

FSU

DEPARTMENT OF ARTS LEADERSHIP,
EDUCATION & THERAPY

COLLEGE OF FINE ARTS



Student Handbook

M.S. Art Education

2026-2027

TABLE OF CONTENTS

WELCOME	4
FACULTY & STAFF	5
ADMISSION PROCEDURES	6
Option 1: Teacher Certification	6
Option 2: Professional Development	6
FEES & FUNDING OPPORTUNITIES	7
PROCEDURES & POLICIES	9
Responsibilities	9
Student	9
Advisor	10
Academic Achievement/Grades	10
Academic Integrity	10
Grievances and Appeals	11
Internal Grievance Process	12
External Grievance Process	12
Dismissal Procedures	13
Residency Information	15
GETTING STARTED	17
SUCCEEDING IN GRADUATE SCHOOL	18
Distance Learning @ FSU	18
Graduate School Resources	18
Student Disability Center	18
Student Involvement	18
Professional Organizations	19
TEACHER CERTIFICATION IN ART EDUCATION	20
Policies & Procedures - Teacher Certification at FSU	20
Art Education - Teacher Certification	20
Using and Obtaining Via	22
Preparing for the FTCEs	23
Subject Area Exam in Art	23
Professional Education Test	23
Field Placements, Background Check, “Red Badge”	23
Student Teaching	24
Important Dates	25

Grievances During Student Teaching	25
COMBINED DEGREE: BA/MS Pathway	26
To Apply	26
Time to Degree	26
OPTION 1: MS TEACHER CERTIFICATION	27
To Apply	27
Time to Degree	27
Distance Learning & Teacher Certification	27
Curriculum Map	28
OBTAINING TEACHER CERTIFICATION	29
Apply for a Professional Certificate	29
Obtain a Florida Professional Educator's Certificate	30
Seek Employment	31
Out of State & Reciprocity	32
OPTION 2: MS PROFESSIONAL DEVELOPMENT	33
To apply	33
Time to Degree	33
Curriculum Map	34
Culminating Project	35

WELCOME

TO THE DEPARTMENT OF ART EDUCATION!

Purpose: The mission of the Master of Science in Art Education is to prepare arts educators to contribute to their field, in art classrooms, museums, or informal learning sites, by providing theoretical, methodological, and pedagogical foundations through coursework, research implementation, and other professional learning opportunities.

Option 1 - Teacher certification track: The teacher certification track of this M.S. program is designated as an Initial Teacher Preparation Program recognized by the Florida Department of Education. Its aim is to prepare educators for art classrooms, by providing theoretical, methodological, and pedagogical foundations through coursework, internships and other professional learning opportunities. By the end of the graduate students' course of study, the program will prepare highly qualified and employable art teachers as determined by the program faculty members and the students' results on the FTCE (Florida Teacher Certification Examinations). Graduates of the program will be eligible for a Professional Florida Educator's Certificate, required to work in public k-12 schools. Graduates go on to work in classroom environments, and will be able to design, implement and assess educational programs that are effective, innovative, and responsive.

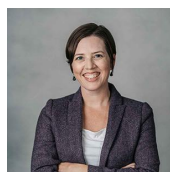
Option 2 - Professional development track: The purpose of the professional development track is to prepare arts professionals with the knowledge and skills necessary to perform research in the field. Graduates of the program can go on to pursue classroom practitioner research, administrative roles, or doctoral studies. They will be able to make a significant impact in the field, whether working within classrooms or in support of arts education more broadly.

BOTH degree tracks are offered as an on-campus residential program or fully online.

FACULTY & STAFF



DR. JEFF BROOME
Professor
Director of the Doctoral Program
jbroome@fsu.edu



DR. RACHEL FENDLER
Professor, Department Chair
rfendler@fsu.edu



DR. SARA SCOTT SHIELDS
Professor
Associate Dean of Academic Affairs
skshields@fsu.edu



DR. AMBER WARD
Associate Professor
Director of MS in Art Education (Professional Development)
award2@fsu.edu



DR. CHRISTEN S GARCÍA
Associate Professor
Director of MS in Art Education (Teacher Certification)
cgarcia9@fsu.edu



DR. MARISSA MCCLURE SWEENEY
Director, Online Ed.D. Program in Art Education, Museum Education
and Visitor-Centered Curation
mms25k@fsu.edu



JENNIE CHRISTENSEN
Academic Program Specialist
jmchristensen@fsu.edu



MEREDITH RUBIN

Senior Administrative Specialist

mr11h@fsu.edu

ADMISSION PROCEDURES

For a full list of admissions criteria and procedures, please refer to documentation on individual program pages: <https://artsleadership.fsu.edu/arted/>.

Option 1: Teacher Certification

Combined Pathway: FSU Students majoring in Studio Art or Art History can apply for the Combined Pathway. This option allows students to complete graduate coursework while still an undergraduate, accelerating their degree.

- *Application Deadline:* Fall or Spring of Junior Year.
- *Start Date:* Students begin their graduate courses while in undergrad, in the spring semester of Senior year. Students officially enter into the master's program in summer.
- *Materials:* Unofficial transcript, cover letter, portfolio.

Traditional Master's Students - Teacher Certification

- *Application Deadline:* Rolling
 - Summer start – Deadline February 1 (recommended for part-time / online)
 - Fall start – Deadline July 1
 - Spring start – Deadline November 1 (recommended for full-time / F2F)
- *Materials:* GRE scores or waiver application, TOEFL for international students, resume, statement of purpose, writing sample, 3 letters of recommendation, art portfolio, demonstrated sufficient background in art, via undergraduate studies or passing score on the FTCE Subject Area Exam in Art.

