

TO: Randy Smith, Vice Provost for Academic Programs  
FROM: Jennifer Schlueter, Faculty Fellow for Curriculum, Graduate School  
DATE: 1 May 2019  
RE: Proposal for revisions to the MA in Arts Policy and Administration

The Department of Arts Administration, Education, and Policy in the College of Arts and Sciences is proposing revisions to its MA in Arts Policy and Administration. These revisions reduce the total number of credits required from 49-51 to 43-47, offer more options for student choice in the plan of study, removes a symposium course, and increases research hours from 3 to 7.

The proposal was approved by ASCC on 25 February 2019. It was received by the Graduate School on 5 March 2019. It was reviewed by the combined GS/CAA Curriculum subcommittee, co-chaired by Associate Dean Shari Speer and Faculty Fellow Jennifer Schlueter, on 18 March 2019 and revisions were requested. These revisions were received on 4 April 2019, and the revised proposal was reviewed by GS/CAA on 15 April 2019, approved, and moved forward to the Graduate Council that same day. It was reviewed and unanimously approved by that body on 30 April 2019.

**Subject:** RE: Revision to MA Arts Policy and Administration  
**Date:** Thursday, April 4, 2019 at 9:00:55 AM Eastern Daylight Time  
**From:** Pace, Lauren K.  
**To:** Speer, Shari  
**CC:** Acuff, Joni E., Schlueter, Jennifer  
**Attachments:** image004.png, image007.png, image008.png, APA Plan of Study Rationale Packet 4-4-2019.pdf, image001.png

Dear Dr. Speer and Dr. Schlueter,

Attached, please find an updated curriculum packet along with a cover letter addressing the subcommittee's questions.

If you have further questions, please let me know.  
Lauren



**Lauren Pace, MA**  
Academic Program Coordinator  
Arts Administration, Education and Policy  
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1813 North High Street  
Columbus, OH 43210  
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**From:** Speer, Shari <speer.21@osu.edu>  
**Sent:** Friday, March 29, 2019 8:23 AM  
**To:** Pace, Lauren K. <pace.162@osu.edu>  
**Cc:** Acuff, Joni E. <acuff.12@osu.edu>; Schlueter, Jennifer <schlueter.10@osu.edu>  
**Subject:** Re: Revision to MA Arts Policy and Administration

Hi Lauren,

In answer to your questions:

Yes, please explain about the joint program status with the Glenn College in your cover letter. You can do this as part of the response to specific comments.

The letter signed by Shari Savage is p.2 of the pdf, and is addressed to Meg Daly.

Best,  
Shari

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**Shari R. Speer, PhD**

Associate Dean for Academic Affairs

Professor of Linguistics

Graduate School

250D University Hall, 230 N. Oval Mall, Columbus, OH 43210

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[speer.21@osu.edu](mailto:speer.21@osu.edu)

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**From:** "Pace, Lauren K." <[pace.162@osu.edu](mailto:pace.162@osu.edu)>

**Date:** Thursday, March 28, 2019 at 8:18 AM

**To:** "Schlueter, Jennifer" <[schlueter.10@osu.edu](mailto:schlueter.10@osu.edu)>, "Shari Speer (OSU)" <[speer.21@osu.edu](mailto:speer.21@osu.edu)>

**Cc:** "Acuff, Joni E." <[acuff.12@osu.edu](mailto:acuff.12@osu.edu)>

**Subject:** FW: Revision to MA Arts Policy and Administration

Dear Dr. Schlueter and Dr. Speer,

I am assisting Joni Acuff in making the requested revisions but have a couple of questions.

- First, the APA program is and has been a joint program with the John Glenn College of Public Affairs since its inception. There is no concurrence for the capstone courses as our program is a joint program. Do you want us to allude to this in the new cover letter? I have a document from the faculty in John Glenn when they provided their rationale to include in our plan of study change request.
- Second, in the plan of study change packet we sent to curriculum, there was not a letter from Shari Savage. Can you share what you are referring to?

Thank you for sharing the examples of from other departments. We will consider implementing a similar format when we have future curriculum change requests.

