Dear Applicant,

Thank you for your interest in the Art and Art Education Program at Teachers College.

If you have not already received it, the Teachers College catalog that contains an application to the College is being sent to you from the Office of Admission. To apply, you must complete the Teachers College application and Personal Statement, see TC catalog. In addition, you must complete the Art and Art Education Program Application Supplement, enclosed in this envelope, a Professional Profile and a List of Art Education Experiences.

We have enclosed information about the Art and Art Education Program and admissions procedures from the Teachers College catalog. Also enclosed is information about Graduate Assistantships that are available in the Art and Art Education Program. Finally, please refer to the enclosed Application Checklist and Application Deadlines to assist you in preparing your application materials.

If, after reviewing the contents of this packet, you have any questions, please feel free to contact the Art and Art Education Program Office at (212) 678-3360.

We look forward to hearing from you and reviewing your application.

Sincerely,

Judith M. Burton, Ed.D.
Director, Program in Art and Art Education
Application Checklist

Send the following to the Office of Admission, Teachers College / Columbia University
525 West 120th Street, Box 302, New York, NY 10027:

___ Teachers College Application, including 1 page Personal Statement.

___ Art and Art Education Program Application Supplement, including 3-6 page Professional Profile and List of Art Education Experiences.

___ Portfolio: (Please include your name, address and social security number with your materials.)
   ___ 15-20 slides, photographs or color copies of your own artwork. (Do not send originals.)
   and / or
   ___ 15-20 slides, photographs or color copies of student artwork, if you have teaching experience. (Do not send originals.)
   and / or
   ___ Examples of publications, grant applications, videos or other professional materials related to your art education experience and creative pursuits.

___ $60 Application Fee.

___ 2 letters of reference.

___ Official transcripts.

___ Resume or vitae.

___ Examples of writing sample such as theses or papers.

___ Application for Graduate Assistantships (optional).

___ If English is not your first language, a TOEFL score of 600 (or computer-based equivalent) or a level 10 on the American Language Placement Exam offered by Columbia University is required for admission to the Program.

___ An interview is required for Ed.D. and Ed.M. applicants. Interviews are advised for M.A. applicants. Please call the Art and Art Education Program Office (212) 678-3360 for an appointment.
Application Deadlines

The TC Office of Admission has the following deadlines for applications:

- For applicants wishing to start in the Summer or Fall Semesters:
  - Doctoral Program: Priority Deadline: January 2  Final Deadline: April 1
  - Master’s Program: Priority Deadline: January 15  Final Deadline: April 15

- For applicants wishing to start in the Spring Semester:
  - All Programs: Priority Deadline: Nov 1  Final Deadline: December 1

- Students must meet the priority deadline to be considered for scholarships. Admission applications received after priority deadlines are considered on a space available basis.

- Consideration for financial aid such as federal loans and work-study can be applied for at anytime. For information about financial aid, please call the Office of Student Aid (212) 678-3714.

The Art and Art Education Program will consider applications on a rolling admissions basis as per space available. Therefore you may apply after the above deadlines as specified by the Office of Admission.
Application Supplement

Date ____________

Applicant’s Name ______________________________________________ Social Security # _________________

Address _____________________________________________________________________________________

City ___________________________ State _____________ Zip______________   Country ___________________

Home Phone ______________________________________  Work Phone ________________________________

E-mail ____________________________________________  Fax ______________________________________

Institution granting Bachelor’s Degree ______________________________________Major __________________

Institution granting Master’s Degree (if applicable)__________________________________Major _____________

Applying for (please check one):

____M.A.    ____M.A. with Teaching Certification    ____Ed.M.    ____Ed.D.    ____Ed.D. in the College Teaching of Art

Professional Profile

Please answer the following questions on a separate sheet and attach it to this form. The Professional Profile is a critical feature of the application process to which you should give thoughtful attention. The Professional Profile must be provided, in addition to the Personal Statement that is required of the Teachers College application, see TC catalog.

• Discuss your reasons for wishing to pursue graduate study at this time.
• What do you feel to be the role(s) of art education in today’s world?
• At this stage of your personal and professional development, what do you see as your ultimate intellectual and artistic goals and objectives in the field of art education?

