



the art of education  
UNIVERSITY

# ACADEMIC CATALOG

Effective from January 2019 - December 2019

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## WELCOME

**Hi, I'm Jessica Balsley.**

Founder of The Art of Education University.

Several years ago, as an art teacher working toward my master's degree, I began a search for a university with courses designed for art teachers but came up short.

Like so many art teachers, I struggled to find classes that were relevant, practical, and would actually teach something valuable to my career as an art educator.



This frustration led to the creation and development of The Art of Education. That year, my husband Derek and I set out on a mission to provide Ridiculously Relevant Professional Development™ to art teachers around the world.

Since that time, and thanks to our loyal fans, The Art of Education has become the largest provider of professional development for art teachers in the world.

Today, over 800,000 individuals read our online magazine each month while thousands of art teachers attend our conferences and partake in ongoing professional learning through Art Ed PRO.

Our popular online graduate classes are used by teachers worldwide for license renewal and salary advancement. Students can also enroll in our online Master's in Art Education degree program, allowing them to engage in a meaningful and practical program that applies research and knowledge directly to the classroom.

Art teachers deserve the highest quality professional development available. The Art of Education not only promotes the idea of lifelong learning but actually makes it happen by providing unique and practical learning opportunities for every art teacher, at every stage of their career.

Sincerely,

Jessica Balsley

Founder, The Art of Education

# GOVERNANCE AND STAFF

## License and Recognition

The Art of Education University is recognized and licensed by the State of Iowa as a post-secondary degree granting institution.

### Iowa College Student Aid Commission

Postsecondary Registration Administrator

430 E. Grand Ave. 3rd Floor

Des Moines, IA 50309-1920

Phone: **(515) 725-3413**

<https://iowacollegeaid.gov/content/contact-iowa-college-aid>

The Art of Education University is accredited by the Distance Education Accrediting Commission (DEAC). The Distance Education Accrediting Commission is listed by the U.S. Department of Education (USDOE) as a recognized accrediting agency. The Distance Education Accrediting Commission is recognized by the Council for Higher Education Accreditation (CHEA).

For additional accreditation information, please contact:

### Distance Education Accrediting Commission (DEAC)

1601 18th Street NW, Suite 2

Washington, DC 20009

Phone: **(202) 234-5100**

Email: [info@deac.org](mailto:info@deac.org)

## Board of Directors



**Derek Balsley**  
Founder & CEO



**Jessica Balsley**  
Founder & President

## Curriculum Advisory Board



**Dr. Kristi Bordelon**  
Ph. D. - Higher Education Leadership  
*Kristi Bordelon Consulting*



**Cindy Ingram**  
M.A. - Art Education  
*Founder, The Art Curator for Kids*



**Cindy M. Foley**  
M.A. - Art Education  
*Director of Learning and Experience  
Columbus Museum of Art*



**Anne Weerda**  
M.S.Ed., M.Ed. - Educational  
Leadership  
*Founder, Kids at the Core*

## Administration and Staff



**Sarah Ackermann**  
Chief Academic Officer



**Timothy Bogatz**  
Events Director



**Joleen Buttjer**  
Registrar/ Team & Culture  
Manager



**E.J. Caffaro**  
Chief Growth Officer



**Simeon Cardwell**  
Professional Learning Advisor



**Angela Christopher**  
Head of Curriculum



**Heather Crockett**  
Chief of Staff



**Lindsay Gulbranson**  
Copy Editor



**Tracy Hare**  
PRO Director



**Wynita Harmon**  
Adjunct Graduate Instructor/  
Writer



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Senior Editor



**Lacey Huisman**  
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**Alecia Kaczmarek**  
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**Amber Kane**  
Adjunct Graduate Instructor/  
Writer



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Advisor



**Chelsea Liske**  
Graphic Designer



**Kim Meyering**  
Graphic Designer



**Shari Mork**  
Bookkeeper



**Lindsey Moss**  
Writer



**Sheridan Penney**  
Engagement Specialist/  
Assistant Registrar



**Abby Schukei**  
Social Media Manager/Writer



**Cindy Tolliver**  
Marketing Specialist/School Success  
Manager/Content Coordinator

## Administration and Staff (continued)



**Sarah Welch**  
Project Specialist



**Debi West**  
Adjunct Graduate Instructor/  
Writer



**Raymond Yang**  
Writer

## Instructional Faculty



**Sarah Ackermann**

- Ph.D. in Education, focus on Art Education, *The University of Missouri*
- Master's in Art Education, *The University of Illinois, Urbana-Champaign*
- Bachelor's Degree in Art Education, *The University of Illinois, Urbana-Champaign*
- Bachelor's Degree in Photography, *The University of Illinois, Urbana-Champaign*



**Rachel Althof**

- Doctorate of Education in Art and Art Education, *Columbia University*
- Master of Arts in Art Education, *The Ohio State University*
- Bachelor of Art Education, *The Ohio State University*



**Diana Baldensperger**

- Ed.D. Educational Leadership, *Walden University*
- Bachelor of Arts, English, *Baker College*
- Master of Arts, Curriculum & Instruction, *Lock Haven University*
- Teacher Certification, *Eastern Michigan University*
- Bachelor of Arts, Fine Art, *Edinboro University*



**Timothy Bogatz**

- Master of Science, Secondary Education, and Art, *The University of Nebraska - Omaha*
- Bachelor of Arts in Art and Bachelor of Arts in K-12 Education, *The University of Iowa*

## Instructional Faculty (continued)



### Jennifer Borel

- Master of Science in Curriculum and Instruction: Concentration as an Effective Practitioner, *Emporia State University*
- Bachelor of Arts Education in Visual Arts Education, Minor in Art History, Concentration in Architecture and Interior Design, *The University of Kansas*



### Dr. Tiffany Carr

- Ph.D. Teaching and Learning, *The University of Iowa*
- Master of Arts, Secondary Education, *Viterbo University*
- Bachelor of Arts, Art Education (K-12), *University of Northern Iowa*



### Patricia Christiansen

- Master of Arts with Honors, *Iowa State University*
- Non-degree Graduate coursework in Art Education, Education, English Language Learner, *Morningside College, Drake University, Viterbo University*
- Bachelor of Fine Arts with Honors, *The University of Iowa*



### Angela Christopher

- Ed.D. Instructional Design and Technology, *The University of Memphis*
- Master of Arts in Teaching, Instruction & Curriculum Leadership, *The University of Memphis*
- Bachelor of Fine Arts, Art Education, *The University of Memphis*



### Shannon Elliot

- Ed.D., Teaching and Curriculum, *University of Rochester*
- Master of Science in Education, Art Education with Honors, *Queen's College*
- Bachelor of Fine Arts, Art Education, Cum Laude, *Pratt Institute*



### Theresa Gillespie

- Master of Arts in Educations & Technology, *Western Governor's University*
- Bachelor of Arts in Art Education, *Augustana College*



### Sarah Hale Keuseman

- Ph.D. in Educational Leadership and Policy Studies, *The University of Iowa*
- Ed.S. in School Curriculum and Assessment Policy, *The University of Iowa*
- Master of Arts in Education, *Hamline University*
- Post-Baccalaureate Certificate in Environmental Education, *University of Minnesota-Duluth*
- Bachelor of Arts in Studio Art and Education, *St. Olaf College*

## Instructional Faculty (continued)



### Shelly Hardin

- *Arkansas Tech University ESL Academy Graduate*
- *Master of Arts in Teaching, The University of Central Arkansas - Conway*
- *Bachelor of Fine Arts, The University of Arkansas - Fayetteville*
- *Bachelor of Science in Education, Elementary, Mississippi State University*



### Wynita Harmon

- *Ed.D. Educational Leadership, Dallas Baptist University*
- *Master of Arts, Human Relations, University of Oklahoma*
- *Bachelor of Arts, Art Education, University of Central Oklahoma*



### Jennifer Kay-Rivera

- *Ph.D., Curriculum and Instruction, Wayne State University, ABD*
- *Master of Education, Art Therapy, Wayne State University*
- *Educational Specialist, Educational Leadership, Oakland University*
- *Master of Arts, Educational Administration, University of Detroit Mercy*
- *Bachelor of Arts, Education, Adrian College*



### Amber Kane

- *Master of Arts, Concentration in Creativity Studies, Union Institute & University*
- *Bachelor of Science in Art Education, Messiah College*



### Jenna Kelly

- *Master of Fine Arts, Vermont College*
- *Bachelor of Fine Arts, Johnson State College*



### Shannon Lauffer

- *Master of Arts in Teaching, Morningside College*
- *Master of Arts in Special Education, Kean University*
- *Bachelor of Science in Art Education, Indiana University*



### Keith March Mistler

- *Master of Fine Arts in Studio Art Teaching, Boston University*
- *Bachelor of Arts in Art, Concentration in Graphic Design, Bridgewater State University*



### Andrew McCormick

- *Master of Fine Arts, Sculpture, Ohio University - Magna Cum Laude*
- *Bachelor of Arts, Art Education, University of Northern Iowa - Magna Cum Laude*

## Instructional Faculty (continued)



### Christy Mortimer

- Ed.D. Teacher Leadership, *Piedmont College*
- Educational Leadership Certificate, *Columbus State University*
- Ed.S., Teaching and Learning, *Piedmont College*
- Master of Arts, Art Education, *Georgia State University*
- Bachelor of Arts, Studio Art, *Georgia State University*



### Alexandra Overby

- Ph.D., Art Education, Curriculum and Instruction, *Arizona State University*
- Master of Education, Curriculum and Instruction, *Arizona State University*
- Bachelor of Fine Arts, Art Education, *Arizona State University*



### Haley Parker

- Master of Fine Arts, Concentration in Painting and Drawing, *Academy of Art University*
- Teacher Licensure, Art PK-12, *Roanoke College*
- Bachelor of Fine Arts, *Roanoke College*



### Johanna Russell

- Masters in Art Education, *Viterbo University*
- Bachelor of Arts in Art Education, *The University of Iowa*



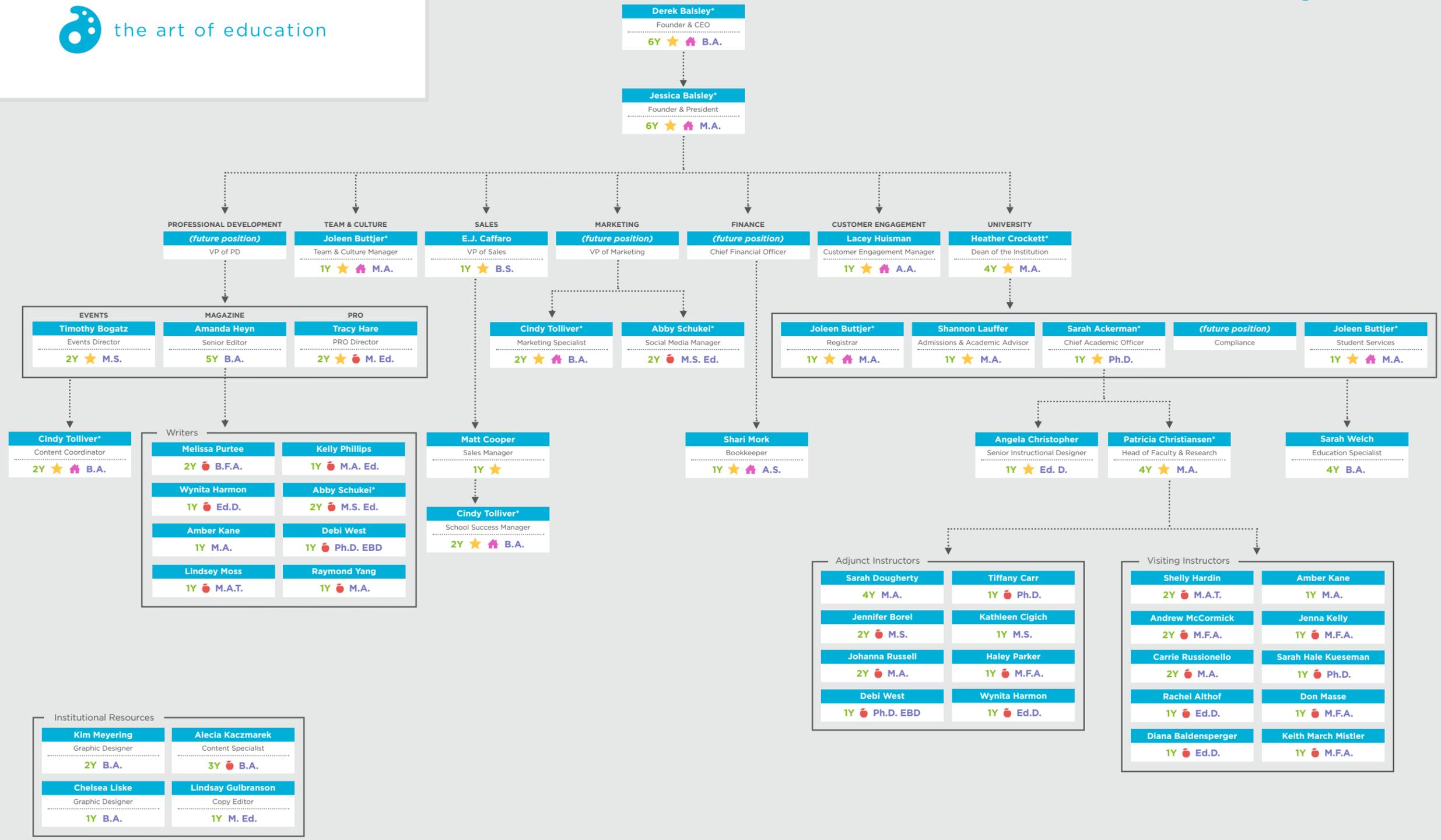
### Carrie Russoniello

- Master of Arts +30, *Morningside College, The College of New Jersey*
- Master of Arts, Fine Arts Education, *Kean University*
- Bachelor of Science, Elementary Education and Fine Arts, *Seton Hall University*



### Debi West

- Ph.D. *University of Georgia, ABD*
- Ed.S. *University of Georgia*
- Master of Art Education, *University of Georgia*
- Art Certification, *Moore College of Art and Design*
- Bachelor of Arts, *University of South Carolina*



**Key:** 5Y Number of years with AOE | ★ Full-time | 🏠 Works at AOE Headquarters | 🍎 Actively Teaching K-12 | M.A. Highest Degree Obtained | \* Holds multiple positions

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# ACADEMIC CALENDAR

## Hours of Operation

AOEU Administration and Student Services

**9:00am - 5:00pm CST**

Monday - Friday

AOEU Faculty is available through email and may or may not be in Central Standard Time.

## Calendar

The following holidays will be observed by the institution and offices are closed.

Additional holidays will be listed on the website.

## Observed Holidays

New Year's Eve

New Year's Day

Good Friday

Memorial Day

Independence Day

Labor Day

Thanksgiving Day

Black Friday

Christmas Eve

Christmas Day

## Course Details

Courses begin the first of each month.

### 2 credit courses last 4 weeks.

January 1 - January 31  
February 1 - February 28  
March 1 - March 31  
April 1 - April 30  
May 1 - May 31  
June 1 - June 30

July 1 - July 31  
August 1 - August 31  
September 1 - September 30  
October 1 - October 31  
November 1 - November 30  
December 1 - December 31

### 3 credit courses last 5 weeks.

January 1 - February 7  
February 1 - March 7  
March 1 - April 7  
April 1 - May 7  
May 1 - June 7  
June 1 - July 7

July 1 - August 7  
August 1 - September 7  
September 1 - October 7  
October 1 - November 7  
November 1 - December 7  
December 1 - January 7

### 3 credit studio courses last 8 weeks.

January 1 - February 28  
February 1 - March 31  
March 1 - April 30  
April 1 - May 31  
May 1 - June 30  
June 1 - July 31

July 1 - August 31  
August 1 - September 30  
September 1 - October 31  
October 1 - November 30  
November 1 - December 31  
December 1 - January 31

# INSTITUTION MISSION, GOALS, AND OBJECTIVES

## Tagline

The home for amazing art teachers.

## Mission

The Art of Education University helps amazing art teachers grow by providing rigorous, relevant, and engaging professional development at every stage of their career.

## What is The Art of Education University?

The Art of Education University (AOEU) is an innovative higher learning institution that believes all art teachers deserve amazing professional development.

The Art of Education University not only promotes the idea of lifelong learning but actually makes it happen. Lifelong learning can only occur when continuous, connected, and creative content is delivered in an engaging fashion over a lifetime.

