, you will not receive information mailed to you.

**Email**
All students must activate and regularly (multiple times per week) check their VCU email account. This is the primary means by which the graduate school at VCU and the Department of Art Education will communicate with you. Information regarding course registration, scheduling, scholarships, jobs, deadlines, graduation, etc. will be regularly sent to your VCU email account. Not reading your VCU email does not excuse you from failing to meet any deadlines.

**Thesis/Thesis Project/Comprehensive Exam**
Students may choose the final portion of their degree from the three options currently offered by the department. Regardless of the option that students select, they must ask a professor to serve as their major adviser. Additionally, in
consultation with the adviser, students must also ask two other faculty members to serve as committee members.

**Thesis/Thesis Project Writing**
Writing a thesis or a thesis project takes *at least* two semesters and frequently longer. Plan your progress through the degree program accordingly. You may not work on your thesis or thesis project while you student teach. Upon final approval of the thesis/thesis project, the student is require to provide a bound copy of the thesis or thesis project for the adviser and each committee member. All research for a thesis or thesis project that involves Human Subjects *must* be approved by VCU’s Office of Research through the IRB process. The IRB application should be *completed* one semester before the student intends to conduct the research.

**Graduation**
You must file the application to graduate within the first 2 weeks of the semester in which you plan to graduate. Failure to do so will result in not graduating. Students must be registered for at least 1 credit in the semester in which they plan to graduate. If a student is not able to complete all the requirements to graduate, s/he must notify the Graduate Program Director at least 3 weeks before graduation. The following semester, the student must again file the graduation application paperwork within the first 2 weeks of the semester.

**Social Security Numbers and V Numbers**
VCU does not allow the use of Social Security Numbers on paperwork. However, not all VCU forms have been updated to reflect this. Whenever you see a form that asks for your SS#, please put your V number there and indicate it as V12345678. If you turn in a form with your SS# on it, the form will be returned to you and you will need to change it to your V#. This will cause delays and slow the processing of your documents, potentially delaying your student teaching, graduation, etc.
MAE Candidacy Exam
Each student is required to take and pass a candidacy exam. Passing this exam leads to admission to degree candidacy. Though degree candidacy is no guarantee of graduation, it is an important step in moving toward that goal.

Students apply for degree candidacy after completing 9 credits (including ARTE 611) and before completing 18 credits. A candidacy exam consists of three items:
1. A literature review on a research topic approved by the student’s major advisor;
2. The completed candidacy form (available through the Graduate School website [http://www.graduate.vcu.edu/forms/index.html](http://www.graduate.vcu.edu/forms/index.html)); and
3. A hard copy of the student’s unofficial transcript.

One hard copy of the literature review, the candidacy form, and the student’s unofficial transcript is due to the program coordinator by March 1 (or if March 1 falls on a weekend or holiday, it is due the next business day) in a folder with the student’s name on the folder.

Students will begin this literature review when they take ARTE 611 and must work with their adviser during and following this course to prepare for the candidacy exam. On the following pages are the important dates and guidelines for the exam that all students must follow.

Special Needs
If a student has documentation of a disability or special need through VCU’s Office of Disability Support Services, we will work to meet that student’s need. It is the student’s responsibility to present official VCU documentation of her/his special needs to the Graduate Programs Coordinator by the end of the first week of the semester in which the exam is to be taken.
**Candidacy Timing**

**October 15** – The students begin considering who they would like to ask to serve as their advisor. Students need to allow sufficient time to ensure that they can meet with their potential major advisor, answer any questions, provide information to the advisor, etc.

**November 1** – The students are required to submit to their ARTE 611 instructor a hard copy of an email from a faculty member in which the faculty member clearly agrees to be the student’s major advisor. The instructor of ARTE 611 is required to place this information in the syllabus, collect these emails, and give the emails to the program coordinator who will file them in the students’ folders.