Thank you,  
Lauren



**Lauren Pace, MA**

Academic Program Coordinator

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**From:** Acuff, Joni E. <[acuff.12@osu.edu](mailto:acuff.12@osu.edu)>  
**Sent:** Friday, March 22, 2019 9:42 AM  
**To:** Pace, Lauren K. <[pace.162@osu.edu](mailto:pace.162@osu.edu)>  
**Subject:** FW: Revision to MA Arts Policy and Administration



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Co-editor of Multiculturalism in Art Museums Today  
<https://rowman.com/ISBN/9780759124103>

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**From:** "Schlueter, Jennifer" <[schlueter.10@osu.edu](mailto:schlueter.10@osu.edu)>  
**Date:** Thursday, March 21, 2019 at 2:49 PM  
**To:** "Acuff, Joni E." <[acuff.12@osu.edu](mailto:acuff.12@osu.edu)>  
**Cc:** "Speer, Shari" <[speer.21@osu.edu](mailto:speer.21@osu.edu)>  
**Subject:** Revision to MA Arts Policy and Administration

Dear Professor Acuff:

At our 18 March 2019 meeting, the combined GS/CAA curriculum subcommittee, which I co-chair with Associate Dean Shari Speer, reviewed your proposal to revise the MA in Arts Policy and Administration.

1. The subcommittee recalls changes to 7000.10 and 7000.20 from previous proposals, but for the sake of having everything in one place, please include a note that affirms that changes to those courses have recently be approved.
2. The subcommittee wondered why, if 5670 is redundant to 7000.20, it is being retained as an elective option for the degree. Can you clarify?
3. To help the subcommittee follow along with your changes, please consider reformatting the summative overview narrative letter and curricular overviews to a side-by-side comparison. I've attached an

example entitled “MSE Revision NARRATIVE EXAMPLE” that might be useful, as well as “Theatre Revision TABLE EXAMPLE” that provides another approach.

- a. Please retain, however, a standalone Plan of Study document that will serve as an advising sheet for your students.
4. Please include a concurrence from Public Affairs affirming their commitment to capstones.
5. Please include the MA’s learning goals and assessment methods in the proposal, and note where (if anywhere) these have changed due to the changes in the curriculum.
6. A few small editorial notes: an additional blank page of letterhead appears after Professor Savage’s letter. Also, in the proposed plan of study, both “Internship” and “Total hours” are categorized as “G.”

When you submit your revision, please include a cover letter that points the subcommittee to where these changes are addressed in the proposal. Upon receipt, we will revisit and, if satisfied, move this proposal forward to the Graduate Council. We’ll keep you posted as it moves along.

Best,  
Jen

**Jennifer Schlueter, PhD**

**Associate Professor and Lab Series Producer:** Department of Theatre  
**Project Director:** Creative Practice and Civic Engagement Discovery Theme  
**Faculty Fellow for Curriculum:** Graduate School  
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April 4, 2019

Associate Dean Shari Speer  
Co-Chair, GS/CAA Curriculum Subcommittee

Professor Jennifer Schlueter  
Co-Chair, GS/CAA Curriculum Subcommittee

Re. Revision to MA Arts Policy and Administration (APA)

Dear Shari and Jennifer,

This cover letter is in response to the questions asked by the GS/CAA Curriculum Subcommittee. Please find answers to the subcommittee's questions below.

1. The credit hour and course length changes for ARTEDUC 7000.10: Concepts, Theories, and Issues in Art Education AND ARTEDUC 7000.20: Concepts, Theories, and Issues in Arts/Culture Policy were approved in November 2018.
2. While we deleted ARTEDUC 5670: Public Policy Issues in the Arts as a required course on the degree plan because there was too much repetition with the graduate level course, it is not a redundant course. While there may still be overlap, students may take this course to gain a more in depth understanding of public policy issues in the arts than they would receive in a concepts and theories course. Additionally, this course is one of several required options our Bachelor of Arts in Arts Management students may take and includes a graduate section. We plan to continue offering this course to both undergraduate and graduate students.
3. The MA in Arts Policy and Administration is a joint/dual program with the John Glenn College of Public Affairs and has been since its inception in 1996 (proposed in August 1994, approved by the Board of Trustees in 1995 and the Ohio Board of Regents in 1996). As the APA program is a joint/dual program, there is no concurrence for the proposed addition of capstone courses. When the initial changes to the APA program were discussed, AAEP faculty met with faculty from the John Glenn College and went over all changes both AAEP and the John Glenn College would like to see implemented within the revised plan of study.
4. Included in this packet are our MA learning goals and assessment methods. There is no change to either of these based on the proposed plan of study changes to the APA program. These documents are located on pages 12-14.

Please let me know if you have further questions.

Sincerely,

Joni Acuff  
Associate Professor and Graduate Studies Chair  
Department of Arts Administration, Education and Policy



February 7, 2019

To Whom It May Concern,

The Department of Arts Administration, Education & Policy (AAEP) melded two distinct graduate programs, Art Education and Arts Policy & Administration in 2011. In an effort to dismantle siloed faculty and students, the department unanimously supported the idea to unify the department in name and in mission. As a result, the department faculty has been conducting ongoing curricular review for the past few years, identifying ways to better support a unified department. There has been close consideration of the plan of study for all programs, including the AAEP Arts Policy & Administration (APA) program. The faculty considered a number of factors as they deliberated over the changes to be made to the plan of study. These factors include suggestions made by a *department ad hoc curriculum committee*, *recommendations by external program reviewers*, and a *student survey*.

