



COLLEGE OF VISUAL ARTS AND DESIGN
Department of Art Education and Art History

DOCTORAL PROGRAM IN
ART EDUCATION

PROCEDURES MANUAL

Revised 1/2012
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MANUAL FOR DOCTORAL STUDENTS IN ART EDUCATION

The information provided in this manual is a **summary** designed to assist you, the doctoral student, in the College of Visual Arts and Design. The manual is intended for use in a step-by-step manner in planning and fulfilling the requirements for the Doctor of Philosophy degree in Art Education.

The responsibility of meeting all requirements of the College of Visual Arts and Design and the Toulouse School of Graduate Studies for the doctoral degree rests upon you. Graduate work in art assumes that you have the appropriate background to handle graduate instruction in art. If any deficiencies were assigned to you upon admission to the graduate program, they must be completed before graduate study begins.

As an accompaniment to this manual, you should obtain and read the following publications: *UNT Graduate Catalog*, the Graduate School's manual entitled *Thesis and Dissertation Manual*, which is available from the Graduate School's website located at www.tsgs.unt.edu, and the *Publication Manual of the American Psychological Association* (APA 6th edition).

Please keep this manual as there are forms at the back of this manual that will be used throughout your program of study.

DOCTOR OF PHILOSOPHY IN ART EDUCATION

In its graduate programs, the College of Visual Arts and Design aims to develop the competencies necessary for effective leadership roles in art as expected of public school teachers and supervisors, college teachers of art, researchers, administrators, and practicing professionals in the field.

A Ph.D. in art education, as offered by the College of Visual Arts and Design, facilitates educational experiences intended to foster research, scholarship and knowledge in art education as well as a specialization area. The structured coursework for the program consists of an orientation course, core courses in art education, specialization courses, and research methodologies and theoretical framework courses. Upon completion of the coursework, a student must successfully pass a comprehensive exam, comprised of both written and oral components, and have a research proposal approved before beginning the collection of data and the writing of the dissertation. Once the dissertation is completed students defend their dissertation research in a final oral examination.

ADVISING

In your letter of acceptance to the program, you were assigned an initial faculty advisor in art education. This person will work with you regarding the details of your program until your major professor is determined. It is suggested that you contact your initial advisor for help determining which courses would be best to take.

DOCTORAL COMMITTEE

The doctoral committee consists of at least three graduate faculty members: a major professor from within art education, a professor from your specialization area, and at least one other graduate faculty member. It is your responsibility to secure both the major professor and your committee members. Your major professor and one other member of your committee must be a member of the art education faculty; however, the professor from your specialization area may come from outside of art education, outside of the College of Visual Arts and Design, or outside of the university.

DEGREE PLAN

Before completion of your first 24 hours towards your doctoral degree, you must meet with your major professor and start a degree plan (see “Degree Plan Preliminary Worksheet”, located at the back of this manual). Your degree plan is an outline of your projected course of study in both the major and the specialization area. The degree plan is also where you formally identify the members of your doctoral committee.

Once completed and approved by your major professor, the degree plan is filed with the Graduate School. Once your plan is filed and approved, you are protected from having to commit to future changes made to the doctoral program requirements. As you continue towards your degree, your degree plan is updated by the Graduate School to reflect specific program requirements that you have completed and any grades earned. Any changes, such as planned coursework or committee members made to the degree plan once it has been filed must be made in writing by your major professor to the Graduate School.

RESIDENCE REQUIREMENT

You may meet the residence requirement by either registering for 9 credit hours for two consecutive semesters or registering for 6 credit hours for 3 consecutive semesters. Summer can be counted as a consecutive semester or it may be excluded.

TIME AND CREDIT HOUR LIMITATIONS

You have a time limitation of 10 years from the date of their first doctoral course to complete your degree, including the dissertation. All students in the graduate program are expected to make continuous and satisfactory progress toward completion of their degrees. Failure to make adequate and timely progress may result in removal from the program. Students are encouraged to follow the timeline suggested in this manual.

In addition to the 10-year time limitation, you must not complete more than 99 credit hours. Any hours accumulated past 99 will be charged at the out-of-state tuition rate, regardless of your legal state of residence.