The Art of Education University's distance education courses, conferences, workshops, and other valuable resources provide unique and practical learning opportunities for every art teacher at every stage of their career.

## Institutional Objectives

- To employ the best art teachers and art education thought leaders in the world.
- To continue to develop and strengthen existing courses according to our yearly schedule with the best resources, content experts, and modern pedagogy in mind.

# MASTER'S DEGREE

## Overview

The Master's in Art Education from The Art of Education University is an accredited, 36 credit, 100% online master's degree. This program is designed for practicing art teachers and is affordable and flexible. Through this program, teachers will expand their understanding of the field, conduct research, and engage in personalized, meaningful study directly applicable to the classroom. Most students in the Master's in Art Education Degree program will complete the program in two years. The maximum timeline to complete the degree is five years.

## Program Outcomes

Program outcomes for the Master's in Art Education Degree engage students as they:

- Research and evaluate art education pedagogy while designing dynamic curricula.
- Evaluate and plan assessment strategies that authentically measure student engagement and teacher effectiveness.
- Reflect upon classroom management strategies while integrating methods specific to the art room.
- Strategize ways to dynamically deliver art-specific content to contemporary students.
- Demonstrate leadership and advocacy skills while shaping a professional mission.
- Conduct meaningful and valuable research in the field.
- Evolve as an artist/educator/researcher through meaningful practice and reflection.

## Curriculum

AOEU's thirty-six credit program is highly customizable and is comprised of twenty-one required core course credits and fifteen elective course credits.

Students will begin by taking four required core courses and choosing from a menu of elective courses. The first four (500 level) core courses and elective courses can be taken in tandem, and in any order. Academic Advisors will assist students in planning the perfect degree program to meet their needs and timeline.

Once first four core courses and fifteen credit hours of electives courses are completed, students will take a proctored examination, called the Capstone Readiness Examination. Students must pass this assessment before moving into the two final (600 level) core courses of the program, Mission of Teaching and Capstone Research.

Once a student passes the Capstone Readiness Exam, they will be invited to enroll in Mission of Teaching.

## Curriculum (continued)

Once students successfully complete Mission of Teaching, they will end the degree experience with the Capstone Research course. At the conclusion of Capstone Research, students will celebrate the completion of their culminating Capstone Research Paper and Presentation in a live virtual presentation experience.

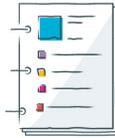
## Master's Degree Courses

**Core Courses** *(can be taken in any order):*

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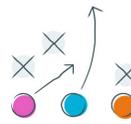
ARE 501  
**Assessment in Art Education**



ARE 507  
**Designing Your Art Curriculum**



ARE 511  
**Managing the Art Room**



ARE 516  
**Instructional Strategies for Art Teacher**

**Final Core Courses** *(must be taken in order):*

---



ARE 630  
**Mission of Teaching**



ARE 631  
**Capstone Research**

**Elective Courses** *(can be taken in any order):*

---



SPED 503  
**Autism and Art**



ARE 506  
**Creativity in Crisis**



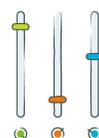
DIG 510  
**iPads in the Art Room**



ARE 513  
**Rethinking Kindergarten**



ARE 517  
**Integrating Art History**



ARE 518  
**Reaching All Students Through Differentiation**

**Elective Courses (continued)** *(can be taken in any order):*

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ARE 522  
**Choice-Based Art Education**



DIG 523  
**Flipping the Art Room**



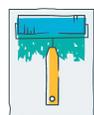
ARE 527  
**Project-Based Art Room**

**Studio Elective Courses:**

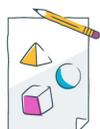
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ART 524  
**Studio: Ceramics**



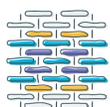
ART 525  
**Studio: Printmaking**



ART 526  
**Studio: Drawing**



ART 528  
**Studio: Painting - Tempera & Acrylic**



ART 529  
**Studio: Fibers**



ART 532  
**Studio: Watercolor**



ART 533  
**Studio: Sculpture**

## Tuition

The master's degree program is 'rolling enrollment' meaning students will enroll and pay for courses individually throughout the duration of the degree.

- The bulk of the core and elective courses (27 credits) are 500 level courses \$349/credit.
- The Capstone courses are Mission of Teaching (3 credits) and Capstone Research (6 credits). These are 600 level courses and costs \$349/credit.
- Total Tuition for the degree program, which includes all library services, is: \$13,014.

## Additional Fees

The following fees are in addition to the tuition and are non-refundable:

- Transcript Processing Fee: \$10/transcript. A courtesy copy will be sent with the diploma at the successful completion of the degree program.
- Overnight Transcript Fee: \$40
- Application Fee: \$100
- Capstone Readiness Exam Fee (proctored exam): \$200

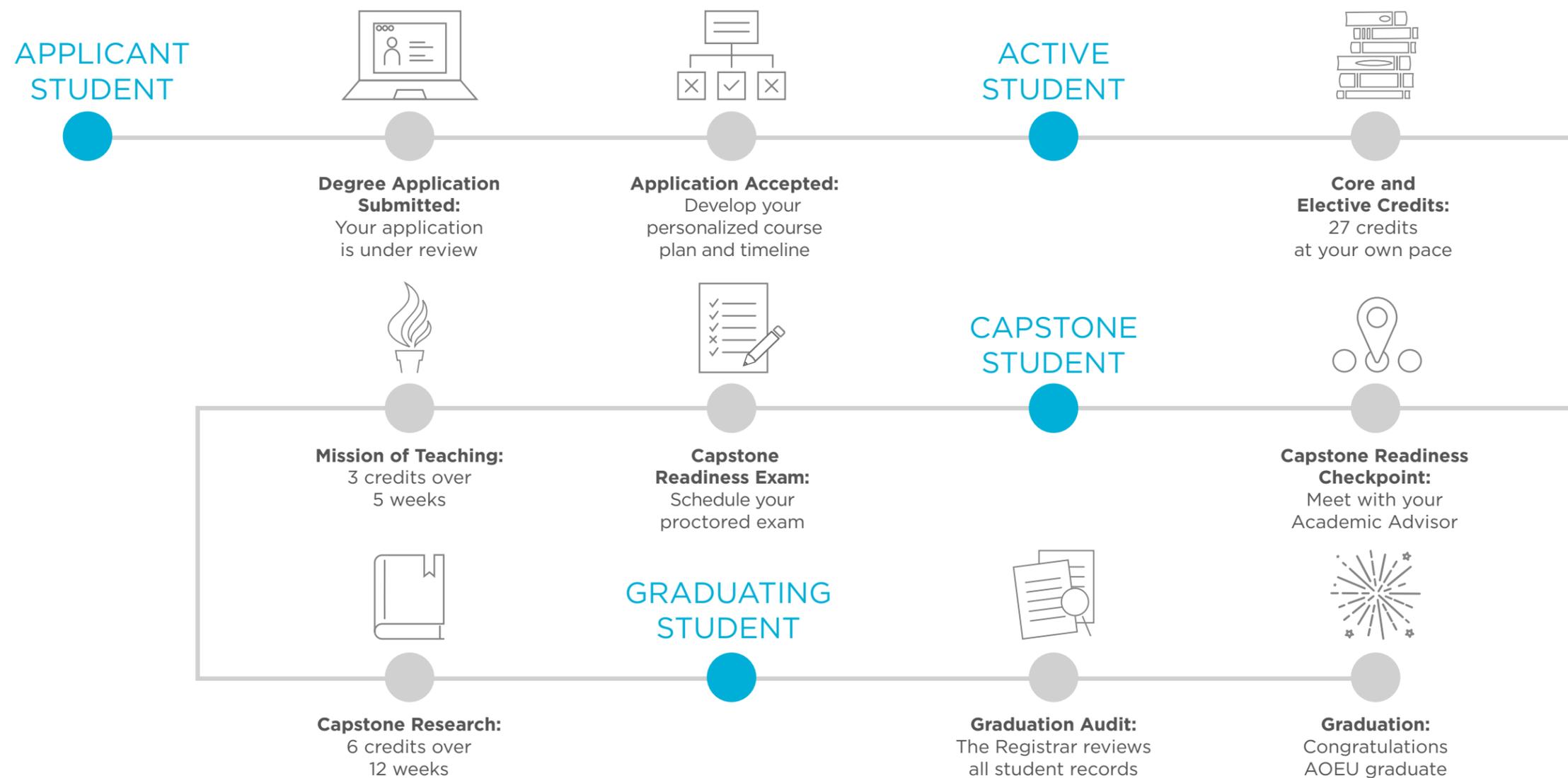
## Textbooks and Supplies

Disclosed below, and dependent on the course and electives chosen. [Click here](#) to see estimated costs for each of the courses.

- Total Degree Cost: \$13,314 + Any Required Books

# Master's Degree Journey

The Master's program at The Art of Education University will take you on an exciting journey specifically designed for art educators. Meet your professional goals while working at a pace that fits your lifestyle!



## Experience

Acquiring a Master's in Art Education from The Art of Education University will take you on an exciting journey designed specifically for practicing art teachers and unique to your goals and timeline.

The Master's Degree Journey shows the steps an AOEU student goes through from the time they submit their application through graduation. As degree-seeking students progress through the program, they will be able to monitor their progress through their account on the AOEU website, ensuring they meet the requirements necessary for graduation.

The Art of Education University's suggested timeline is two years; however, AOEU understands students' needs for a personalized degree timeline. Upon admission to the program, each student is assigned an Academic Advisor. Advisors will support students as they plan their degree coursework and create a personalized professional development plan that meets their unique learning goals and timetable. Several sample timelines have been developed which anticipate various program outlines.

Once students complete the highly-customizable thirty-six credit degree program, they graduate with a Master's in Art Education from The Art of Education University.

## Application Requirements

The Master's in Art Education is designed for practicing art educators who wish to further their knowledge in the field. Individuals with background knowledge in art and art education will have the most success in the Master's in Art Education program.

## Create an AOEU Account

*Candidates applying for AOEU's Master's in Art Education must undergo the same steps as any student (degree seeking or otherwise) when first creating an AOEU profile and account:*

- Create an AOEU online account (or log in to his/her existing AOEU account). This includes creating an individual login, password, and providing basic contact information.

## Application Packet: Part One

*Candidates applying for AOEU's Master's in Art Education will begin with Part One of the application process. This application packet includes the following:*

- Self-certify an earned bachelor's degree or higher. Official transcripts must be sent to The Art of Education by the time Part Two is received in order for the application to be considered for review.
- Demonstrate English Language Proficiency, if applicable.
- Provide a Social Security Number. This is used as a unique identifier and will also be used for tax documentation.
- Provide a video or text-based letter of intent. This may be a two to four-minute video or a one-page letter of intent. Prospective students will explain a bit about themselves, where/what they teach, why they are interested in pursuing a master's degree and how it fits with personal and professional goals. If they choose a video of intent, candidates will record, upload and share their video as a private YouTube link.
- Submit a non-refundable application fee of \$100.

## Application Packet: Part Two

*Candidates applying for AOEU's Master's in Art Education will move on to Part Two and complete a comprehensive digital application packet. This application packet includes the following:*

- A professional resume/vitae.
- A demonstration of graduate level writing through an essay task. Students may choose from one of the following options. Formatting of the essay should be academic, professional, and reflect a basic understanding of APA formatting. Candidates will upload their writing sample as a digital PDF. Candidates may choose from one of the following options:
  - Write a one-page artist statement.
  - Write a one-page teaching philosophy statement.
  - Write a personal history concerning your life-long relationship with art.
  - Write a persuasive paper concerning the relevance of the visual arts in schools today.
- A demonstration of classroom and artistic competencies through a portfolio. Students must share a PDF reflecting work in the classroom and studio. This may include student work, photographs, videos, and brief descriptions. Students may also include a URL to a professional website.

## Application Approval or Denial

*Once all pieces of the application are received, including Official Transcripts, students will be notified of program acceptance status.*

- Members of the Application Review Team will review applications, and the Registrar will send notifications of acceptance or denial.
- Applications may be denied due to poor work quality. In this instance, the student would have the option to resubmit the entire application, with an additional fee, in order to be considered again for the program.
- Denial and acceptance will be sent in a digital letter to the email provided in the AOEU account. Accepted students will also receive the next steps to get started in the program.
- The Registrar will complete an initial degree audit and automatically transfer any accepted transfer credits at this time.

## Degree Program Enrollment Agreement

*Candidates who are accepted into AOEU's Master's in Art Education program will have an additional enrollment agreement to complete and submit.*

- Accepted students submit an Enrollment Agreement to the Degree Program, filled out and signed by both the student and the President of the Institution. A copy will be placed in the student record file. Accepted students do not need to complete Enrollment Agreements for each course within the program.
- Accepted students will be sent AOEU swag and directions for next steps.
- Academic Advisors will contact master's degree candidates for an initial program planning meeting.

## Capstone Research Course

The extended twelve-week Capstone Research course supports students in the final stages of the master's program. Student tasks include preparation and presentation of a comprehensive research proposal, implementation of a timely research project, a final write-up of their research findings, and dynamic and reflective presentation of culminating research endeavors.

## Capstone Course Overview

- Students will write a comprehensive proposal for a research project. Students will present their anticipated research project in a live virtual classroom.
- Following the approval of their research proposal, students will implement their research project.
- At the conclusion of the course, students will present their final Capstone Projects in a live virtual classroom. This serves as the student's second official proctored experience.

## Capstone Course Objectives

- Investigate and evaluate research methodologies pertinent to the field.
- Evaluate exemplars of contemporary research in art education and related fields.
- Identify and pursue research goals that provide meaningful scholarship to the art education community.
- Reflect upon the implications of meaningful research in the art classroom setting.
- Collaborate with instructor and peers in mutually supportive ways, while pursuing dynamic research endeavors.
- Prepare and present a comprehensive Capstone Project reflecting an area of interest with implications for the field at large.

## Experience

The Art of Education University's graduate course offerings are practical, relevant, and highly engaging. They're also fully-accredited and perfect for re-licensure, logging hours, or earning credits towards your Master's Degree. AOEU courses are offered in a variety of ways to meet student needs, no matter where he/she is on their professional journey.

### **Non-Graduate Credit:**

Students can enroll in any of AOEU's 20+ courses as a Non-Graduate student. In this instance, students work through assignments and interact with instructors through our LMS platform, Schoology. All participants earn a letter grade, which is scored based on the rubrics and requirements outlined in the course syllabus. Non-Graduate students earning an A or B will qualify for earned professional development hours or credits. Non-Graduate students earning a C or below do not qualify for earned professional development hours or credits. The final grade and number of professional development hours and/or credits earned will be indicated on the Certificate of Completion available seven days after the course end date. The Certificate of Completion can be downloaded from the Student Records page on the AOEU website.

### **Graduate Credit:**

Students can enroll in any of AOEU's 20+ course offerings individually as a Graduate Credit student. In this instance, students work through assignments and interact with instructors through our LMS platform, Schoology. All participants earn a letter grade, which is scored based on the rubrics and requirements outlined in the course syllabus.

Credit is issued through either Morningside College or The Art of Education University, depending on the student's wants and needs. Credit type is determined during course registration and checkout. Academic advisors can assist students in determining which issuing institution is the best fit. Both Morningside College and The Art of Education University follow a rigorous academic model of the highest standard for student assessment.

The final grade and number of credits earned will be indicated on the Certificate of Completion available seven days after the course end date. The Certificate of Completion can be downloaded from the Student Records page on the AOEU website. Once official grade reports have been received, students may request an official paper or electronic transcript from the issuing body. There is a fee associated with each transcript request, detailed in the Grades and Transcripts section, page 30.

## Accreditation

The Art of Education University is accredited by the Distance Education Accrediting Commission (DEAC). The Distance Education Accrediting Commission is listed by the U.S. Department of Education (USDOE) as a recognized accrediting agency. The Distance Education Accrediting Commission is recognized by the Council for Higher Education Accreditation (CHEA).

For additional accreditation information, please contact:

### Distance Education Accrediting Commission (DEAC)

1601 18th Street NW, Suite 2

Washington, DC 20009

Phone: **(202) 234-5100**

Email: [info@deac.org](mailto:info@deac.org)



## Credit Hour Policy

The Art of Education University follows the Carnegie Unit definition of credit hours. Each credit hour is equivalent to fifteen hours of academic engagement and thirty hours of preparation. Academic engagement may include viewing lectures, submitting assignments, asking faculty members questions, and participating in an online discussion group. Preparation may include reading texts, web articles, and completing assignments.

