DOCTORAL STUDENT HANDBOOK

for

ART EDUCATION

Department of Art Education
College of Visual Arts, Theatre and Dance
The Florida State University
Tallahassee, Florida
2011
General Information

On July 1, 1965, the Board of Regents of the Florida State University system established a doctoral program in Art Education in the Department of Art Education, Florida State University. The first doctoral students were accepted in January, 1966.

The Florida State University Department of Art Education is the oldest department of its kind in the South. At this time there are fewer than 15 universities with doctoral programs in art education in the United States. The distinguished faculty in the Department of Art Education is composed of 6 members, each of whom holds the doctoral degree:

David Gussak, Associate Professor and Chair
Research Interests: Art therapy in prisons and correctional settings, art therapy with aggressive and violent clients, forensic art therapy, the interaction of theory and practice and art of the Holocaust

Tom Anderson, Jessie Lovano-Kerr Professor of Art Education
Research Interests: Social and philosophical foundations of art and art education, theory and criticism in art, art for life, environmental activism through art and education

Jeff Broome, Assistant Professor
Research Interests: Multi-age models of art education, authentic instruction in art centered on real-world themes of relevance to students' lives, classroom management for art teachers, and interdisciplinary opportunities in art for life

Anniina Suominen Guyas, Associate Professor
Research Interests: Visual and artistic research methods and methodologies, diversity education, immigrant and refugee experiences and education, gender and higher education, environmental theory and practice in art education

Marcia L. Rosal, Professor
Research Interests: Art therapy research, group art therapy, supervision issues, use of museums in the practice of art therapy

Pat Villeneuve, Professor
Research Interests: Art museum education, particularly the constructivist museum and guided interaction, use of developmental theory in understanding viewer response

The doctoral program, which may lead to either the Doctor of Philosophy or Doctor of Education degree, consists of three subspecialties or areas of concentration: Art Education, Arts Administration, and Art Therapy. Many of the recipients of the doctoral degree are now teaching on the faculties of colleges and universities throughout the United States or internationally, are administering programs in educational and arts institutions and hospitals and human service agencies, or are in therapeutic practice.
The Purpose of the Program

The program is designed to produce leaders in instruction, research, and administration in Art Education, Arts Administration, and Art Therapy. The purpose is to encourage students to make significant contributions to the body of knowledge that constitutes the teaching/learning, therapeutic, and administrative processes in art. The objectives of the program are sought through:

a. Selective admission procedures,
b. A curriculum that is interdisciplinary and adaptive to deepening knowledge in a particular subspecialty,
c. Continuous evaluation to ascertain achievement level and potential of the student for further development,
d. Research opportunities and support, and
e. Close faculty-student relationships.

Admission Requirements and Procedures

The Art Education doctoral admissions requirements and procedures are subject to all regulations specified for graduate studies in the University Catalog for the academic year in which the doctoral student first matriculates.

Individuals interested in applying for admission to the doctoral program should complete the following steps:

1. Complete the application form for admission to the University found at the Office of Admissions website: https://admissions.fsu.edu/gradapp/.
2. Provide the Admissions Office and the Department of Art Education with certified copies of transcripts of all undergraduate and previous graduate courses.
3. Take the Graduate Record Examination. See the Department’s current requirements for GRE scores and admission requirements. Consideration may be given to applicants who do not meet all of these requirements. Deficiencies may be made up. The applicant must be in good standing in the institution of higher education last attended.
4. Complete the questionnaire supplied by the Department of Art Education. This form can be found in the departmental application packet at the website address above.
5. Complete the assistantship or fellowship application forms (if appropriate) supplied by the Department of Art Education. This form can be found in the departmental application packet at the website address above.
6. Submit three letters of recommendation from employers and/or professors.
7. Provide the department with evidence of recent creative work on a CD (not necessary for students who wish to pursue a specialization in arts administration) and/or published papers. Evidence of teaching excellence through student production and/or educational performance (visuals) may also be included.
8. Demonstrate a record of at least two years of experience related to the area of concentration (recommended).
9. Submit a written statement on a personal philosophy on art(s) education, art
therapy, or arts administration (750 to 1000 words).

10. If possible, arrange an interview with the appropriate program director at least one term prior to admission. Plan enough time to review the facilities available for your work. Interviews are required for the art therapy program.

