



Graduate Handbook

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Our mission is to cultivate capable, reflective, and compassionate leaders in the arts, cultural, and museum sectors.

Our values-driven program intentionally places emphasis on:

Flourishing—We believe the arts and museums can help everyone thrive. We strive to enable human flourishing in our program, in our fields, and in the world around us.

We value: thriving, facilitating meaning, doing what matters, enabling curiosity, being intentional, reflection, and compassion

Interconnectedness—We recognize that everything is linked, from the systems within a single person to the larger systems across time and space. Our program honors the networks and relationships that exist within and among our fields.

We value: relationship-building, collaboration, integration, embracing diversity, equitability, coherence, harmoniousness

Resilience—Flexibility, versatility and adaptability are vital skills for survival in today's world, and together they enable resilience. Our customizable program builds in resilience while at the same time, teaching it.

We value: customizability, flexibility, adaptability, innovation, relevance, ethical being, freshness, trusting in emergence

As a program, we envision a world...

...where our audiences, professionals, and communities flourish
 ...where we nourish interconnections within and beyond our fields
 ...where heritage, creativity, and performance are cherished by all as valuable assets

Welcome!

Everyone here in ACM&MS—including myself—is so glad you have joined our program, entrusting our faculty, staff, and fellow students to join you on this new journey in your life. We know this is a big commitment and want to assure you that we are equally committed to your success.

Because our program uniquely combines museum studies and arts management curricula, we draw diverse cohorts of students from across the performing arts, visual arts, and music, but also from the sciences, history, anthropology. We celebrate the abundance derived from these varied perspectives and experiences. As a part of this, our values-driven program gives you the tools to be a reflective, compassionate, and competent leader. At each stage of the program, we are committed to fostering the perspective that management offers an opportunity to engage with people and to make a difference in community well-being. To this end, we connect our students with a rich network of experienced faculty and professional mentors who are immersed in the world of arts and museums.

You will find this to be a very open and flexible program and I am here to help make this a beneficial and positive learning experience for you. We strongly encourage open communication, so please feel free to ask questions and make suggestions to help us create a positive environment for all involved.

K.F. Latham, Program Director

Program Overview

ABOUT THE PROGRAM:

The Master of Arts degree in Arts, Cultural Management & Museum Studies (ACM&MS) is a multidisciplinary degree administered by the College of Arts and Letters (CAL) that prepares students for leadership positions related to the management and advocacy of arts and museum organizations or industry dimensions of an artistic and humanistic entrepreneurial career. Students will choose from one of two plans—with a thesis (Plan A) or non-thesis (Plan B) options—depending on their area of interest and future goals.

Admission To The Program

For **Fall** admittance, and to be considered for potential funding opportunities, the **application deadline**:

- for international students is **January 1**
- for domestic students is **February 1**

Note: We will accept domestic applications until **June 1** (not eligible for partial funding). At this time, we do not accept applicants for Spring admission.

To be admitted to the M.A. program on regular status, an applicant must have:

- A baccalaureate degree, with a minimum overall GPA of 3.2.

Requirements for application to the M.A. Degree Program:

- **MSU Graduate Application**, found at <https://admissions.msu.edu/apply/graduate-students>, here you will include the following:
 - o **Personal Essay**—Tell us about yourself. What drives you? Why this degree? Why now?
 - o **Academic Essay**—What is your background? What are your academic interests? What is the relationship between academic and professional for you? Why will this degree, and ours in particular, help you to achieve your professional goals? Tell us about how your values coincide with ours.
- A **writing sample** that must reflect aptitude for critical and scholarly writing (approximately 10-20 double-spaced pages). Papers from your undergraduate courses are appropriate to use.
- A **portfolio** that demonstrates professional experience/interest related to Arts, Cultural Management and/or Museum Studies—a compilation of evidence (documents, videos, website, photos, brochures, etc.) showing what you've done that helps us see if you are a good fit for the program. What to include can mean different things to different people. Anything that you have done in the past that supports your interest could be compiled; it can include, for example, budgets you created, flyers you made, tours you designed, catalogs you have created—anything that reveals some connection between your experience and this program of study. You can turn it in as a bundle of pdfs or make a website for it, we just ask that you **explain your role** in what you submit and provide a **table of contents**.
- **Letters of Recommendation (3)**—Professional and/or academic, not personal. Must be on letterhead and signed, then made into a pdf. These should be submitted to the portal by the writers themselves. References can be to the ACM&MS Admissions Committee's attention.

