

First-Year Review for Art Education

The first-year Art Education review is a fact-finding review and part of an overall system of evaluation in the graduate program at UF. Although a student must maintain a B average, she/he must also pass the first-year review in order to continue in his/her program of study. The student should be aware that the criteria and determination made at the review is not reflective of his/her grades or GPA at the time of the review. The first-year review is a crucial component of the Masters, as all graduate students are expected to demonstrate assimilated knowledge in the field, as well as outline their research interests before proceeding with the graduate degree.

In the Art Education area of the SA+AH, the first-year review committee is made up of two members of the Art Education faculty, with the Director of Graduate Studies designated as the committee organizer. The organizer works with the student to inform, facilitate and lead the review meeting.

The first-year review of the Art Education student's progress takes place at the end of the first-year of graduate study (or at the end of the semester in which the student gains 18 UF credits) to determine the student's fitness for continuation in the program.

Submitting Questions:

To prepare for the first-year review, the student will generate four possible questions reflective of his/her first-year's art education studies at UF. These questions should be submitted, via the SAKAI first-year review site, to the first-year review committee four weeks prior to the review. The committee will select two of these and edit them for the student to respond to in writing. The student will then have a twenty-four hour (24) period to respond in writing to the two edited questions. (See below for the requirements for formatting these documents.) The student will then submit the two Microsoft Word documents to Sakai Assignment drop box, responses will automatically go through [Turnitin](#) and a report will be generated.

Sakai Assignment drop box for your 4 original Questions
Sakai Assignment drop box for response to Q#1
Sakai Assignment drop box for response to Q#2

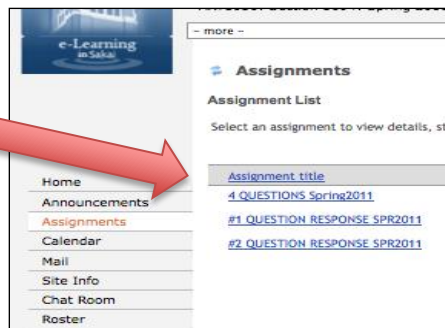
Format:

Full Name

UF ID

Q#1 *place question here*

Response: 12pt type, double space, 1-inch margins.



During the following week the first-year review committee will schedule a one-hour meeting with the student to discuss his/her written responses and performance during the first-year. This meeting will take place in Elluminate. In addition to providing written responses to the two final questions, the student will also submit a one-page written statement to the committee summarizing his/her first year of graduate study to assist in the review process. This statement should highlight what the student considers to be her/his most significant art educational learning experiences during the first year and how s/he has been able to apply knowledge or skills acquired in the program to other art teaching and learning situations like the classroom or community. During the review meeting, the committee will question the student about his/her graduate work and written responses. Following this discussion, the committee will meet without the student present to discuss the student's responses and progress in the program. The committee will then recommend one of the following options to the School of Art and Art History Director:

Outcomes: *The three possible outcomes (based on majority vote) of this discussion are as follows:*

OPTION 1: PASS

The student's performance meets the standards expected during the first-year of graduate study.

OPTION 2: RE-REVIEW

The student's performance does not meet the standards expected in the graduate program to pass on to the second year at this time.

Note: The re-review must take place prior to the beginning of the following semester (fall/spring).

OPTION 3: DISMISS

To dismiss the student from the program based on unsatisfactory completion of the first-year review (no re-review).

Caucus:

The committee will caucus to discuss the review without the student present, complete a ballot, and turn the ballot into the coordinator. Following the vote, the committee will meet with the student to discuss their recommendations and give the student critical feedback about his/her work.

Notification:

Students will receive unofficial notification of the results of the review following the review. All students will receive official continuance notification by email to their UF from the School Director and Graduate Coordinator prior to the end of the spring semester.

The first-year Review Committee organizer will report the results to Graduate Coordinator by letter in a timely fashion, preferably within two (2) weeks of the review, but no later than the end of the semester. The student will receive continuance notification from the School Director and the Graduate Coordinator prior to the end of the semester. Those students who will be continuing on to their second year of study must name a Supervisory Committee and file the **Supervisory Committee Form** with the **Director of Graduate Studies** by the end of the semester. The Supervisory Committee Form will be placed in the student's academic folder. (Note: The student may make changes in her/his Supervisory Committee up to the beginning of the thesis project semester).

The Re-Review Process

If the student is asked to re-review by their First-Year Review Committee, the re-review will be scheduled prior to the start of the following (fall/spring) semester (prior to the start of the semester's classes).

The Re-review process will be similar to the previous review process. The student will be given one question to respond to in writing. This response as well as a written statement by the student addressing the earlier concerns expressed by the Review Committee will be used in the re-review process. The committee will then ask any questions to the student about his/her work and progress since the last meeting. The committee will then meet without the student present to discuss their following two options:

- to allow the student to proceed with his/her studies and research work according to schedule.
- to dismiss the student from the program based on academic performance and presentation to the committee.

After deliberation, the committee will present their results informally to the student with formal notification by the Graduate Coordinator and Director. If the student passes, then he/she will continue with the program and a letter stating that the student has met required adjustments will be placed in his/her academic folder. If the student does not pass the review, s/he will be denied further registration as a graduate student.