**Last day of fall finals’ week** – The instructor of ARTE 611 photocopies all literature reviews, places the copies in the students’ folders, and notifies students that they can come to pick up their literature review. The instructor will provide written feedback focusing on what the students needs to improve in their literature reviews.

**January 25** – The students must give their major advisor a copy of their **significantly revised and improved** literature review. The adviser will provide feedback within two weeks.

**February 15** – The students must have the adviser and committee members sign and print their names on the candidacy form. See example on page 11 of a correct candidacy form.

**March 1** – By 5pm each student submits one hard copy of their literature review, the correctly completed candidacy form, and their unofficial transcript to the program coordinator.

**Approximately 4 weeks after March 1** - (not counting spring break, university holidays, or the NAEA conference and approximately April 1) – Each student will receive feedback on the status of their candidacy exam including a hard copy letter.

*Note that these are the last dates that any of these events can happen. Doing any of these early is fine.*
Guidelines for Literature Review Portion of Candidacy Exam

Formatting
- No more than 12 pages plus references
- Correct use of APA
  - Use of APA style headers throughout
  - APA formatting of quotes
  - All statements requiring citations have them
  - Formatting of citations in body of text
  - At least 10 scholarly references in APA format
- Double-spaced
- Standard font, 11 or 12 point
- One inch margins
- All pages numbered
- Student’s name appears on the first page
- Stapled in the upper left hand corner

Content
The purpose of the literature review is to critically analyze a segment of a published body of knowledge on a specific topic. The literature reviews will include all the following.

An introduction that:
- Identifies and describes the general research topic
- Provides a context for the topic within the larger field of Art Education
- Explains the overall trends in what is published on the topic
  - Identifies conflicts or gaps in the published literature
- Explains the overall organization of the literature review

The main body of the paper that:
- Groups literature by theme or other common denominator
- Summarizes studies or articles according to their comparative importance in the literature
- Clearly explicates which articles or ideas are the most salient and explains the reasons behind those arguments
- Provides the reader with strong opening sentences to begin the paragraphs, ‘signposts’ throughout the paragraphs, and summary sentences at the end of each paragraph

A conclusion that:
- Summarizes the main contributions of the most important literature, continuing the focus from the introduction
- Evaluates the current state of the literature reviewed, pointing out flaws, gaps, or inconsistencies as well as ideas for where the topic is headed

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1 Adapted from http://writing.wisc.edu/Handbook/ReviewofLiterature.html
Concludes with some insight into the main topic and the larger discipline of Art Education

**Guidelines for Candidacy Form Portion of Candidacy Exam**
See below for a correct example of a candidacy form (available via the Graduate School website [http://www.graduate.vcu.edu/forms/index.html](http://www.graduate.vcu.edu/forms/index.html))
Admission to Master's or Doctoral Degree Candidacy

Student: [Name]

VU Email Address: [Email]

Degree: [Degree]

Program: [Program]

My signature acknowledges that I have read and understood the following policies regarding research involving human or animal subjects and that I am in compliance with all requirements for successful completion of my degree program, including continuous enrollment.

Research involving human or animal subjects must receive approval from the Institutional Review Board (IRB) or Institutional Animal Care and Use Committee (IACUC) before initiation of data may begin. I understand that failure to obtain a copy of the IRB or IACUC approval letter from the principal investigator will result in the loss of this data for my thesis/dissertation or in any form of presentation or publication. Information on human and animal research can be found at [http://www.research.unlv.edu/researchinfo.htm](http://www.research.unlv.edu/researchinfo.htm) or [http://www.research.unlv.edu/iaacuc.htm](http://www.research.unlv.edu/iaacuc.htm).

University Graduate Council and Graduate School continuous enrollment policy requires that any student engaged in any form of study at UNLV that involves use of University facilities, equipment, personnel, space, or who is approved by a committee regards him a full-time continuing graduate student on a part-time, full-time, or thesis or dissertation must register timely for a course when engaged in these activities, including the semester in which the student graduates.