- **Transcripts**—Please have official versions sent to the MSU Admissions office. You may upload unofficial versions to the application portal but only **in addition to** the official one(s) (please send transcripts directly to Office of Admissions 426 Auditorium Rd. Rm. 250, East Lansing, MI 48824)
- **CV or resume**
- In addition, *international students* must also submit:
 - TOEFL scores (minimum score of 100)
 - Affidavit of financial support ([see here](#))

See more on international application requirements [here](#).

Advising

Throughout their graduate work, M.A. students are advised by the Program Director, who will assist students in completing a degree plan in the student's first semester (see Appendix 1) and guide them with revisions and changes along the way. At the end of their second semester in the program, students form a Graduate Guidance Committee (GGC) and designate one faculty member of that committee to serve as Committee Chairperson (see Section on Role of GGC for details).

Google Advising Folder

You and your advisor will use an assigned private folder on a Google drive to work on and store your degree planning documents. Once you choose your GGC and Chair, they too can be let into the drive to help advise and guide you.

Graduate Guidance Committee (GGC):

The guidance committee is expected to share responsibility for reviewing the graduate student's progress, guiding the student toward completion of course and program requirements, and preparing the student for professional success after graduation.

When and Who

The student's GGC will be formed no later than the **end of the second semester**. It is the student's responsibility to make the selection and gain permissions (however, the Director is available to assist in making choices, if needed). Most importantly, choose your members based on who you know in the program and who has the expertise and connections related to your interests. The GGC will consist of a majority ACM&MS faculty and may also include an approved (by Program Director, then Graduate School) member of the student's topic area or professional practice related to the program work. At least three members must be on a committee (therefore, 2/3 must be core faculty; see bylaws for definition). If you are doing a thesis, you must have at least one member be from another program on campus with "regular" faculty status. Anyone teaching in our program* (tenure stream, academic specialist, or fixed term) is valid to serve on the GGC, but the majority must be core faculty. In some cases, practitioner staff from one of our partners on campus (i.e. Wharton, MSU Museum, The Broad Museum, Abrams Planetarium, etc.) will be appropriate to serve on a students' GGC. If the Director determines that the person the student wishes to serve on their committee is not normally permitted to serve, the student must file a request [here](#). GGC composition can change with concurrence of the student and unit, see [GSRR 2.4.2.2](#). To change the composition of an existing committee, the student must confer first with their Chair and then Program Director.

**note that as of August 2021, the program is still working with the Graduate School and University to allow our GGCs to consist of a larger portion of non-regular faculty.*

ABOUT GRADUATE SCHOOL:

Full-Time

To be considered full-time for academic purposes, students at the master's level must carry a minimum of 9 credits per semester.

Academic Standards For All Graduate Students

A graduate student in the ACM&MS M.A. Program must maintain a cumulative grade-point average of at least 3.00. If at the end of a semester, a graduate student fails to meet the grade-point average (GPA) requirement specified above, the student shall receive a deficiency warning. If the deficiency is not removed within one calendar year, the graduate student will not be allowed to continue in the degree program. A student may accumulate no more than 6 credits with a grade below 3.0 in courses that are to be counted toward the degree. Credit will not be counted towards the degree for any course in which the student receives a grade less than 2.0. However, all grades are counted in the calculation of the GPA.