PROGRAM STRUCTURES

The doctoral degree is conferred in recognition of advanced work in the discipline as evidenced by (1) the satisfactory completion of a prescribed course and period of study¹; (2) the ability to function at a professional level in the designated area of concentration; (3) the successful completion of both the written and oral components of the comprehensive exam showing a satisfactory knowledge of the major field and its relation to allied areas; and (4) the preparation of a dissertation demonstrating ability to undertake a research problem with originality and independent thought.

The following are the course requirements for the doctorate in art education:

Doctoral Core	12 hours
AEAH 5753: Trends in Art Education	
AEAH 5757: History and Philosophy of Art Education	
AEAH 5763: Theories in Criticism and Aesthetics	
AEAH 5773: Curriculum Development and Program Assessment	
Specialization	12 hours
A combination of courses in art education or other areas, which must be approved by major professor.	
Research Methodology and Theoretical Framework	15 hours
AEAH 5787: Introduction to Research in Art Education	
Advanced research course, which must be approved by major professor	
AEAH 5788: Introduction to Proposal Writing	

¹ You must earn a minimum of 60 hours of graduate credit beyond the master's degree and must complete a residence requirement in addition to successfully completing all of the admission requirements and comprehensive examinations prescribed by the College of Visual Arts and Design.

Two theory courses, which must be approved by major professor²

Art Education Electives

9 hours

Dissertation

ART 6950: Doctoral Dissertation

12 hours

Total: 60 hours

The general sequence of study for the Ph.D. in art education is divided into four levels:

Level 1 (0-18 credit hours)

Admission to Program
Graduate Advisor Assigned
0-18 graduate credit hours completed

Level 2 (19-30 credit hours)

Major Professor Must be Secured
Members of the Doctoral Committee Secured
Degree Plan must to be Filed
12 additional graduate credit hours completed

Level 3 (31-48 credit hours)

Last 18 graduate credit hours completed
Preliminary Dissertation Proposal, written & approved
Comprehensive Exams, written and oral components,
are satisfactorily completed
Dissertation Proposal is written and approved
Admission to Candidacy

Level 4 (49-60 credit hours)

Dissertation research begins
Analysis of Data
Completion of Dissertation and Oral Defense

PRELIMINARY PROPOSAL

Approval of a preliminary dissertation proposal is required before you may proceed to the comprehensive examination. Formulation of a preliminary dissertation proposal helps you begin to think about the intended direction of the research for your dissertation (see section regarding dissertation later in this manual). In consultation with your major professor, you are to select a research problem, prepare a written proposal, and then schedule a meeting with your committee for approval. Please provide a copy of the preliminary proposal to your committee members **at least two weeks in advance of the scheduled meeting**. Meetings may not be scheduled during the last two weeks of any long semester. If the preliminary proposal is accepted, it is in this same meeting that you will discuss with your committee the nature and format of the questions to be addressed in the written portion of your comprehensive exam.

² The theoretical framework courses may be taken within or outside of art education; theoretical frameworks include, but are not limited to, critical theory, learning theory, feminist theory and postmodern theory.

COMPREHENSIVE EXAMINATION

Upon the approval of the preliminary dissertation proposal by your committee, you must pass both the written and oral components of the comprehensive examination. The questions will focus on your proposal as well as general knowledge about groundings, theories, and issues related to art education and your field of specialization. This is done to direct your thinking about the dissertation topic, underlying issues, and research methods relevant to the field.

You have up to ONE AND A HALF calendar year from the date of your last course to successfully pass the comprehensive examination, have your final dissertation proposal approved by your committee, and enroll in dissertation credits. Should you fail to complete this within that one and ½ years, you may be dropped from the program by the Graduate School, with the need to reapply for admission to both the Graduate School and the Department of Art Education and Art History to continue pursuit of your degree.

PREPARING FOR THE COMPREHENSIVE EXAMINATION

As mentioned above, the comprehensive examination contains questions formulated for you by your committee members. From your major and specialization areas you should expect pertinent questions that may be derived directly from coursework and/or related to your individual professional objectives.

