Florida State University

Arts Administration Program
MA Student Handbook
Welcome to the Arts Administration program! This handbook provides information about policies, your course of study, internship, and comprehensive exam; please retain it throughout your time at FSU. Dr. Antonio C. Cuyler, Associate Professor of Arts Administration & Coordinator of the MA program will provide a group advising session prior to the start of the Fall semester. For additional information, or questions, contact Dr. Cuyler at acuyler@fsu.edu.
Arts Administration
Master’s Degree Program of Studies

• Master’s Core Requirements
  ARE 5245 Curriculum and Programs  3
  ARE 5641 Critical Analysis  3
  ARE 5705 Research Survey  3

• Arts Administration Requirements
  ARE 5253 Arts in Community Engagement  3
  ARE 5262 Principles of Arts Administration  3
  ARE 5665 Leading the Arts Organization  3
  ARE 5865 Cultural Policy  3

• Management/Finance Coursework (9 hours)
  ARE 5256 Visitor-Centered Exhibitions  3
  ARE 5258 Museum Education  3
  ARE 5295 Art Museum Education  3
  ARE 5867 Grant Writing & Development in the Arts  3
  ARH 5797 Museum Basics  3
  ARH 5838 The Museum Object  3
  DAN 5030 Grant Writing in the Performing Arts  3
  EDF 5461 Introduction to Program Evaluation  3
  HFT 5756 Convention Services and Events Management  3
  MAN 5245 Organizational Behavior  3
  MUM 5807 Survey of Music Arts Management  3
  MUM 5815 Fundraising Strategies in the Arts  3
  PAD 5005 Profession of Public Administration  3
  PAD 5106 Public Organizations  3
  PAD 5227 Managing Public Financial Resources  3
  PAD 5335 Strategic Leadership for Communities  3
  PAD 5417 Human Resource Management  3
  PAD 5710 Information Resource and Communication Management  3
  TPA 5408 Business and Legal Issues in Art  3
  TPA 5409 Audience Development and Arts Marketing  3
  TPA 5425 Arts Fiscal Management  3
  TPA 5471 Leadership in the Arts  3
  TPA 5931 Media Design  3
  *Any other course approved by Antonio C. Cuyler, MA Advisor

• Internship
  ARE 5944 Internship  9

• Comprehensive Exam
  ARE 8966 Master’s Comprehensive Exam  0
**Good Things to Know**

According to page 39 of the Graduate Student Handbook, a graduate student is only eligible for conferral of a degree if the cumulative grade point average is at least a 3.0 in formal graduate courses. Students will not receive course hours with a grade below “C–” on the graduate degree. In addition, faculty judgment of the academic performance of the student is inherent in the educational process in determining whether the award of the Master’s degree is warranted. The MA program in Arts Administration requires all students to maintain a grade point average of at least 3.0 in every semester. You must also maintain a 3.0 to register for your internship. In addition to academic performance, program terminations may occur for several reasons, including but not limited to:

- Inability to conduct research in a fashion appropriate with the accepted norms of a discipline,
- Inability to function within a team environment to the degree that it negatively affects the learning, practice, and/or research of fellow graduate students,
- Demonstration of behavior that is not acceptable with the general community in which the student would practice should s/he graduate
- Failure meeting one or more major milestone requirements,
- Inability to pass the comprehensive examination,
- Failure to make timely progress towards the completion of your degree.

For additional information, consult the Graduate Student Handbook here, https://gradschool.fsu.edu/sites/g/files/upcbnu761/files/media/Files/Graduate%20Student%20Handbook%20Final%20Version-%208-7-17.pdf

Register as soon as possible after advising by going to the FSU website. When registering or buying books, remember that multiple courses can have the same course number with different section numbers, such as ARE 5930(1) and ARE 5930(2). Check class titles and professors carefully before registering or buying books. To order books, use the link on the registration page to the FSU bookstore. It connects you to the books for your courses. You can also order your textbooks here, http://www.bkstr.com/CategoryDisplay/10001-9604-11003-1

It is your responsibility to meet all university and program requirements, and file for graduation. For additional information, consult the graduate edition of the current FSU General Bulletin here, http://registrar.fsu.edu/bulletin/grad/depts/art_ed.htm

FSU has a strict first-day attendance policy. Attend your classes the first week, or professors will drop your enrollment.

If you identify as differently abled, please register with the Student Disability Center. This will enable you to receive appropriate accommodations.

The Arts Administration program maintains a professional dress requirement for all classes. See more about business casual dress, here,
Books, journals, and other resources are available for students in the department’s School of Art & Design Library, 2020 William Johnston Building (WJB), and the university’s Stozier Library.