Academic Advising

It is each student's responsibility to know University and College requirements as stated in the catalog and in college printed materials. To assist the student in interpreting policies and requirements, academic advisement is provided per [MSU's Guidelines for Graduate Student Mentoring and Advising](#). Students are strongly encouraged to consult regularly with their advisor. The ACM&MS Program Director will advise all graduate students throughout their entire program. The Graduate Guidance Committee (GGC), established by the end of the student's second semester, provides further guidance and recommendations.

Student Progress Reports

The [Graduate Student Rights and Responsibilities \(GSRR\)](#) specifies that ALL graduate students should have an annual evaluation and/or progress report. [Written evaluations](#) by the advisor should be provided to each student and a copy placed in his/her file at the end of each academic year. For Fall cohorts, this means that such a meeting should occur sometime at the end of spring, the student's second semester.

Requirements For A Master's Degree

The student plans a program of study in consultation with their advisor and graduate advisory committee subject to the rules of the College and the University. See Program Components for specific requirements.

Time Limit

The time limit for completion of the master's degree is 5 years from the beginning of the first semester in which credit was earned toward the degree. Applications for extension of the 5-year period of time toward degree completion must be submitted to and approved by the dean of the college and the Dean of The Graduate School.

Transfer And Lifelong Education Credits

Students in any master's program in the College may apply a maximum of 9 credits earned through any combination of courses taken through lifelong education, graduate certification, or in transfer from another institution, if they are appropriate to a student's program and provided they were completed within the time limits approved for the earning of the degree desired at Michigan State University. The advisor and Associate Dean for Graduate Studies must grant approval. Only courses in which at least a 3.0 grade, or its equivalent, was received will be considered for transfer. For more information regarding transfers, visit the [Transfer Credits](#) section of the Academic Programs Catalog. See [Master's Programs Transfer Credits](#) for more detail. With the approval of the student's academic advisor and the Associate Dean for Graduate Studies, these transfer credits may fulfill specific MSU degree requirements; not all transfer credits will necessarily fulfill specific MSU degree requirements.

Dual Degrees

For MSU undergraduates who minored in ACM or MUSM, up to 9 credits may be counted towards the M.A. degree provided that the undergraduate degree was at least 120 credits. but the undergraduate must be enrolled in the dual degree program. Meet with your ACM or MUSM advisor to clarify expectations before you begin your M.A.. Note that you will still need to apply to the M.A. admissions and go through the normal review procedures. See [this](#) for more information and the [dual enrollment form](#). See financial aid implications [here](#).

Program Components

Requirements for the Master of Arts Degree in Arts, Cultural Management and Museum Studies:

The Master of Arts degree in Arts, Cultural Management and Museum Studies is available under both Plan A (thesis) & Plan B (non-thesis). A total of **32 credits** are required for the Plan B degree and **33 for Plan A**.

Students must complete **32 credits** (Plan B) and **33 credits** (Plan A) from the following courses:

1. All of the following courses (13 credits):

- ACM 801 Introduction to Arts, Cultural and Museum Management (3)
- ACM 861 Strategic Planning, Human Capital & Financial Mgmt. for AC&M Management (3)
- ACM 865 Leadership Development for Arts, Cultural and Museum Management (3)
- ACM 869 Policy and Advocacy for Arts, Cultural and Museum Management (3)
- ACM 892 Arts, Cultural and Museum Management Seminar (1)