The department disseminated a student survey that allowed students to offer feedback about specific program options within the department. Some comments indicated that students would like more overlap between Art Education and Arts Policy & Administration (APA) because they felt a clear boundary, especially when it came to gaining relationships with certain faculty members. Additionally, AAEP had an external review in September 2017 and received programmatic feedback from 3 colleagues in the field from peer institutions. The review yielded fairly positive results, but the reviewers noted that there needs to be a much stronger effort to synthesize the Art Education program and the APA program. The external reviewers also believed that our required hours for graduating in the APA program (49-51) were considerably higher than comparable APA programs around the US. Therefore, a primary goal of this revised plan of study is to lessen the overall required credit hours for graduation. Further, in regards to credit allotment, students in the APA program have consistently critiqued the APA plan of study for its lack of opportunities for coursework exploration, as there are only 3 hours allotted to “Electives” on the current program of study. Therefore, another one of our goals was to develop a more malleable plan of study that would offer opportunities for students to choose their courses more often, hence the option to “choose 1 below” in some sections, as well as changing the elective requirement from 3 hrs. to 6-8 hrs.

Please see below for the suggested changes to our plan of study for the MA in Arts Policy and Administration (APA). PLEASE NOTE: ALL SECTION HEADINGS HAVE SHIFTED. THE OLD PLAN USED TO HAVE SECTIONS A-I, THE NEW PLAN HAS ONLY A-H BECAUSE OF THE DELETION OF ONE SECTION ALTOGETHER.

1) Under Section A

- i.) We will now require all students to take both “ARTEDUC 7000.1: Concepts, Theories, and Issues in Art Education” **AND** “ARTEDUC 7000.2 Concepts, Theories, and Issues in Arts/Culture Policy” as two seven-week courses, for two credit hours each, in the first



semester of entering the program. These two courses were initially two 15 week course and offered as an either/or option depending on the students intended specialization (Art Education or Cultural Policy and Arts Management).

- ii.) We deleted “ARTEDUC 5670: Public Policy Issues in the Arts” as a required course on the degree plan and now offer it as an option in the elective category (E), Group 1: Policy Practice. Because it is a 5000 level course, our graduate students took the course with undergraduate students and critiqued the course for too much repetition with the graduate level course “ARTEDUC 7000.2 Concepts, Theories, and Issues in Arts/Culture Policy.”

2) Under Section B:

- i.) Page 1, on the old plan of study reads: **B. Arts Policy and Administration Professional Practice**. We deleted this area of emphasis and consequently deleted the course in the section, titled “ARTEDUC 5673: Symposium Issues” from the plan of study and will not offer the course anymore. The focus of the course was to have students help plan the biannual Barnett Symposium. However, faculty have not found the collaboration with students practical as most work for the Symposium happens with faculty networking with donors and sponsors outside of class. Faculty have found that there are very little tasks that can actually be assigned for students to complete. Faculty assert that the course is more of a burden than useful, as they have to spend an extensive amount of time searching for menial tasks for students to do versus them actually being integral in the planning of the Symposium. As an alternative, the students who are Barnett Fellows have the responsibility to help with the Barnett Symposium as tasks arise, instead of a faculty member working to find work for students to complete each week for this specific course. This course will be withdrawn through curriculum.
- ii.) Section B is now titled **B. Research Methods** and there are now 7 required hours instead of 3. The course “PUBAFRS 6070: Public Affairs Statistics” has been moved from the old plan’s section D and added to this section, alongside “ARTEDUC 7200.20: Overview of Research Planning for Arts Policy and Administration.” We added this statistics course (4 credits) here because it is a requirement for both John Glenn College (JGC) “PUBAFRS 6080: Public Affairs Program Evaluation” (4 credits) and the Capstone course, should they elect to take that course as their research course.

iii.) From here on, the sections will be discussed as they are reorganized under the new plan of study.

3) Under Section C:

- i.) Now titled, **C. Public Affairs** to more accurately reflect the courses offered in the section. The courses in this section used to be under section **D. Public Policy Process and Economics** on the old plan of study. The course **PUBAFRS 6030: Public Sector Economics** was removed from the requirements in this section, and it is now under the election options titled, **Group 3: Public Affairs and Nonprofit Management**. Additionally the options to choose from have been changed and streamlined. Recognizing that many of the students may pursue their careers in the Nonprofit Management sector, we added a new Fundraising and Philanthropy course as an option alongside Public Budgeting and Finance (4) or Nonprofit Financial Management (3).