The comprehensive exam is designed to allow you to demonstrate mastery of the graduate experience. The ability to assimilate the contents of courses, identify problems and design ways to research and contribute to the field are at the heart of the comprehensive examination process. You should consult with your major professor regarding preparation for the examination. This might include:

- ❖ Collecting and reviewing term papers and other research and notes from courses taken during your graduate work, specifically those assigned by members of the committee.
- ❖ Contacting members of the committee about their suggestions for additional readings and/or techniques that might support the review process for the examination.

NATURE OF THE COMPREHENSIVE WRITTEN COMPONENT

In the written portion of your comprehensive examination, you will be required to engage in research and cite references to answer a set of essay questions. The length of the written component of the examination should not be more than 20 pages per examination question, must utilize the APA format, and must be typed on a computer. See your major professor for arrangements or variations on this requirement.

You will be given a time limit of no more than 12 weeks in which to complete the examination. It is your responsibility to submit the material within the allotted time. Failure to complete the written portion of the examination by the deadline may result in forfeiture of the entire comprehensive exam. Under *extenuating* circumstances, you may formally request an extension on the time.

Your committee evaluates your performance on the exams based upon whether or not you were able to correctly identify relevant literature within and beyond the field, articulate theory and synthesize theory to practice, demonstrate a comprehensive knowledge of the field of art education and demonstrate quality writing skills.

Your written exam will be given a grade of PASS, FAIL or REWRITE. If you fail any portion of the comprehensive examination, you will only be allowed to rewrite that section once. Failure to obtain a grade

of PASS on a rewrite will result in forfeiture of the entire comprehensive examination. You must pass the written portion of the examination before proceeding to the oral portion.

NATURE OF THE COMPREHENSIVE ORAL COMPONENT

The oral component of the comprehensive examination will normally follow the completion of the written portion and after your committee has had a sufficient amount of time to review your written exams, usually two to three weeks. The oral examination usually takes approximately two hours. The oral component is designed to provide you the opportunity to articulate more extensively some or all of the areas to which you responded in the written component and to demonstrate your understanding of course content and general knowledge about the field. This part of the exam also allows members of the doctoral committee time to explore with you aspects of their questions that were not addressed in your written responses.

RESULTS OF THE COMPREHENSIVE EXAMINATION

You successfully pass the entire comprehensive examination after satisfactory completion of the oral component. If the oral examination is judged unsatisfactory by the committee, you may be subject to dismissal from the program by a majority vote of the faculty.

THE DISSERTATION PROPOSAL

You must complete your final dissertation proposal before undertaking any work on the dissertation project. This proposal (as opposed to your preliminary proposal) is a fully developed explanation of your proposed dissertation project. It should include the problem, the theoretical framework, the methodology or procedures³ to be used, the significance to the field and references (see suggested proposal outline below). The formulation and presentation of the proposal to your committee is designed to help you by suggesting some of the problems you are likely to encounter, some of the tests to which such a project should be subjected, and even the kinds of questions you might anticipate in your final defense.

The properly written proposal:

- ❖ Requires you to put into writing your statement of the problem, the goal(s) you seek, and the means you intend to use to achieve your goal(s). In short, the proposal serves as a blueprint for the dissertation project, stating what is to be done and how it is to be done.
- ❖ Serves as a contract between you and your committee, protecting you against arbitrary changes on the part of the committee and guaranteeing to the committee members that you will not change your project without their knowledge and consent.
- ❖ With modifications, it becomes the first few chapters of your finished dissertation.

You should write your proposal in consultation with your major professor. You and your major professor should be able to determine, (a) whether the prospective dissertation project is feasible; (b) whether it is a proper project for the doctoral level; and (c) what changes, if any, need to be made. After your proposal is written in final form, you then present it to your doctoral committee for discussion and approval (see “Dissertation Proposal Approval” form, located at the back of this manual).

³ Methodology or procedures must include the sources of the data for your project, how the data will be collected, and how the data will be analyzed.