2. At least 16 credits from the following courses (16 credits):

- ACM 862 Public Communications in Arts, Cultural and Museum Management (3)
- ACM 863 Event Management and Design for Arts and Culture (3)
- ACM 868 Non-Profit Law for Arts, Cultural and Museum Management (3)
- ACM 864 School and Community Education in Arts and Cultural Management (3)
- ACM 866 Operations and Facilities Management in Arts and Cultural Management (3)
- ACM 867 Development and Fundraising Theory & Practice for Arts, Cultural & Museum Management (3)
- ACM 872 Professional Practicum in Arts & Cultural Management (3)
- ACM 890 Independent Study (1-3)
- ACM 891 Special Topics in Arts and Cultural Management (1-3)
- MUSM 885 Fundamentals of Museum Studies (3)
- MUSM 894 Exhibition Communication (3)
- MUSM 887 The Digital Museum (3)
- MUSM 888 Curatorial Practices in Museums and Cultural Organizations (3)
- MUSM 889 Museum Collections (3)
- MUSM 890 Independent study (1-3)
- MUSM 895 Special Topics in Museum Studies (1-6)
- MUSM 898 Museum Visitor Studies (3)
- MUSM 870 Practicum in Museum Studies (1-6)
- MUSM 495 History Harvest (3)
- CSUS 431 Interpretation and Visitor Information Systems (3)
- CSUS 873 Culture, Communities and Tourism (3)

*Other management-focused, nonprofit, arts and humanities courses may be substituted with the approval of the academic advisor.

Additional Requirements for Plan A (thesis):

1. Complete at least 4 credits of ACM 899 Master's Thesis Research
2. Prepare an approved thesis proposal and pass an oral defense of the thesis.

Additional Requirements for Plan B

1. Complete a minimum of 3 credits from one the following:
 - ACM 872 Practicum in Arts and Cultural Management
 - MUSM 893 Museum Internship
2. Pass a final evaluation.

Additional Graduate Certificates Options

You may choose to take advantage of one of MSU's graduate certificates while you are here. You should meet with your ACM&MS advisor to negotiate the best path for your M.A. and your certificate to work together. Note that not all courses in other programs can count towards your M.A. curricular requirements.

Degree Requirements

COMPLETING YOUR DEGREE:

Students must complete the following to be recommended for the degree to be conferred:

- Plan A:
 - 33 credit hours
 - At least 4 thesis credits ACM899
 - A successful defense of thesis
- Plan B:
 - 32 credit hours as required
 - At least 3 credits of internship or practicum (project)
 - Exit oral examination or evaluation

All requirements for the Master of Arts degree must be completed within five years from the date of the student's first matriculation in graduate standing (or in conditional graduate standing). Progress toward the master's degree normally occurs in these main steps:

1. Upon initial enrollment, the student **develops a program of graduate studies** (see Appendix 1: Degree Plan) with the approval of the Director, who will advise you throughout your program. The degree plan must be drafted no later than November 1 of the student's first semester.
2. In the student's first semester, the student will set learning intentions for their degree overall and submit these to the Director/adviser by November 1 of the student's first semester.
3. By the end of the student's **second semester**, they must select 3-4 faculty members to form their **Graduate Guidance Committee (GGC)**, designating the chair. (This is for both Plans).
4. No sooner than the completion of one-half of the required credit hours for graduation, the student's **total record is reviewed** by the advisor and chair of the Graduate Guidance Committee (GGC).
5. In the student's final semester, the student will take the **Seminar course**, ACM892 (1 Cr).
6. [for Plan B] In the student's final semester, no later than mid-semester, the chair of the GGC will **schedule the student's exit oral presentation** to the full GGC. Guest examiners from outside the program, including other students, may be invited by the program's graduate faculty to participate in administering the oral presentation.
7. [for Plan B] If the student is successful in completing required course work, and the oral exit presentation, the program director will recommend to the Provost that the M.A. degree be conferred.
8. [for Plan A] If the student chooses to do a thesis, they should begin to work in their second semester with their GGC Chair to establish their thesis topic and plan.