Graduate students approved for candidacy must register for at least one graduate credit hour of VU each fall and spring semester until the degree is completed (including the semester of graduation). Students must consult with their program director regarding additional enrollment requirements. Students enrolled with approved forms of absence are exempt from continuous enrollment requirements for the fall or spring semester. Note: While a USA Student Visa is not typically required, it does not extend the time of enrollment.

[Signature]

Date: [Date]

Major Advisor and Advisory Committee Members (if applicable): PLEASE TYPE OR PRINT

Major Advisor:

[Name]

Advisor:

[Name]

Committee Member:

[Name]

The program director, major advisor and/or advisory committee (if applicable) have approved this student for admission to candidacy effective [Date] and confirm the following (check all that apply). Degree candidacy will be approved for a current semester only, based on the date the form is received at the Graduate School.

- All provisional or preliminary conditions of admission have been met.
- A 3.0 GPA has been maintained on all graduate coursework attempted after admission (for repeated courses, both original and repeat grades must be included in calculation of graduate GPA).
- No more than 6 semester hours of total semester hours attempted (including grades) at "F" level below (C, D, F).
- At least one-half of all required courses designated by the program director for graduate students (600 or higher) are completed.
- All doctoral or dissertation committee and all preliminary examinations (if required) have been passed.
- The final or dissertation defense (if required for candidacy) or final research project has been approved.
- The student is in compliance with the time to degree limit (4 years certificates and masters, 6 years doctorates).

[Signature]

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**Guidelines for the Unofficial Transcript Portion of the Candidacy Exam**

Unofficial transcripts are available to current students via eservices. Print one and submit it.

**Outcomes**

Students either pass or fail the entire candidacy exam. Students will receive a hard copy letter notifying them of the outcome of their exam.

Students have two chances (with documentation of significant extenuating circumstances, three chances) to pass the exam. Not passing the candidacy exam will result in the student being required to take additional courses and being required to re-take the exam the following semester by October 15. If a student does not pass the exam on the second (or third) attempt, s/he will be dismissed from the program.

Additionally, as the faculty evaluates each student’s literature review, the committee will also evaluate the student’s progress in the program as evidenced by the student’s transcript. If faculty members have concerns about a student’s performance, this will factor into the decision to admit the student to degree candidacy or not.

Not submitting the candidacy exam will result in dismissal from the program. Students who do not adhere to the content guidelines will fail the exam and be required to take it the following semester. Students may have a minor deviation from the formatting guidelines (i.e. a margin that is 1.25”) without failing, but faculty will not read beyond 12 pages.
Post-Candidacy Policies

Advising
It is the responsibility of each graduate student to schedule and appointment with her/his adviser at least once every semester to discuss courses, progress toward graduation, scheduling issues, etc. Advisers will not initiate these meetings; it is the responsibility of students to initiate these meetings.

Continuous Enrollment
Once admitted into degree candidacy, students MUST register for classes every fall and spring semester. See the full policy on the VCU Graduate School’s web site (http://www.pubapps.vcu.edu/bulletins/graduate/?uid=10045&iid=30064).

Failure to register every semester will result in being withdrawn from the program.

Leave of Absence
If you cannot register for a course, you must contact your adviser before the semester begins and begin working on a Leave of Absence request. See the full details on the VCU Graduate School’s web site (http://www.pubapps.vcu.edu/bulletins/graduate/?uid=10045&iid=31071).
MAE Comprehensive Exam – Policies and Procedures

The comprehensive exam is one of three final options for completing the MAE or MAE + Licensure degree. In order to choose this option, a student must complete an additional 6 credits of Art Education courses at or above the 600-level. These 6 credits are in lieu of the 6 credits of thesis hours that other students take.

The comprehensive exam consists of 2 questions that the student uses as the basis for a weekend take home exam. The written response to each question must be at least 8 typed pages plus 10 references. These are the minimum requirements and students may write more or have additional references.