## Intellectual Property

The Art of Education University owns all proprietary rights including patent, copyright, trade secret, and trademark rights, to all instructional and learning materials provided in conjunction with enrollment. No portion of the materials may be copied or otherwise duplicated, nor may the materials be distributed or transferred to any other person or entity. The materials are for the use of the individual student in a course. Any other use of the materials violates the enrollment agreement.

The Art of Education University encourages academic scholarship resulting in papers, publications, and presentations and respects students ownership in these areas. Students maintain full ownership of materials developed within the scope of the coursework.

Each course syllabus is the intellectual property of The Art of Education, LLC. It may not be duplicated or shared in any way without written permission.

## Admission Policies

The Art of Education University courses are designed for teachers licensed in the field of art education. While it's not a requirement for applicants to demonstrate education certification, it is necessary to demonstrate having earned at a minimum a bachelor's degree. This applies when taking both individual courses for professional development or graduate credit and for students enrolling in the master's degree program.

## Individual Course Admissions

All AOEU courses start on the first of the month in which they are scheduled. Enrollment closes five days before the course start date.

## Individual Course Admission Procedures

Courses are available to purchase up to five days prior to the course start date. Courses begin on the first of the month. To enroll in a course, all applicants must complete the following steps:

- 1 Create an Account with The Art of Education University, which includes creating an individual login, password, and providing basic contact information.
- 2 Provide a Social Security Number for unique identifying purposes and graduate coursework processing.
- 3 Provide official transcripts documenting a confirmed bachelor's degree or higher. There are two ways to provide official documentation of your earned degree:
  - Option 1: Have your official digital transcript sent from the granting institution directly to AOEU's Registrar, using the email [transcripts@theartofed.com](mailto:transcripts@theartofed.com).
  - Option 2: Have your official transcript mailed from the granting institution directly to AOEU's Registrar at the following address:  
  
**The Art of Education University**  
Attn: Registrar  
518 Main St. Suite A  
Osage, IA 50461
- 4 Demonstrate English Language Proficiency.
- 5 Confirm receipt and understanding of AOEU's course expectations.
- 6 Confirm receipt and understanding of AOEU's course policies.
- 7 Provide electronic signature.
- 8 Confirm and pay for the course in full.

## Master's Degree Program Admissions Procedures

Application for the master's degree program is a two-step process. Please refer to page 15 for more details.

### Tuition Requirements

Tuition must be paid in full prior to starting a course. AOEU accepts purchase orders (P.O.) numbers as payment. Grades will be withheld if payment is not received from the school by the end of the course date.

### Student Identity Verification

Students who enroll in a course must create a unique login and password on the AOEU Website. They also must submit a Social Security Number. Students must also verify the year and location of an earned bachelor's degree on the enrollment form.

### International Students

Applicants whose first language is not English must demonstrate English proficiency. Students may use any of the three testing options below to demonstrate English proficiency. Proof of proficiency must be submitted to The Art of Education University.

#### Testing organizations:

- Test of English as a Foreign Language (TOEFL):  
<https://www.ets.org/toefl>
- International English Language Testing System (IELTS):  
<https://www.ielts.org/>
- Pearson Test of English Academic:  
[pearsonpte.com](http://pearsonpte.com)

Below are the minimum score requirements for admissions. Students are responsible for providing their score reports prior to course enrollment to Admissions. Without documentation of English proficiency scores, students may be withdrawn from respective courses.

- TOEFL: Destination Institution Code: B814
  - A score of 79 or above on the iBT
  - A score of 550 or above on the pBT
- Pearson Test of English Academic
  - A score of 58 or above
- IELTS
  - A score of 6.5 or above

Additional questions may be directed to [registrar@theartofed.com](mailto:registrar@theartofed.com).

## Transfer Credits

Master's degree students who have completed (or plan to complete) coursework outside AOEU may request an evaluation for transfer credit. Transfer credit requests are accepted until the Capstone Readiness Checkpoint. All transfer credit requests are reviewed by the Registrar. Approved courses will be noted on the student course record page upon approval.

## Morningside College

Students may transfer up to 50% of the total degree program credits (or 18 graduate credit hours) from AOEU courses taken through Morningside as long as the following conditions are met:

- Courses are completed within seven years of the program acceptance date.
- The course title and number of credits match current AOEU course offerings.

\*Please note: Retired AOEU courses will be subject to approval and are not guaranteed to transfer.

## Other Colleges and Universities

External coursework may be considered for transfer credit if all of the following conditions are met:

- The coursework is completed at a regionally or nationally accredited institution.
- Courses are completed within seven years of the program acceptance date.
- The course syllabus and objectives are substantially similar to current AOEU courses or equivalent to courses that would earn academic credit if they were offered at AOEU.
- The final grade earned for each potential transfer course is a "B" (or better).
- The coursework does not duplicate, overlap, or regress previous work.
- The coursework did not count toward undergraduate graduation requirements.
- No more than nine (9) graduate credit hours for work completed outside of AOEU may be counted toward an AOEU master's degree.

## Transfer Credit Policy

Students may choose to earn degree level graduate credit for Art of Education University courses through The Art of Education University (AOEU) or Morningside College. These credits may be used for license renewal, salary advancement, or as electives in Morningside's Master of Arts in Teaching online degree. The Art of Education cannot guarantee credits will be accepted as transfer credit at another institution. It is strongly advised to check with the degree-granting school, your state, and your district to verify the credits will be accepted for license renewal, salary advancement, or for use in a degree program.

## Grades and Transcripts

### Graduate Credit - The Art of Education University

Individual Courses: The final grade and number of credits earned will be indicated on the Certificate of Completion available seven days after the course end date. The Certificate of Completion can be downloaded from the Student Records page on the AOEU website. Once official grade reports have been received, students may request an official paper or electronic transcript from AOEU's website. There is a \$10 charge for each requested transcript.

Master's Degree Program: Upon successful completion of the master's degree program, all graduates receive a complimentary official transcript with their diploma. Additional transcripts can be requested at any time through the AOEU website. There is a \$10 charge for each requested transcript.

In an effort to provide all students with the best experience possible, AOEU expedites all transcripts by processing them within seven (7) days from the time grades are complete. Seven days is the fastest transcripts can be processed. There is a \$40 processing fee for overnight delivery.

### Graduate Credit - Morningside College

The final grade and number of credits earned will be indicated on the Certificate of Completion available seven days after the course end date. The Certificate of Completion can be downloaded from the Student Records page on the AOEU website. Once official grade reports have been received, students may request an official paper or electronic transcript by visiting <https://www.morningside.edu/alumni-and-friends/transcript-information/>. There is a \$7.50 charge for each requested transcript.

Expedited transcripts are available through Morningside College for an additional fee. Please see the link above for details.

### Non-Graduate Credit

The final grade and number of credits/hours earned will be indicated on the Certificate of Completion available seven days after the course end date. The Certificate of Completion can be downloaded from the Student Records page on the AOEU website. Students who take courses for non-graduate credit are not eligible to receive a transcript.

## Grade Point Average (GPA)

The Art of Education University uses the following grading scale to compute grade point averages and assign grades. Grade point averages are calculated to include AOEU credits only. Master's degree students can view their GPA on the Student Records page of the AOEU website. Please see the Grading Policy for complete details.

## Grading Scale

LETTER GRADE	LETTER GRADE	GPA
A	90 - 100%	4.0
B	80 - 89%	3.0
C	70 - 79%	2.0
D	60 - 69%	1.0
F	Below 60%	0.0

## Grading Requirements

- Master's degree students must earn a B (80%) or above, or a minimum of a 3.0 GPA, at the completion of each course to earn graduate credit towards program completion.
- Graduate students must earn a B (80%) or above at the completion of each course to earn graduate credit.
- Non-Graduate students must earn a B (80%) or above to qualify for Professional Development (PD) hours or credits.
- Students who audit a course will not earn any credit or hours.

## Repeating a Course

All students may repeat a course to earn a better grade. If choosing to repeat a course, all applicable fees and tuition must be paid.

Master's degree students are allowed **a total of three course retakes throughout the duration of the program**. All course attempts will be included in the official transcript. Only the highest grade will factor into the student's GPA.

## Change of Grade and Grade Appeal Procedure

A student may appeal the grade for an individual assignment grade and/or final course grade.

If a student feels a grade is an unfair representation of his/her achievement, the student should first talk with the instructor. If the outcome of that conversation is unsatisfactory, the student should contact the Chief Academic Officer who will discuss the issue with the instructor. The student will receive a response within five business days of filing the complaint.

Should any grade appeal not be addressed by either the course instructor or the Chief Academic Officer, the President of the Institution will step in to make a final decision.

## Degree Withdrawals

Students who are accepted into the degree program and no longer intend to continue with the completion of the degree program must officially withdraw from the program. This includes special circumstances which no longer allow the student to successfully continue with the program. AOEU will accept such requests in any communication format including email: [registrar@theartofed.com](mailto:registrar@theartofed.com) and phone: **515.650.3198**.

The student will be refunded, according to the Tuition Reimbursement Policy, for any courses the student is currently enrolled in or has pre-paid for at the time of withdrawal from the program. Please see the [Tuition, Withdrawal, and Reimbursement Policy](#) for complete details.

## Degree Extensions

Degree-seeking students may take a leave of absence (up to one year) from the master's degree program. This leave does not count toward the five-year program completion timeframe. AOEU will accept such requests in any communication format including email: [registrar@theartofed.com](mailto:registrar@theartofed.com) and phone: **515.650.3198** or by contacting an Academic Advisor.

## Degree Program Duration

Degree-seeking students may take a leave of absence (up to one year) from the master's degree program. Students who have not successfully completed the degree program at the conclusion of five years (not including any leaves of absence) will automatically be withdrawn from the program. Students will need to reapply for the program. All fees will apply.

## Schoology LMS

The Art of Education University uses Schoology as their primary online learning platform for all graduate credit and non-graduate credit courses. All instructional materials, course discussions, assignments, as well as a live grade book are available to students through this site. Schoology is directly linked to student accounts through the AOEU website for ease of navigation.

## Academic Advising

Students accepted to The Art of Education University are assigned an Academic Advisor who will help them determine the details of their academic journey. The Academic Advisor will develop a personalized course plan based on the student's unique needs and interests as well as the requirements of their state. Advising services also include suggested degree paths and timelines as well as information about funding options.

The Academic Advisor is available to support the student as they complete core and elective courses to address questions and concerns on an as-needed basis. Upon completion of core and elective courses, the Academic Advisor will meet 1:1 with the student for the Capstone Readiness Checkpoint. At this meeting, the Academic Advisor will ensure the student is in satisfactory academic standing and help the student determine a timeline for the final phases of the master's degree (Capstone Readiness Exam, Mission of Teaching, and Capstone Research).

## Library Services

Students who enroll in a course with The Art of Education University have access to the library services of EBSCOhost for research and required readings.

To access library services, please visit the following URL: <http://search.ebscohost.com>. Login credentials will be provided inside each course.

## Proctored Events

There are two proctored events during AOEU's master's degree program which a student must successfully pass. This includes the Capstone Readiness Exam and the Capstone Research Presentation. The purposes of these events are to:

- To measure the candidate's knowledge and understanding of specified core courses.
- To assess the candidate's ability to apply course experiences to their teaching situation in dynamic and meaningful ways.
- To showcase and celebrate learning at during phases of the AOEU master's experience.

## Capstone Readiness Exam

The Capstone Readiness Exam is available to students who have successfully completed the Capstone Readiness Checkpoint. This checkpoint ensures the first four core courses and fifteen hours of elective credits have been successfully completed, and students are ready for the final leg of the master's degree journey.

The Capstone Readiness Exam requires students to video record themselves as they verbally present their knowledge and professional opinions concerning a pre-determined set of examination questions. Questions are provided from a bank of inquiries that align with required prerequisite courses. Students will practice and record this exam and then upload the video to share for an evaluation by a proctor. All Capstone Readiness Exams will be scored using a standardized rubric and students will be notified of their exam results. Students who successfully pass the Capstone Readiness Exam, earning a grade of "B" or higher, may proceed with the degree program and enroll in Mission of Teaching.

## Capstone Research Paper and Presentation

Students in AOEU's master's degree program experience a second proctored event at the conclusion of their degree program, within the Capstone Research Course. This assessment includes a formal presentation of the candidate's final Capstone research and takes place in a digital group setting. The presentation audience includes the Capstone Research instructor, classmates, and other AOEU leadership. The Capstone course instructor will lead the assessment of both the Capstone Research Paper and Presentation. Candidates must successfully pass this assessment in order to graduate AOEU's Master's in Art Education degree program.

# TUITION AND FEES

## Tuition

Students have the option to earn continuing education credit or graduate credit upon completion of coursework.

500-Level Courses	
Non-Graduate Credit	Graduate Credit
<b>\$249 per credit</b> 2 credit classes: <b>\$498</b> 3 credit classes: <b>\$747</b>	<b>\$349 per credit</b> 2 credit classes: <b>\$698</b> 3 credit classes: <b>\$1047</b>

600-Level Courses
Graduate Credit (only)
<b>\$399 per credit</b> 2 credit classes: <b>\$1197</b> 3 credit classes: <b>\$2394</b>

## Transfer, Withdrawal, and Tuition Reimbursement

Please refer to the Transfer, Withdrawal, and Tuition Reimbursement Policies for more information.

## Financial Aid

The Art of Education University does not offer financial aid or scholarships at this time. The master's degree program is considered rolling enrollment where students pay for courses individually throughout the duration of the degree program. The Art of Education may be able to assist with loan deferment. To discuss possible loan deferment assistance, please contact [registrar@theartofeducation.com](mailto:registrar@theartofeducation.com).

# COURSE POLICIES



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**Academic Probation & Dismissal Policy**



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**Americans with Disabilities Act (ADA)**



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**Cancellation Policy**



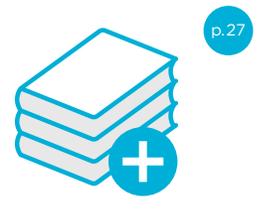
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**Confidentiality & Privacy Policies**



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**Course Access**



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**Course Progress Policy**



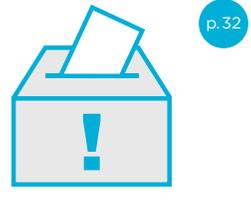
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**Grading Policy**



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**Graduate Credit Information**



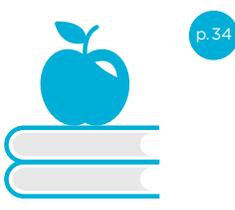
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**Grievance Policy**



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**Non-Discrimination Policy**



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**Non-Graduate Credit Information**



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**Online Learning Expectations**



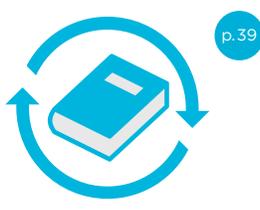
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**Student Code of Conduct Policy**



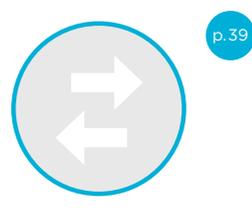
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**Technology Requirements**



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**Transfer Credit Policy**



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**Transfer, Withdrawal, & Tuition Reimbursement**



## Academic Integrity Policy

The Art of Education University believes academic integrity is essential in order to maintain the validity of all grades and degrees earned. Therefore, AOEU adheres to the highest standards when it comes to student scholarly work. While students are encouraged to collaborate and share ideas at times, all work submitted and/or presented by students must be original, unless expressly permitted by the instructor. This work includes, but is not limited to, individual and group work in written, oral, and electronic forms as well as any artistic media.

### Plagiarism

Plagiarism is a major form of dishonesty. When students use another person's ideas, thoughts, or expressions (in writing or other presentations), each instance must give some form of attribution to the source.

Examples of plagiarism include (but are not limited to):

- Deliberate copying – purchasing and/or submitting another student's work.
- Inaccurate documentation – incorrectly cited or fictitious sources.
- Using a direct quote without quotation marks and appropriate documentation.
- Submitting direct quotes as a paraphrase.
- Failing to cite the original source.

### Violations

Any work that violates the Academic Integrity Policy will result in a grade deduction, academic probation, and/or dismissal. On the student's first offense, the instructor will have the option to allow resubmission of the assignment for half credit. The second violation will receive zero credit, without the option of resubmission, as well as a note on the student's record. Three or more violations will lead to a failing grade for the course and dismissal from AOEU's Master's in Art Education program at large.