Option 2: Professional Development

Traditional Master's Students - Professional Development

- *Application Deadline:* We strongly encourage students to begin the program in fall.
 - Summer start – March 1
 - Fall start – March 1 (recommended)
- *Materials:* GRE scores or waiver application. TOEFL for international students, resume, statement of purpose, writing sample, 3 letters of recommendation, art portfolio.

FEES & FUNDING OPPORTUNITIES

Graduate students are charged tuition on the basis of Florida residency or non-residency. Tuition costs can be found here: <https://tuition.fsu.edu/tuition-and-fees>.

There are many funding opportunities, both internal and external, that can help with the cost of obtaining your master's degree. Please see below for a list of internal opportunities. Note: This is not an exhaustive list. Please refer to the Graduate School's Funding & Awards webpage for more detailed information: <https://gradschool.fsu.edu/funding-awards>.

Graduate Assistantships

Admitted graduate students pursuing in our residential M.S. programs are eligible to apply for an assistantship. Assistantships are competitive and the number of funded positions vary from year to year. Assistantships supply graduate students with a tuition waiver and stipend.

To apply

- **Prospective Students** – Completed assistantship applications are due by fall enrollment deadlines. Assistantship applications for prospective students should be completed in the SLATE application system by **February 1st**.
- **Current Students** - Applications for current students should be sent via email to the director of your program.

Scholarships & Grants

Below is information on distinguished scholarships, assistantships, fellowships, and university financial aid available to Department of Art Education students. All U.S. students are encouraged to submit a Free Application for **Federal Student Aid (FAFSA)** regardless of their income. International Students from select countries should consider applying for the **Linkage Institutes' Out-of-State Tuition Exemption**. Please note: You may need to take the GRE to qualify for certain funding sources.

Fellowships and Grants

<https://gradschool.fsu.edu/funding-awards/graduate-school-fellowships-and-grants>

- **The Paul & Daisy Soros Fellowship for New Americans:** <https://www.pdsoros.org/>
- **Florida State University Office of Financial Aid:** <https://financialaid.fsu.edu/>
- **Southern Scholarship Foundation:** <https://www.southernscholarship.org/>
- **FSU Veterans Center Scholarships:** <https://veterans.fsu.edu/resources/scholarships>
- **FSU College of Fine Arts Grants:** <https://cfa.fsu.edu/research/funding-opportunities/>
- **FSU Congress of Graduate Students:**
<https://sga.fsu.edu/student-government/34th-congress-graduate-students/funding>
- <https://studentaid.gov/understand-aid/types/grants/teach>

The Academic Common Market (ACM) is a tuition-savings program for college students in 15 Southern Regional Education Board (SREB) states, who want to pursue degrees that are not offered by their in-state institutions. Students can enroll in out-of-state institutions that offer their degree program and pay the institution's in-state tuition rates. More than 1,900 undergraduate and graduate programs are available. Search programs available for your home state by clicking Search for Programs on the ACM website:

<https://fda.fsu.edu/academic-resources/academic-policies/academic-common-market>

Loan Programs are available as well. Call or write to the Office of Financial Aid, for contact information visit their website at: <https://financialaid.fsu.edu>. Financial Aid Awards vary according to need. Details about student loan and work-study opportunities at the University at <https://financialaid.fsu.edu/types-aid/federal-workstudy>.

PROCEDURES & POLICIES

The following section outlines the broad procedures and policies for graduate study in the Department of Art Education. This section serves as an introduction to you and your advisor; the grievances and appeals process; and the expectations and requirements for all master's students. In this first section certain topics are covered summarily with links to more in depth descriptions in other parts of the handbook.

Responsibilities

Student

Your primary obligation is the timely and satisfactory completion of your program requirements. It is your responsibility to become familiar with program requirements, the [university](#), [graduate school](#), [college](#) and [departmental](#) calendars and [Graduate Student Handbook](#). You are responsible for maintaining contact with advisors, instructors, and committee members in order to keep them updated on your progress through courses and the program. You are responsible for meeting deadlines and providing quality academic products for evaluation in both your coursework and dissertation work.

As a graduate student in the Department of Art Education, you have the right to regular contact with advisors and/or committee members throughout your program. In the event of an extended leave for your primary supervisor, you have the right to an alternate advisor. If you feel that your rights and obligations as a student have been violated, please see the grievances and appeals section of this handbook. Finally, the university has outlined the following rights and responsibilities in the [Graduate Student Handbook](#).

Advisor

An essential part of your experience in the graduate program is the relationship with the advising and supervising faculty. When you enter the program, you are assigned a faculty advisor who is generally the director of the program in which you are enrolled. The faculty advisor/program director will assist you with the following both initially and throughout the program.

- Orientation to the program
- Review of the policies and procedures of the program
- Mapping out the plan of study
- Tracking and evaluating student progress through the program
- Selection of electives
- Fulfillment of graduation requirements and documentation

Academic Achievement/Grades

FSU requires that you maintain a 3.0 cumulative average, failure to do so results in a termination of studies. In addition to this requirement, any grade of a C or lower can result in you being asked to retake the course by your advisor or chair.

Academic Integrity

The Academic Honor System of FSU is based on the premise that each student has the following responsibilities:

- To uphold the highest standards of academic integrity in the student's own work.
- To refuse to tolerate violations of academic integrity in the university community.
- To foster a high sense of integrity and social responsibility on the part of the university community.

This means you must do your own work and appropriately cite sources used to avoid the appearance of plagiarism.

The Academic Honor Policy is an integral part of the FSU academic environment. The policy outlines the University's expectations for students' academic work, the procedures for resolving alleged violations of those expectations, and the rights and responsibilities of students and faculty throughout the process. New students are introduced to the Academic Honor Policy at Orientation and pledge to uphold it at New Student Convocation. In surveys, students have indicated that the strength of an individual instructor's message about the importance of academic integrity is the strongest deterrent to violating the Academic Honor Policy. Thus, instructors should remind students of their obligations under the policy and fully communicate their expectations to students.