Student Responsibilities

- Notify both your adviser and the Chair of the Graduate Programs Committee of the intent to take the comprehensive exam no later than the first week of the semester in which you intend to take the exam.
- Meet with your adviser by the second week of the semester in which you intend to take the exam to clarify any questions.
- Pick up the articles selected by the Graduate Programs Committee from the Art Ed office when notified by the Chair of the Graduate Programs Committee.
- Adhere to the Thursday 5pm-Tuesday 9am timeframe for completing the exam.
- Bring 3 hard copies of the exam to the Art Ed office by Tuesday at 9am. If your adviser is not available at 9am on Tuesday morning, submit the copies to her/his mailbox.

Timing

The comprehensive exam is given once each semester during fall and spring semesters. It is not given during the summer. The exam dates will be announced each spring for the following academic year via the graduate student listserv. There are no alternate dates. Students should take the comprehensive exam toward the end of their coursework, but must pass it before student teaching.

Approximately 2 weeks before the exam, the student will receive an email from the Graduate Programs Committee Chair confirming the dates of the exam and notifying the student to pick up articles in the Art Ed office.

Coursework

A student who chooses to take the comprehensive exam must take 2 additional Art Education courses (6 credits) in lieu of taking 6 thesis credits. These classes must begin with the ARTE prefix and be at or above the 600 level and cannot include thesis (ARTE 799) credits. No other courses can count for this requirement. The Graduate Programs Committee must approve independent study ARTE courses before the student enrolls in the course.

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Format and Test Administration
The format of the comprehensive exam is as follows:
On Thursday afternoon (by 5pm) of the designated weekend, students will receive an email from their adviser that contains 2 questions. One of the questions relates to the articles that the student picked up from the Art Ed office and the other question relates to the student’s area of interest. Students have until Tuesday at 9am to submit 3 hard copies of BOTH answers to their adviser.

Each response must be typed in a 12-point standard font, double spaced, and adhere to APA formatting guidelines. At a minimum, each answer must be at least 8 pages plus references. A minimum of 10 scholarly sources must be cited for each question.

Special Needs
If a student has documentation of a disability or special need through VCU’s Office of Disability Support Services, we will work to meet that student’s need. It is the student’s responsibility to present documentation of this need to the Graduate Programs Coordinator by the end of the first week of the semester in which the exam is to be taken.

Honor Code
Once the exam period has started (i.e. after students receive the questions from their advisers), students must complete their work independently. This means they are not to discuss the exam questions or related material with anyone or submit work that has been prepared in whole or part by others. Students should give proper credit to the work or ideas of others by including appropriate citations and references in their answers.

Students are allowed to seek the assistance of an editor to assist with style, grammar, or organization. However, they cannot receive assistance with regard to content.

Results
The student’s major adviser and 2 committee members will assess the answers. The student either passes or fails the entire exam. If the student fails, s/he will have 1 opportunity to re-take the exam in the following semester. The adviser will notify the student in writing within 3 academic weeks of the submission of the exam regarding the outcome of the exam. If VCU has a holiday, that will not count as part of the 3 weeks.
Grade Review Procedure
If a student thinks that a grade is inaccurate, the student needs to schedule an appointment with the faculty member to discuss the situation. This will allow the faculty member to explain how the final grade was determined and, if an error is detected, to submit a change of grade.

If, after this review, the student still thinks that the grade was assigned unfairly, a written appeal must be submitted to the Department Chair within the first fourteen (14) calendar days of the semester following the semester in which the grade was assigned. Upon receipt of the written appeal, the Department Chair shall provide the student with a copy and explanation of the Grade Review Procedure (published in the VCU Rules and Procedures), and shall ensure that the requirements of the Grade Review Procedure are followed.

If the Department Chair is unable to resolve the complaint, then the dean of the school in which the course was offered will form a grade review committee as described in the Grade Review Procedure policy and will submit its decision to the dean of the school. The decision communicated by the dean of the school in which the program resides is the final decision that will be distributed to the student, faculty member(s) and Department Chair.

