ART & ART EDUCATION PROGRAM
Teachers College, Columbia University, (212) 678-3360

Dear Applicant,

Welcome! Thank you for your interest in the Art & Art Education Program at Teachers College. The Teachers College Application Form for Admission can be found online at www.tc.columbia.edu/apply. In addition to the general application requirements, the Art & Art Education Program requires supplemental materials in order to complete your application for admission.

Please note that the GRE is not required for your application for admission. However, the portfolio components (in digital form) and academic writing samples portion of the application are required and will give us a broader picture of your qualifications and interests.

Some of these supplemental requirements will be submitted electronically as part of your online Application Form for Admission, while others must be mailed directly to the Art & Art Education program office. It is essential that you submit the correct materials to the correct office. Failure to do so could result in serious delays in the processing of your application.

Enclosed, you will find information helpful to you as you prepare your application to the Art & Art Education program. Please read it carefully. 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
ART & ART EDUCATION PROGRAM  
Teachers College, Columbia University, (212) 678-3360  

Application Deadlines  
For applicants wishing to start in the Spring Semester:  
   November 1 (All Programs)  
For Summer or Fall entry, the Art & Art Education Program considers applications on a rolling basis. This means that you may submit your application anytime, although you are strongly encouraged to complete your application two months prior to the start of your desired entry term. Applications received after priority deadlines (below) are considered on a space-available basis. Applicants must meet the priority deadline to be considered for departmental scholarships.  

Priority Deadlines for applicants wishing to start in the Summer or Fall Semesters:  
   January 2 (Doctoral Programs)  
   January 15 (Master’s Programs)  
Eligible prospective students may apply for financial aid such as federal loans and work-study at anytime. For more information on applying for financial aid, please visit the Office of Financial Aid website: www.tc.columbia.edu/financialaid.
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Art & Art Education Program Supplement Requirements

1. Art & Art Education Supplemental Application Form ***(Mailed directly to Art & Art Education Program Office) ***
The Art & Art Education Supplemental Application Form is located on page 5 of this packet.

2. Art Education Professional Profile ***(Mailed directly to Art & Art Education Program Office) ***
The Art Education Professional Profile must be provided, in addition to the Personal Statement required for the Teachers College application. To complete it, please answer the questions below on a separate piece of paper.
   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?

The Professional Profile should be 3-6 pages long.

3. List of Art Education Experiences ***(Mailed directly to Art & Art Education Program Office) ***
On a separate piece of paper, list all art and art education experiences. These may include courses (please include instructors’ names), exhibitions, teaching experiences, and professional publications and presentations. (Art and art Education experiences may be listed in résumé form).

4. Portfolio ***(Mailed directly to Art & Art Education Program Office) ***
   15-20 images (digital images only) of your own artwork (do not send originals) and/or
   15-20 images (digital images only) 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 (again, digital versions only please)

RESOLUTION REQUIREMENTS FOR IMAGES:
Please send images in a 72dpi , 4 x 6 inch format.
Art & Art Education Program Supplement Requirements, continued

5. **Writing Sample** (Submitted electronically through online Application Form for Admission)

   To help us assess your writing abilities, please include 1 – 2 samples of writing you have done in the past. These may be academic papers, theses, or publications. Multiple writing samples should be pasted together and submitted electronically as a single Word document.

6. **Graduate Assistantship Application** (Optional; Mailed directly to the Art & Art Education Program Office)
   The Graduate Assistantship Application is located on pages 8-9 of this packet.

7. **Interview** (Scheduled by the applicant)

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Art & Art Education Supplemental Application Form (required)

Date ____________________________
Applicant’s Name ____________________ TC ID # (if applicable) ______________________
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 ___________

Desired Degree Program (please check one):
   ___ M.A. (Master of Arts)
   ___ M.A. (Master of Arts) with Initial Teaching Certification (Fall entry only)
   ___ M.A. (Master of Arts) – INSTEP (Summer entry only)
   ___ Ed.M. (Master of Education)
   ___ Ed.D. (Doctor of Education)
   ___ Ed.D.C.T. (Doctor of Education in the College Teaching of Art)

Desired Entry Term (please check one):
   ___ Spring
   ___ Summer
   ___ Fall

For descriptions of the programs above please refer to the Art & Art Education Master’s Handbook and Doctoral Handbook.
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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. They may involve working with students or faculty, planning gallery events, working on research projects, and coordinating Program activities. *Graduate Assistantships become available sporadically. The Program in Art & Art Education keeps applications on file and reviews them whenever there is an open position.*

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 Office of Financial Aid: [www.tc.columbia.edu/financialaid](http://www.tc.columbia.edu/financialaid).