List of Art Education Experiences

List all art and art education and other relevant coursework including instructors’ names, exhibitions, teaching experience, and professional publications and presentations. You may attach a vitae if this information is included.
Application for Graduate Assistantships

Date ____________

Applicant’s Name ____________________________________________ Social Security # _________________

Address _____________________________________________________________________________________

City ___________________________ State _____________ Zip______________ Country ___________________

Home Phone ______________________________________  Work Phone ________________________________

E-mail ____________________________________________  Fax ______________________________________

Applying for (please check one):

____M.A.    ____M.A. with Teaching Certification    ____Ed.M.    ____Ed.D.    ____Ed.D. in the College Teaching of Art

Educational Background

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Professional Experience

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Special Skills or experiences relevant to your qualifications

____________________________________________________________________________________________

____________________________________________________________________________________________

(continued – please turn over)
Type of Assistantship you are most interested in (you may apply for up to two different Assistantships):

_____ Program Director’s Associate
_____ Course Assistant
_____ Research Assistant
_____ Macy Gallery Associate
_____ Studio Assistant
  _____ Sculpture
  _____ Ceramics
  _____ Printmaking
  _____ Photography
  _____ Painting
  _____ Drawing

Have you applied for other sources of funding? _____ Yes _____ No

Will you be receiving a scholarship? _____ Yes (How much? ______) _____ No _____ Don’t know yet

Do you currently live in the New York City area? _____ Yes _____ No

Are you currently employed in the New York City area? _____ Yes _____ No

Will you continue your current job when you start your degree work? _____ Yes _____ No

(Please check one) Do you plan to be a _____ full-time student (12 points or more) or _____ part-time student (less than 12 points)?

References: List three people who can comment on your qualifications for an assistantship.

Name       Address       Phone
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________
Graduate Assistantships

Students in the Art and Art Education Program may apply for a Graduate Assistantship. These Assistantships may have either teaching or administrative responsibilities. The Graduate Assistantships may involve working with students or faculty, planning gallery events, working on research projects and coordinating Program activities.

All Graduate Assistants have extra studio privileges during the semester and during vacation times. In addition, Assistants are expected to meet twice a semester with the Program Director, and may be called upon to assist with larger Program projects during the year.

While most Assistantships are awarded to full-time students, some may be available to part-time students. The amount awarded for assistantships varies, according to responsibilities. Assistantships are awarded independently of scholarship decisions, and students may hold both.

For information about scholarships, financial aid, and work-study opportunities, please contact the Teachers College Student Aid Office (212) 678-3714.

For information about job opportunities, please contact the Teachers College Personnel Office (212) 678-3175.

After initial review of the Graduate Assistantship application, some applicants will be called for an interview with Program faculty.
Graduate Assistantship Job Descriptions

Program Director’s Associate
- Maintain and keep all Program records in good order
- Type and maintain correspondence/Proficient in Mac or IBM
- Work with other College Departments on behalf of the Program
- Communicate with prospective students
- Help with recruitment and preparation of materials
- Assist with the planning and organization of special colloquia/symposium meetings
- Assist the Program Director with scheduling appointments and with the efficient running of the office

Course Assistant
- Help prepare all course materials, xerox syllabi and readings, etc.
- Help prepare book list and bibliographic materials
- Schedule A.V. materials as necessary
- Research new materials/equipment
- Assist with recruitment and preparation of promotional materials
- Assist with Colloquia/Symposia/Meetings
- Proficient in Mac or IBM

Research Assistant
- Proficient in Mac or IBM
- Maintain records and files
- Understand scoring and statistics
- Develop grant proposals
- Collect data
- Use library and other research sources as necessary
- Be able to work independently and collaboratively

Macy Gallery Associate
- Develop a schedule of exhibitions under the guidance of the Program Director
- Maintain a balance of shows: students/children/visitors/fine arts/crafts
- Develop and update a mailing list
- Organize publicity materials and advertising
- Develop written materials for distribution
- Develop new audiences for the Gallery
- Maintain facility in good and attractive order
- Help with receptions and openings
- Proficient in Mac or IBM
- Develop a filing system and keep records in good order
- Maintain regular contact with Program Director

Studio Assistant
- Attend and assist with classes in the studio area
- Keep attendance sheets and maintain records
- Order and maintain supplies and equipment
- Keep the studio clean and in working order
- Maintain regular open-studio hours
- Help mount and hang works for exhibitions
- Assist the studio instructor as appropriate