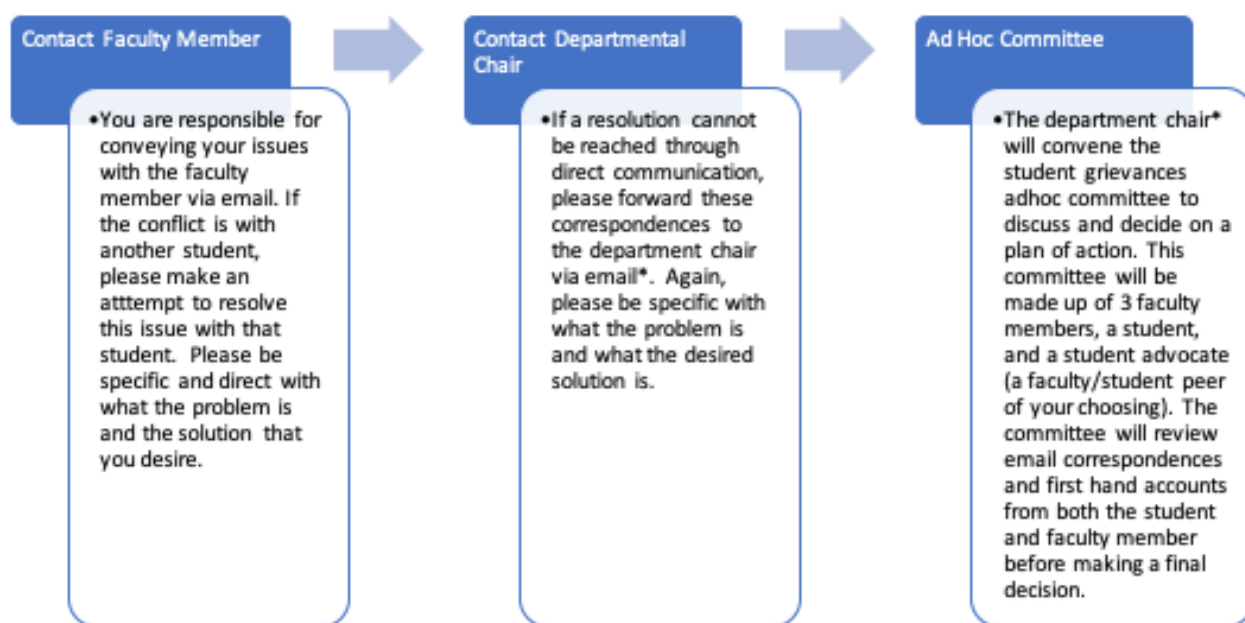
If an instructor encounters academic dishonesty, they should follow the procedures detailed below to resolve the alleged violation in a timely manner while protecting the personal and your educational rights as a student. Please review the full academic honor policy on the [Office of Faculty Development and Advancement](#) website.

Grievances and Appeals

You are responsible for interacting with advisors and committee members in a professional manner and doing your part in maintaining positive working relationships. You are responsible for respecting requests for confidentiality and privacy and can expect this same confidentiality and privacy in return. You also have the right to expect a professional relationship with your advisors, instructors, and committee members. You have the right to assistance from your advisors, instructors, committee members, department and the Graduate School to ensure a successful student-advisor relationship. If you feel that irreconcilable differences have emerged, you have the right to request a separation from advisors. Within this process you can expect that diligent efforts will be made for the successful integration with a new advisor. You also have the right to report grievances against students, faculty, or staff.

Internal Grievance Process

This process begins inside of the department and should follow the flowchart below:



If the department chair is the faculty member you wish to file a grievance against, another full or associate faculty member can become the point of contact for the second and third step in the process.

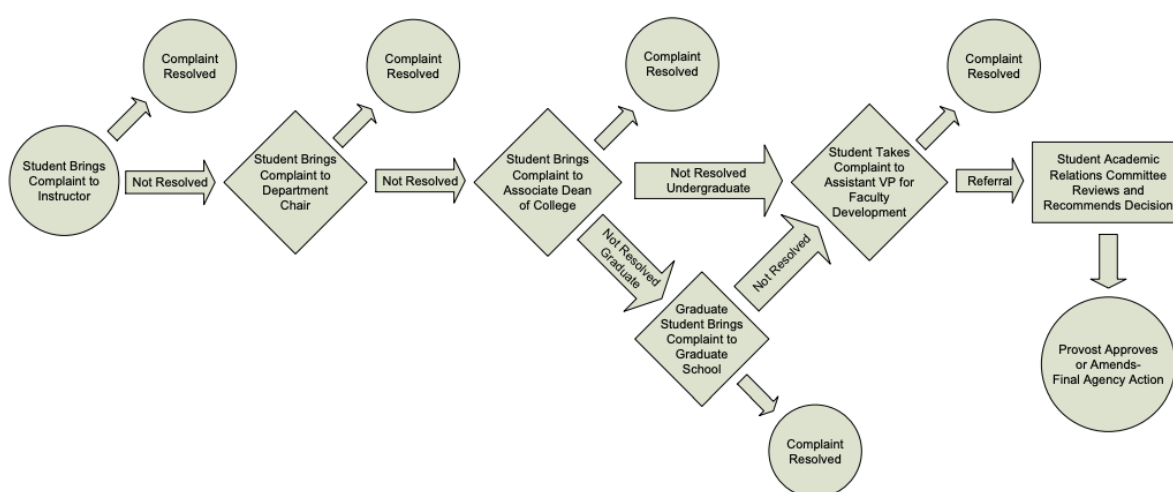
External Grievance Process

If your issue cannot be resolved via the internal process, you may move through the process outlined by the graduate school.