A student in doubt about his or her responsibility as a scholar, or unsure if a particular action is appropriate, should consult the Chief Academic Officer. Under extenuating circumstances, the President may be alerted to the situation. In such cases, the action of the President is final.



## Academic Probation and Dismissal Policy

The Art of Education University reserves the right to dismiss students for infractions detailed below. Students dismissed from AOEU are not eligible for future enrollment.

### Academic Integrity

Any work that violates the Academic Integrity Policy will result in grade deductions, academic probation, and/or dismissal. On the student's first offense, the instructor will have the option to allow resubmission of the assignment for half credit. The second violation will receive zero credit, without the option of resubmission, as well as a note on the student's record. Three or more violations will lead to a failing grade for the course and dismissal from AOEU's Master's of Art Education program at large.

A student in doubt about his or her responsibility as a scholar, or unsure if a particular action is appropriate, should consult the Chief Academic Officer. Under extenuating circumstances, the President may be alerted to the situation. In such cases, the action of the President is final.

### Class Climate

Participant interactions within the closed-group course are to be professional, confidential, and intellectual. Any participant who disrupts the course will be given a warning on the first offense. If the disruptive behavior persists, the student will be dismissed from the course(s) in which they are enrolled, and will be issued a refund according to the Transfer, Withdrawal, and Tuition Reimbursement Policy.

### Academic Probation and Dismissal

AOEU follows the Academic Integrity Policy to determine probation and dismissal of students in courses. After a third offense of the Academic Integrity Policy, the student will be issued failing marks in the course(s) in which violations occurred, will be removed from the program and/or all future courses, and will be issued a refund according to the Transfer, Withdrawal, and Tuition Reimbursement Policy. Degree-seeking students who are dismissed for violations of academic integrity will be removed from the program, without the possibility of re-enrollment.



## Admissions Policy

### Enrollment

The Art of Education University courses are designed for practicing art educators. Individuals with background knowledge in art and art education will have the most success in AOEU courses.

### Individual Courses

Courses are available to purchase up to five days prior to the course start date. Courses begin on the first of the month. To enroll in a course, all applicants must complete the following steps:

- 1 Create an Account with The Art of Education University, which includes creating an individual login, password, and providing basic contact information.
- 2 Provide a Social Security Number for unique identifying purposes and graduate coursework processing.
- 3 Provide official transcripts documenting a confirmed bachelor's degree or higher. There are two ways to provide official documentation of your earned degree:
  - Option 1: Have your official digital transcript sent from the granting institution directly to AOEU's Registrar, using the email [transcripts@theartofed.com](mailto:transcripts@theartofed.com).
  - Option 2: Have your official transcript mailed from the granting institution directly to AOEU's Registrar at the following address:

**The Art of Education University**  
Attn: Registrar  
518 Main St. Suite A  
Osage, IA 50461
- 4 Demonstrate English Language Proficiency (see policy below).
- 5 Confirm receipt and understanding of AOEU's course expectations.
- 6 Confirm receipt and understanding of AOEU's course policies.
- 7 Provide electronic signature.
- 8 Confirm and pay for the course in full (see Tuition Requirements below).



## Admissions Policy (continued)

### Master's Degree

Candidates applying for AOEU's Master's in Art Education must create an AOEU online account (or log in to his/her existing AOEU account). This includes creating an individual login, password, and providing basic contact information.

#### • Application Packet: Part One

Candidates applying for AOEU's Master's in Art Education will begin with Part One of the application process. This application packet includes the following:

- Self-certify an earned bachelor's degree or higher. Official Transcripts must be sent to The Art of Education by the time Part Two is received in order for the application to be considered for review.
- Demonstrate English Language Proficiency, if applicable.
- Provide a Social Security Number. This is used as a unique identifier and will also be used for tax documentation.
- Provide a video or text-based letter of intent. This may be a two to four-minute video or a one-page letter of intent. Prospective students will explain a bit about themselves, where/what they teach, why they are interested in pursuing a master's degree and how it fits with personal and professional goals. If students choose a video of intent, candidates will record, upload, and share their video as a private YouTube link.
- Submit a non-refundable application fee of \$100.

#### • Application Packet: Part Two

Candidates applying for AOEU's Master's in Art Education will move on to Part Two and complete a comprehensive digital application packet. This application packet includes the following:

- A professional resume/vitae.
- A demonstration of graduate level writing through an essay task. Students may choose from one of the following options. Formatting of the essay should be academic, professional, and reflect a basic understanding of APA formatting. Candidates will upload their writing sample as a digital PDF. Candidates may choose from one of the following options:
  - Write a one-page artist statement.
  - Write a one-page teaching philosophy statement.
  - Write a personal history concerning your life-long relationship with art.
  - Write a persuasive paper concerning the relevance of the visual arts in schools today.



## Admissions Policy (continued)

- A demonstration of classroom and artistic competencies through a web-based portfolio. Students must share a link to a digital slide show reflecting work in the classroom and studio. This may include student work, photographs, videos, and brief descriptions. Students may also include a URL for a professional website.

## Tuition Requirements and School PO Collections

Full payment is required from individual students before they can officially enroll in a course. Prospective students may pay via credit card online. Other payment options include:

- 1 | Pay with a school/organization issued credit card
- 2 | Pay with a school/organization Purchase Order (P.O.)\*

For more personalized support regarding tuition requirements and school P.O. collections, please contact The Art of Education University at **(515) 650.3198** or at [help@theartofed.com](mailto:help@theartofed.com)

\*Each school/organization processes Purchase Orders (P.O.s) differently. At the time of checkout, you will be asked to enter your assigned Purchase Order number. If your school/organization does not provide a P.O. number until an actual purchase has been made, kindly reach out to The Art of Education University at **(515) 650.3198** for instructions on how to complete your purchase.

*AOEU is not responsible for any student unable to secure reimbursement from their organization, nor is AOEU responsible for any school/organization unable to secure reimbursement for their student.*



## Admissions Policy (continued)

### International Students

Applicants whose first language is not English must demonstrate English proficiency. Students may use any of the three testing options below to demonstrate English proficiency.

Testing organizations:

- Test of English as a Foreign Language (TOEFL):  
<https://www.ets.org/toefl>
- International English Language Testing System (IELTS):  
<https://www.ielts.org/>
- Pearson Test of English Academic  
[pearsonpte.com](https://www.pearsonpte.com)

Below are the minimum score requirements for admissions. Students are responsible for providing their score reports *prior* to course enrollment to Admissions. Without documentation of English proficiency scores, students may be withdrawn from respective courses.

- TOEFL: Destination Institution Code: B814
  - A score of 79 or above on the iBT
  - A score of 550 or above on the pBT
- Pearson Test of English Academic
  - A score of 58 or above
- IELTS
  - A score of 6.5 or above

Additional questions may be directed to [registrar@theartofed.com](mailto:registrar@theartofed.com).



## Americans with Disabilities Act (ADA)

### Americans with Disabilities Act of 1990

The Art of Education University is committed to complying with all applicable provisions of the Americans with Disabilities Act (ADA) of 1990. The Art of Education University does not discriminate against any qualified applicant because of such individual's disability or perceived disability. In keeping with the ADA, the regulations in 29 CFR Part 1630 (1992), and the Rehabilitation Act of 1973 (Section 504), The Art of Education University will provide reasonable academic accommodations for students who provide formal documentation outlining their disabilities and their reasonable and appropriate requests. It is the student's responsibility to seek available assistance and to make his or her individual learning needs known to the Chief Academic Officer at the time of enrollment or as the need arises. Documentation to support the disability must be provided at the time of the request. Information regarding a student's disability will remain confidential.

### Qualifying for Services

To receive disability services at The Art of Education University, all students must submit an Accommodation Application Form for review. The Chief Academic Officer will review all applications as detailed below.

### Services Provided

The responsibility for determining a student's eligibility for services rests with the Chief Academic Officer (CAO). After the submitted Accommodation Application is evaluated, the CAO will contact the applicant to discuss any accommodations that may be necessary. The CAO will make the final determination of whether appropriate and reasonable accommodations are warranted and can be provided to the individual based on the information received.

Accommodations may include, but are not limited to:

- Closed-captioning
- Transcriptions of all video/audio materials
- Assignment extensions

All accommodations and services are provided at no expense to the student and are based upon the individual student needs.



## Americans with Disabilities Act (ADA) (continued)

### Students' Rights

A college student with a disability has the right to appropriate academic adjustments under Section 504 of the Vocational Rehabilitation Act of 1973 and under the Americans with Disabilities Act. The CAO makes decisions regarding the nature of the adjustments. Provisions protecting the student from discrimination on the basis of a disability are guaranteed. The student has the right to file a grievance concerning any allegation of failure to comply with the laws, regulations, and procedures set forth for people with disabilities. Grievances will be processed through AOEU's existing grievance policy and procedures.

### Students' Responsibilities

Students with disabilities must demonstrate they have acquired the same amount of content knowledge as the other students enrolled in the class for which they are requesting modifications. Students with disabilities are obligated to use the modification responsibly. Modifications must be requested in advance, allowing sufficient time for instructors to arrange for the modifications requested. It is the student's responsibility to utilize the services and keep in close contact with the course instructor and the Chief Academic Officer.

### Faculty Members' Rights and Responsibilities

When a request for a modification for a specific course is received, faculty members may require verification of the disability from the Chief Academic Officer in the form of a letter. The modification requested must not compromise the content of the course or the requirements for satisfactory course completion.

### Confidentiality

Confidentiality of records is required by law and maintained within AOEU's Confidentiality and Privacy Policies. The Art of Education University may only disclose the specific nature of a student's disability upon written release from the student.

### Documentation

The Art of Education University will keep disability-related documentation on file for five years after graduation and/or the last day of enrollment. After five years without enrollment or academic activity, disability documentation will be destroyed.

To receive a copy of individual disability documentation, please contact the Registrar at **(515) 650.3198** or email [registrar@theartofed.com](mailto:registrar@theartofed.com).



## Cancellation Policy

### Course Cancellation Policy

All AOEU courses require a minimum enrollment of four students five days prior to the start date of the course. Should a course fail to meet the minimum enrollment requirement, the class will be canceled. Registered students will have the option to transfer to a concurrent or future course offering without penalty or receive a 100% tuition reimbursement.



## Confidentiality and Privacy Policies

### Student Confidentiality

The Art of Education University complies with The Family Educational Rights and Privacy Act (FERPA) of 1974. FERPA was designed to protect the privacy of educational records, to establish the rights of students to inspect and review their educational records, and to provide guidelines for the correction of inaccurate or misleading information through informal and formal hearings.

### Academic Records

Except for in the circumstances permitted by law, The Art of Education University will not disclose a student's educational record without obtaining the student's prior written consent.

Students may inspect and review their own records pertaining to admissions and academic standing.

The Art of Education University depends on the accuracy of the records submitted by its students. False information on an application or an act to intentionally mislead or misinform a faculty member or administrator will be grounds for disciplinary action, including dismissal.

Students seeking access or amendment to educational records should contact the Registrar at [registrar@theartofed.com](mailto:registrar@theartofed.com) or **(515) 650-3198**.



## Course Access

### Schoology

All courses and coursework are archived in Schoology three weeks after the course end date. Archived courses can be accessed indefinitely.



## Course Access (continued)

### Copyright

The course syllabus and instructional materials are the intellectual property of The Art of Education, LLC. It may not be duplicated or shared in any way without written permission.



## Course Progress Policy

### Attendance

At The Art of Education University, coursework is flexible, and there are no required log-in times. Students may work at their own pace and even work ahead, as long as they meet the required weekly due dates.

### Course Satisfactory Academic Standing

To maintain satisfactory academic standing, students must submit assignments and participate in course activities on a weekly basis. To earn graduate credit, students must complete their course with a minimum GPA of 3.0 or a grade at or above a B (80%). Non-Graduate students must earn a B or above to earn Professional Development hours. Students who audit a course will not receive any credit or professional development hours.

### Degree Program: Satisfactory Academic Standing

The AOEU Master's in Art Education Degree Program takes enrollment on a course by course rolling basis. Students can take courses at any time, and at any rate, during the five-year degree timeframe. Academic Advisors will reach out to students on a systematic basis to ensure they are making satisfactory progress toward their degree.

If a student fails to enroll in a course for one year's time, they will be flagged and sent a formal letter. The student will have the option to continue with the program by enrolling in a course, officially withdrawing from the program, or requesting a leave of absence. If the school doesn't hear back from the student within 30 days, the student will be automatically withdrawn from the program and will need to reapply to continue with degree-seeking candidacy.



## Course Progress Policy (continued)

### Late Work

All assignments are due on the date posted online. Any late work will be noted by the instructor and will receive half credit, after the first offense. It is the participant's responsibility to check the grade book frequently. Any questions or concerns should be brought to the attention of the course instructor. Students should contact their AOEU instructor immediately should an unforeseeable circumstance prevent them from completing an assignment by the assigned date. AOEU instructors will try to work with students in order to meet their needs.

### Assignment Extensions

AOEU instructors will work with students to set reasonable extensions (an agreed upon time-frame to both the instructor and student) for assignments when unforeseen situations arise. To qualify for an extension, students must reach out to their instructor at least 24 hours before a due date to communicate their inability to complete the assignment on time. Point deductions will not occur for pre-arranged extensions. Point deductions will occur if the instructor is notified within 24 hours or after the assignment due date.

### Course Extensions

All work must be completed by the course end date, regardless of extensions given within the course for individual assignments. If special circumstances arise regarding the end date of a course, students should reach out to their instructor.

In very special circumstances, such as health or family emergencies, an extension can be given beyond the end date of a course. The limit to the extension is three weeks beyond the end date of a course, and a one-week extension is a common protocol. Final grades will be processed within seven days of the extension date.

### Degree Program: Extension Policy

Students who have not successfully completed the degree program at the conclusion of five years (not counting any leaves of absence) will automatically be withdrawn from the program. Students will need to reapply for the program. All fees will apply.



## Course Progress Policy (continued)

### Degree Program: Leave of Absence Policy

Students may take a leave of absence (up to one year) from the Master’s Degree Program. This leave does not count toward the five-year program completion timeframe. AOE will accept such requests in any communication format including email: [registrar@theartofed.com](mailto:registrar@theartofed.com) and phone: **(515) 650.3198** or by contacting your academic advisor.



## Grading Policy

### Grade Point Average (GPA)

Graduate students must earn a B (80%) or above, or a minimum GPA of 3.0, at the completion of the course to earn graduate credit. Non-Graduate students must earn a B (80%) or above to qualify for Professional Development (PD) hours or credits. Students who Audit a course will not earn any credit or hours.

### Grading Scale

LETTER GRADE	PERCENTAGE	GPA
A	90 - 100%	4.0
B	80 - 89%	3.0
C	70 - 79%	2.0
D	60 - 69%	1.0
F	Below 60%	0.0

### Grading Requirements

- Master’s degree students must earn a B (80%) or above, or a minimum of a 3.0 GPA, upon completion of each course to earn graduate credit towards program completion.
- Graduate students must earn a B (80%) or above at the completion of each course to earn graduate credit.
- Non-Graduate students must earn a B (80%) or above to qualify for Professional Development (PD) hours or credits.
- Students who audit a course will not earn any credit or hours.



## Grading Policy (continued)

### Repeating a Course

All students may repeat a course to earn a better grade. If choosing to repeat a course, all applicable fees and tuition must be paid.

Master's degree students are allowed **a total of three course retakes throughout the duration of the program**. All course attempts will be included in the official transcript. Only the highest grade will factor into the student's GPA.

### Evaluation Method

Students are expected to submit assignments by the due date and participate in all discussions. Posts and peer responses will be evaluated by the instructor using the rubric and assignment guidelines. Students are encouraged to work on assignments in their numerical order.

### Grade Book

Ongoing course grades are posted in the online grade book in Schoology and can be accessed by students at any time. It is the student's responsibility to check the online grade book frequently. Students, please check for accuracy and contact the course instructor with specific questions or concerns about any given assignment.

*Note: the Schoology online grade book does not serve as an official transcript.*

### Grade Reports

Official grade reports will be available to students who have completed all steps of the course enrollment process, including the submission of official documentation demonstrating an earned bachelor's degree or higher. Once a student's file is complete, AOEU grade reports can be downloaded from the student's Course Records page on the AOEU website seven days after the course end date. Students will receive email notification when their course record is available for download.