For information about other job opportunities, please contact the Human Resources office: [http://www.tc.columbia.edu/administration/hr/](http://www.tc.columbia.edu/administration/hr/).

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

The positions below become available sporadically. The Program in Art & Art Education keeps applications on file and reviews them whenever there is an open position.

Course Assistant
Help prepare all course materials, photocopy 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

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 coordinator

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

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
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Graduate Assistantship Application Form (optional)

Date __________________________
Applicant's Name ____________________________________________
TC ID # (if applicable) __________________________________________
Address

City __________________________ State _____________ Zip ____________
Country _______________________________________________________
Home Phone __________________________ Work Phone __________________
E-mail __________________________ Fax _____________________________

Desired Degree Program (please check one):

___ M.A. (Master of Arts)
___ M.A. (Master of Arts) with Initial Teaching Certification (Fall entry only)
___ M.A. (Master of Arts) – INSTEP (Summer entry only)
___ Ed.M. (Master of Education)
___ Ed.D. (Doctor of Education)
___ Ed.D.C.T. (Doctor of Education in the College Teaching of Art)

Desired Entry Term (please check one):

___ Spring
___ Summer
___ Fall

Educational Background
School Degree/Year Major G.P.A.

________________________________________________________________________
________________________________________________________________________

Professional Experience

Position Employer Dates

________________________________________________________________________
________________________________________________________________________

8
Special Skills or experiences relevant to your qualifications

Type of Assistantship you are most interested in (you may apply for up to two different Assistantships):

___ 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 _____ Do not 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
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Application Checklist

For complete application instructions, please consult the Guide to Admission (www.tc.columbia.edu/apply).

1. Please submit the following application requirements electronically via the online Application Form for Admission (http://www.tc.columbia.edu/apply):
   - [ ] Teachers College Application Form for Admission
   - [ ] Personal Statement (1 Page)
   - [ ] Résumé
   - [ ] Writing Sample
   - [ ] 2 Letters of Recommendation (1 copy of each is required; Can also be submitted electronically)
   - [ ] Application Fee ($65 for first application, $35 for all subsequent applications)

2. Please mail the following hard-copy application requirements (in a single package, if possible) to the Office of Admission:
   
   Office of Admission
   Teachers College, Columbia University
   3rd Floor, Thorndike Hall
   525 West 120th Street, Box 302
   New York, NY 10027
   (212) 678-3710
   Please include a completed Document Cover Sheet with all mailed materials (http://www.tc.columbia.edu/apply).
   - [ ] Official Transcripts from all post-secondary institutions attended for credit
   - [ ] 2 Letters of Recommendation (1 copy of each is required; Can also be submitted electronically)

3. The following is required for all applicants who attended post-secondary institutions outside of the U.S. or Canada (excluding study-abroad credits contributing to a U.S. bachelor’s degree).
   - [ ] World Education Services, Inc. (WES) course-by-course credential evaluation of all post-secondary credits taken outside of the U.S. or Canada (sent directly to the Office of Admission by WES, www.wes.org).
Application Checklist, continued

4. The following is required for all applicants who are non-native English speakers and did not receive their bachelor’s degree from an English-speaking institution:

_____ Official score report of TOEFL or equivalent (reported directly to the Office of Admission from the testing administrator)
   TOEFL (ETS reporting code 2905): 100 min. (internet-based), 600 min. (paper-based)
   Columbia University American Language Program English Certification Test: Level 10
   More examples listed in the Guide to Admission
   (http://www.tc.columbia.edu/apply)

5. Please mail the following hard-copy application requirements in a single package to the Art & Art Education Program Office:

Art & Art Education
Teachers College, Columbia University
444 Macy Hall
525 West 120th Street
New York, NY 10027
ATTN: APPLICATION SUPPLEMENT
(212) 678-6630
_____ Art & Art Education Program Supplement, including:
   _____ Art & Art Education Supplement Application Form
   _____ Art & Art Education Professional Profile
   _____ List of Art Education Experiences
   _____ Portfolio (digital form only, please—see requirements)
   _____ Graduate Assistantship Application Form (optional)

6. The following is required for Ed.D. and Ed.D.C.T. applicants only:
   _____ Interview with department (scheduled by applicant)