- 4) Under Section D
  - i.) Now titled, **D. Public and Nonprofit Management** to more accurately reflect the courses offered in the section.
  
- 5) Under Section E
  - i.) Elective hours are 6-8 hr.s instead of 3 hrs. Electives read 6-8 rather than only 6 because if students take two 4 credit electives from Group 3 (Public Affairs and Nonprofit Management) it will add up to 8 credits. This will also change the bottom line total credits for the entire program.
  
  - ii.) Additional course offerings that were once required are now in the elective groups. Specifically, courses ARTEDUC 5670 and PUBAFRS 6010, 6030, 7525 have shifted. These decisions were made after a review of syllabi. We concluded that there was an efficient introduction to the subject matter of these courses being covered in other required courses, and thus supports their shift from required to optional. Nevertheless, we believe these shifted courses are still valid and relevant options for students as electives should they want a deeper investigation into the specific issues/concepts that the courses focus on.
  
- 6) Under Section F
  - i.) This section is no longer titled **Thesis Research** and instead is simply titled **Research**. We have expanded the research options for students to complete this degree. An opportunity for APA students to take capstone courses in the John Glenn College (JGC) has been added. Instead of completing a thesis or completing a project in the AAEP department, students may enroll in one of the public affairs capstone courses and engage in a faculty led capstone project in order to graduate.
  
  - ii.) JGC will consider 2 offerings of NP capstone per year given that Arts Policy and Management students might now enroll in that capstone.
  
- 7) Under Section H
  - i.) The total hours for graduating have shifted from 49-51 to 43-47.

We are requesting our APA proposal to be implemented autumn 2019. Please contact me at [acuff.12@osu.edu](mailto:acuff.12@osu.edu) if you have questions regarding our proposal.

Sincerely,

Joni Acuff  
Associate Professor of Arts Administration, Education & Policy  
Graduate Studies Chair



February 25, 2019

Professor Meg Daly  
Chair, Arts and Sciences Curriculum Committee

Re: Approval of Revisions for MA in Arts Policy and Administration (APA)

Dear Meg,

The Arts & Humanities Panel 1 of the ASCC approved a proposed revision to the MA in Arts Policy and Administration (APA) from the Department of Arts Administration, Education & Policy (AAEP). On Tuesday, February 19, the Arts and Humanities 1 Panel of the ASC Curriculum Committee reviewed the MA in APA proposal by e-vote.

The Department of Arts Administration, Education and Policy (AAEP) embarked on curricular review of the graduate programming in consultation with AAEP faculty and the John Glenn College (JGC). Additional feedback was provided by a department ad hoc curriculum committee, recommendations by external program reviewers, benchmarking similar degree programs, and a student survey. The changes to the MA in APA reduce the total number of credit hours from 49-51 to 43-47, which is more in line with other programs. Other changes include adding more options for student choice within the plan of study, the removal of ARTEDU 5673 Barnett Symposium course, and an increase in Research hours from 3 credit hours to 7 credits hours, which is in line with the John Glenn College's (JGC) suggested course sequences. AAEP plans to implement these changes for Autumn 2019.

The panel agreed that the proposed AAEP MA APA revisions aligned with the department's efforts to integrate curriculum with the John Glenn College (JGC) and increase student choice within the program plan. The program revisions were unanimously approved with a few additional recommendations. We now advance the proposal to the Arts and Sciences Curriculum Committee with a motion to approve.

Best,

Shari L. Savage, PhD  
Associate Professor  
Chair, Arts & Humanities Panel 1  
[savage.12@osu.edu](mailto:savage.12@osu.edu)

**Department of Arts Administration, Education and Policy**  
**The Ohio State University**  
**MA in Arts Policy and Administration Plan of Study**

<b>Name:</b>	
<b>Contact Advisor:</b>	<b>Thesis/Non-Thesis Advisor:</b>
<b>1st Semester Enrolled:</b>	

This form must be completed and submitted to Lauren Pace by the third Tuesday of the semester the student intends to graduate

**A. Arts Policy and Administration (15 hrs.)**

Required courses may not be substituted. There are no exceptions to this policy.