Students who allege that academic regulations and procedures have been improperly applied in specific instances may have their grievances addressed through the general academic appeals process. In this process, you bring a complaint first to the instructor, then to the department chair, and finally to the academic dean appropriate to the course involved, stopping at the level at which the complaint is resolved. If no resolution is reached, you bring the complaint to the attention of the Vice President for Faculty Development and Advancement for either resolution

or referral to the Student Academic Relations Committee of the Faculty Senate. A graduate student whose complaint is unresolved must see the Dean of the Graduate School prior to meeting with the Vice President for Faculty Development and Advancement.

The Student Academic Relations Committee has the authority to direct, through the Vice President for Academic Affairs, that corrective action be taken when justified. Please see the chart below for details of this process:



Procedures for Dismissal for Reasons other than GPA

Step 1. A graduate student is identified by the academic program/department as not making sufficient progress towards the degree, failing to complete the degree within the specified time-period, displaying substandard academic performance, regardless of GPA, or exhibiting unacceptable behavior(s) that are relevant to professional standards.

Step 2. The graduate student meets with the major professor and/or program director to develop a remediation plan for improvement. The department should provide a written remediation plan or written academic “warning” to you that contains specific information about improvement(s) needed to avoid dismissal (including a timeline for you to meet expectations). The remediation plan/academic warning should be developed by the department/program for the individual

student and be documented accordingly. You have 2 weeks to respond to the remediation plan/warning. The academic dean, or appropriate designee, must also be notified of the situation, the deficiencies, and the remediation plan steps presented to you.

Step 3. If the graduate student fails to resolve/remediate the specified and documented deficiency within a reasonable timeframe, the department may initiate a program termination.

If the program chooses to terminate your academic progress, the following steps must be completed prior to notifying you:

- ⇒ The academic unit must consult with the academic dean (or designated individual) regarding their plan to terminate. The consultation should include the unit's handbook language, the remediation steps taken, your efforts to date to resolve or address the deficiencies, and the grounds for the program termination.
- ⇒ At the time of dismissal, the department chair/unit head may petition the academic dean for consideration of special circumstances that they believe justify an alternative resolution.
- ⇒ The academic dean's office should inform the Registrar's Office and the Graduate School of its intent to move forward with program termination. In conjunction, the three offices will tailor a letter specific to your circumstances.
- ⇒ The dismissal letter must be sent to you, but also sent to several offices for processing (see below). At this point, programs may offer you the opportunity to change their degree program level within the same major/plan or change their academic plan to another degree program, but this is at the unit's discretion.

Step 4. A written letter must be sent to the graduate student being dismissed. The dismissal letter should be sent to you and copied to the dean's office, the Registrar's Office, the Office of Faculty Development and Advancement, and the Graduate School. The letter should specify the following information:

- ⇒ The process followed to notify you of their deficiencies and allow them an opportunity to rectify those deficiencies.

- ⇒ The termination reasons, benchmarks missed, the fact that dismissal from the program constitutes dismissal from the University, and an academic hold will be placed on registration to prevent future registration
- ⇒ Outlined alternatives a student could request, e.g., graduating with a master's instead of Ph.D. (assuming coursework and degree requirements are met), timeline to complete specific coursework, if any. For example, the letter needs to clearly articulate to you that the courses in which they are currently enrolled need to be completed by the dismissal date in order to earn credit for them. Notification of the right to appeal and information about how to do so, and a deadline for any appeal submittal.

Residency Information

For all reclassification of residency information, use this link:

<http://admissions.fsu.edu/residency/>

If you are a new resident, you must live in Florida one year before you can apply for a reclassification of residency. However, if you intend to gain residency for tuition purposes in the second year of your Master's degree, **you must declare domicile and obtain other evidence of residency as soon as you arrive in Florida**. Florida residents may prove residency in various ways detailed in the link above.

You must have dated, filed, and issued documents supporting the establishment of residency for **12 months prior to the first day of classes of the term for which you seek reclassification**.

For example, if you arrive in Tallahassee on August 1 of 2016, you must file for domicile in the Clerk of Courts in the County Court House of the Florida County in which you reside before classes begin in the fall of 2016. In order to apply for reclassification in August 2017, you must have filed domicile records with the Clerk of Courts before classes began in August 2016.

Obtain and submit as many supporting documents as soon as possible to justify your claim of Florida residency. While all documents are important, the most critical to obtain is the Declaration of Domicile. The Declaration of Domicile is available from the Clerk of Courts in the Leon County Court House. Read and complete the Reclassification Form ahead of time to

ensure you have all the proper documentation necessary. This form is required when you submit all documentation for reclassification of residency.

You will have to **pay fees** to transfer, change, and obtain documentation such as driver's license, tag, license plate, etc. Once you declare domicile and obtain the proper identification/documentation, keep all records, the Reclassification Form, receipts, and documentation. After residing in Florida for one year, do the following:

1. Complete and submit a Residency Reclassification Form (if you have not already done so) along with proper documentation at least one month prior to the term you wish to gain reclassification and **no later than the end of the fourth day of classes. This is a firm deadline** because this is when the office of financial aid disburses assistance and assesses tuition and fees. The Clerk of Courts reviews each residency reclassification request and residency affidavit individually. You should submit the forms and required documentation as soon as possible.
2. The Registrar's Office reviews the residency reclassification requests individually, makes a residency determination, and e-mails the determination to you. If you submit incomplete forms, or if the office requires additional documentation, the office will notify you by email.

In addition, FSU participates in the academic common market. Students from Alabama, Arkansas, Delaware, Georgia, Kentucky, Louisiana, Maryland, Mississippi, Oklahoma, South Carolina, Tennessee, Texas, West Virginia and Virginia qualify for in-state tuition.

GETTING STARTED

Follow these steps to get off on the right foot!