You will also find the department’s computer lab on the second floor in room # 2040. Please register your FSU card with Joanna Ayala (jayala@fsu.edu), Staff Services Associate.

Prepare all departmental papers in accordance with the Publication Manual of the American Psychological Association, sixth edition. For additional writing help, see Strunk and White Elements of Style, or the FSU writing center for assistance here, https://wr.english.fsu.edu/reading-writing-center

The Academic Honor System of the Florida State University is based on the premise that each student has the following responsibilities: 1) to uphold the highest standards of academic integrity in the student’s own work, 2) to refuse to tolerate violations of academic integrity in the university community, and 3) 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.

Outside of class, professors and office staff will communicate with you through your departmental mailbox located near the faculty offices or the e-mail address you have on record with the university. Remember to check both regularly.

For all reclassification of residency information, see 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 2018, 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 2018. To apply for reclassification in August 2019, you must have filed domicile records with the Clerk of Courts before classes began in August 2018.

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 rates.

Additional Resources:

1. Welcome to Graduate School - [http://www.chronicle.com/article/Welcome-to-Graduate-School/148775/](http://www.chronicle.com/article/Welcome-to-Graduate-School/148775/)

2. The eight types of graduate students - [https://www.theguardian.com/education/2007/may/15/postgraduate.highereducation](https://www.theguardian.com/education/2007/may/15/postgraduate.highereducation)


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1 Please note: The office of admissions and records can answer any questions | UCA Room A3900 | (850) 644-1050 (Phone) | (850) 644-1597 (Fax)
Arts Administration Internship

**Arts Administration students** must complete 9 credit hours of internship for the Master’s program. You should complete at least two semesters of required Arts Administration coursework before beginning any internship. You are responsible for securing your internship placement. An internship may occur at one or multiple venues during one or more semesters. For each credit hour of internship taken, you must complete approximately 45 clock hours of work.

Dr. Cuyler must approve all internships before you began them. Make sure to discuss potential internship placements with Dr. Cuyler. Submit a copy of the internship contract to Dr. Cuyler at the start of the internship and keep a copy for your personal records.

You and your on-site supervisor should determine the content of the internship. You may manage one major project or several smaller ones, but activities should extend beyond clerical work. You should conduct yourself professionally during interviews and the internship and apply course content appropriately. Sign up for internship credit hours, ARE 5944, with Dr. Cuyler during your first summer in the program. During the internship, you should report to your site supervisor. Contact Dr. Cuyler only if there are serious concerns.

Domestic students may qualify for compensation through the Federal work-study or community service program if you complete an unpaid off-campus internship with a nonprofit organization. However, you must demonstrate need through the Free Application for Federal Student Aid (FAFSA).

The Curricular Practical Training (CPT) policy requires any F-1 international students completing an on- or off-campus internship, practicum, or co-op to obtain pre-authorization even if the work completed is UNPAID. The university must record these types of work experiences in SEVIS (federal immigration database), regardless of whether or not they are paid. You must complete the form here, http://cge.fsu.edu/forms/f1forms/f1_cpt_final.pdf. If you have any additional questions, contact the Center for Global Engagement directly. International students completing unpaid off-campus internships may find additional funding for their internship by (1) checking with their country’s embassy, a consulate here in the U. S., or with the appropriate government office back in their country, (2) searching the U. S. Department of Labor’s free online scholarship search here, http://www.careerinfonet.org/scholarshipsearch/ScholarshipCategory.asp?searchtype=category&nodeid=22, or (3) searching Education USA’s website here http://www.educationusa.info/centers.php.

To successfully complete and document your internship for use in future placements, assemble a portfolio containing the following:

1. A letter from your supervisor acknowledging the work that you did during your internship.
2. Sample projects, such as media releases, youth activity sheets, or grant applications.
3. A reflection paper that includes:
   a. A summary of your internship.
   b. A discussion of most valuable learning experiences.
   c. Best practices or theories from course content you used during your internship.
   d. Any surprises you encountered and how you dealt with them.
   e. Comparative analysis of the current internship and previous internships.
4. Host and student internship evaluations.
5. A log of hours worked and activities signed by your site supervisor.
6. Any other appropriate materials that will provide evidence of your learning during your internship.

Unless otherwise noted in the syllabus, no later than one week prior to the end of the semester in which you have registered for internship credit, submit your portfolio electronically to Dr. Cuyler at acuyler@fsu.edu.

Refer questions to Antonio C. Cuyler, acuyler@fsu.edu.

