

# Master's Comprehensive Exam For Art Education and Arts Administration Students

## What you Need to Know and Do

All Art Education Department MA/MS students in Art Education and Arts Administration must pass a comprehensive exam prior to graduation.

The exam is a one-week, take-home test consisting of three questions related to your coursework and interests. Your exam committee will develop the questions and assess your responses. Because it is a take-home exam, APA style is required, and writing, formatting, and spelling all count.

The exam must be completed, with hard copies distributed to your committee, 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 department 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. Provide your chair with 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.<sup>1</sup>

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

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<sup>1</sup> 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 weeks to have the exam edited. The chair will verify that no additions have been made and no content changed during the editing period. Please allow adequate time for your committee to read the exam before the end of the semester.