- Schedule a meeting with your advisor
 - Professional Development track: Dr. Ward, award2@fsu.edu
 - Art Teacher Certification: Dr. García, cgarcia9@fsu.edu
- Fill out [the media release form](#)
- Register for classes: [You can find the dates for enrollment appointments in the FSU Academic Calendar](#). If you're new, look for the dates for New Graduate Students.
- Follow us on our socials! [@FSUArtsLeadership](#)
- Read the remainder of your program handbook
- Read the [FSU Graduate Student Handbook](#)
- Complete the [graduate school checklist](#)
- Distance learners, visit the [Student Guide to Learning Online](#)
- Complete the [distance learner checklist](#) (if applicable)
- Attend the new student orientation
- Attend Departmental Welcome Orientation
- Find a dedicated space in your home to work
- Create a schedule that plans for 10-12 hours of dedicated work per class (including in-class time). See the time management strategies here: <https://ace.fsu.edu/study-tools-and-tips/time-management>

SUCCEEDING IN GRADUATE SCHOOL

Distance Learning @ FSU

The Distance @ FSU webpage is your first stop when preparing to begin an online degree. Their Student Support page has instructions, tips, and an in-depth overview of what to expect when taking online courses. Your first stops should be: <https://distance.fsu.edu/student-guide>

Graduate School Resources

- FSU Libraries Art Education Research Guide: <https://guides.lib.fsu.edu/arted>
- Tips on how to use APA style guidelines:
<https://guides.lib.fsu.edu/c.php?g=352572&p=7190457>
- For additional writing help, see Strunk and White, *Elements of Style*, or the FSU writing center (<https://wr.english.fsu.edu/reading-writing-center>) for assistance.

Student Disability Center

If you have a disability, register with The Department of Student Support and Transitions through the Office of Accessibility Services (OAS).

This will allow you to receive any appropriate accommodations. (<https://dsst.fsu.edu/oas>)

Student Involvement

There are a lot of ways to get involved and enjoy your time in the Art Education department at FSU.

- Join our [Department Canvas site](#) to stay up to date with news and events!

- Check out [Art Education in Critical Times resource site](#) for webinars, community, teaching resources and more!
- For a detailed list of opportunities, please see the Student Resources section on the [College of Fine Arts website](#).

Professional Organizations

Students are encouraged to attend the Florida Art Education Association's annual conference, which takes place in mid-October. See: www.faea.org

Students are encouraged to attend the National Art Education Association's national convention, which takes place in March or April. See: www.arteducators.org

TEACHER CERTIFICATION IN ART EDUCATION

Policies & Procedures - Teacher Certification at FSU

Students working toward teacher certification are officially part of the Educator Preparation program that is managed by the Anne's College. Please visit this website:

<https://annescollege.fsu.edu/academics/office-academic-services-and-intern-support-oasis>

that describes how you will move through this degree and earn eligibility for your Florida Professional Educator's Certificate.

Note. This handbook contains very important information regarding benchmarks, milestones, and program requirements. It is updated yearly, so be sure to download this document once a year. Information covered in that handbook will not be duplicated here.

Art Education - Teacher Certification

Purpose. The purpose of the MS in Art Education - Teacher Certification track is to provide aspiring educators with the knowledge, skills, and credentials necessary to become effective art teachers in various educational settings. The program combines theoretical foundations with practical teaching experiences to prepare graduates for successful careers in art education. Graduates will be equipped to foster creativity, critical thinking, and artistic expression among students while promoting the importance of visual arts in education.

Structure. The MS in Art Education - Teacher Certification track is designated as an Initial Teacher Preparation Program recognized by the Florida Department of Education. The program is structured to provide students with a comprehensive understanding of art education. It does so

by using the Florida Educator Accomplished Practices (FEAPs) which serve as Florida's expectations for effective educators, providing guidance on what educators are expected to know and be able to do. The FEAPs categories are: instructional planning & design, the learning environment, instructional delivery and facilitation, assessment, continuous and professional improvement, professional responsibility and ethical conduct, with the addition of subject area knowledge in art.

Milestones. As a student you shall:

- Complete all program courses with appropriate minimum grades
- Demonstrate positive professional dispositions
- Complete Signature Assessments at appropriate performance level
- Complete Early Field Experiences at appropriate performance level
- Pass all Florida Teacher Certification Exams (FTCE's)
- Complete Student Teaching at appropriate performance level

Disposition evaluations: Student educator professional dispositions are evaluated using a standards-based rubric each semester, in every teacher certification course. Evaluations are based on performance in coursework and fieldwork. You must demonstrate professional dispositions with an average score of 3.00 (Developing 2) across all courses each semester. During the semester prior to student teaching, you must demonstrate professional dispositions with an average score of 4.00 (Target) across all courses in that semester.

Signature Assessments: Throughout the program, you complete 8 Signature Assessments. The Signature Assessments evaluate the 6 areas, and their 37 indicators, that make up the FEAPs standards. There are minimum levels of performance associated with all Signature Assessments. Students who receive a rating below the associated minimum level of performance will need to revise the assignment and resubmit. If you cannot show mastery at the minimum level of performance by the end of the course their progress in the degree will be interrupted.

Florida Teacher Certification Exams: In addition to program coursework, Section 1004.04, Florida Statutes requires that teacher candidates pass two Florida Teacher Certification Examinations in order to be endorsed as a program completer, the **Professional Education Test** and the **Subject Area Examination in Art**. The exams must be taken in summer, when students are enrolled in ARE 5047 Theory & Practice II.

NOTE: Students must achieve a passing score on each exam in order to enroll in student teaching (spring semester). Failure to meet this deadline will delay the time to degree by one year, as student teaching is only available in the spring. To assist students in meeting the deadline to submit passing scores, all students must take one attempt for each exam by the time they complete ARE 5047 Theory & Practice II.

Subject Area Knowledge and Coursework: In addition to the Signature Assessments, the program offers learning experiences and assignments, throughout the degree progression, that are designed to introduce, reinforce and assess for mastery for the six FEAPs areas, as well as subject area knowledge. Standards of academic achievement must be maintained throughout your progression through the degree.