Internship Or Project Requirement (Plan B)

Students are required to complete an internship of at least 15 weeks/120 hours (ACM 871 Internship in Arts and Cultural Management or MUSM 893 Museum Internship) or conduct a Project (ACM 872 Practicum in ACM or MUSM 897 Practicum in Museum Studies). The Program Director and ACM faculty will assist the student in finding an appropriate site for the internship or topic for the project, however, **primary responsibility for finding an internship placement or development a project rests with the student**. The internship site should be a museum or arts or cultural organization aligned with the student's area of concentration (management or

museum studies). In many organizations, volunteer work is also internship work, they need not be formal programs. Internships will normally be completed during the summer following the student's first year of study, but this may vary depending on the student's degree plan and site availability. Internship form links are sent to the student once they are approved to enroll. Process details are below.

Internship

An internship is like a mini job. You choose a place to work for a designated time to get work experience.

ACM&MS Internship Process:

- Student inquires about internship to advisor (both graduate and undergraduate levels), if position is appropriate to the student's experience and coursework (eg. there should be at least a **minimum of coursework** already taken by the time the internship starts), they can proceed. Fill out an **Internship Agreement Form** (ask your advisor for the link) and turn in to the Internship Instructor (who may or may not also be your advisor).
- Once student secures a plan for an internship site, with advising, sign up for the semester(s) for the **internship "course"** (1 credit hour= 40 experience hours; 3 credit hours of internship equals 120 hours of work time over 15 weeks)
- Before starting internship, student should work with advisor and supervisor to create a **set of 5-8 objectives** for the internship (objectives are SMART: Specific, Measurable, Attainable, Results-Focused, Time-Focused).
- When the internship begins, the student must **log hours** as they work them, commenting on each **log entry for at least one paragraph**. An online space where this information can be stored and viewed by your advisor in real time should be used (e.g. GoogleDocs or GoogleSheets, or pbworks.com)
- The Internship instructor will check in to the site regularly to be sure student is doing ok. No comments will necessarily occur during this period unless there is a question.
- At the end of the internship, the student will **write a reflection** on the experience, specifically talking about the relationship between course material learned and actual experience in practice and the objectives set up for the internship.
- Both the [student](#) and (separately) the [supervisor](#) (from their own email) will turn in an **evaluation** of the experience to artsmuseumsmanagement@cal.msu.edu or to the designated Internship Instructor. Both of these forms must be turned in for the student to receive credit.
- Overall: A good practice is to finish the internship completely by one week prior to the end of classes and turn in the evaluation form during finals week. Ask your Internship Instructor for a specific due date.

Project

For students who may already have relevant experience or are working in a related job now, a project may be a good option for this final requirement. One must be an independent worker and take on a project that is do-able by the student themselves (in other words, does not rely on expertise from a faculty member). (This option is graduate only.)

A project is a discrete activity with concrete outcomes that can be delineated and defined with a beginning and an end. For example, developing a website for a program or site or writing a collections management manual, or creating an online program—these are all potential activities that can be done in the allotted time for the project requirement. The student will establish what goals will be reached to call the project complete for program purposes.

ACM&MS Project Process:

- Student inquires about project idea to advisor. The project should be appropriate to the student's experience and coursework (e.g. there should be at least a **minimum of coursework** already taken by the time the project starts), they can proceed. Fill out **Project Agreement Form** and turn in to Internship/Project Instructor (who may or may not also be your advisor) for approval.
- Once student secures a plan for a project, with advising, sign up for the semester(s) for the **project "course"** (1 credit hour= 40 experience hours; 3 credit hours of internship = 120 hours of work time over 15 weeks)

- Before starting project, student should work with advisor and supervisor to create a **set of 5-8 objectives** for the project (objectives are SMART: Specific, Measurable, Attainable, Results-Focused, Time-Focused). These will be used to determine whether the project has been completed or not.
- No hours are logged for projects. The completed project is the deliverable.
- At least one time during the project, the student should check in with the Internship/Project Instructor to make sure things are on track and make adjustments if needed.
- At the end of the project, student will **write a short reflection** on the experience, specifically talking about the relationship between course material learned and actual experience in practice and the objectives set up for the project. This is turned in to the Internship/Project Instructor at an agreed upon date (usually last week of classes).
- The short reflection, a bulleted list of the original outcomes with end-reports, and evidence of the product itself must be turned in for the student to receive credit.