Submit supporting items listed in 4 to 9 to:
   Susan Messersmith
   Department of Art Education
   1032 William Johnston Building
   PO Box 3061232
   Florida State University
   Tallahassee, FL 32306-1232

The decision of the Department is returned to the FSU Admissions office. In turn, Admissions officially notifies the applicant.

Residency Requirements

Ph.D.  Residency requirements for the doctor of philosophy degree: after earning a master’s degree, the student must be continuously enrolled on the University campus or in one of its teaching centers for a minimum of 24 graduate semester hours in any period of 12 consecutive months.

Ed.D.  Residency requirements for the doctor of education degree: after earning a master's degree, the student must be continuously enrolled on the University campus or in one of its teaching centers for a minimum of 30 hours in any period of 18 consecutive months.

The remaining years of study for either the Ph.D. or Ed.D. need not be continuous, but students who miss more than a semester must reapply to the program. Doctoral readmissions must be approved by the Department, and readmitted students may be required to do additional coursework and/or re-take the comprehensive exam, at the discretion of the major supervisor and/or supervisory committee. Students must continuously carry a minimum of 2 hours of dissertation credit per semester.

Time Requirements

Three academic years of graduate study beyond the baccalaureate degree are usually the minimum requirement. All requirements for the doctoral degree must be completed within 5 calendar years from the time the student passes the comprehensive examination or a new comprehensive examination will be set by the committee.

Fees and Financial Aid

Graduate students are charged tuition on the basis of Florida residency or non-residency. A limited number of out-of-state tuition waivers are available to regular, full-time graduate students who hold teaching or research assistantships or fellowships. The current schedule of
charges may be obtained at http://www.sfs.fsu.edu/tuition.html.

The University offers a wide range of financial support to graduate students including fellowships, teaching and research assistantships, as well as various service assistantships. The Department is an equal-opportunity employer, and special financial assistance opportunities exist for women and minorities. A partial list of support opportunities follows. (For a fill list, see http://gradstudies.fsu.edu/.) Students should be aware that only minimum qualifications are listed and the selection process is frequently highly competitive. In general, deadlines for application occur early in January for the following academic year but students are urged to make specific inquiry to each program, with reference to both deadline and eligibility. Teaching assistantships in the Department of Art Education are available in limited number. Applications submitted will be considered after the student has been accepted in the program.

University Fellowship information can be obtained at http://gradschool.fsu.edu/Funding-Awards/Graduate-School-Fellowships-and-Grants.

Leslie N. Wilson – Delores Auzenne Assistantship Program information for newly enrolling and returning African American graduate students can be obtained at http://gradschool.fsu.edu/Funding-Awards/Graduate-School-Fellowships-and-Grants/Florida-State-University-Fellowship-Recipients-Members-of-the-Fellows-Society/Leslie-N.-Wilson-Delores-Auzenne-Assistantships

McKnight Black Doctoral Fellowship Program information for newly enrolled black American students can be obtained at http://www.music.fsu.edu/Admissions/Financial-Matters/Graduate-Opportunities/McKnight-Doctoral-Fellowships

Department Teaching Assistantships, Research Assistantships, and Other Awards. The award carries a stipend of $8,500 and can be renewed for a second year, based on performance. In addition to the stipend, students receive a waiver for at least 9 credit hours for the matriculation portion of course fees each semester. Graduate Assistants must enroll in a full course load of 12 hours of approved art education credits each semester. Additionally, students must do 10 hours of work for the department weekly. The application form for assistantships is in the departmental application packet which can be found at www.fsu.edu/~are.

Departmental and College Fellowships and Service Assistantships. E-mail the Department of Art Education if you have an interest in these programs.


Financial Aid
Awards vary according to need. Details about student loan and work-study opportunities at the University at [http://www.sfs.fsu.edu/tuition.html](http://www.sfs.fsu.edu/tuition.html)

Initial Phase of the Doctoral Program

After admission to the program, the student will meet with the appropriate program director for a general orientation. This orientation will include a consideration of the student's interests, background, and possible areas of concentration in doctoral study. On the basis of this initial conference, the program director will schedule the student's first semester course work. Students will be expected to keep a Record of Doctoral Studies (See [http://arted.fsu.edu/Resources](http://arted.fsu.edu/Resources) for all forms).

During the first semester, students are encouraged to become acquainted with each faculty member within the Department and to share career interests and current research projects with them. Second-semester course work will be planned by the student and the program director based on a review of progress in first-semester courses.