Using and Obtaining Student Learning & Licensure (Via)

In order to track and collect data on the Signature Assessments, FSU has adopted Student Learning & Licensure (SLL). SLL will be used for you to upload your assessments as you progress throughout your program.

An SLL membership is required for completion of your state approved initial teacher preparation program. Your membership is good for seven years and allows you to retain evidence of your demonstration of the standards required for a state approved program. **The Student Learning & Licensure (SLL) membership costs \$139.00 and must be purchased within the first 30 days of the first semester in your program. Failure to do so will result in a registration hold.**

An email will be sent to you from Tonya Jones in the second week of classes providing your username and instructions for purchasing your account. If you have any questions about program requirements for SLL you may contact Tonya Jones at tjones7@fsu.edu or by phone at 850-644-1627. For instructions on obtaining and using SLL please see: <https://annescollege.fsu.edu/academics/office-academic-services-and-intern-support-oasis/student-learning-licensure>.

Preparing for the FTCEs

DEADLINE FOR PASSING SCORES: NOVEMBER 1ST.

The Professional Education Test and the Subject Area Exam in Art must be taken and passed before you can be placed for Student Teaching. Note that failure to pass these exams will interrupt your progression to the degree.

While students MUST submit passing scores on November 1st to be placed in student teaching, the MS in Art Education program has an internal deadline that requires first attempts for each exam to be completed by the end of ARE 5047 Theory & Practice II (Summer F).

Subject Area Exam in Art

- Timing: students may take this exam at any time after being admitted to the degree program.
- Study resource: <https://www.mometrix.com/academy/ftce/art-k-12/>
- Register for the exam: <http://www.fl.nesinc.com/testPage.asp?test=001>

Professional Education Test

- Timing: students may take this exam any time after they have completed ARE5046 Theory & Practice I
- Study resource: <https://www.mometrix.com/academy/ftce/professional-education/>
- Register for the exam: <http://www.fl.nesinc.com/testPage.asp?test=PET>

Field Placements, Background Check, “Red Badge”

The **Red Badge** or equivalent must be obtained by week 5 of your first semester in the program.

Coursework throughout the program entails early field placements that prepare you for student teaching. To gain entry into schools and to comply with the Jessica Lunsford Act, you must:

- Complete a Level II background screening (fingerprinting). Application forms must be obtained from OASIS in 2301 Stone building and the screening is done at Leon County Schools. Cost of the screening and red badge is \$95 and is effective for five years.
- Secure and provide proof of medical insurance

Note: Distance Learning Students OR Students who complete an early field experience and/or student teaching outside Leon County will need to complete the equivalent process for their local school district. Please discuss with the Program Director.

See: *Classroom Field Experience* for more information.

Student Teaching

In order to be admitted to student teaching, all of the appropriate milestones must be met. These milestones include but are not limited to, completion of all coursework and successful completion of all Florida Teacher Certification Exams (FTCEs) prior to the beginning of the student teaching semester. **To enroll in ARE5940 Supervised Teaching in Art in the Spring semester, FSU must receive passing FTCE scores by November 1st.**

You will be assigned a University Supervisor (US) who will mentor you throughout your student teaching experience. As a student teacher you will also work with a Cooperating Teacher (CT). This University Supervisor and Cooperating Teaching will observe your teaching and evaluate

your performance several times throughout the semester. These evaluations will provide you with areas of strengths and areas for improvement in your teaching practice.

You can choose the district in which you student teach in the State of Florida. Once you have chosen your school district, your Program Director will determine which schools are available to take an intern and which placement is the most appropriate for you. COE policy requires all student teaching placements to take place in the State of Florida within an approved school district. Out of State placements will not be considered.

Important Dates

Internship placements follow the county school calendar, NOT the FSU academic calendar.

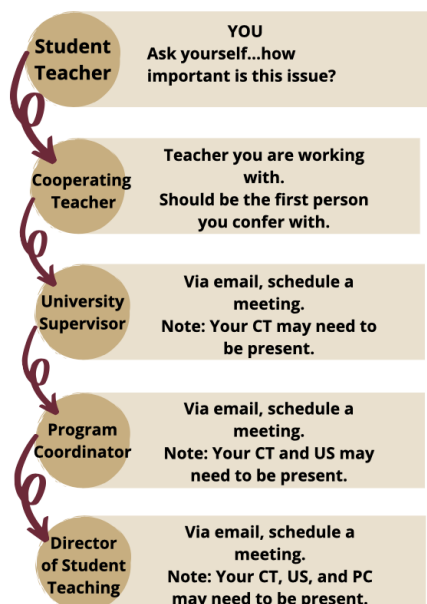
Plan on placements beginning several days earlier in January than the FSU calendar states.

The semester before you commence student teaching, please see the 2026-2027 Student Teaching Handbook: https://fsu.yul1.qualtrics.com/ControlPanel/File.php?F=F_Hq0eo8rV0aJh7pZ

Grievances During Student Teaching

WHO DO I CONTACT WITH INTERNSHIP ISSUES/PROBLEMS?

NOTE: Always follow this flowchart, do not move out of order.



COMBINED DEGREE: BA/MS Pathway

- **Studio Art - Art Education.** You may visit the program website, [HERE](#).
- **Art History - Art Education.** You may visit the program website, [HERE](#).

To Apply

- This degree track is for current undergraduate students at FSU.
- To begin, declare you major in Studio Art or Art History and let your advisor know you are interested in the M.S. in Art Education (Combined Pathway)
- Reach out to the Program Director, Dr. Christen García, cgarcia9@fsu.edu, to discuss the degree progression.
- Applications should be completed Fall (recommended) or Spring of the Junior year.