Thesis Option (Plan A)

If you think you might like to do the Plan A thesis option, the earliest you can begin to discuss ideas with your advisor and/or chair, the better. With your chair, you should develop an individual development plans (IDP) that considers your strengths, your career goals and interests, as well as the courses and experiences you have had thus far. For IDP template ideas, see [myIDP \(Biological & Physical Science fields\)](#) and [ImaginePhD \(Humanities & Social Science fields\)](#). No later than the second semester of your degree, you should meet with your chair to develop this plan. Theses take time to plan, conduct, write, and prepare for defense. They cannot be done quickly or without careful planning. Work your timeline backwards to consider the time you'll need to successfully work on each stage of your thesis. Your GGC Chair will be your thesis advisor and your GGC is your thesis committee.

Overview

Those Master's students electing Plan A should:

- inform their GGC chair of that intention no later than the semester prior to writing the thesis;
 - prepare a short prospectus (3–5 double-spaced pages, or the equivalent, plus a short bibliography) for the thesis project, in consultation with chair;
 - present the prospectus to the entire advisory committee during the semester before the student plans to finish the thesis, for the committee's approval;
 - complete at least 4 credits of ACM 899 Master's Thesis Research, usually taken at the end of the M.A. coursework while writing the thesis;
 - complete a thesis (typically 50–100 pages or a publishable journal article), which is (a) a substantial piece of research or scholarship, (b) shows specific knowledge within the field, (c) shows understanding of the field, and (d) is of publishable quality;
 - schedule an oral presentation and defense of that thesis before the GGC, which must be passed as a final certifying exam; and
 - file the thesis (prepared in accordance with the specifications provided by the Graduate School.)
- During this process (ideally early in this process), the student may decide to replace one or more of the members of the advisory committee to better suit the planned thesis topic.

Master's Thesis Preparation and Process

Step 1. Preparation and Planning

Preparation will vary depending on the scope of the thesis topic; initial discussion of the focus may involve advisory committee members, but especially the chair. Discussion could include samples of coursework or informal ideas.

Planning should involve: deciding the semester(s) in which to enroll for ACM 899 credits; any additional courses that may be relevant to the thesis topic; an outline; a schedule for drafting, consultation with the chair, and time for feedback; and discussion with colleagues.

Students who are producing a thesis in a format other than traditional print should:

- Compose a written project synopsis, which can resemble a thesis chapter or take a different shape. The project synopsis should address some or all the following issues: theoretical framework for the project; methodology; rationale for making the project in its particular medium; argument for the need of this project in our field; and a discussion of other projects in the field that it complements/competes with.
- Create a plan for preservation of the artifact the student produces. In considering how their thesis project can be preserved for future viewings, interactions or uses, students may want to create a written preservation rationale.

Step 2. Research and Drafting

While doing research and drafting the project, students work primarily with their chair. It's crucial to stay in regular contact with the chair, providing intermittent progress reports, asking questions, and meeting for discussion as needed or scheduled. It's also crucial to discuss with the chair how to handle revisions and relevant types of feedback.

Step 3. Completion

The student works with the advisory committee chair to draft and revise sections of the project. The chair approves the sections for release to the other committee members for review and feedback. This helps to make the best use of everyone's time and energy.