Subject Area	Course #	Course Title	Sem./Yr. Taken	Hours	Grade
ARTEDUC	5670	Public Policy Issues in the Arts*		3	
ARTEDUC	5674	The Creative Sector and Creative Cities		3	
ARTEDUC	7000.20	Concepts, Theories and Issues in Arts/Culture Policy		3	
ARTEDUC	7100	Histories and Policies of Arts Education		3	
ARTEDUC	7681	Arts/Cultural Institutions, Organizational Theories and Management Practice		3	

\*This is a foundational course that must be completed before subsequent courses in this series

**B. Arts Policy and Administration Professional Practice (3 hrs.)**

Subject Area	Course #	Course Title	Sem./Yr. Taken	Hours	Grade
ARTEDUC	5673	Symposium Issues		3	

**C. Research Methods (3 hrs.)**

These are required courses and may not be substituted. There are no exceptions to this policy.

Subject Area	Course #	Course Title	Sem./Yr. Taken	Hours	Grade
ARTEDUC	7200.20	Overview of Research Planning for Arts Policy and Administration		3	

**D. Public Policy Process and Economics (19-20 hrs.)**

These are required courses and may not be substituted. There are no exceptions to this policy.

Subject Area	Course #	Course Title	Sem./Yr. Taken	Hours	Grade
PUBAFRS	6000*	Public Policy Formulation and Implementation		4	
PUBAFRS	6030**	Public Sector Economics		4	
PUBAFRS	6080	Public Affairs Program Evaluation		4	
<b>CHOOSE ONE COURSE BELOW</b>					
PUBAFRS	6010	Legal Environment of Public Organizations		4	
PUBAFRS	7525	Policy and Strategy in the Nonprofit Sector		3	
<b>CHOOSE ONE COURSE BELOW</b>					
PUBAFRS	6040	Public Budgeting and Finance (must take PUBAFRS 6030** as a prerequisite)		4	
PUBAFRS	6070	Public Affairs Statistics		4	

\*This is a foundational course that must be completed before subsequent courses in this series

\*\*Students who have not previously taken an undergraduate introductory microeconomics course are strongly advised to do so prior to enrolling in PUBAFRS 6030. Credits for undergraduate courses do not count toward earning a graduate degree

**E. Public Management (3-4 hrs.)**

<b>CHOOSE ONE COURSE BELOW</b>					
Subject Area	Course #	Course Title	Sem./Yr. Taken	Hours	Grade
ARTEDUC	5682*	Non-Profit Arts Institution Governance and Board Leadership		3	
PUBAFRS	6060	Managing Human Resources in Public Organizations		4	
PUBAFRS	7553*	Non-Profit Management and Governance		3	

\*No student should take both ARTEDUC 5682 and PUBAFRS 7553 (one as an elective)

**F. Electives (3 hrs.)**

To meet the elective requirement, pick one course from Groups 1, 2, or 3. Students who are taking the Museum Education and Administration specialization must pick from Group 4.

<b>Group 1: Policy Practice</b>					
Subject Area	Course #	Course Title	Sem./Yr. Taken	Hours	Grade
ARTEDUC	5672	Managing Cultural Policy Change		3	
ARTEDUC	5675	International Cultural Relations		3	
ARTEDUC	5676	Arts Advocacy and Interest Groups		3	
<b>Group 2: Arts Management</b>					
ARTEDUC	5684	Participation, Cultural Literacy, and Audience Development		3	
ARTEDUC	5685	Arts/Cultural Organizations: Resource Management and Revenue Streams		3	
ARTEDUC	5686	Cultural Program Design, Implementation, and Evaluation		3	
<b>Group 3: Public Affairs and Nonprofit Management</b>					
PUBAFRS	5590	Fundraising and Philanthropy for Nonprofit Organizations		3	
PUBAFRS	6050	Managing Public Sector Organizations		4	
PUBAFRS	7501	Grant Writing in the Public Sector		3	
PUBAFRS	7525	Policy and Strategy in the Nonprofit Sector		3	
PUBAFRS	7552	Managing Innovation and Change		3	
PUBAFRS	7553	Nonprofit Management and Governance		3	
<b>Group 4: Museum Education and Administration</b>					
ARTEDUC	7735	Museum History		3	
ARTEDUC	7736	Museums and Teaching		3	
ARTEDUC	7748	Museum Education Practicum		3	

**G. Thesis Research (3 hrs.)**

Students can choose to complete a thesis or a non-thesis project.