Academic Honor System

The Department of Art Education vigilantly enforces the University’s Academic Honor Policy. (Review at [http://registrar.fsu.edu/bulletin/grad/info/acad_regs.htm](http://registrar.fsu.edu/bulletin/grad/info/acad_regs.htm)) There are serious consequences for violations, including possible dismissal from the University. To avoid the appearance of plagiarism when preparing papers, cite all sources in accordance with the latest edition of the *Publication Manual of the American Psychological Association*.

Diagnostic Examination

The mandatory examination is a diagnostic tool. Taken at the start of the second semester of doctoral work, it assesses the student's ability to analyze and synthesize information, to contrast and compare, to do critical thinking, and to write clearly and logically. In addition, the diagnostic examination is designed to assess the depth of knowledge of the field and acquaintance with current and past literature and main issues.

The exam will be arranged by a department faculty member who, with the assistance of the faculty, will evaluate the examination and notify the student of the results: pass, a conditional pass (with conditions listed), or fail (doctoral study is terminated, and student is not permitted to continue in the program). Results may be used to guide the selection of further coursework for the student.

Supervisory Committee

Starting no sooner than the second semester, and in consultation with the appropriate program director, the student chooses a major professor from the Department of Art Education to direct the dissertation and assume further advising responsibilities. The major professor must be a member of the graduate faculty with graduate status and have special competence in the
student's proposed area of concentration. The decision must be mutually agreed upon by the student and faculty concerned and approved by the chair. (See Doctoral Advisory Committee form at http://arted.fsu.edu/Resources.)

The major professor and student then organize a supervisory committee consisting of a minimum of 4 faculty members with graduate status. One member with graduate status from a different department serves as the outside committee member. The names of the supervisory committee will be reported to the Dean of Graduate Studies.

After the supervisory committee has been appointed, the student, in consultation with the major professor, prepares a report of the student's program of study and writes an initial research interest paper. These items, along with a current resume, are submitted to each committee member about two weeks prior to the first supervisory committee meeting. (See Doctoral Program of Studies Form at http://arted.fsu.edu/Resources.)

During the meeting, the program of studies is discussed and recommendations are made for changes. After approval, each member signs the form, and it is submitted to the Chair of the Department for a signature. The original is kept in the Department student files; a copy is forwarded to the Dean of Graduate Studies.

Toward the end of the first committee meeting, the major professor discusses possible comprehensive exam questions with other committee members and establishes a tentative date for the exam (see below).

**The Program of Studies**

The student may choose a concentration in art education, arts administration, or art therapy. With the major professor, the doctoral student will plan a program of studies designed to use strengths, make up deficiencies, and provide knowledge required for the accomplishment of original research. A minimum of 30 semester hours of course work beyond the master's degree and exclusive of the hours earned in dissertation credit is required. (See section of Doctoral Degree Programs, in the University Bulletin for important detailed information about general regulations.)

All doctoral students in the Department of Art Education must include in their programs of study: ARE 6937 Structure in Art Education (Philosophical Foundations), ARE 6937 Social Foundations, and ARE 6380 Teaching and Learning (Psychological Foundations). Additional concentration requirements vary by area.

**Research method requirements.**

Students are offered several options for meeting research method requirements. Selection is decided by the student and his/her supervisory committee. A minimum of 12 hours of research methods is required including ARE 5745 Research Survey and a qualitative research methods

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1 The Dean of Graduate Studies, the academic dean, chair of the major department, and any faculty may attend committee meetings as non-voting members.
class of choice. Doctoral students must also take a four-hour statistics course (EDF 5400 is recommended).

**Related coursework.**

Coursework should be pursued within and outside the department, in related areas including curriculum, philosophy, psychology, history, administration, assessment, and others, as appropriate to their programs of study. Students should plan this portion of their programs with their committee chair and members. Students with assistantships need to plan ahead to avoid taking more than one course outside the college each semester.