In cases concerning grades awarded for the fall semester, the written appeal must be submitted to the Department Chair no later than fourteen (14) calendar days after the beginning of the following spring semester. In cases concerning grades awarded for the spring semester or summer sessions, the written appeal must be submitted no later than fourteen (14) calendar days after the beginning of the following fall semester.
**Art Education Termination Appeal Process**

**Timing**
Please note that due to limited faculty availability during the December/January break and over the summer, appeals will be considered during the fall and spring semesters only. Thus, if a student is terminated due to performance in fall semester, this appeal process will begin in the spring semester.

**Process**
1. A panel of three faculty and/or staff members is appointed by the Chair to review the appeal. The panel will include at least two faculty members. One staff member may serve on the committee.

2. The Director of Graduate Studies provides a statement explaining the grounds for termination. This statement will be forwarded via email to the student by the Director of Graduate Studies and remaining panel members within five (5) business days of the student’s request.

3. Within five (5) business days of receiving this statement, the student submits to the panel a written response that addresses three questions: Are any of the facts included in the statement inaccurate? Are there any extenuating circumstances that should be considered? Why is the student deserving of a second chance to complete the degree? The student also includes a list of days and times in the next 10 business days that s/he is available for a hearing.

4. A hearing is scheduled within ten (10) business days of receipt of the student's response. At the hearing, the student states her/his case to the appeal panel.

5. Immediately after the hearing, the appeal panel adjudicates until a unanimous decision is reached.

6. One faculty member writes a synopsis of the student’s statement, response, hearing, and decision. This synopsis is submitted to the other two committee members for review. It is then submitted to the Department Chair for review before being sent to the student. The synopsis is due to the Department Chair five (5) business days after the hearing.

   If the student is granted a second chance to complete the degree, the synopsis will delineate performance goals that the student must meet on or before specified dates in order to remain in the program.

7. Within five (5) business days of receiving the synopsis, the Department Chair communicates the outcome of the appeals process to the student.
If the appeal is denied, the student may appeal for further review by the Associate Dean for Academic Affairs in the School of the Arts. If this appeal is denied, a final appeal may be made through the office of the Graduate Dean according to the procedures outlined in the Graduate Bulletin.

Exceptions
Exceptions from policies or requirements are rarely granted. If a student wants to request an exception, s/he should do the following:

Meet with her/his adviser to see if the adviser supports the exception.

If the adviser supports the exception, the student must write a short (1-page) rationale explaining why the exception should be granted.

The student must email this to the Graduate Program Director and provide any relevant documentation.

Example:
If a student wants to take a class other than ARTE 600 to count toward the required 2 ARTE classes at or above the 600 level (for the comprehensive exam requirement), she would first need to discuss this with her adviser. If she and her adviser agree that this could be a viable substitution, she must submit a written rationale as well as the syllabus and documentation from the class that she would like to substitute for the ARTE 600 class. This request and documentation must be submitted to the Graduate Program Director. Acceptable documentation must include the syllabus from the class as well as the work the student completed in the class (if this request is made after the end of the semester). If this request is made before the student takes the class, an email from the instructor indicating the level of writing required in the class could be acceptable.
Late policy for exams in the MAE and MAE + Licensure
(regarding Candidacy & Comprehensive Exams, everything outside of a regular class and NOT related to Licensure)

Late candidacy exams and comprehensive exams are not allowed. Asking for a deviation from the stated dates and deadlines is not to be taken lightly. Rarely will the Department grant this type of request and it will only be granted with significant documentation.