*Please note: In an effort to provide all students with the best experience possible, AOEU expedites all grades by processing them within seven days from the course completion date. Seven days is the fastest grades can be processed.*



## Grading Policy (continued)

### What if I need to submit an official transcript from another college or university outside of AOEU?

Students can submit official transcripts from other colleges/universities at any time prior to the end date of the course. There are two ways to provide official documentation of an earned bachelor's degree or higher:

Option 1: Have your official digital transcript sent from your school, directly to AOEU's Registrar, using the email [transcripts@theartofed.com](mailto:transcripts@theartofed.com)

Option 2: Have your official transcript mailed from your school, directly to AOEU's Registrar to the following address:

**The Art of Education University**

Attention: Registrar

518 Main St. Suite A

Osage, IA 50461

### Transcript Request

Once notification of a grade report is received, Graduate Credit students may request an official paper or electronic transcript.

#### • Graduate Credit – The Art of Education University

**Individual Courses:** The final grade and number of credits earned will be indicated on the Certificate of Completion available seven days after the course end date. The Certificate of Completion can be downloaded from the Student Records page on the AOEU website. Once official grade reports have been received, students may request an official paper or electronic transcript from AOEU's website. There is a \$10 charge for each requested transcript.

**Master's Degree Program:** Upon successful completion of the master's degree program, all graduates receive a complimentary official transcript with their diploma. Additional transcripts can be requested at any time after program completion through the AOEU website. There is a \$10 charge for each requested transcript.

*Please note: In an effort to provide all students with the best experience possible, AOEU expedites all transcripts by processing them within seven (7) days from the time grades are complete. Seven days is the fastest transcripts can be processed. There is a \$40 processing fee for overnight delivery.*



## Grading Policy (continued)

### • Graduate Credit – Morningside College

The final grade and number of credits earned will be indicated on the Certificate of Completion available seven days after the course end date. The Certificate of Completion can be downloaded from the Course Records page on the AOEU website. Once official grade reports have been received, students may request an official paper or electronic transcript by visiting <https://www.morningside.edu/alumni-and-friends/transcript-information/>. There is a \$7.50 charge for each requested transcript.

*Please note: Expedited transcripts are available through Morningside College for an additional fee. Please see the link above for details.*

### **Change of Grade and Grade Appeal Procedure**

A student may appeal the grade for an individual assignment grade and/or final course grade.

If a student feels a grade is an unfair representation of his/her achievement, the student should first contact the instructor. If the outcome of that correspondence is unsatisfactory, the student should contact the Chief Academic Officer, who will discuss the issue with the instructor. The student will receive a response within five business days of filing the complaint.



## Graduate Credit Information

### What type of graduate credits are offered?

Graduate credit is available from The Art of Education University (AOEU) or Morningside College for most courses. Credit type is selected during course enrollment.

#### • Graduate Credit – The Art of Education University

You can elect to take graduate courses through The Art of Education University is accredited by the Distance Education Accrediting Commission (DEAC). These courses may be used for license renewal, salary advancement, or the completion of a Master's in Art Education from AOE University.

#### • Graduate Credit – Morningside College

You can elect to take graduate courses through Morningside College accredited by the Higher Learning Commission (HLC). These courses may be used for license renewal, salary advancement, or transferred into another accredited degree program, including the Master's in Art Education program at The Art of Education University.

### How do I know which type of credit to choose?

It all boils down to accrediting bodies. The Art of Education University is accredited by the DEAC, a national accrediting body, while Morningside College is accredited by the HLC, a regional accrediting body. States have different requirements for re-licensure, salary advancement, and professional development. Please check with your state's Department of Education and your district for guidance.

If you are not sure where to begin, our Academic Advisors can help you figure this out. Please contact [studenthelp@theartofed.com](mailto:studenthelp@theartofed.com).

### Do I need to provide evidence of previous degrees, outside of AOE?

Yes. All students must provide transcripts documenting a minimum of a bachelor's degree in order to receive your official grade report. After official documentation of earned degrees have been received and reviewed, all official AOEU course records will be made available.



## Graduate Credit Information (continued)

### How do I submit an official transcript from a college or university outside of AOE?

There are two ways to provide official documentation of your earned degrees:

Option 1: Have your official digital transcript sent from your school, directly to AOEU's Registrar, using the email [transcripts@theartofed.com](mailto:transcripts@theartofed.com)

Option 2: Have your official transcript mailed from your school, directly to AOEU's Registrar to the following address:

**The Art of Education University**

Attention: Registrar

518 Main St. Suite A

Osage, IA 50461

### What level of graduate credits is available?

Most AOEU courses are 500 level credits. Mission of Teaching and Capstone Research, the final two core courses for the Master's in Art Education program, are 600 level.

### Acceptance of Transfer Credit Disclosure:

The Art of Education University cannot guarantee credits will be accepted as transfer credit at another institution. It's advised to check with the degree-granting school, your state or school to verify the credits will be accepted for license renewal, salary advancement or use in another degree program.

Students may choose to earn degree level graduate credit for AOEU courses through Morningside College. These credits may be used for license renewal, salary advancement, or as electives in Morningside's Master of Arts in Teaching online degree.

### How are the courses graded?

All participants earn a letter grade, which is scored based on the rubrics and requirements outlined in the course syllabus. Morningside College and The Art of Education University follow a rigorous academic model of the highest standard for student assessment.

### What is my grade for the course? How am I doing?

Students may check the online grade book to access grades at any time. Any questions or concerns should be directed to the course instructor.



## Graduate Credit Information (continued)

### When will I receive my grade?

Grade reports are available through AOEU's Student Records page seven days after the course end date. You will receive an email notification when grades are ready to view. You can login to AOEU's website to download and print out a copy of your Certification of Completion (as long as your transcript documenting a bachelor's degree or higher has been received and processed.)

### How do I expedite my grades?

Good news – they already are. In an effort to provide all students with the best experience possible, AOEU expedites all grades by processing them within seven days from the course completion date. Seven days is the fastest grades can be processed.

### How do I obtain an official transcript?

#### • Graduate Credit – The Art of Education University

**Individual Courses:** The final grade and number of credits earned will be indicated on the Certificate of Completion available seven days after the course end date. The Certificate of Completion can be downloaded from the Student Records page on the AOEU website. Once official grade reports have been received, students may request an official paper or electronic transcript from AOEU's website. There is a \$10 charge for each requested transcript.

**Master's Degree Program:** Upon successful completion of the master's degree program, all graduates receive a complimentary official transcript with their diploma. Additional transcripts can be requested at any time through the AOEU website. There is a \$10 charge for each requested transcript.

#### • Graduate Credit – Morningside College

The final grade and number of credits earned will be indicated on the Certificate of Completion available seven days after the course end date. The Certificate of Completion can be downloaded from the Student Records page on the AOEU website. Once official grade reports have been received, students may request an official paper or electronic transcript by visiting <https://www.morningside.edu/alumni-and-friends/transcript-information/>. There is a \$7.50 charge for each requested transcript.



## Graduate Credit Information (continued)

### Can I expedite my transcript?

- **Graduate Credit – The Art of Education University**

In an effort to provide all students with the best experience possible, AOEU expedites all transcripts by processing them within seven (7) days from the time grades are complete. Seven days is the fastest transcripts can be processed. There is a \$40 processing fee for overnight delivery.

- **Graduate Credit – Morningside College**

Expedited transcripts are available through Morningside College for an additional fee. Please see the link above.

### **Can credits earned from AOEU courses be used for continuing education credits towards re-licensure or toward a lane change (salary advancement) in my school district?**

In most cases, yes. Credits earned through AOEU University coursework meet the requirements for license renewal or salary advancement. It is the student's responsibility to ensure prior approval has been obtained by state, district, or employment personnel office.

### **Will these classes be accepted through my graduate program?**

In most cases, yes. Students seeking to transfer graduate credits to a graduate program at another institution are advised to obtain prior approval from said institution, documenting that AOEU courses will indeed be accepted and count toward the desired degree. Up to nine AOEU credits will transfer as an elective to any program inside Morningside College. Morningside College credits carry Higher Learning Commission accreditation which is widely accepted, but requirements vary.

### **Who can I contact at Morningside College about AOEU classes?**

Darby Young, Professional Development Coordinator  
Morningside College  
1501 Morningside Avenue  
Sioux City, IA 51106  
712.274.5475 or 800.831.0806, x.5475



## Grievance Policy

### Conflict of Interest

If a student feels there is any conflict of interest with a faculty member, he or she may follow the procedure outlined below.

The concern should be put into writing and addressed to the Chief Academic Officer:

**Sarah Ackermann**

[sarahackermann@theartofed.com](mailto:sarahackermann@theartofed.com)

The CAO will address the issue and make any necessary resolution within **five business days**.



A question or concern the student feels was not satisfactorily resolved by the Chief Academic Officer can be addressed in writing to AOEU's President:

**Jessica Balsley**

[jessicabalsley@theartofed.com](mailto:jessicabalsley@theartofed.com)

The President will review the matter and make a resolution, if warranted, within **five business days**.

### Formal Complaints

Any student who has a grievance with the school or an instructor should first discuss the problem with the course instructor or Chief Academic Officer:

**Sarah Ackermann**

[sarahackermann@theartofed.com](mailto:sarahackermann@theartofed.com)



If a resolution is not reached, the student should make a written complaint and submit it to the President:

**Jessica Balsley**

[jessicabalsley@theartofed.com](mailto:jessicabalsley@theartofed.com)



## Grievance Policy (continued)

The Art of Education University is registered to operate in Iowa by the Iowa College Student Aid Commission. Students with questions or complaints about the University may contact:

### **Iowa College Student Aid Commission**

Toll-free telephone: **(877) 272-4456**

Online Student Complaint Form: <https://www.iowacollegeaid.gov/sdrf>

A student or any member of the public may leave a complaint about this institution with the DEAC by calling **(202) 234-5100** or submitting written correspondence to:

### **Distance Education Accrediting Commission**

1101 17th Street, N.W., Suite 808

Washington, D.C. 20036



## Non-Discrimination Policy

### **Statement of Non-Discrimination**

In accordance with federal and state laws, The Art of Education University prohibits discrimination on the basis of race, color, national origin, sex, gender, age, marital status, disability, or veteran status. In addition, AOEU prohibits discrimination on the basis of sexual orientation.

Sexual harassment is one form of sexual discrimination that is prohibited.

Any person who believes he or she has been sexually harassed may file either a formal or informal complaint by contacting the President of the Institution, Jessica Balsley. Confidentiality will be maintained to the fullest extent.

### **Sexual Harassment and Gender Discrimination**

The Art of Education University does not tolerate any form of gender discrimination, sexual misconduct, harassment, or inappropriate behavior by students, faculty, or staff. Anyone who believes he or she is the recipient of such behavior must immediately contact the President of the Institution with a written account and details of the incident(s), so an appropriate investigation can be made. All communications will be held in the strictest confidence, and the constitutional rights of the individuals involved will be protected. The investigation will begin within five business days of the inquiry and will be completed within one month of the initial grievance.



## Non-Graduate Credit Information

### **Do I need to submit an official transcript from another college or university outside of AOE if I am non-credit seeking?**

Yes. All students must provide transcripts documenting a minimum of a bachelor's degree in order to receive an official grade report in any AOEU course. After official documentation of earned degrees have been received and reviewed, all official AOEU course records will be made available.

There are two ways to provide official documentation of your earned degrees:

Option 1: Have your official digital transcript sent from your school, directly to AOEU's Registrar, using the email [transcripts@theartofed.com](mailto:transcripts@theartofed.com)

Option 2: Have your official transcript mailed from your school, directly to AOEU's Registrar to the following address:

**The Art of Education University**  
Attention: Registrar  
518 Main St. Suite A  
Osage, IA 50461

### **How are the courses graded?**

Non-Graduate students earning an A or B will qualify for earned professional development hours or credits. Non-Graduate students earning a C or below are considered to be auditing the course and do not qualify for earned professional development hours or credits. The final grade and number of professional development hours and/or credits earned will be indicated on the Certificate of Completion available seven days after the course end date.

### **What is my grade for the course? How am I doing?**

Students may check the online grade book via Schoology to access their grades at any time. Questions or concerns should be directed to the course instructor.

### **When will I receive my grade?**

Grade reports are available through AOEU's Course Records page seven days after the course end date. You will receive an email notification when grades are ready to view. You can login to AOEU's website to download and print out a copy of your Certification of Completion (as long as your transcript documenting a bachelor's degree or higher has been received and processed.)



## Non-Graduate Credit Information (continued)

### How do I expedite my grades?

Good news – they already are. In an effort to provide all students with the best experience possible, AOEU expedites all grades by processing them within seven days from the course completion date. Seven days is the fastest grades can be processed.

### What is the workload like?

The workload is the same for Graduate Credit and Non-Graduate Credit students. This ensures high rigor for all students and gives Non-Graduate Credit students an abundance of contact hours to use for professional development needs.

### Can I take this course for my own learning?

Students may check the online grade book via Schoology to access their grades at any time. Questions or concerns should be directed to the course instructor.

### When will I receive my grade?

Yes. Non-Graduate Credit students can choose to audit a course at any time. Auditing a course allows students to access course information, follow along with course discussions, and have access to course materials and interactions without completing the coursework. It is important to note that **students who choose to audit a course will earn no professional development hours or credits**. Please notify the instructor if you choose to audit a course to ensure it is processed as an AUDIT. The fee to audit a course is the same as Non-Graduate Credit tuition.



## Online Learning Expectations

### What to Expect

Courses are instructed using an online learning management system and require no face-to-face time. Course forums, with assigned due dates, are designed to enhance interaction between course participants and the instructor. All assignments are handed in within the online forum.

- 1 Discussion boards should be completed in order. Assignments are due by the specified due date.
- 2 Participation in all discussion boards is required. This includes an initial post that reflects on all discussion board questions within the assignment, a minimum of two fully developed peer responses to two classmates' assignments for each discussion board, and attached assignments (as assigned).
- 3 Assignment posts are not the traditional "responses" of an online blog or forum. Rather than casually interacting online using few sentences and poor grammar, responses should be considered polished pieces of writing. Quality, length, formatting, and grammar are expectations of detailed and thorough responses. Best practice would mean word processing and editing responses before copying and pasting them into the forum. Students are also expected to cite the work of others appropriately.
- 4 When replying to a classmate, please refrain from generalized, one-sentence responses such as, "Great job with your post, I think you have some great ideas here." Quality and depth should be present in all peer responses. The instructor may comment and ask for clarification or elaboration of ideas if he or she feels the content is not sufficient. To earn full credit, additional responses answer questions from instructor and peers to enhance the discussions.
- 5 Pacing is important in the course. The first person to post a discussion in the course will need to go back and reply to other course participants once they have posted. Working ahead is acceptable, however, staying with the pace of the course and completing posts by the assigned due dates is vital to group discussion.
- 6 All information discussed in this course is confidential. To ensure confidentiality, please refrain from using any student, teacher, or program names. Instead of using names, please refer to subjects as Student A, Teacher B, etc.



## Online Learning Expectations (continued)

- 7 All assignments and discussion boards will be graded using the rubric or checklist provided within each course.
- 8 All attachments will be converted and uploaded as PDFs. This locks formatting and ensures accessibility for all participants.



## Student Code of Conduct Policy

### Course Climate

Participant interactions within the closed group course are to be professional, confidential, and intellectual. Any participant who disrupts the course will be given a warning on the first offense. If the disruptive behavior persists, the participant will be removed from the course without earning credit or refund.

### Ethical Computer Use

The Art of Education University provides information technology resources to a variety of users. As members of the online community, all users have the responsibility to use those services in an effective, efficient, ethical, and legal manner. Users are encouraged to respect the privacy of others and to avoid grossly offensive expressions in matters of ethnicity, race, religion, gender, sexual orientation, age or disability, which may create a hostile environment. The Art of Education reserves the right to monitor the use of technology-related resources for the purpose of determining compliance with the provision of the computer ethics and policies statement.

### Substance Abuse

All students shall observe federal, state, and local laws regarding the sale and use of alcohol and drugs. Unlawful possession of alcohol and drugs will be prohibited at AOEU's Headquarters. Students and employees who violate this policy may result in disciplinary sanctions from The Art of Education University including academic dismissal, and/or referral to law enforcement officials.