Step 4. Oral Defense

Once a final version of the thesis has been approved, the student schedules the oral exam. The exam will focus not only on the thesis, but also on the student's coursework. The candidate may prepare questions for the oral exam in collaboration with the chair. As a conversation between peers meant to further the candidate's work and thinking, the defense should remain a small event that allows for the kind of interaction between the candidate and guidance committee members that provides the most value to the candidate as they continue their educational and professional trajectories. Having more than a few non-committee members at a defense can be intimidating to both the candidate and guidance committee members and can substantially shift the tone of the defense from one of intellectual support and guidance to sheer performance, making it impossible for a candidate to have a productive, useful defense meeting with their committee where everyone's attention is on helping the candidate move forward with the project—the last such group meeting that the program provides. Because a public performance/showing/sharing could serve a different—and differently helpful—purpose than the defense, if a candidate desires a public performance/showing/sharing/installation of their thesis work, it must be held separately from the defense meeting. Consistent with the purpose of this policy, candidates who decide to host a separate, more public event are not required to invite guidance committee members to the event nor are guidance committee members required to attend this public event.

GRADUATION:

Responsibility Of the Student

An *Application for Graduation* must be completed with the Office of the Registrar, located in Room 150 of the Administration building, or on-line at: <http://www.reg.msu.edu/StuForms/GradApp/GradApp.asp>, early in the semester of graduation. After you submit the Application for Graduation, a Graduate Credit Statement and Final Certification for Degree form will be mailed to your department.

** Verify that MSU has your correct mailing address for mailing the diploma **

Responsibility Of the College Of Arts And Letters

The Graduate Credit Statement and Final Certification form for each candidate, APPROVED or DISAPPROVED, for a graduate degree is transmitted by the college to the Office of the Registrar at the end of the semester in which the degree is to be awarded.

Responsibility Of the Registrar's Office

- Verify approval of the Final Certification form by department and college.
- Check student records for courses listed on the Final Certification form and their approved completion.
- Check for any outstanding parking tickets, holds, or fees owed to the University.

Here's What You Receive

If everything has been completed and verified, you should receive a copy of your diploma and can request a degree-granting transcript four to six weeks after the commencement ceremony.

If one of the items above was not completed, a letter will be sent to you and your college, which indicates the criteria not met. If you have any questions about this letter you can contact the College of Arts and Letters Graduate Studies Office.

Enrollment

The Student Information System (<http://student.msu.edu>) can tell you what courses are still available, when they meet, how many credits, etc.

OVERRIDES

During the enrollment period many students require an override to be able to enroll in their courses. Students should meet in advance with the Director to work out any overrides and who will determine approval of overrides. The overrides will need to be done by the ACM&MS Graduate Secretary (in the Art, Art History & Design, AAHD, Kresge office) with approval from the Director and/or Instructor of the course.

Name, PID, Course #, Section #, # of Credits, and Semester are required for override requests!

With required information, overrides are normally processed the day of receipt. Students then enroll for their classes that evening, the following day, or by direction of the Graduate Secretary.

If a course is full, students can request to be added to the waiting list for that course. If a space opens up, students are automatically enrolled and e-mailed by the Graduate Secretary (ACM&MS/AAHD). (Note: If the class is full, there is no guarantee that you will get enrolled into the course, even if you are on the waiting list.)

ACADEMIC CALENDAR

Go to the Office of the Registrar's [Academic Calendar](#) for a list of special dates and deadlines for the academic year. Available are links to several years at a time on this site. Students are expected to complete the courses in which they register. (Note: You must be enrolled to receive financial aid, scholarships, University privileges, etc.)

Academic & Program Policies

PROGRAM POLICIES:

ACM&MS Graduate Student Office Access

Master's students will be provided access to the ACM&MS Graduate Student Office where they will each have a desk and storage space provided. In the past, access to the Graduate Student Office has been strictly limited due to increased safety and physical distancing measures resultant from the Coronavirus and the program is excited to be able to open this space to students once again. The ACM&MS program greatly values the comradery and collaborative aspects of working in a shared space and expects all students utilizing the shared office space to regard one another, and each other's workspaces, with respect.