The following is a suggested proposal outline:

- 1. The Problem**
 - 1.1 Background to the problem
 - 1.2 Research questions
 - 1.3 Statement of the problem

- 2. Theoretical Framework**
 - 2.1 Review of related literature
 - 2.2 Purpose of the study

- 3. Methodology**
 - 3.1 Research method
 - 3.2 Participants/location of research (sources of data)
 - 3.3 Method of data collection
 - 3.4 Method of data analysis

- 4. Significance of the study to the field**

- 5. References**

You must use APA publication guidelines in preparing your proposal.

ADMISSION TO CANDIDACY

Upon the successful completion of the comprehensive examinations, approval of the dissertation proposal, and the completion of the residence requirement, you will be recommended to the Toulouse School of Graduate Studies for admission to candidacy by your major professor and your doctoral committee. At this point you may begin work on your dissertation.

THE DISSERTATION

A dissertation is a written report of an independent research project, conducted and written in conformity to certain standards established by the Toulouse School of Graduate Studies. A dissertation is required of all candidates for a doctoral degree. Properly done, a dissertation contributes to a particular body of knowledge, and reflects favorably upon the University, the College of Visual Arts and Design, your major professor, and you.

Twelve hours of credit are allowed for the dissertation. More than 12 hours can be taken, if necessary to complete the dissertation, but only 12 will count towards the 60 hours required for the degree. Once enrollment in dissertation is begun, continuous enrollment is required during all long semesters. You will enroll for the final portion of the dissertation credit during the semester in which the dissertation is filed with the Graduate School. No dissertation credit will be reported until the dissertation is completed and approved by your doctoral committee and the Graduate School.

BEGINNING AND WORKING ON THE DISSERTATION

Once admitted to candidacy, you may begin work towards your dissertation. The following is a list of items to keep in mind throughout the process. Please refer to the Graduate School's manual on theses and dissertations for more specific information on format and filing.

- ❖ Remember, before beginning work on your dissertation, you must have your proposal approved and the Dissertation Proposal Approval Form must be signed by your doctoral committee.
- ❖ You should be continuously enrolled in ART 6950 under your major professor's section number for the entire time that you are working on your dissertation; including the semester prior to graduation (summers are excluded). Any lapse in dissertation registration requires that you start over with your 12 credit hours of dissertation, regardless of whether 12 hours of credit is needed to finish your dissertation.
- ❖ Your dissertation will be written primarily under the supervision of your major professor. Consultation with other committee members about your dissertation project and their review of your writing is recommended.
- ❖ You should present your drafted work to your major professor one chapter at a time to help ensure that you are continuing in the proper direction.
- ❖ Following approval of your dissertation by your committee, it is submitted to the Toulouse School of Graduate Studies for approval.
- ❖ A dissertation abstract should present the statement of the problem, sources of data, organization of the dissertation, content of each chapter, findings, conclusions, and recommendations. Refer to the *Theses and Dissertation Manual* for format. The abstract is restricted to 150 words and must be double-spaced and approved by your major professor.
- ❖ Although the field of art education utilizes the APA style, be sure to consult the UNT *Thesis and Dissertation Manual* for all final formatting decisions within your dissertation.

FINAL DEFENSE OF THE DISSERTATION

After your major professor and committee members have approved your dissertation, you must pass a final oral examination in defense of your dissertation. The dissertation defense is approximately two hours in length and is intended to test your knowledge; independence of thought; ability to synthesize, interpret, and articulate ideas; and the quality of the research presented.

Arrange with your major professor for a date for your oral defense. Your doctoral committee will be the examining committee; however, the defense is open to the public. It is your responsibility to notify all members of the examining committee of the date, time and place of the oral defense. You must distribute copies of your final dissertation to each member of your committee (including appointees) and make sure that they are given **sufficient time** (at least two weeks) to read it prior to the defense examination date. Final defenses cannot be scheduled during the final two weeks of any long semester.

It is also your responsibility to ensure that you complete the oral dissertation defense before the deadline listed in the University calendar. The deadline usually falls about four weeks before the end of the semester. Check the University calendar for the deadlines. To be safe, schedule your oral defense at least two weeks before the deadline, thereby providing you an opportunity to make any required changes in the final

dissertation before the deadline.