*Resources: [Federal Substance Abuse and Mental Health Treatment Services Locator](#)*

### Sexual Misconduct and Gender Discrimination

The Art of Education University is committed to providing and maintaining a positive learning environment free from all forms of discrimination and conduct that may be considered harassing, coercive or disruptive; including sexual harassment. AOEU will not tolerate any actions, words, jokes, or comments based on another individual's sex, race, color, national origin, age, religion, disability, sexual orientation, or any other legally protected characteristic.



## Student Code of Conduct Policy (continued)

### Sexual Misconduct and Gender Discrimination (continued)

Sexual harassment can be defined as unwanted sexual advances, and/or visual, verbal, or physical conduct of a sexual nature. This definition includes many forms of offensive behaviors and includes gender-based harassment of a person of the same sex as the harasser.

If you experience or witness sexual or any other unlawful harassment, immediately report this information to the Chief Academic Officer (CAO), Sarah Ackermann ([sarahackermann@theartofed.com](mailto:sarahackermann@theartofed.com)). If you feel it would be inappropriate to discuss with the CAO, you should immediately contact the President of the Institution, Jessica Balsley, without fear of reprisal or punishment.

All allegations of sexual harassment will be quickly and discreetly investigated. Local law enforcement will be notified.

Any student may seek additional services or help from: Rape Abuse & Incest National Network ([RAINN](http://RAINN.org)) 1-(800)-656-HOPE (4673)



## Technology Requirements

### Devices

- ✓ *Desktop:* Windows running XP/Vista/7/8/10 or Apple running MacOS 10.6 or above, capable of producing sound via speakers or headphones.
- ✓ *Mobile:* The most recent versions of iOS and Android Operating Systems are recommended.
- ✓ Desktop devices preferred.

### Connectivity

- ✓ High-speed Internet connection: Cable, DSL, etc.
- ✓ Internet Web Browser (Firefox 3+, Internet Edge, Safari 3.1+, Google Chrome).
- ✓ Personal E-mail Account.

### Creation

- ✓ Word Processor (MS Word, Apple Pages, Google Docs).
- ✓ PDF Reader (Adobe Acrobat Reader or Apple Preview).
- ✓ Additional software may be required for certain courses. Look for course-specific requirements on the individual course pages.

### Schoology Browser Requirements

- ✓ [Javascript](#)
- ✓ [Flash 9+](#)
- ✓ To learn more about Schoology's system requirements, technology suggestions, and troubleshooting [click here](#).



## Transfer Credit Policy

### Overview

Master's degree students who have completed (or plan to complete) coursework outside of AOEU may request an evaluation for transfer credit. Transfer credit requests are accepted until the Capstone Readiness Checkpoint. All transfer credit requests are reviewed by the Registrar. Approved courses will be noted on the student course record page upon approval.

### Requesting Transfer Credit

Official transcripts requested during the application and enrollment process are automatically audited. Any coursework that aligns with and meets the criteria of AOEU program coursework will be transferred and accepted at this time. Accepted coursework will display on the students Course Records page on the AOEU website once processed.

Additional coursework may also be submitted during the Active Student stage of the degree program. Students are strongly encouraged to contact AOEU's Registrar prior to enrolling in additional coursework to ensure transfer. Course details including the course title, description, a syllabus and/or detailed course objectives are required for the transfer credit approval process.

The Art of Education University does not guarantee transfer credit acceptance without prior approval. An official transcript, documenting the culminating coursework and grade is required for final processing. Accepted coursework will display on the students Course Records page on the AOEU website once processed.

### AOE Courses from Morningside College

Students may transfer up to 50% of the total degree program credits (or 18 graduate credit hours) from AOEU courses taken through Morningside as long as the following conditions are met:

- Courses are completed within seven years of the program acceptance date.
- The course title and number of credits match current AOEU course offerings.

*\*Please note: Retired AOEU courses will be subject to approval and are not guaranteed to transfer.*



## Transfer Credit Policy

### Other Colleges and Universities

External coursework may be considered for transfer credit if all of the following conditions are met:

- Coursework must be graduate level (500-level or above).
- The coursework is completed at a regionally or nationally accredited institution.
- Courses are completed within seven years of the program acceptance date.
- The course syllabus and objectives are substantially similar to current AOEU courses or equivalent to courses that would earn academic credit if they were offered at AOEU.
- The final grade earned for each potential transfer course is a “B” (or better).
- The coursework does not duplicate, overlap, or regress previous work.
- The coursework did not count towards undergraduate graduation requirements.
- No more than nine (9) graduate credit hours for work completed outside of AOEU may be counted toward an AOEU Master’s Degree.

### Deadline

All requests for transfer credit and official transcripts documenting credits earned should be submitted at least one week prior to the Capstone Readiness Checkpoint.

### Criteria for Assessment

All transfer credits must first be officially accepted into the University through the Office of the University Registrar. Students should contact The Art of Education University directly for additional details regarding transfer credit policies at [registrar@theartofed.com](mailto:registrar@theartofed.com). In order for approved transfer credit to be awarded, students must submit a Transfer Credit Form that includes official transcripts that clearly indicate all of the following information for each course:

- Course codes or numbers
- Course titles or descriptions
- Course syllabus or detailed course objectives
- Final grades earned
- Course credits earned



## Transfer, Withdrawal, and Tuition Reimbursement

### Internal Transfer Policy

Students may transfer to a future AOEU course at any time prior to the course end date without penalty. Transfer requests after the course end date will not be accepted. Transfers to any course that is currently available for purchase on the AOEU website will be approved. Students can transfer to a future course by following the official transfer process, detailed below. A maximum of two transfers are allowed for each individual course purchase. Any requests beyond two transfers will result in tuition reimbursement, per the Tuition Reimbursement Policy.

- **Transfer Process:** To submit an official transfer request, please click on the word “transfer” (blue text directly above the course price) on the Course Records page on The Art of Education University website. Students need to be logged into [www.theartofed.com](http://www.theartofed.com) to process all requests.

**Records**

Upcoming

	<b>Studio: Fibers, Non-Graduate Credit</b> 3 Credits / 120 PD Hours	<a href="#">Change Credits / Transfer / Unenroll</a>
	CREDIT TYPE	RUN DATES
	<b>NON-GRADUATE CREDIT</b>	<b>10/01/2016 – 11/30/2016</b>
		<b>\$375.00</b>

Course transfers are available until midnight Central Standard Time on the last day of the course. Transfer requests after the course end date will not be accepted. The course end date is detailed on each course landing page and the course enrollment form.

*Note: The directions above detail the preferred method to request transfers, withdrawals, and tuition reimbursement, however, AOEU will accept such requests in any communication format including email: [registrar@theartofed.com](mailto:registrar@theartofed.com) and phone: **(515) 236-5094**.*



## Transfer, Withdrawal, and Tuition Reimbursement (continued)

### Withdrawal Policy: Individual Course

Students are eligible for 100% tuition reimbursement at any time prior to the course end date. Students can receive reimbursement by following the official withdrawal process, outlined below.

Students who abandon a course without submitting a withdrawal request will receive the earned course grade at the conclusion of the course and are not eligible for tuition reimbursement.

- **Withdrawal Process:** To submit an official withdrawal request, please click on the appropriate link (blue text directly above the course price) on the “Course Records” page on The Art of Education University

The screenshot shows a 'Records' page with a section for 'Upcoming' courses. A course entry for 'Studio: Fibers, Non-Graduate Credit' is displayed. The course details include '3 Credits / 120 PD Hours', 'CREDIT TYPE: NON-GRADUATE CREDIT', and 'RUN DATES: 10/01/2016 - 11/30/2016'. The price is listed as '\$375.00'. A blue link 'Change Credits / Transfer / Unenroll' is positioned above the price. A callout bubble with the text 'Click here to begin an official request.' points to this link.

Course withdrawals are available until midnight Central Standard Time on the last day of the course. Withdrawal requests after the course end date will not be accepted. The course end date is detailed on each course landing page and the course enrollment form.

*Note: The directions above detail the preferred method to request transfers, withdrawals, and tuition reimbursement, however, AOEU will accept such requests in any communication format including email: [registrar@theartofed.com](mailto:registrar@theartofed.com) and phone: **(515) 236-5094**.*

### Withdrawal Policy: Degree Program

Students who are accepted into the degree program and no longer intend to continue with the completion of the degree program must officially withdraw from the program. This includes special circumstances which no longer allow the student to successfully continue with the program.

The student will be refunded, according to the Tuition Reimbursement Policy, for any courses the student is currently enrolled in or has pre-paid for at the time of withdrawal from the program.



## Transfer, Withdrawal, and Tuition Reimbursement (continued)

- **Withdrawal Due to Inactivity:** Degree-seeking students accepted into the Master's Degree program who do not enroll in a course for one year's time will be sent a letter requesting communication regarding their intentions of completing the degree. The student will have the option to continue with the program by enrolling in a course, officially withdrawing from the program, or requesting a leave of absence. If the student fails to respond to the written correspondence, the student will be automatically withdrawn from the degree program and will need to reapply to continue with a degree-seeking candidacy.
- **Leave of Absence:** Degree-seeking students may take a leave of absence (up to one year) from the Master's Degree Program. This leave does not count toward the 5-year program completion timeframe. AOEU will accept such requests in any communication format including email: [registrar@theartofed.com](mailto:registrar@theartofed.com) and phone: **(515) 650-3198** or by contacting an academic advisor.
- **Degree Program Duration:** Students who have not successfully completed the degree program at the conclusion of five years (not including any leaves of absence) will automatically be withdrawn from the program. Students will need to reapply for the program. All fees will apply.
- **Withdrawal Process:** To submit an official withdrawal request, please click on the word "unenroll" (blue text directly above the course price) on the "Course Records" page on The Art of Education website. Students need to be logged into [www.theartofed.com](http://www.theartofed.com) to process all requests.

**Records**

Upcoming

Course Name	Credit Type	Run Dates	Price
 <b>Studio: Fibers, Non-Graduate Credit</b> 3 Credits / 120 PD Hours	NON-GRADUATE CREDIT	10/01/2016 – 11/30/2016	\$375.00

Click here to begin an official request.

Course withdrawals are available until midnight Central Standard Time on the last day of the course. Withdrawal requests after the course end date will not be accepted. The course end date is detailed on each course landing page and the course enrollment form.



## Transfer, Withdrawal, and Tuition Reimbursement (continued)

Note: The directions above detail the preferred method to request transfers, withdrawals, and tuition reimbursement, however, AOEU will accept such requests in any communication format including email:

[registrar@theartofed.com](mailto:registrar@theartofed.com) and phone: (515) 236-5094. **Tuition Reimbursement**

### Policy: Individual Course

Students who submit an official withdrawal request are eligible for a refund according to the following schedule (below). Refunds will be processed for the original transaction amount. Refunds will be processed for the original transaction amount. Discount codes cannot be reused.

### Tuition Reimbursement Policy: Degree Program

Students who submit an official program withdrawal request are eligible for a refund according to the following schedule (below). Refunds will be processed for the original transaction amount. Discount codes cannot be reused. Additional program fees will not be refunded.

#### 2 Credit Course

Date of Withdrawal	Percentage of Tuition Returned to the Student (Minus the Application and/or Registration Fee)	Refund Amount (Graduate)	Refund Amount (Non-Graduate)
By the course end date	100%	\$698	\$498

Sample Reimbursement Calculation: A graduate student who withdraws from a 2-Credit course on the tenth day of class will be issued a refund of \$698.00.

#### 3 Credit Course (500 Level)

Date of Withdrawal	Percentage of Tuition Returned to the Student (Minus the Application and/or Registration Fee)	Refund Amount (Graduate)	Refund Amount (Non-Graduate)
By the course end date	100%	\$1047	\$747

Sample Reimbursement Calculation: A graduate student who withdraws from a 3-Credit (500 level) course on the seventeenth day of class will be issued a refund of \$747.00.



## Transfer, Withdrawal, and Tuition Reimbursement (continued)

### 3 Credit Course (600 Level)

Date of Withdrawal	Percentage of Tuition Returned to the Student (Minus the Application and/or Registration Fee)	Refund Amount (Graduate)
By the course end date	100%	\$1197

*Sample Reimbursement Calculation: A graduate student who withdraws from a 3-Credit (600 level) course on the eleventh day of class will be issued a refund of \$1197.00.*

### 6 Credit Course (600 Level)

Date of Withdrawal	Percentage of Tuition Returned to the Student (Minus the Application and/or Registration Fee)	Refund Amount (Graduate)
By the course end date	100%	\$2394

*Sample Reimbursement Calculation: A graduate student who withdraws from a 6-Credit (600 level) course on the tenth day of class will be issued a refund of \$2394.00.*

### Course Extension Policy

All work must be completed by the course end date, regardless of extensions given within the course for individual assignments. If special circumstances arise regarding the end date of a course, students should reach out to their instructor. In very special circumstances, such as health-related or family emergencies, an extension can be given beyond the end date of a course. When special circumstances arise, a one-week extension is a common protocol, with a maximum extension of three weeks beyond the end date of a course.

Final grades will be processed within seven days of the extension date.

### Termination Policy

Course terminations (transfers, withdrawals, and refunds) are available until midnight Central Standard Time on the last day of the course. Transfer requests after the course end date will not be accepted. The course end date is detailed on each course landing page and the course enrollment form.



## **Transfer, Withdrawal, and Tuition Reimbursement (continued)**

### **Military Refund Policy**

In instances in which a student is a member of the national guard or reserve forces of the United States and is ordered to national guard duty or federal active duty, The Art of Education University will withdraw the student's entire registration and provide a full refund of tuition and mandatory fees. Such a policy also applies to those who are the spouse of a member who is ordered, or if the member has a dependent child. AOEU may also make arrangements for incomplete grades to be kept and completed at a later date.

### **Discounts**

AOEU occasionally offers discount codes to defined groups or during special promotions. Discounts do not exceed \$50 and may not be combined for one course. The discounted amount will not be refunded as part of AOEU's Tuition Reimbursement Policy.

### **School PO's and Collections**

Full payment is required from individual students before they can enroll in a course via credit card online. School PO's will be accepted at the time of enrollment as a form of payment. A student is allowed to finish a course and receive documentation of the course grade and transcript without the receipt of school payment. The Art of Education University works directly with the school for PO collection processes.

### **Acceptance of Transfer Credit Disclosure**

The Art of Education University cannot guarantee credits will be accepted as transfer credit at another institution. It's advised to check with the degree-granting school, your state or school to verify the credits will be accepted for license renewal, salary advancement or use in another degree program.

### **Acceptance of Program Disclosure**

It is the responsibility of the student to check with their state Department of Education to verify this program leads to a pay raise or change in certification status. No internship is included in this program. The degree is not designed to lead to licensure.

The Art of Education University cannot guarantee employment or promotion as a result of participating in this Master's Degree program.

# COURSE DESCRIPTIONS



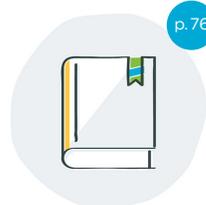
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**Assessment in Art Education**



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**Autism and Art**



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**Capstone Research**



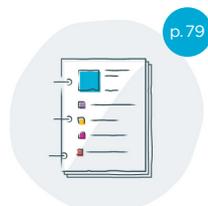
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**Choice-Based Art Education**



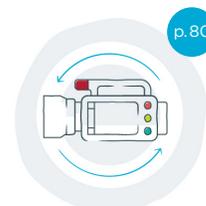
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**Creativity in Crisis**



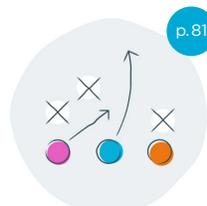
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**Designing Your Art Curriculum**



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**Flipping the Art Room**



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**Instructional Strategies for Art Teachers**



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**Integrating Art History**



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**iPads in the Art Room**



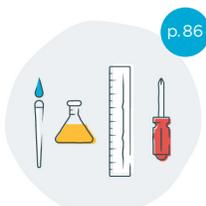
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**Managing the Art Room**



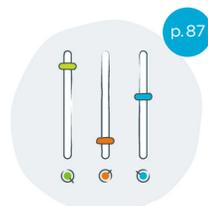
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**Mission of Teaching**



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**Project Based Art Room**



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**Reaching All Artists Through Differentiation**



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**Rethinking Kindergarten**



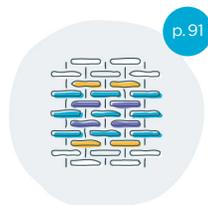
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**Studio: Ceramics**



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**Studio: Drawing**



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**Studio: Fibers**



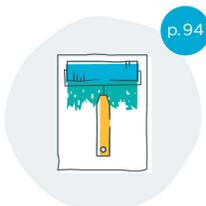
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**Studio: Painting -  
Tempera & Acrylic**



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**Studio: Painting -  
Watercolor**



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**Studio: Printmaking**



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**Studio: Sculpture**



# Assessment in Art Education

**Graduate Credits/ PD Hours**

3 Graduate Credits / 135 PD Hours

**Timeline**

5 Weeks



Course Code: Graduate Credit ARE 501 / Non-Graduate Credit AOEU 501 / Morningside EDU500 AOEU 001

## Course Objectives

- ✓ Reflect upon previous assessment practice and set practical goals for future implementation.
- ✓ Interpret and evaluate formative and summative assessment strategies appropriate for a variety of teaching contexts.
- ✓ Prepare authentic assessment tools which encourage meaningful student growth. Plan methods for collecting and organizing student and instructor data.
- ✓ Apply data collection measures as a means for reflection and advocacy.
- ✓ Establish and present a professional stance concerning the role of assessment in the art classroom.