<b>CHOOSE ONE COURSE BELOW</b>					
Subject Area	Course #	Course Title	Sem./Yr. Taken	Hours	Grade
ARTEDUC	6998	Research for Non-Thesis		3	
ARTEDUC	6999	Research for Thesis		3	

**H. Internship (OPTIONAL)**

Students are strongly recommended to undertake internship experiences. Arrangements should be made in consultation with the advisor. Students are expected to have 5 internship contact hours for every credit hour enrolled

<b>CHOOSE ONE COURSE BELOW</b>					
Subject Area	Course #	Course Title	Sem./Yr. Taken	Hours	Grade
ARTEDUC	8191.01	Internship – Arts Management			
ARTEDUC	8191.02	Internship – Art and Cultural Policy			
ARTEDUC	8191.03	Internship – Museum Education			
ARTEDUC	8191.04	Internship – Community Arts			

**I. Total hours (49-51 semester hrs. required)**

Total hours earned	
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**Exit Requirements**

- Fulfillment of credit hours requirements
- Fulfillment of course requirements
- Achievement of a cumulative GPA of at least 3.0 in all courses taken for graduate credit
- Registration during the final semester of the degree program for a minimum of 3 graduate credit hours
- Successful completion of the thesis/project
- Submission of the Application to Graduate to the Graduate School, via the GRADFORMS system, by the deadline communicated by AAEP
- Submission of the completed Plan of Study to Lauren Pace

**Reactivation Policy**

Students who go two years without registering or do not complete their degree within six years must petition the Graduate Studies Committee for reactivation. The Graduate Studies Committee may decide to reactivate or deny reactivation. It may also decide that reactivation requires additional study of developments in the field. Reactivation is needed for graduates seeking continuing education courses.

This form must be signed by the student, the student's advisor and the Graduate Studies Chair the semester the student plans on graduating.

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Name, Student	Signature, Student	Date
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Name, Advisor	Signature, Advisor	Date
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Name, Graduate Studies Chair	Signature, Graduate Studies Chair	Date
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**Department of Arts Administration, Education and Policy**  
**The Ohio State University**  
**MA in Arts Policy and Administration Plan of Study**

<b>Name:</b>	
<b>Contact Advisor:</b>	<b>Thesis/Non-Thesis Advisor:</b>
<b>1st Semester Enrolled:</b>	

This form must be completed and submitted to Lauren Pace by the third Tuesday of the semester the student intends to graduate

**A. Arts Policy and Administration (13 hrs.)**

Required courses may not be substituted. There are no exceptions to this policy.

Subject Area	Course #	Course Title	Sem./Yr. Taken	Hours	Grade
ARTEDUC	5674	The Creative Sector and Creative Cities		3	
ARTEDUC	7000.1	Concepts, Theories and Issues in Art Education		2	
ARTEDUC	7000.2	Concepts, Theories and Issues in Arts/Culture Policy		2	
ARTEDUC	7100	Histories and Policies of Arts Education		3	
ARTEDUC	7681	Arts/Cultural Institutions, Organizational Theories and Management Practice		3	

**B. Research Methods (7 hrs.)**

Subject Area	Course #	Course Title	Sem./Yr. Taken	Hours	Grade
PUBAFRS	6070	Public Affairs Statistics		4	
ARTEDUC	7200.2	Overview of Research Planning for Arts Policy and Administration		3	

**C. Public Affairs (11-12 hrs.)**

These are required courses and may not be substituted. There are no exceptions to this policy.

Subject Area	Course #	Course Title	Sem./Yr. Taken	Hours	Grade
PUBAFRS	6000*	Public Policy Formulation and Implementation		4	
PUBAFRS	6080	Public Affairs Program Evaluation		4	
<b>CHOOSE ONE COURSE BELOW</b>					
PUBAFRS	5590	Fundraising and Philanthropy for Nonprofit Orgs		3	
PUBAFRS	6040	Public Budgeting and Finance (must take PUBAFRS 6030** as a prerequisite)		4	
PUBAFRS	7533	Nonprofit Financial Management		3	

\*This is a foundational course that must be completed before subsequent courses in this series

\*\*Students who have not previously taken an undergraduate introductory microeconomics course are strongly advised to do so prior to enrolling in PUBAFRS 6030. Credits for undergraduate courses do not count toward earning a graduate degree

**D. Public and Nonprofit Management (3-4 hrs.)**

<b>CHOOSE ONE COURSE BELOW</b>					
Subject Area	Course #	Course Title	Sem./Yr. Taken	Hours	Grade
ARTEDUC	5682*	Non-Profit Arts Institution Governance and Board Leadership		3	
PUBAFRS	6060	Managing Human Resources in Public Organizations		4	
PUBAFRS	7553*	Non-Profit Management and Governance		3	

\*No student should take both ARTEDUC 5682 and PUBAFRS 7553 (one as an elective)

**E. Electives (6 hrs.)**

To meet the elective requirement, 3 of the 6-7 elective hours must be selected from Groups 1, 2, 3 or 4. Students who are taking the Museum Education and Administration specialization must pick from Group 4. 3 elective hours may be taken outside of Arts Administration, Education and Policy and the John Glenn College