**Certificate programs.**

FSU offers certificates in special areas that may enhance a student’s course of study. For a full listing, go to [http://www.gradstudies.fsu.edu/Academics-Research/Degree-Programs/Graduate-Certificate-Programs](http://www.gradstudies.fsu.edu/Academics-Research/Degree-Programs/Graduate-Certificate-Programs). The Department of Art Education has a certificate in art museum education and participates in certificate programs in museum studies and arts and community practice. For additional information on museum studies, go to [www.fsu.edu/~ms/](http://www.fsu.edu/~ms/). For information on art museum education or arts and community practice, see Pat Villeneuve, certificate coordinator. Many departmental students have also benefited from the certificate in program evaluation offered through the College of Education.

**Comprehensive Examination**

The comprehensive examination is administered at or near the completion of course work to determine whether or not a student 1) has mastered program content acquired through course work and individual reading; 2) can apply this knowledge in a complex, creative, and orderly manner; 3) uses theory and research to support statements; and 4) presents ideas effectively in writing and speaking. Comprehensive examinations will not normally be given during the summer.

The examination consists of a written and an oral component: the written examination consists of 4 questions and is completed during a 30-day period. The student is responsible for distributing the entire exam to all committee members at the end of the examination period.

After the written exams have been read and evaluated (See Preliminary Doctoral Examination Question Evaluation Form at [http://arted.fsu.edu/Resources](http://arted.fsu.edu/Resources)), an oral defense will be scheduled. For the oral exam, the student will be questioned on aspects of the written exam that warrant further explanation. In addition, the student will be examined on his/her ability to communicate pertinent information in an effective manner.

An extra member may be appointed to the examining committee at the discretion of the Academic Dean, Dean of Graduate Studies, or on recommendation of the major professor. The Department Chair, the academic dean, the Dean of Graduate Studies, or other faculty may attend the oral exam as non-voting members. After the examination, the examining committee (major professor) submits a report regarding the outcome to the academic dean: a) passed; b) failed—
additional work to be completed; or c) to be re-examined. In addition, a form recording the results is placed in the student's departmental file. (See http://arted.fsu.edu/Resources.) Examination results are also reported to the Office of the Registrar for the student's permanent record and also certified to the Graduate Dean on an Admission to Candidacy form (See http://arted.fsu.edu/Resources). Satisfactory completion of a Comprehensive Examination is a requirement for admission to candidacy.

No student may register for dissertation hours prior to the point in the semester in which the Comprehensive Examination was passed. An Admission to Candidacy form must be completed and filed in the Office of the Registrar prior to registration for dissertation hours. After completion of the Admission to Candidacy process, the student may retroactively add dissertation hours for that semester in which the Comprehensive Examination was completed, provided the student has been admitted to candidacy prior to the mid-point of the semester. In order to do this, the student registers for DIS hours at the beginning of the semester. After taking the comprehensive examination and after the admission to candidacy form has been filed, the major professor contacts the Registrar's Office to convert the DIS hours to dissertation hours. Although the student must be admitted to candidacy at least 6 months prior to the granting of the degree, normally the student should expect to spend a year or more of work on the dissertation.

Dissertation

Prospectus

After passing the comprehensive examination, the doctoral candidate begins the dissertation phase of doctoral study. The doctoral candidate prepares a prospectus under the direction of the major professor and submits it to the supervisory committee. The committee meets to review the prospectus and question the student. Upon approval by the supervisory committee, the prospectus is submitted to the Department Chair for review and signature. (See http://arted.fsu.edu/Resources for form.)

The Dissertation

The dissertation for the Ph.D. should represent original research and be a significant contribution to the literature of the field as well as a scholarly endeavor. The dissertation for the Ed.D. is a practice-based dissertation for professionals who typically expect to work in school settings. The form and style of the dissertation are prescribed by the major professor in consultation with the committee. University requirements are explained in the Guidelines and Requirements for Thesis Writers that are available from the Graduate Research Office, 408 Westcott.

The candidate must register for a minimum of 24 semester hours of dissertation credit (Dissertation ARE 6980) and be registered continuously for at least 2 hours of credit each semester (required by University) after passing the comprehensive examination, including the semester in which the dissertation is defended. The student is expected to work closely with his or her major professor throughout the dissertation process. Final approval of the dissertation by the entire supervisory committee and Department Chair is prerequisite to the awarding of the
Examination in Defense of the Dissertation

The defense of the dissertation is an oral examination in which the candidate presents the completed study and responds to questions from the supervisory committee and other members of the graduate faculty. Academic courtesy requires that a preliminary draft of the dissertation including the abstract be submitted to each member of the supervisory committee at least 4 weeks before the date of the oral examination. At least 2 weeks prior to the date of the examination, the major professor will present an announcement of the date and data to the Office of Graduate Studies and Research. It is recommended that students defend no later than the 8th week of classes in the semester of intent to graduate. Students must defend by no later than the Initial Format Submission and Defense Deadline in the semester they intend to graduate. Students must also allow time to complete the manuscript clearance process. (See the GradSpace webpage.)