**Internship Contract**
**Arts Administration**
Department of Art Education
Florida State University

At the first meeting of the student intern and the hosting internship organization, fill out and sign this form, and the student will return it to the appropriate internship coordinator. Both the student and the host should keep copies for their records.

**Student/Intern Information**
Last Name: First Name:
Street Address: City: State: Zip:
Phone: E-mail:

**Host Organization Information**
Name of Organization: Supervisor/Contact Person:
Street Address:
City: State: Zip:
Phone: E-mail:

**Internship Agreement**
Please attach the job description and obligations of the internship to this form.

What will the intern learn while performing these duties?
What theories or best practices from your course work do you anticipate using in your internship?

The proposed dates and hours of the internship are:
Beginning date:   Ending date:
Number of hours the student will work per week:

Please list any payment, compensation, or other benefits the internship will include.
Payment and terms:
Other compensation or benefits:

Are there any special provisions of this internship?

**Approvals/Signatures**
Student/Intern:       Date:
Supervisor:           Date:
Coordinator of Internships: Date:
Arts Administration Internship Evaluation Form: Host
Department of Art Education, Florida State University
At the end of the semester, complete this form and return it to acuyler@fsu.edu.

Host Organization Information
Name of Organization: ____________________________
Supervisor/Contact Person: ______________________
Street Address: __________________________________
City: ___________________ State: _______ Zip: _______
Phone: ___________________ E-mail: ________________

Student/Intern Information
Last Name: ___________________ First Name: _______
Street Address: ___________________________
City: ___________________ State: _______ Zip: _______
Phone: ___________________ E-mail: ________________

Please respond to the following, as appropriate, adding additional sheets as necessary.

1. Please list the principle activities the intern performed during this placement:

2. Note any problems, issues, and resolutions encountered during the internship period:

3. How did the use of an intern affect the way in which you or your organization carried out your work?

4. If this was your first intern, how did the experience compare with your expectations?

5. If you have had interns before, how did this placement compare with previous intern experiences?

6. How would you evaluate this intern?
   ___ Excellent   ___ Good   ___ Average   ___ Poor

   Strongest points:

   Areas needing development:

7. Was the intern appropriately dressed? If not, please explain.

8. Do you have any recommendations for the improvement of this program?
Arts Administration Internship Evaluation Form: Student/Intern
Department of Art Education, Florida State University
At the end of the semester, complete this form and return it to acuyler@fsu.edu.

Host Organization Information
Name of Organization: 
Supervisor/Contact Person: 
Street Address: 
City: 
State: 
Zip:
Phone: 
E-mail: 

Student/Intern Information
Last Name: 
First Name: 
Street Address: 
City: 
State: 
Zip:
Phone: 
E-mail: 

Please respond to the following, as appropriate, adding additional sheets as necessary. 

1. List the principle activities you performed during this placement:

2. Please evaluate your supervisor in the following areas:
   - Attention Provided
   - Diversity of Opportunities
   - Quality of Instruction
   - Delegation of Responsibilities
   - Work Environment/Facilities
   Excellent       Good       Average       Poor

3. How did the placement compare with your expectations?

4. Will you continue as an intern? Why? For how long?

5. How/has this experience informed your future career plans?

6. How would you evaluate this placement?
   - Excellent
   - Good
   - Average
   - Poor
   ___
   ___
   ___
   ___
Master’s Comprehensive Examination

Arts Administration students must pass a comprehensive exam prior to graduation. The exam is a two-week, take-home exam consisting of three questions related to your coursework and career interests. Your exam committee will develop the questions and assess your responses for critical thinking, content, and mastery of APA style in your writing.

You must complete and distribute binded hard copies of the entire exam to all of your committee members, at least two weeks prior to the last day of class in the semester you take the exam (usually your last semester).

To get started, ask a professor in the Arts Administration program to chair your exam. In collaboration with the professor, select one other faculty from the department and a professor from another department to complete your committee. Contact them to see if they are willing to serve on your committee and tell them about your coursework and areas of interest. Provide your chair with their names and e-mail addresses.

With your chair, establish an appropriate time-period to take the exam. Allow enough lead-time for your chair to solicit questions from your committee.

On the agreed-upon date, your chair will e-mail you your exam. If you have any questions, refer them to your chair. You must complete the exam without any other outside assistance.²

After you submit the exam, your chair will confer with the other committee members and notify you of your exam results.

² International students who need to use an editor must submit a copy of their exam to their chair at the deadline. They then have an additional two days to have the exam edited. The chair will verify that the student has made no additions or changed any content during the editing period. Please allow two weeks for your committee to read the exam before the end of the semester.