a. Conditions
   i. Death in the immediate family (spouse, child, mother, father, sibling, grandparent – not a friend’s parent, neighbor, a 2nd cousin, someone who was ‘like’ a grandmother, etc.) just before or during the candidacy due date or comprehensive exam weekend;
   ii. Extended hospitalization of the student or her/his spouse or child; or
   iii. Other extraordinary life situation (car troubles, financial issues, computer issues, time management issues, relationship issues, etc. are not considered extraordinary)

b. Procedure
   i. The student must first ask her/his adviser to write a letter of support. Then the student will submit an email request, not more than 1 page, in writing to the Graduate Programs Committee explaining why the extension/exception is warranted. This request must be presented with significant documentation and the letter of support from the student’s adviser.

c. Decision
   i. The Graduate Programs Committee will meet as soon as possible to make a decision. If necessary, the Committee may decide via email on the student’s case. The outcome will be communicated as soon as possible to the student via email.
Art Education
Websites for useful information from various VCU departments

**Art Education Departmental Information**
Art Education  http://arts.vcu.edu/arteducation/
MAE Information  http://arts.vcu.edu/arteducation/mae/

**VCU Important Information**
VCU  http://www.vcu.edu
Graduate School  http://www.graduate.vcu.edu/
School of the Arts  http://www.vcu.edu/arts/
School of the Arts Financial Aid  http://arts.vcu.edu/admissions/how-to-apply/faqs/financial-information/
VCU Financial Aid  http://www.vcu.edu/enroll/finaid/
Student Accounting (Tuition)  http://www.vcu.edu/enroll/sa/
Course Schedule  http://www.pubapps.vcu.edu/scheduleofclasses/
Registration System  http://www.eservices.vcu.edu/
Records & Registration  http://www.vcu.edu/enroll/rar/
Username & Password  https://husky.vcu.edu/eid/finder/index.cgi
Technology Services  http://www.ts.vcu.edu/
VCU Library  http://www.library.vcu.edu/
Academic Calendars  http://www.vcu.edu/academiccalendars/
Housing  http://www.housing.vcu.edu/

**Graduate School Policies**
Graduate School  http://www.vcu.edu/graduate/index.html
Graduation Policies  http://www.graduate.vcu.edu/community/graduation.html
Ways to be Successful in Graduate Study in Art Education at VCU

Be active in student and professional organizations
Job searching should not start after you graduate. Think about your time in school as an opportunity not only to learn, but also to build your resume. Consider a leadership role in a student organization. Present at local, state, and national conferences. Some of our recent graduates have secured jobs through the connections they made at conference. Join NAEA (National Art Education Association) and VAEA (Virginia Art Education Association).

VAEA 2015 Conference – November 12-14, 2015 in Roanoke, VA (www.vaea.org)
NAEA 2016 Conference – March 17-19, 2016 in Chicago, IL (www.arteducators.org)

Activate your student ID and your VCU email
You must get your student ID.
The graduate school sends mass-messages to VCU email accounts and the department uses a listserv to keep students informed.
https://husky.vcu.edu/eid/finder/index.cgi
http://www.ts.vcu.edu/

Be aware of deadlines
You need to know when to register for classes, pay tuition bills, file paperwork for graduation, etc. It is your responsibility to do all these things on time. Be PROACTIVE instead of REACTIVE.
http://www.vcu.edu/academiccalendars/

Allow time for proofing your papers
You MUST proofread everything before you submit it to a professor. Or, even better, have a peer or someone else proofread it. This includes every draft of a paper, your thesis chapters, etc. Faculty will return papers to you without reading them in full if you have multiple instances of grammar issues, incomplete sentences, or are not writing at the level expected of a graduate student. There is a Writing Center at VCU. Your tuition dollars pay for it – USE IT!
http://uc.vcu.edu/learning-support/writing-center/

Know the rules
Familiarize yourself with the Graduate School Bulletin. All of the student policies are available online. These are the official rules that govern what happens at VCU with regard to graduate study.
http://www.pubapps.vcu.edu/bulletins/graduate/

Also, read the Art Education Department website for important information about the graduate program in this department.
http://arts.vcu.edu/arteducation/mae/
Learn to conduct scholarly research
Wikipedia is not a scholarly source, neither is artcyclopedia or artnet.com. Familiarize yourself with the library resources at VCU as well as the scholarly journals in our field. You will need to physically go to the library, check out books, request books and articles through Inter Library Loan (ILL), and speak with a librarian.