<b>Group 1: Policy Practice</b>					
<b>Subject Area</b>	<b>Course #</b>	<b>Course Title</b>	<b>Sem./Yr. Taken</b>	<b>Hours</b>	<b>Grade</b>
ARTEduc	5672	Managing Cultural Policy Change		3	
ARTEduc	5675	International Cultural Relations		3	
ARTEduc	5676	Arts Advocacy and Interest Groups		3	
<b>Group 2: Arts Management</b>					
ARTEduc	5684	Participation, Cultural Literacy, and Audience Development		3	
ARTEduc	5685	Arts/Cultural Organizations: Resource Management and Revenue Streams		3	
ARTEduc	5686	Cultural Program Design, Implementation, and Evaluation		3	
<b>Group 3: Public Affairs and Nonprofit Management</b>					
PUBAFRS	5591	Lobbying and Government Relations		3	
PUBAFRS	5592	Marketing for Nonprofit Organizations		3	
PUBAFRS	6010	Legal Environment of Public Organizations		4	
PUBAFRS	6030	Public Sector Economics		4	
PUBAFRS	6050	Managing Public Sector Organizations		4	
PUBAFRS	7501	Grant Writing in the Public Sector		3	
PUBAFRS	7525	Policy and Strategy in the Nonprofit Sector		3	
PUBAFRS	7554	Performance Management and Measurement		3	
PUBAFRS	7555	Project Management		3	
<b>Group 4: Museum Education and Administration</b>					
ARTEduc	7735	Museum History		3	
ARTEduc	7736	Museums and Teaching		3	
ARTEduc	7748	Museum Education Practicum		3	

### F. Research (3 hrs.)

Students can choose to complete a thesis, Capstone, or a non-thesis project.

<b>CHOOSE ONE COURSE BELOW</b>					
<b>Subject Area</b>	<b>Course #</b>	<b>Course Title</b>	<b>Sem./Yr. Taken</b>	<b>Hours</b>	<b>Grade</b>
ARTEduc	6998	Research for Non-Thesis		3	
ARTEduc	6999	Research for Thesis		3	
PUBAFRS	79xx	Capstone options (7900, 7930, 7940, 7950, or 7970)		3	

### G. Internship (OPTIONAL)

Students are strongly recommended to undertake internship experiences. Arrangements should be made in consultation with the advisor. Students are expected to have 5 internship contact hours for every credit hour enrolled

<b>CHOOSE ONE COURSE BELOW</b>					
<b>Subject Area</b>	<b>Course #</b>	<b>Course Title</b>	<b>Sem./Yr. Taken</b>	<b>Hours</b>	<b>Grade</b>
ARTEduc	8191.01	Internship – Arts Management			
ARTEduc	8191.02	Internship – Art and Cultural Policy			
ARTEduc	8191.03	Internship – Museum Education			
ARTEduc	8191.04	Internship – Community Arts			

### H. Total hours (43-46)

Total hours earned	
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### Exit Requirements

- Fulfillment of credit hours requirements
- Fulfillment of course requirements
- Achievement of a cumulative GPA of at least 3.0 in all courses taken for graduate credit
- Registration during the final semester of the degree program for a minimum of 3 graduate credit hours
- Submission of the Application to Graduate to the Graduate School, via the GRADFORMS system, by the deadline communicated by AAEP
- Submission of the completed Plan of Study to Lauren Pace

**Reactivation Policy**

Students who go two years without registering or do not complete their degree within six years must petition the Graduate Studies Committee for reactivation. The Graduate Studies Committee may decide to reactivate or deny reactivation. It may also decide that reactivation requires additional study of developments in the field. Reactivation is needed for graduates seeking continuing education courses.

This form must be signed by the student, the student’s advisor and the Graduate Studies Chair the semester the student plans on graduating.

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Name, Student	Signature, Student	Date
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Name, Advisor	Signature, Advisor	Date
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Name, Graduate Studies Chair	Signature, Graduate Studies Chair	Date
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# MA Rubric

## Department of Arts Administration, Education and Policy

Student Name:

Committee Member Name:

Date:

Criteria	Capstone	Milestone		Benchmark	Score
	4	3	2	1	
<b>Content/ Theories</b>	Demonstrates a thorough understanding of how concepts and/or theories can be used to design a customized analytical framework.	Demonstrates an adequate understanding of how concepts and/or theories can be used to design a customized analytical framework.	Demonstrates an awareness of how concepts and/or theories can be used to design a customized analytical framework.	Demonstrates a minimal understanding of how concepts and/or theories can be used to design a customized analytical framework.	
<b>Content/Issue Development (Explanation of Issues)</b>	Issue/problem is considered critically, stated clearly and described comprehensively, delivering all relevant information necessary for understanding. Ample evidence of future applicability of research is present. Implications for future research and practice are clearly articulated.	Issue/problem is adequately considered, stated clearly and described with important details, delivering mostly relevant information necessary for understanding. Omissions of information are scarce. Adequate evidence of future applicability of research is extant. Implications for future research and practice are sufficiently articulated.	Issue/problem is considered, stated and described, delivering some relevant information necessary for understanding. Description leaves some terms undefined, ambiguities unexplored and backgrounds unknown. Minimal evidence of future applicability of research is evidenced. Implications for future research and practice are minimally addressed.	Issue/problem to be considered is offered without clarification or adequate description. Little to no evidence of future applicability of research is present. Implications for future research and practice are absent.	
<b>Research Methodologies</b>	Demonstrates a thorough understanding of a sound range of research methodologies aligned with the student's research agenda, and specializing in and applying at least one research methodology that fits their immediate research needs.	Demonstrates an adequate understanding of an appropriate range of research methodologies supporting student's research agenda and specializing in and applying at least one research methodology that fits their immediate research needs.	Demonstrates an awareness of a range of research methodologies relative to the student's research agenda and specializing in and applying at least one research methodology that fits their immediate research needs.	Demonstrates minimal understanding of research methodologies relative to student's research agenda and specializing in and applying at least one research methodology that fits their immediate research needs.	
<b>Integration and Application of Theory and Methodology</b>	Able to comprehensively identify the important issues connected to the question through an in depth discussion in relationship to theory and practice.	Able to identify most of the important issues connected to the question through discussion in relationship to theory and practice.	Able to identify some issues connected to the question through a superficial discussion in relationship to theory and practice.	Unable to identify the important issues connected to the question. Little to no indication that there is understanding of how theory translates into practice.	

**MA Rubric**  
**Department of Arts Administration, Education and Policy**

<b>Disciplinary Understanding</b>	Thoroughly situated within historical and contemporary aspects related to arts administration, education or policy. Articulates contextualization within field.	Sufficiently situated within historical and contemporary aspects related to arts administration, education or policy. Articulates contextualization within the field.	Somewhat situated within historical and contemporary aspects related to arts administration, education or policy. Articulates minimal contextualization within the field.	Inadequately/Not situated within historical and contemporary aspects related to arts administration, education or policy. Absent of contextualization within the field.	
<b>Sources and Evidence</b>	Demonstrates skillful use of credible and relevant source(s) with enough interpretation/evaluation to develop a comprehensive analysis or synthesis. Sources are relevant and discipline specific. Viewpoints of experts are problematized.	Demonstrates consistent use of credible and relevant source(s) with enough interpretation/evaluation to develop a comprehensive analysis or synthesis. Viewpoints of experts are considered carefully.	Demonstrates an attempt to use credible and relevant source(s) with enough interpretation/evaluation to develop a comprehensive analysis or synthesis. Viewpoints of experts are somewhat considered.	Demonstrates the use of source(s) with interpretation of the research topic. Viewpoints of discipline experts are not challenged.	
<b>Assumptions and Positionality</b>	Analyzes own and others' assumptions including researcher positionality, limits of position are acknowledged, complexities of the issue taken into account.	Considers own and others' assumptions including researcher positionality, limits of position are adequately acknowledged, complexities of the issue taken into account.	Mentions own and others' assumptions including researcher positionality, limits of position are superficially acknowledged, complexities of the issue taken into account.	Positionality is not mentioned or mentioned briefly without an analysis or consideration of its impact.	
<b>Writing/ Grammar</b>	Crafts scholarly writing that is well developed, rigorously supported, accessible, and demonstrates significant interaction with related literature. The writing is intelligible and cohesive.	Crafts scholarly writing that is satisfactorily supported, accessible, and demonstrates adequate interaction with related literature. The writing is intelligible and cohesive.	Crafts writing that is minimally developed and supported, and struggles to demonstrate interaction with related literature. The writing lacks cohesion and clarity.	Crafts writing that is underdeveloped and not supported with accessible and related literature. The writing is not cohesive and is barely intelligible.	

MA Arts Policy and Administration  
Program Goals

1. Demonstrate competency of the history, evolution, issues and implementation tools of arts policy and arts organization management.
2. Use concepts commonly used in arts policy and arts administration to understand and analyze situations, issues, and programs that arts policymakers and/or arts administrators encounter.
3. Understand how research can be used to inform and/or improve arts policymaking and arts management.
4. Develop, plan and implement an individual research study relevant to arts policy and/or arts administration and explain its implications for practice.