Time to Degree

This degree adds one year to your undergraduate experience. The timeline is: Spring (overlap BA/MS), Summer, Fall, Spring.

Please note that coursework takes place during Summer Session F in this program (the summer after you complete your undergraduate degree).

OPTION 1: MS Teacher Certification

- **Overview.** You may visit the program website, [HERE](#).

To Apply

- Submit a statement of purpose, transcripts, writing sample, 3 letters of recommendation and portfolio.
- Questions? Contact the Director of Teacher Certification at any time! Christen García cgarcia9@fsu.edu

Time to Degree

- **Full-time *express* / Spring start:** can be completed in 4 semesters (Spring, Summer, Fall, Spring 2) if students are going to school full-time with no outside commitments.
- **Full-time / Fall start:** can be completed in 5 semesters (Fall, Spring, Summer, Fall 2, Spring 2)
- **Part-time / Summer start:** can be completed in 6 semesters (Summer, Fall, Spring, Summer 2, Fall 2, Spring 2)

Distance Learning & Teacher Certification

The distance learning modality of our Initial Teacher Preparation Program requires students to have Florida residency. You will carry out a number of early field placements as well as a full semester of full-time student teaching. Please work closely with the Program Director, Christen García cgarcia9@fsu.edu, beginning at the time of your application process to discuss your location and strategize options for your field placements.

Curriculum Map

45 Credit hours

Art Teacher Certification Courses

ARE 5046	Theory & Practice I	3 Credits
ARE 5047	Theory & Practice II	3 Credits
*ARE 5xxx	Instruction in Summer Camp	3 Credits
ARE 5358	Curriculum & Assessment	3 Credits
ARE 5246	Historical & Contemporary Issues	3 Credits
RED 5337 / 4335 ⁺	Literacy Across the Content Areas	3 Credits
TSL 5325 / 4324 ⁺	ESOL Instruction in the Content Area	3 Credits

Total Art Teacher Certification Courses **18 Credits**

Core of Required Studies in Art Education

ARE 5361	Asset-Based Approaches to Education	3 Credits
ARE 5950	Seminar & Professional Practices in Art Education	3 Credits
ARE 5641	Critical Analysis	3 Credits

Electives:

ARE 5245	Program Development	3 Credits
ARE 5258	Museum Education	3 Credits
ARE 5355	Foundations of Art Education	3 Credits
ARE 5650	Social Reconstructionism in Art Education	3 Credits
ARE 5941L	Creative Inquiry (Studio)	3 Credits

Total Elective Courses **12 Credits**

Internship

ARE5940	Student Teaching in Art	9 Credits
---------	-------------------------	-----------

Total Internship **9 Credits**

** Instruction in Summer Camp is an in-person class required for all students completing the M.S. in Art Education with Certification. This is true for students in the online program. If a student is teaching full-time in a classroom, they can petition to have this requirement excused. If granted, the student would take an additional 3 hours of elective credits in lieu of this class.*

+ Combined Pathway Students can take this class at the undergraduate level (4000-level).

OBTAINING TEACHER CERTIFICATION

In your final semester of the program, the School of Teacher Education will host a workshop detailing the processes for applying for a “certificate of eligibility,” which will allow you to seek employment as a certified k-12 teacher in the State of Florida. This workshop will also address graduates moving out of state. **Attendance at this workshop is required.**

Apply for a Professional Certificate

1. Complete certification application here: [Step Initial Application Package](#)
2. Submit payment via the online application. This requires a VISA or Mastercard. There is a \$75.00 fee for each subject. Based on the program you have completed, you should apply for Visual Art (grades K-12).
3. Once you have submitted the application, submit your transcripts from FSU. **You must make sure the following are outlined on your transcripts:**
 - Make sure your transcripts have the state-approved “stamp”. **Check with the Registrar’s office to ensure that the stamp is on the transcript.** If you do not have the stamp on your transcript and it is submitted to the Bureau of Educator Certification, you will not be considered eligible for a professional certificate.
 - Your transcripts should read as follows: Completion of a NCATE/Florida state-approved program at the graduate level in Visual Art Education.
 - Make sure your transcript has the date the degree was conferred. If you submit your transcript too early, it will not have the degree conferral date.
4. Once you have applied and submitted all the required documentation, please **allow up to 30 days** for your file to be processed. If there is an issue with your application, you will

receive correspondence within 30 days. You can also call to check on the status of your application at 1-800-445-6739 or you can email the Bureau of Educator Certification at the following link: <https://www.fldoe.org/teaching/certification/staff-contact/>

Obtain a Florida Professional Educator's Certificate

Once your application is processed, you will receive an **Official Statement of Status of Eligibility**.

THIS IS NOT A CERTIFICATE. The Official Statement of Status of Eligibility outlines your eligibility for a professional certificate. The only requirement you should have in order to be eligible for a professional certificate is clearance of fingerprints.

- Please note - if your Statement indicates that you need to complete a Professional Education Competence program while employed in order to be considered eligible for a professional certificate, then something is missing from your application packet. Please call the Bureau of Educator Certification at 1-800-445-6739 to determine what is missing.
- If your application packet has all the required documents, your statement will look something like this (except it will say “Visual Art (Grades K-12)” instead of “English (Grades 6-12)”:

YOU ARE ELIGIBLE FOR A FLORIDA EDUCATOR'S CERTIFICATE AS SHOWN BELOW.

PROFESSIONAL CERTIFICATE: For issuance of a Professional Educator's Certificate valid for five years covering **ENGLISH (GRADES 6-12)** official documentation of the following requirement must be submitted to the Bureau of Educator Certification:

- results of your fingerprint processing from the Florida Department of Law Enforcement and the FBI. If your application or fingerprint report reflects a criminal offense or suspension/revocation record, your file will be referred to Professional Practices Services for further review. Issuance of your certificate will be contingent upon the results of this review.

