

Arts Administration Advising Sheet

Last updated: 3/17/14

This advising sheet is for informational purposes only and does not constitute a degree certification.

Department Use Only			
Name:	Student #:	Semester Entered:	Adviser:
Advising Date:		Notes (Career goals/Concentration etc.):	

I. MA DEGREE REQUIREMENTS (36 credit hours total)

YOU MUST MAINTAIN A 3.0 GPA FOR ALL COURSES TAKEN

A. Core Arts Administration Courses (9 hours)

Course # and Name	Credits	Offered	Semester
AADM 6501 Development for Arts Orgs.	3	Fall & Spring	
AADM 6502 Legal Issues in Arts Administration	3	Fall & Spring	
AADM 6503 Marketing the Arts	3	Fall & Spring	

Comprehensive exams will be issued upon completion of these three courses. Comps must be passed before the student can register for Internship (AADM 6990).

B. Arts Administration Courses (24 hours)

Course # and Name	Credits	Offered	Semester
AADM 5223 Financial Administration and Development for Nonprofit Organizations	3	Spring	
AADM 6246 Arts Tech Overview*	3	Fall	
AADM 6504 An Overview to the Field of Theatre Arts*	3	Spring	
AADM 6505 Visual Art for Arts Administrators	3	Fall	
AADM 6506 Musical Overview Arts Administrators	3	Spring	
AADM 6601 Writing & Presentation for Arts Administrators	3	Fall (2014)	
AADM 6603 Art, Artists and Administrators	3	Spring (2015)	
AADM 6605 Seminar in Arts Administration	3	Fall (2015)	

*AADM 6246 (Tech) is a prerequisite for AADM 6504 (Theatre Overview)

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C. Required Electives (6 hours) Students must take 2 electives. They may take AADM classes or complete practicum(s)** , SUNO classes in Museum Studies or other approved graduate level classes.

Course # and Name	Credits	Offered	Semester
AADM 6607 Public Arts Policy	3	Fall <u>or</u> Spring	
AADM 6609 Arts and Community	3	Fall <u>or</u> Spring	

Course # and Name	Credits	Semester
Art/Business 1		
Art/Business 2		

#1. Practicum - AADM 6900 - 3 Credit Hours**

Semester enrolled in Practicum: _____

Practicum Organization: _____

Practicum Document	Date Received	Receiver's Initials
Practicum Proposal		
Midterm Evaluation		
Host Evaluation		
Practicum Timesheet (240 hours total)		
Practicum Report		

#2. Practicum - AADM 6900 - 3 Credit Hours *

Semester enrolled in Practicum: _____

Practicum Organization: _____

Practicum Document	Date Received	Receiver's Initials
Practicum Proposal		
Midterm Evaluation		
Host Evaluation		
Practicum Timesheet (240 hours total)		
Practicum Report		

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III. FINAL MA DEGREE REQUIREMENTS

A. Comprehensive Exam

Semester: _____

Grade (Pass/Fail): _____

B. Internship - AADM 6990 (Mandatory) - 6 credit hours

Semester enrolled in Internship: _____

Internship Organization: _____

Internship Document	Date Received	Receiver's Initials
Letter of Transmittal		
Internship Proposal		
Letter of Offer from Org.		
Internship Agreement		
Midterm Evaluation		
Hard copy of Report (to AADM Dept.)		
Electronic copy of Report (to AADM Dept.)		

AADM 7040 Semester (Not mandatory): _____

C. Graduation/Defense Paperwork

Graduation Paperwork	Date Received	Initials			
Memorandum of Understanding					
Committee Agreement					
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Head:					
Reader 1:					
Reader 2:					
Defense Date: []					
Master's Candidate Plan of Study					
Application for Degree (Webstar) & \$50 Fee					
Four (4) signed Master's Examination Reports					