The major professor will schedule a formal presentation of the dissertation to which students and public are invited. This presentation may precede the oral examination (same day), but will be a separate function. Those attending the presentation may ask clarification questions of the candidate regarding the study but must leave prior to the official beginning of the oral defense.

The supervisory committee, the Department Chair, and such other members of the faculty as may be appointed by the academic dean, will conduct the examination. Only members of the graduate faculty are invited to attend the oral exam and participate in the questioning. Only members of the supervisory committee may vote in determining the outcome of the exam (See Doctoral Dissertation Defense Form at http://arted.fsu.edu/Resources).

The examining committee will certify in writing to the department chair and the academic dean the results of the examination. A written critique of the conduct of the examination in defense of dissertation should be submitted by the representative-at-large from the graduate faculty to the appropriate academic dean within 1 week after the date of the defense.

Students must complete the entire manuscript clearance process of their final manuscript within 60 days of the defense date, or they will have to re-defend. (For information on manuscript clearance, see http://gradschool.fsu.edu/Information-For/New-Current-Students/Manuscript-Clearance.) Publication of the dissertation through standard media for scholarly work is encouraged.

Final Term Degree Clearance

During the first 2 weeks of the semester in which the candidate expects to receive the doctorate, he or she should apply at the Office of the Registrar for a diploma after verifying likely completion with his/her major professor.
Summary of Doctoral Degree Program Requirements, Procedures, and Forms in Chronological Order

Note: Per Department policy, no committee meetings, examinations, or defenses may be scheduled during the last 2 weeks of classes in any semester.

1st Year: Student Orientation, Coursework, and Diagnostic Exam

1. Program/course advisement and program orientation for new students: program director

2nd Semester/3rd Semester: Selection of Advisory Committee and First Committee Meeting

1. Diagnostic examination (2nd semester)
2. Selection of major professor and advisory committee (Doctoral Advisory Committee Form).
3. After confirmation by the chairperson, the major professor prepares the student for the 1st committee meeting. Needs: Program of Studies Form, research interest paper, vita.
4. Hold first committee meeting. Main purpose: to determine the student's program of studies in relation to the student's research interest.

At or Near Completion of Course Work: Comprehensive Examination

1. Two components: Month-long written examination; oral examination of 1 or 2 hour’s duration (2-4 weeks after the written exam)
2. Questions for the written examination will cover content in the field that all doctoral students are expected to know from their doctoral seminars as well as content specific to the student that relates to the student's areas of interest and research.
3. Forms:
   a. Preliminary Doctoral Examination Question Evaluation (used by committee members)
   b. Doctoral Preliminary Examination form certifying that the student has passed the examination (for departmental files)
c. Admission to Candidacy Form - multiple copies: one to the Registrar, one to Graduate Studies, one to the department

Candidacy: Prospectus and Dissertation

1. Student prepares a prospectus under the direction of the major professor and submits it to the committee for approval (Signatures on cover)

2. Defense of prospectus

3. After the approval of the Supervisory Committee, the Prospectus is submitted to the Department Chair for review and signature

4. Student begins research and dissertation writing working closely with the major professor

Final Phase: Defense of the Dissertation

1. Preliminary draft of the dissertation is submitted to the supervisory committee and the Department Chair at least 4 weeks prior to the defense.

2. The defense consists of a general oral presentation for the committee and other interested parties in which the candidate presents the completed study and responds to questions from the committee and graduate faculty. An oral examination by the supervisory committee follows.

3. Announcement of the examination is made two weeks prior to the date to the Office of Graduate Studies and Research.

4. Defense must be completed by the Initial Format Submission and Defense Deadline in the semester of intent to graduate, although an earlier defense is recommended. (A defense at the deadline may make it difficult for the student to complete necessary revisions and gain manuscript clearance in time for graduation in the desired semester.)

5. Representative-at-large submits a written critique of the conduct of the examination.

6. Form: Doctoral Dissertation Defense - signed by the committee for department files.