If you are seeking employment in Florida, your employer will assist you in completing the fingerprint process. If you do not plan to seek employment in Florida or if you have an immediate need for issuance of your Professional Certificate, please contact us through our e-mail form at <http://www.fldoe.org/edcert/contact.asp#Email> or by telephone at the numbers listed below, and we will mail a fingerprint packet to you. The fingerprint processing fee is \$54.50.

Please note: If you choose to have your fingerprints processed prior to Florida employment, it may be necessary to have your fingerprints reprocessed and you may have to pay a second processing fee as a condition of employment in a Florida public school.

In order to obtain a Professional Certificate, you will need to have your fingerprints processed. If you are seeking employment in Florida, many districts will hire you and process your fingerprints so your certificate can be issued. If you do not plan on seeking a position in Florida and want your certificate issued, you will have to obtain a fingerprint packet and go through the processing steps. Fingerprint processing can take up to 4-6 weeks once the Bureau of Education receives the packet.

Seek Employment

1. In order to obtain a position in a Florida public school district, you will need to apply through the district's website. **Each district has its own hiring process and criteria.**
2. The **state recruitment website**, www.teachinflorida.com, provides some job listings for public and private schools throughout the state and you can post your resume on www.teachinflorida.com, but it should not be considered as applying for the positions. Check with the public school district or private school to determine what additional steps you need to take for applying for a position.

3. A listing of **recruitment contacts** for all the districts in Florida can be found at the following link: <https://www.fldoe.org/teaching/recruitment/recruitment-contacts.shtml>

Out of State & Reciprocity

Teacher license reciprocity refers to the process of having a teaching certification program recognized in other areas, typically when teachers move from one state to another. Every state has its own requirements for obtaining teacher certification. The way each of the states recognizes other certifications differs. This is where reciprocity comes in.

The term "reciprocity" refers to an exchange. For teacher licenses to be recognized, reciprocity occurs when a state essentially recognizes these requirements so that the teacher can also be employed in another state. For example, a teacher who has been certified in the state of California but wants to move to Florida would need to determine if the certification would essentially be transferrable.

Each state offers different programs for teachers to become certified to work in the industry. Some states recognize other programs as equivalents and allow teachers to begin working with minimal additional requirements, such as submitting transcripts and providing years of experience. Others may have a different standard when it comes to recognizing teacher certification, which might require several additional courses specific to that state.

Teachers can gain access to this information by visiting the websites for each state department of education. A teacher who wants to transfer to another state should begin the process by conducting research *in the state you are moving to*. **Florida will not tell you how to leave, but other states will tell you how to come!** If you have specific questions, you may contact Tonya Jones at tjones7@fsu.edu or by phone at 850-644-1627.

More info: <https://ftcettest.org/guide-teacher-license-reciprocity/>

OPTION 2: M.S. Professional Development

- **Overview.** You may visit the program website, [HERE](#).

Purpose. The purpose of the M.S. in Art Education - Professional Development track is to provide arts educators with the knowledge and skills necessary to perform research in the field. Graduates of the program can pursue classroom practitioner research, administrative roles, or doctoral studies. They will be able to make a significant impact in the field, whether working within classrooms or in support of arts education more broadly.

Structure. The M.S. in Art Education - Professional Development track covers a range of subjects including the histories of art education, current issues and trends in the field, curriculum theory, criticism and aesthetics, teaching and learning strategies, and studio practice. Students develop skills in the development, analysis and implementation of curriculum and programs, as well as in research methods. They will be able to apply this knowledge in a culminating project.

To apply

- Submit a statement of purpose, transcripts, writing sample, 3 letters of recommendation.
- Questions? Contact the Program Director! Dr. Amber Ward, award2@fsu.edu.

Time to Degree

- Full-time: students taking 3 classes a semester can typically complete the program in 5 semesters.
- Part-time: students can move at their own pace.

Curriculum Map

30 Credit hours

Unless noted otherwise, all courses are available in both traditional and online formats.

Core of Required Studies in Art Education

ARE 5245	Program Development	3 Credits	
ARE 5246	Historical & Contemporary Issues	3 Credits	
ARE 5355	Foundations of Art Education	3 Credits	DL only
ARE 5358	Art for Life	3 Credits	
ARE 5641	Critical Analysis	3 Credits	
ARE 5745	Research Survey	3 Credits	
Total Core of Required Studies in Art Education		18 Credits	

Electives

ARE 5361	Asset-Based Approaches to Education	3 Credits	
ARE 5258	Museum Education	3 Credits	F2F only
ARE 5650	Social Reconstructionism in Art Education	3 Credits	DL only
ARE 5941L	Creative Inquiry (Studio)	3 Credits	

Other, pending advisor permission, from: Art, Art Education, Arts Administration, Art History, Education

Total Elective Courses	9 Credits
-------------------------------	------------------

Culminating Project

ARE5910r	Supervised Research	3 Credits
Total Culminating Project		3 Credits

Culminating Project

Overview. At the end of the degree, you will complete a culminating project referred to as the supervised research project (ARE5910r). This is a self-directed project that is supervised by one faculty advisor and allows you to engage in an original project in your interest area or specialization. Examples of focus areas for the supervised research project are: curriculum development and implementation, curriculum impact analysis on student learning, historical or archival study, case study research in art education contexts, or topics in curriculum theory.

Format. The supervised research project can take on diverse formants. For this reason, it is up to the faculty advisor to work with you to clarify expectations and project requirements during the development stage of each student's project. There is no specific criteria that can apply to all projects. However, a common aim is that the culminating project be of professional quality, whether that means ready to publish, present, or share publicly.

Timing. You should work with the Program Director to determine when you will complete the supervised research project. The Program Director will let you know which faculty may be available to serve as an advisor in any given semester. Typically, it is not possible to complete the supervised research project in the summer term.