When you go to the oral examination room, take with you one copy of your finished dissertation. Upon successful completion of your defense, your committee members will sign your Defense Report Form (sent by the Graduate School to the department, once you have applied for graduation). The Defense Report Form serves as the evidence that your dissertation has been accepted and is ready to be formally filed with the Graduate School. It is the responsibility of your major professor to forward this signed Defense Report Form back to the Graduate School.

PREPARING FOR THE FINAL DEFENSE

All graduate students experience a certain amount of apprehension concerning this final oral examination. This is natural. Bear in mind, however, that if your major professor and committee members did not think you were ready for the examination it would not have been scheduled.

This oral examination covers only the dissertation. Be prepared to discuss both content and procedures in its preparation. You should be thoroughly familiar with it, inasmuch as you researched and wrote it. Therefore, you should be confident in your defense of it.

The types of questions vary, but you will be expected to demonstrate sound and scholarly knowledge of your subject, befitting a candidate for the doctorate degree.

DISSERTATION FILING AND ACCEPTANCE

You are responsible for filing your final dissertation with the Toulouse School of Graduate Studies. Please refer to the Graduate School's manual on theses and dissertations for specific filing guidelines. In short, bringing the following items to the Graduate School constitutes filing of your dissertation:

- ❖ A completed Electronic Document Filing Form (available from the graduation coordinator in the Graduate School)
- ❖ An electronic copy of your dissertation on removable media (zip or 3 ½" disk) in PDF format
- ❖ An electronic copy of the abstract in a word processor file (not PDF)
- ❖ A paper printout of the PDF file, including the abstract
- ❖ A separate paper copy of the abstract, initialed by your major professor, and a separate paper copy of the document title page.

Your dissertation will then be forwarded to the Graduate Reader who will then review your dissertation for approval and suggest changes, if necessary. If no changes are necessary, you will be approved for graduation and your dissertation will be sent to the library for archiving. If changes are necessary, the Graduate Reader will contact you regarding those changes and supervise the revisions before accepting the final copy and approving you for graduation.

SATISFACTORY PROGRESS / DISMISSAL FROM THE PROGRAM

Each student is expected to make satisfactory progress towards the completion of his/her doctoral program. Satisfactory progress towards the Ph.D. in Art Education is defined by the following:

- Degree plan designed and approved prior to the completion of 24 credit hours.
- A 3.0 semester GPA in student's major area (art education) and a 3.0 cumulative GPA.
- All art education courses passed with a grade of "B" or better.
- Successfully passing written and oral qualifying examination within one and half years of completion of course work.
- Final dissertation proposal approved by the end of the first long semester following the written/oral qualifying exam.

Should a student not be in compliance with the Department's policies for Satisfactory Progress, s/he may be counseled, evaluated as unsatisfactory, placed on probation and/or dismissed from the Ph.D. program.

Probation: Any student not making satisfactory progress will be notified in writing by the Department Chair. After receipt of notice of probationary status, the student is required to seek formal counseling with his/her Ph.D. major professor to discuss his/her progress. The student will then be given the following long semester to correct the situation. The following are reasons for being placed on probation:

- Degree plan has not been completed after 24 credit hours
- Student's GPA falls below a 3.0
- Student receives a grade of "C" or lower in any one art⁴ education course
- Does not take or fails either the written or oral examination within 1 ½ years of completion of coursework
- Dissertation proposal not approved
- Student fails to make adequate progress on dissertation

Dismissal: Any student who does not correct the infraction which caused him/her to be placed on probation within the probationary semester will be subject to removal from the program after review by the graduate faculty. The Department Chair will notify the student of his/her dismissal in writing with a duplicate for the student's file and the Toulouse School of Graduate Studies. Such notification will cite the reason(s) for removal.

Any student wishing to appeal his/her dismissal from the doctoral program may petition the graduate faculty within 30 days of the notification or attempted notification of the student's removal.

⁴ Note: Receipt of two or more grades of "C" or lower in any two art education courses, whether in the same semester or in separate semesters, is an automatic cause for dismissal from the program.

APPENDIX

The following forms are to be used throughout the course of your doctoral program. These are required by the Department of Art Education and Art History and, once completed, will be kept in your file in the Department office as a means of documenting the stages of your program.