## Course Description

Trying to fit art education into traditional assessment methods (bubble tests, anyone?) is like trying to fit a square peg in a round hold. We are different, and because of that, most traditional assessments just don't work for us. But we're required to show data in today's educational landscape. So where do we turn?

Throughout this course you'll examine current research in assessment in arts education and explore strategies and systems used by some of the top schools and programs in the nation to assess the arts. Based upon the research and models from class, you'll leave this course with a comprehensive toolkit that has many different types of authentic assessments ready for direct application in your classroom.



# Autism and Art

Graduate Credits/ PD Hours

2 Graduate Credits / 90 PD Hours

Timeline

4 Weeks



Course Code: Graduate Credit SPED 503 / Non-Graduate Credit AOEU 503 / Morningside EDU500 AOEU 003

## Course Objectives

- ✓ Identify and implement best practices for students with autism spectrum disorders.
- ✓ Use art as an intervention tool.
- ✓ Create specific resources, such as a visual schedule, and other adaptations for immediate use in your art room.
- ✓ Learn to effectively handle challenging behaviors.
- ✓ Implement systems and routines to make your art room a welcoming place for students with autism spectrum disorders.
- ✓ Interact in a proactive and positive way with colleagues such as associates and special education teachers.

## Course Description

Students on the autism spectrum are often thrust into our art rooms with a chart and perhaps an associate and we're left to our own intuition and devices. Every student deserves specialized strategies, but sometimes teachers are ill-prepared to most effectively teach students with autism. That's where professional and in-depth training can build the confidence to be a leader and help meet the needs of all our students.

During this course, you'll delve into current research to learn about autism spectrum disorders and how students on the spectrum relate to the world. You'll learn how to create a safe setting for improving self-expression, focus and motor skills. This setting can also help students improve their ability to adapt to social cues and norms.

Participants in this course will need to purchase a copy of the book [Art as an Early Intervention Tool for Children With Autism](#) by Nicole Martin.



# Capstone Research

**Graduate Credits/ PD Hours**

6 Graduate Credits / Not applicable for PD Hours

**Timeline**

12 Weeks



Course Code: ARE 631

## Course Objectives

- ✓ Investigate and evaluate research methodologies pertinent to the field.
- ✓ Evaluate exemplars of contemporary research in art education and related fields.
- ✓ Identify and pursue research goals which provide meaningful scholarship to the art education community.
- ✓ Reflect upon the implications of meaningful research in the art classroom setting.
- ✓ Collaborate with instructor and peers in mutually supportive ways while pursuing dynamic research endeavors.
- ✓ Prepare and present a comprehensive Capstone Project with implications for the field at large.

## Course Description

The extended 12-week Capstone course experience has been designed to support students in the final stages of the master's program. Course materials continue to engage students in contemporary research practice specific to the field of art education. Topics include the history of research in art education and related fields, practical applications, and formal presentation of work. Student tasks include preparation and presentation of a comprehensive research proposal, implementation of a timely research project, a final write-up of their research findings, and dynamic and reflective presentation of culminating research endeavors.



# Choice Based Art Education

**Graduate Credits/ PD Hours**  
3 Graduate Credits / 135 PD Hours

**Timeline**  
5 Weeks



Course Code: Graduate Credit ARE 522 / Non-Graduate Credit AOEU 522 / Morningside EDUC500 AOEU 022

## Course Objectives

- ✓ Develop student artists who take pride and ownership in their artwork.
- ✓ Assist students while serving as classroom manager, environmental designer, art designer, art expert, facilitator and student mentor.
- ✓ Confidently push your teaching to the next level while still meeting state and national standards.
- ✓ Construct authentic, student-directed, student-centered learning experiences from the bottom up.
- ✓ Create practical assessment and self-reflection tools.

## Course Description

Art education is all about celebrating uniqueness. Every teacher is different, every student is different and every school and district is different. However, these differences sometimes require finding a balance that honors the district's needs, the student's needs and the teacher's goals and philosophies.

Finding that balance is what choice-based art education is all about. In this class, you'll learn about the choice spectrum to give your students more autonomy without losing control. You'll explore the power of a student-centered curriculum, reflect on how you are currently using choice and set goals. By studying different choice-based approaches (TAB, Montessori, Reggio and others), you will reflect on the pros and cons of different programs and prepare to find solutions that work in your classroom. Assessment, advocacy and management strategies will also be covered.

Participants in this course will need to purchase a copy of the book [Engaging Learners Through Artmaking](#) by Katherine Douglas and Diane Jaquith.



# Creativity in Crisis

**Graduate Credits/ PD Hours**  
3 Graduate Credits / 135 PD Hours

**Timeline**  
5 Weeks



Course Code: Graduate Credit ARE 506 / Non-Graduate Credit AOEU 506 / Morningside EDUC500 AOEU 006

## Course Objectives

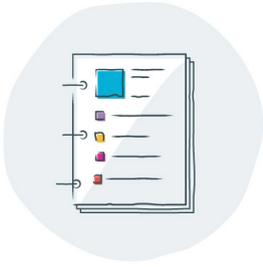
- ✓ Create a culture of creativity in your art room using the nine principles of creativity.
- ✓ Build an environment of trust and openness within the studio to nurture individual creative potential.
- ✓ Ignite/reignite the fire within by taking part in personal creativity exercises.
- ✓ Invite and explore new viewpoints to expand students' beliefs about creativity.
- ✓ Arm students with critical life skills, such as how to think creatively, problem-solve and adapt to new situations.

## Course Description

Art class is designed to facilitate the most creativity. It needs to be an ever-changing, reactive playground of fresh ideas and nurturing instruction. However, many art teachers find that the standardized world works against our creative impulses and threatens to bog our classrooms down in routine and convention. Creativity In Crisis helps you find the way to ensure your classroom is a frenzy of creative activity.

In this course, you'll learn from creativity experts, including Sir Kenneth Robinson, to dig deep into a true understanding of creativity. You'll also learn strategies to take into your classroom to enhance creativity and cultivate learners who are prepared for the demands of our ever-changing world.

Participants in Creativity in Crisis will need to purchase a copy of the book [Out of Our Minds: Learning to be Creative](#) by Ken Robinson.



# Designing Your Art Curriculum

**Graduate Credits/ PD Hours**

3 Graduate Credits / 135 PD Hours

**Timeline**

5 Weeks



Course Code: Graduate Credit ARE 507 / Non-Graduate Credit AOEU 507 / Morningside EDUC500 AOEU 007

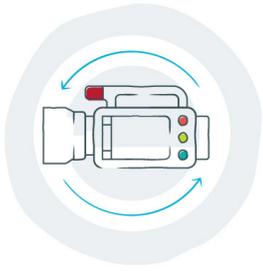
## Course Objectives

- ✓ Implement a personalized, concrete philosophy that will drive your curriculum.
- ✓ Use the latest research and examples from around the country to refine your own hybrid art curriculum.
- ✓ Organize your instructional plan in provided matrixes that make planning a breeze.
- ✓ Connect your curriculum to state and national standards, regardless of your teaching philosophy.
- ✓ Develop a comprehensive list of resources, technology, media and materials needed to teach your dream curriculum.
- ✓ Implement a system to organize your materials for seamless transfer into the classroom.

## Course Description

Art teachers are unique in so many ways. From the manner in which we design and use classroom spaces, to how we facilitate interactions with students and colleagues, to how we balance our lives as teachers and artists, we bring a unique and creative lens to the table. When it comes to something like writing curricula, it is easy then to become overwhelmed considering the many important elements that go into planning rich learning opportunities for all students.

Designing art curricula involves a series of decisions. This includes the establishment of singular subject goals in light of broader school and district outcomes. It involves significant research, planning, and preparation. It also requires thoughtful reflection on the part of the practitioner as they tune into students' needs and interests. In this course, you will look deeply at curricular approaches in the field of art education while designing your own comprehensive curricular Toolkit. The final product will contain the necessary pieces to implement an art curriculum which best addresses your instructional goals, style, as well as student interest. This will be a final curricular package which you could immediately introduce in your unique classroom setting!



# Flipping the Art Room

Graduate Credits/ PD Hours

3 Graduate Credits /135 PD Hours

Timeline

5 Weeks



Course Code: Graduate Credit DIG 523 / Non-Graduate Credit AOEU 523 / Morningside EDUC500 AOEU 023

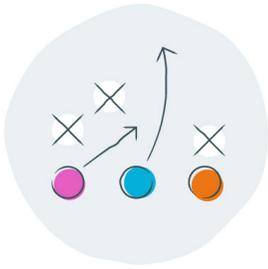
## Course Objectives

- ✓ Plan and prepare to flip a unit or lesson that you're currently teaching.
- ✓ Successfully record video tutorials and create handouts to assist in your instructional delivery.
- ✓ Develop an engaging online platform for student viewing.
- ✓ Create powerful assessments to accompany your flipped unit or lessons.
- ✓ Empower your students to use technology as an effective learning tool.

## Course Description

Imagine an art classroom where you don't have to repeat yourself, where students can learn at an individualized pace and where classroom management is addressed without interrupting learning. With Flipping the Art Room, you'll gain the tools necessary to make this dream a reality in your own classroom with a groundbreaking instructional method called Flipping Teaching.

Throughout this course, you'll learn practical ways to "flip" your art room by creating instructional videos that students can watch at home or during class. Whether you flip a whole course, one complicated lesson, or use this concept simply for sub plans, flipped teaching will help promote autonomy, differentiate instruction, and allow you to spend class time doing what you do best: teaching!



# Instructional Strategies for Art Teachers

**Graduate Credits/ PD Hours**  
3 Graduate Credits / 135 PD Hours

**Timeline**  
5 Weeks



Course Code: Graduate Credit ARE 516 / Non-Graduate Credit AOEU 516 / Morningside EDUC500 AOEU 016

## Course Objectives

- ✓ Reflect upon various instructional strategies for delivering art specific content.
- ✓ Evaluate delivery methods which engage contemporary students.
- ✓ Strategize methods to modify instruction and optimize content delivery appropriate for the instructional context.
- ✓ Plan and present meaningful cross-curricular connections in the art classroom.
- ✓ Suggest ways in which contemporary tools can support students in their learning.

## Course Description

Are your teaching strategies stuck in a rut? Do you find yourself introducing most lessons in a similar fashion? It's time to get out of your comfort zone, expand your instructional methods, and start providing your students a deeper, more well-rounded art experience. With *Instructional Strategies for Art Teachers*, you'll incorporate best practices directly applicable to the content area of art.

This five-week, highly interactive course covers a wide variety of instructional delivery methods, including direct and indirect instruction, how to facilitate dynamic discussions, cross-curricular connections, and much more. You'll leave this course with skills to help more effectively deliver your message, refine your demonstrations, and perfect your teaching language.



# Integrating Art History

**Graduate Credits/ PD Hours**  
2 Graduate Credits / 90 PD Hours

**Timeline**  
4 Weeks



Course Code: Graduate Credit ARE 517 / Non-Graduate Credit AOEU 517 / Morningside EDUC500 AOEU 017

## Course Objectives

- ✓ Discover and explore a variety of historical and contemporary artists as well as significant periods throughout art history.
- ✓ Prepare and present new lessons inspired by timely and inspiring resources such as museum websites, blogs, and social media.
- ✓ Explore and review the digital resources from a variety of art museums both in the United States and around the world, and envision the utilization of such tools among your students.
- ✓ Research and present a local art museum visit, which can supplement your evolving lessons.
- ✓ Develop art history resources to help facilitate studio explorations, discussions, and critiques.
- ✓ Compose an Action Plan which outlines your goals for the implementation of art history concepts.

## Course Description

Do you sometimes struggle to integrate Art History in the classroom in meaningful ways? Do you have some exciting ideas for the classroom, but haven't had a chance to plan the actual lessons? Are you dying to visit the recent exhibit at your nearby art museum as you envision rich field trip opportunities?

In this course, students survey hundreds of years of art as they simultaneously plan rich learning opportunities for students in diverse and dynamic settings. While many art teachers struggle when it comes to making art history relevant in today's classrooms, this course will afford participants strategies for making history personal, meaningful and unforgettable. This has profound implications when it comes to fostering art appreciation among students of all ages.

From this course you will walk away with a deeper understanding regarding historical and contemporary works. You will also discover ways to apply this foundational information and accompanying resources to enhance current and future lessons.



# iPads in the Art Room

**Graduate Credits/ PD Hours**

2 Graduate Credits / 90 PD Hours

**Timeline**

4 Weeks



Course Code: Graduate Credit DIG 510 / Non-Graduate Credit AOEU 510 / Morningside EDUC500 AOEU 010

## Course Objectives

- ✓ Expertly use iPad teaching tools and resources to enhance student creativity, visual literacy and divergent thinking.
- ✓ Understand how iPads are changing the future of education and how you and your students can benefit from those changes.
- ✓ Combine traditional art-making processes with innovative tablet-based technology to expose students to new ways of thinking.
- ✓ Customize lessons so students can practice art skills at their own level and pace.
- ✓ Create action plans to get iPads into the hands of your students.

## Course Description

To best reach our students, it's imperative that we use all the tools at our disposal. iPads in the Art Room can teach you how to use this technology without taking the creativity away from your hands-on classes.

During this course you'll learn the basics of the iPad, including how to organize your apps and more effectively use the device. Then, the course will move quickly on to how to use this tablet as a medium, not just a device for students to play games on when they're done with their work. You'll become proficient at incorporating apps and resources into lessons you're already teaching in the art studio in no time!



# Managing the Art Room

Graduate Credits/ PD Hours

3 Graduate Credits / 135 PD Hours

Timeline

5 Weeks



Course Code: Graduate Credit ARE 511 / Non-Graduate Credit AOEU 511 / Morningside EDUC500 AOEU 011

## Course Objectives

- ✔ Assess and reflect upon professional practices to extend knowledge, improve instruction, and refine a personal management philosophy.
- ✔ Investigate current research in the field and discuss a variety of effective instructional and management strategies to establish routines and procedures, create a calm, productive, respectful classroom environment, and leverage individual personality and teaching style to reach students.
- ✔ Understand individuals' identities can be shaped by the social and cultural groups to which they belong.
- ✔ Evaluate and apply current research in the field to identify and present successful management strategies for working with targeted populations.
- ✔ Develop a comprehensive classroom management action plan that includes: time management (instructional, planning, etc.), space and material management, strategies for collaborating with students, colleagues, and the community.

## Course Description

Management of the art room involves a unique blend of strategies and techniques to hold students accountable, manage materials and resources, design procedures to keep the art room running efficiently, and establish an enjoyable, creative, environment.

Chances are you signed up for this course for one of two reasons: 1) it is required for your program or 2) you are struggling with classroom management and are looking for some help. Either way, we are glad you joined us! You will walk away from this course with an understanding of several comprehensive management strategies and gain insights from Michael Linsin's book Classroom Management for Art, Music and PE Teachers. You will also receive support from fellow art educators as you identify key classroom management struggles and learn to turn them around. Are you ready to get started?



# Mission of Teaching

**Graduate Credits/ PD Hours**

3 Graduate Credits / Not applicable for PD Hours

**Timeline**

5 Weeks



Course Code: ARE 630

## Course Objectives

- ✓ Discuss philosophical methods of inquiry, reflection, and dialogue in art education and related fields.
- ✓ Reflect upon professional philosophies and compare understandings among peers. Create a mission of teaching statement while considering the implications in the classroom environment.
- ✓ Define and develop personal leadership qualities, while distinguishing personal strengths and weaknesses as advocates for the arts.
- ✓ Create advocacy tools which promote the fields of art education at local, national, and potentially global levels.
- ✓ Design a success map and action plan for research.