Be inquisitive
Make the time to follow up on topics discussed in class. Look up articles written by authors you enjoy. Invite faculty for coffee to discuss academic articles or scholarly pursuits. Be proactive in your approach to learning about the field.

Keep a binder of important documents
Recognize that VCU is a large university, and there are thousands of graduate students. An important paper relating to you may get lost in campus mail or simply not arrive somewhere. Make sure you make a copy and keep it of every important document. Print your grades each semester, save your tuition bills, print a copy that indicates that it is paid, print your schedule, save your admission letter, save your candidacy letter, etc.

Work with your adviser
It is your responsibility to seek out your adviser and you should meet with her/him at least once each semester. Neither your adviser nor the graduate program director will chase after you to make sure you are taking the correct classes. It is your responsibility to follow the course of study and to meet with your adviser regularly.

Recognize that graduate study is hard
You should be working a minimum of 3-5 hours per week outside of class time for each credit of class time. Thus, a 3 credit class = minimum of 9-15 hours of work outside of class time. Learn to enjoy reading and writing in your field. Advanced degrees are supposed to be hard, they are supposed to require a significant amount of reading and writing, and they are supposed to challenge your beliefs. If you have been out of school for a while, you will need to learn to study again. Pace yourself and allow time to develop your study habits.

Be nice (and network) and know that stuff happens
Make the time to get to know your classmates, your professors, students in other departments, etc. You can learn a great deal from your peers, colleagues and the faculty in the department both in and outside of class. If something happens and
a document gets lost, recognize that it was not intentional and work to help it get resolved.
Suggestions from Current Student and Recent Graduates

Organizing
- Keep a very detailed To-Do list.
- Take time to think about how you will have to change your lifestyle. Relationships go on hold, you may become excessively sedentary, and you may be depressed sometimes because you cannot have all of your needs taken care of. It will be ok, but it is very important to be aware that this is happening, and to think about what ways you can problem solve to help yourself and those around you.

Studying
- You need to take on completely new (and more intense) study habits than in undergrad.
- Find a “Study Buddy” (i.e. just someone to go to the library or coffee shop and work next to) to keep you on task.
- Find a place outside of your home to do school work.
- Check out the Library study carrels. This is where I wrote my comps and did research (they are also right next to all the education books – once I looked over from my carrel at the shelves of books next to me and found the PERFECT reference that totally informed my research).
- Know that all classes should relate to one another and serve as additional ways of looking at your personal research interests (in this program you will be quickly identifying what aspects of art education are particularly of interest to you and how that aspect could be researched).
- Don’t forget to take breaks from studying to take care of yourself. You are still allowed to have fun and be a person even though you are in school!!

Other Opportunities
- Get a VMFA student membership!!!
- You can get a FREE 6-month Amazon Prime membership with a school email address!
- Carver Promise Mentorship program (pursue this even if it’s not included in your classes).
- Grad Zone Library on the 2nd floor of Franklin Terrace: PLEASE use it! There are GREAT references that I wish I knew existed while I was researching and planning lessons.

Fun Suggestions
- Recharge at the nearby parks like Maymont, Byrd, and Belle Isle
- Good veggie restaurants: Harrison Street Café, Fresca, Lamplighter, Ipanema, Café, Panda Garden, & Mama's Kitchen
- Monday night is $2 draft night at Ipanema, find more at http://rvaspecials.com/
- Make friends with caffeine!
- Cheap finds in Richmond: http://www.rvaonthecheap.com/
- Diversity Thrift, Goodwill, & others for cheap teacher pants
- Little Mexico – Huge delicious Margaritas
- **Do not ever go to eat at Baja Bean**