- ❖ **Degree Plan Preliminary Worksheet**
To be completed by you in consultation with your major professor and turned in to the Department office prior to the completion of the first 24 hours towards your degree. Your formal degree plan will be typed from the information provided on this form.
- ❖ **Dissertation Proposal Approval**
To be completed, signed by your committee members, and turned in to the Department office when your committee has approved your completed dissertation proposal.
- ❖ **Comprehensive Examination Report**
To be completed, signed by your committee members, and turned in to the Department office when you have finished both the written and oral portions of the comprehensive exam.

When you have completed your dissertation and it is time for your defense, a separate form, the Defense Report Form, will be sent directly from the Graduate School as a means of officially documenting that your dissertation has been successfully defended.

UNIVERSITY of NORTH TEXAS

Art Education Doctoral Degree Plan

All work to be credited toward the doctoral degree must be completed within a period of 10 years from the date doctoral credit is first earned. Responsibility for reading catalog requirements and for knowing when program has been completed rests entirely with the student. Application for graduation must be filed in the office of the Toulouse School of Graduate Studies before the appropriate deadline date (see Graduate School calendar.)

Name: _____ ID: _____
(Last) (First) (Middle)

(Street Address) (City) (State) (Zip) (E-mail)

Degree sought Major Minor or Specialization Related Field (if applicable)

DEGREES HELD

	Bachelor's	Master's
Name of Degree	_____	_____
Institution	_____	_____
Year Awarded	_____	_____
Major	_____	_____
Minor (if any)	_____	_____

ADMISSION, RESIDENCY AND DEFICIENCY DATA

Date of first doctoral course: _____ Date (semester/year) by which degree must be completed: _____

Semesters in which residency requirement met: _____

Deficiencies (if any): Number of hours: _____ Courses needed: _____

SUMMARY OF PROPOSED CREDIT HOURS

	At UNT	Elsewhere
Doctoral Core	_____	_____
Minor or Specialization	_____	_____
Research Methodology	_____	_____
Electives/Other Courses	_____	_____
Dissertation	12	_____
GRAND TOTAL	_____	60

PROGRAM APPROVAL

Co-Major Professor _____
 Co-Major Professor _____
 Committee Member _____
 Committee Member _____
 Committee Member _____
 Department Chair _____
 Dean, Graduate School _____ Approval Date: _____

OVER

**Dissertation Proposal Approval
Ph.D. in Art Education**

To be completed and filed with the Department of Art Education and Art History Office at the time when the doctoral committee has accepted the student's dissertation proposal.

Student's name: _____

Tentative Title of Dissertation: _____

This student has presented to the undersigned a proposal for a dissertation. We have examined it and certify that it appears to represent acceptable significance, design, and quality so that the student may proceed to develop it into a dissertation. If a formal hearing was held, this certifies also that the student passed the hearing.

Signatures of Doctoral Committee:

Major Professor

Date

Minor Professor

Committee Member

Committee Member

Committee Member

All students undertaking a dissertation involving the use of human subjects in any way as a source of data must first receive clearance from the Institutional Review Board on Human Subjects (IRB). The proper form for requesting clearance can be obtained from the Office of Research and Academic Grants (Admin. 160). The student should not proceed to collect data until clearance is received.

The major professor should answer the applicable statements below:

1. This research will use human subjects as a source of data.

Yes _____ No _____

2. If YES to #1, the student has filed the "Use of Human Subjects" request form in the Office of Research and Academic Grants.

Yes _____ No _____

Note: If NO to #2, the student should not proceed to collect data until the form is filed and the IRB grants clearance.

Signature of Major Professor: _____

Comprehensive Examination Report for the Ph.D. in Art Education

To be completed and turned into the Department office after the student has completed both the written and oral portions of the comprehensive examinations.

Doctoral Candidate's Name: _____

Degree Sought and Major: _____

Minor: _____

Date(s) of Examination: _____

Results of Examination (circle one): **PASS** **FAIL**

Signatures of Doctoral Committee:

Major Professor: _____

Minor Professor: _____

Committee Member: _____

Committee Member: _____

Committee Member: _____

Committee Member: _____