## Course Description

This course will allow the teacher to explore philosophical perspectives and research methods within the field of education, and in art education specifically, as the professional searches for meaning both within the profession at large and within his or her personal practices.

Students will explore current issues in art education and relate those to his or her own mission/vision of teaching. Teacher leadership and mentorship qualities will be examined. Finally, the teacher will reflect upon such exploration in the creation of specific action plans and success maps to implement in the classroom to advocate, lead, and educate with confidence in the field.



# Project Based Art Room

**Graduate Credits/ PD Hours**

3 Graduate Credits / 135 PD Hours

**Timeline**

5 Weeks



Course Code: Graduate Credit ARE 527 / Non-Graduate Credit AOEU 527 / Morningside EDUC500 AOEU 027

## Course Objectives

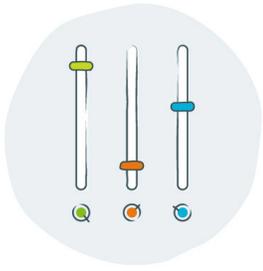
- ✓ Research the most popular collaborative education models currently in use.
- ✓ Learn from art educators who are successfully implementing each of the models.
- ✓ Re-design areas of your curriculum to better facilitate collaborative work.
- ✓ Create advocacy tools to help promote an innovative art room.
- ✓ Discover authentic ways to assess project-based work.

## Course Description

Art educators must not only be at the table when discussing project-based curriculum, we must be the leaders!

Through this class, you will research the most popular collaborative education models today, encompassing both school-wide initiatives and project work exclusive to the art room. Topics explored include Design Thinking, Makerspaces, STEAM/STEM, PBL (Project Based Learning), School-Wide Collaborative Projects, Arts Integration, and much more!

Participants will leave the class with a better understanding of project-based work that will benefit an individual program, as well as a plan to actively re-design and customize a collaborative curriculum. If you are ready to gain the confidence to move forward with collaborative learning models enhancing the 4Cs (critical thinking and problem-solving, communication, collaboration, and creativity), join us! Become a leader in your own classroom and school!



**Graduate Credits/ PD Hours**

3 Graduate Credits / 135 PD Hours

# Reaching All Artists Through Differentiation

**Timeline**

5 Weeks



Course Code: Graduate Credit ARE 518 / Non-Graduate Credit AOEU 518 / Morningside EDUC500 AOEU 018

## Course Objectives

- ✓ Manage the logistics of a differentiated art room, no matter how many students you serve.
- ✓ Use the latest research and examples from around the country to refine your own hybrid art curriculum.
- ✓ Motivate even the most reluctant students and get them excited about art.
- ✓ Revamp your lessons and optimize them for all learners.
- ✓ Conduct interest and strength inventories to use in the art room.
- ✓ Draw from best practices in differentiation strategies.

## Course Description

We all know how important the arts are for our students. That's why it's just as important to make sure we are reaching each and every student in the classroom. Differentiation allows you to confidently prepare for every type of student and teach them the way they like to learn.

Throughout Reaching All Artists Through Differentiation, you'll learn to use the appropriate tools to maximize learning for all students: advanced placement, ELL, special education, those that are struggling and those from different backgrounds, cultures and interests. An important component of this teaching strategy is to enhance and modify your lessons and assessments to be developmentally appropriate. You will leave the class with a tool kit to help you take the strategies direction into the art room and implement them right away.



# Rethinking Kindergarten

**Graduate Credits/ PD Hours**

2 Graduate Credits / 90 PD Hours

**Timeline**

4 Weeks



Course Code: Graduate Credit ARE 513 / Non-Graduate Credit AOEU 513 / Morningside EDUC500 AOEU 013

## Course Objectives

- ✓ Develop meaningful curricular materials to suit the needs of today's diverse students.
- ✓ Consider various philosophies of early childhood education to inform and improve practice.
- ✓ Develop opportunities for play-based learning and student-directed inquiry.
- ✓ Gain strategies for fostering rich, ongoing partnerships with other adults in your learning community to further enrich the experiences of students.
- ✓ Examine strategies for classroom and student work management.
- ✓ Develop tools to assess and advocate for process-based classrooms.
- ✓ Build and reference a library of resources which address the needs of diverse learners.

## Course Description

Is kindergarten becoming college prep? Do we underestimate the value of allowing our youngest students to play, explore and create, even in the art room? Let's rethink the way we teach our youngest students! During this course you'll explore teaching methods used in the preschools of Reggio Emilia in Italy, which are some of the most renowned preschools in the world. These schools value the arts as an equal partner to the other academic subjects, provide a rich, interdisciplinary curriculum, and boast a full-time art teacher who works in direct conjunction with the regular classroom teacher.



# Studio: Ceramics

**Graduate Credits/ PD Hours**  
3 Graduate Credits / 135 PD Hours

**Timeline**  
8 Weeks



Course Code: Graduate Credit ART 524 / Non-Graduate Credit AOEU 524 / Morningside EDUC500 AOEU 024

## Course Objectives

- ✓ Create various pieces of work while experimenting with new techniques.
- ✓ Learn from art educators and ceramics experts from around the country who understand what you are going through.
- ✓ Create resources and hands-on ceramics examples to use directly in the classroom.
- ✓ Research best practices in the management and organization of ceramics.
- ✓ Push your own personal practice to the next level, while revamping your ceramics curriculum.

## Course Description

One of the many wonderful aspects of visual art is that it has so many disciplines. That variety is often one of the reasons it attracted us as educators, but when we are counted on to provide instruction for all the myriad types of art, there is a danger of becoming a jack-of-all-trades and master of none. The Art of Education's studio courses are designed to help you develop in mediums that you are unfamiliar with or want to get better at. For many disciplines, art teachers haven't studied them seriously since college. Now, you are the art teacher in a classroom. You have no pottery wheels, a limited budget, and students are so excited to play with clay that it's hard to know where to start.

Through this course, you will fill in all the gaps between what you learned in college and how that applies to the art room. You will also experiment with hands-on, advanced ceramics techniques such as using slips and underglazes, unique texture treatments and advanced hand-building techniques and make historical and interdisciplinary connections.

Think of this class as a studio methods course just for art teachers. You will try out the techniques and processes for yourself. As you create useful tools and finished pieces for the classroom, you will also learn how to break ceramics skills down for your students in a developmentally appropriate way and revamp your ceramics curriculum from the inside out!



# Studio: Drawing

**Graduate Credits/ PD Hours**

3 Graduate Credits / 135 PD Hours

**Timeline**

8 Weeks



Course Code: Graduate Credit ART 526 / Non-Graduate Credit AOEU 526 / Morningside EDUC500 AOEU 026

## Course Objectives

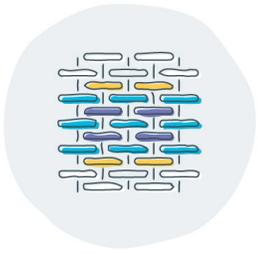
- ✓ Research the stages of drawing development and apply knowledge to your instruction.
- ✓ Learn from art educators and drawing experts from around the country who understand the challenges of drawing to students.
- ✓ Create resources, tools, and hands-on drawing examples to use directly in the classroom.
- ✓ Revisit materials, vocabulary, historical concepts and techniques to enhance your drawing instruction.
- ✓ Push your own personal practice to the next level, while revamping and scaffolding your drawing curriculum.

## Course Description

Drawing is a fundamental part of every art curriculum, but it has its pitfalls too. Students come with different backgrounds, aptitudes, and interests. Perceived drawing skills can build or break student confidence. Because of this, drawing can be one of the most rewarding and frustrating things to teach.

This course will address the most common challenges art teachers face when instructing various drawing skills. From making observational drawing more interesting (let's go beyond the fruit bowl!) to breaking down complex concepts like perspective, this is a drawing class designed just for the specific needs of the art educator!

You will walk away with a fresh perspective, the inspiration to redesign and scaffold your drawing curriculum, learn new strategies to teach the 'boring' elements and principles of design, and best of all, you will get to try them all out as you document your own drawing process throughout the creation of a teacher showcase series and final portfolio.



# Studio: Fibers

**Graduate Credits/ PD Hours**

3 Graduate Credits /135 PD Hours

**Timeline**

8 Weeks



Course Code: Graduate Credit ART 529 / Non-Graduate Credit AOEU 529 / Morningside EDUC500 AOEU 029

## Course Objectives

- ✓ Experiment with a wide variety of 2D and 3D weaving, felting, and embroidery techniques.
- ✓ Learn from art educators and fiber arts experts from around the country who understand the challenges of teaching fiber-infused lessons.
- ✓ Create resources, tools, and hands-on fiber art examples to use directly in the classroom.
- ✓ Research best practices in the management and organization of fiber arts.
- ✓ Push your own personal practice to the next level while revamping your fiber art curriculum.

## Course Description

Fiber arts elicit a multitude of reactions from art teachers. Some love this medium while others tolerate or even avoid it. Visions of needles, scissors, and tumbleweeds of yarn can be exciting or overwhelming and downright scary! This course is designed to conquer your fears and boost your fiber arts curriculum, no matter how scant or extensive it may be. Take your lessons to the next level with hands-on assignments focused on 2D and 3D weaving, needle felting, wet felting, embroidery and more!

You will work, hands-on, through demonstrations and projects that are fresh and exciting. Led by experts in the field, this class will take “old-school” techniques and make them cool again. You will conquer organization and management specific to fiber arts in the art room and create useful tools that break skills down for your students at any age level.



# Studio: Painting Tempera & Acrylic

**Graduate Credits/ PD Hours**  
3 Graduate Credits / 135 PD Hours

**Timeline**  
8 Weeks

Course Code: Graduate Credit ART 528 / Non-Graduate Credit AOEU 528 / Morningside EDUC500 AOEU 028

## Course Objectives

- ✓ Research best practice for tempera and acrylic painting in the classroom setting.
- ✓ Learn from art educators who are successfully taking risks with each media.
- ✓ Create various pieces of artwork while experimenting with new techniques.
- ✓ Create resources and hands-on examples to use directly in the classroom.
- ✓ Push your own personal practice to the next level, while revamping your painting curriculum.

## Course Description

Tempera and acrylic are versatile art supplies with endless possibilities in the art room, but they also provoke a host of questions. What product will produce the best results? How do I manage the mess? How can I take specific techniques and turn them into successful art experiences for my students?

This course addresses all of these questions and more as you explore best practices in both tempera and acrylic painting for the classroom. Topics will include brush selection, storage, and organization as well as color theory, mixing mediums, and advanced techniques. This is a painting class designed just for art teachers.

Whether you are teaching advanced painting at the high school level or are looking for a more successful approach to tempera at the elementary level, there will be something new to learn in this class. Best of all, you will become a painting expert yourself. You will have the time and the opportunity to try new techniques firsthand as you create a teacher showcase series and final portfolio.



# Studio: Watercolor

**Graduate Credits/ PD Hours**  
3 Graduate Credits / 135 PD Hours

**Timeline**  
8 Weeks



Course Code: Graduate Credit ART 532 / Non-Graduate Credit AOEU 532 / Morningside EDUC500 AOEU 032

## Course Objectives

- ✓ Research best practice, including basic, advanced, and color theory techniques, for watercolor painting in the classroom setting.
- ✓ Learn from art educators who are successfully taking risks with watercolor.
- ✓ Explore ideation strategies for developing concept-based lessons and artwork.
- ✓ Create resources and hands-on examples to use directly in the classroom.
- ✓ Develop or extend your watercolor curriculum.
- ✓ Push your personal practice to the next level by working in a visual journal with watercolor.
- ✓ Create original watercolor artwork while experimenting with new techniques.

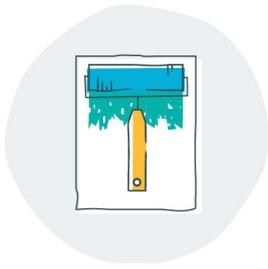
## Course Description

Watercolor is unique because it has transparent qualities unlike any other painting medium. Easy to explore, and easy to clean up, the unpredictable nature of watercolor paints make the paint fun to use and to teach. There are endless possibilities with watercolor in the art room and studio; the artist can never predict exactly what the results will be when watercolor and paper meet.

Limitless possibilities and an unpredictable media often come with questions! Which products should I use with Elementary or High School students? How can I teach specific techniques and leave room for student creativity? How can I teach students to 'go with the flow' and appreciate the unpredictable nature of watercolors? How do I manage the materials and clean up?

This course will address your questions and more as you explore watercolor studio methods and instructional strategies. Topics will include brush selection, material management, color theory, visual journaling with watercolor, as well as basic and advanced techniques for the art room. This course is designed specifically for art teachers. Which means, you will leave this class full of inspiration for direct application into your art room!

Whether you are teaching advanced painting at the high school level or are looking for a more successful approach to watercolor at the elementary level, there will be something new to learn in this class. Best of all, you will have dedicated time to explore the medium of watercolor and advance your own practice as an artist and as a teacher.



# Studio: Printmaking

**Graduate Credits/ PD Hours**

3 Graduate Credits / 135 PD Hours

**Timeline**

8 Weeks



Course Code: Graduate Credit ART 525 / Non-Graduate Credit AOEU 525 / Morningside EDUC500 AOEU 025

## Course Objectives

- ✓ Create a wide variety of prints while experimenting with new techniques.
- ✓ Learn from art educators and printmaking experts from around the country who understand the challenges of teaching printmaking to students.
- ✓ Create resources, tools and hands-on printmaking examples to use directly in the classroom.
- ✓ Research best practices in the management and organization of printmaking.
- ✓ Push your own personal practice to the next level while revamping your printmaking curriculum.

## Course Description

One of the many wonderful aspects of visual art is that it has so many disciplines. That variety is often one of the reasons it attracted us as educators, but when we are counted on to provide instruction for all the myriad types of art, there is a danger of becoming a jack-of-all-trades and master of none. The Art of Education's studio courses are designed to help you develop in mediums that you are unfamiliar with or want to get better at. For many disciplines, art teachers haven't studied them seriously since college. Now, you are the art teacher in a classroom. You have a wide variety of types of printmaking to teach but which one to focus on and how? Intaglio prints are great, but you aren't going to be using acid with your students anytime soon. If you teach elementary, you might rely heavily on foam printing. High school teacher? Perhaps you are stuck on linoleum prints. There are so many other advanced options to explore.

This class will break down various printmaking processes that you can use with your students at any age level without fancy equipment and with all of the safety and developmentally appropriate information you need. You will try out various monoprint techniques, image transfers, traditional and nontraditional linocuts, collagraphs and many other unique and alternative processes - no press or chemicals necessary.

As you create useful tools and finished pieces for the classroom, you will also learn how to break printmaking skills down for your students in a developmentally appropriate way and revamp your printmaking curriculum from the inside out!



# Studio: Sculpture

**Graduate Credits/ PD Hours**  
3 Graduate Credits / 135 PD Hours

**Timeline**  
8 Weeks



Course Code: Graduate Credit ART 533 / Non-Graduate Credit AOEU 533 / Morningside EDUC500 AOEU 033

## Course Objectives

- ✓ Experiment with a wide variety of sculpture media and methods while also realizing the unique safety precautions of sculpture supplies.
- ✓ Learn from art educators who understand the challenges of teaching sculpture to students.
- ✓ Create resources, tools, and hands-on sculpture examples to use directly in the classroom.
- ✓ Research best practices in the management and organization of sculpture media.
- ✓ Demonstrate conceptual planning and installation of three-dimensional artworks.
- ✓ Push your own personal practice to the next level while revamping your sculpture art curriculum.

## Course Description

What do you visualize when you think of Sculpture? If you are like most, the possibilities for teaching sculpture may seem endless. The vast potential for three-dimensional artworks can make teaching sculpture a challenge. Additionally, you may have concerns about materials, safety, and technology which can feel overwhelming for the most experienced art teachers.

For many of us, what we learned about sculpture in college was either with clay or materials and methods not appropriate or possible for use with Kindergarten through High School students. This course is meant to bridge the gap. It has been specially designed to meet the needs for K-12 art educators in sculpture arts, from beginner to advanced.

Through demonstration and hands-on learning you will select methods and materials that are best for you and your students (see week by week breakdown for specifics). Whether you are teaching elementary art or high school sculpture, you will walk away from this course with new and innovative methods to practically incorporate sculpture into your art curriculum.