Academic Standards and Grading Policies

Integrity Of Scholarship and Grades

The principles of truth and honesty are recognized as fundamental to a community of teachers and scholars. The College of Arts and Letters expects that students will honor these principles and, in doing so, protect the validity of the educational process and the academic integrity of the University.

Therefore, no student shall:

- claim or submit the academic or creative work of another as one's own.
- procure, provide, accept, or use any materials containing questions or answers to any examination or assignment without proper authorization.
- complete or attempt to complete any assignment or examination for another individual without proper authorization.
- allow any examination or assignment to be completed for oneself, in part or in total, by another without proper authorization.
- alter, tamper with, appropriate, destroy, or otherwise interfere with the research, resources, or other academic work of another person.
- fabricate or falsify data or results.

Below are links to university policies on grading and academic standards:

- [Integrity of Scholarship and Grades](#)
- [MSU Guidelines on Authorship](#)
- [MSU's Institutional Data Policy](#)
- [MSU's Procedures Concerning Allegations of Misconduct in Research and Creative Activities.](#)
- [General Student Regulation 1.00, Protection of Scholarship and Grades and Graduate Students Rights and Responsibilities \(GSRR\).](#)

GRADUATE SCHOOL POLICIES:

Integrity and Safety in Research and Creative Activities

Each student and graduate advisor are provided with document guidelines for Integrity in Research and creative activities. For more information about MSU's policies on copyright, plagiarism, and intellectual property, etc., refer to the graduate school's website found [here](#). All students must follow

[Guidelines for Integrity in Research and Creative Activities](#) including academic honesty, crediting of published and unpublished work of others properly, collegiality in scholarly interactions and sharing of resources, and compliance with institutional requirements. All students must adhere to the Office of Radiation, Chemical, and Biological Safety (ORCBS) regulations and policies concerning safety and security in materials use. Approval from University Committee for Research Involving Human Subjects (UCRIHS) and/or from the All-University Committee for Animal Use and Care (AUC/AUC) must be granted in advance of any project using animal or human subjects if needed. Information on how to comply can be found at <https://hrpp.msu.edu/> and <https://animalcare.msu.edu/>. While it is the responsibility of the student to be aware of and comply with such requirements, practical assistance on material safety and security can be offered by departmental safety officers and faculty advisors.

Responsible Conduct of Research Requirements (RCR)

Integrity in research and creative activities is based not only on sound disciplinary practice but also on a commitment to basic personal values such as fairness, equity, honesty, and respect. These guidelines are intended to promote high professional standards by everyone—faculty, staff, and students alike. Plan A students are required to complete all RCR requirements to graduate. Those requirements include:

- Verification of successful completion of all four CITI Modules: Introduction to the Responsible Conduct of Research, Authorship, Plagiarism, and Research Misconduct, must be printed/saved and emailed to AAHD Graduate Secretary, cc Program Director, by the end of the first semester that the thesis has begun.

The CITI Modules can be found here:

- [MSU Office of Regulatory Affairs website](#)

- Login to [CITI](#)

- Go to "Add a Course"

- Select "Not at this time" for sections #1 & #2

- Select "MSU Graduate School RCR Program" in #3

- Select "Not at this time" for section #4

- Do not select anything in section #5

- Select "no" for #6

Go back to the [CITI](#) home page and click on the MSU Graduate School RCR Program course. Once you open the course, it will take you through all the required modules. Remember to print/save your successful (passing) completion of the module(s).

MSU Graduate Students Rights and Responsibilities:

Although this Handbook presents important material for graduate students in the ACM&MS Program, the [Spartan Life Student Handbook](#) provides much more information for students. All students are encouraged to become familiar with this website and also take note of the [Graduate Student Rights and Responsibilities](#) articles.

OTHER UNIVERSITY SERVICES AND POLICIES

MSU Relationship Violence and Sexual Misconduct Policy

Michigan State University is committed to maintaining learning and working environments for all students, faculty, and staff that is fair, humane, and responsible — environments that support career and educational advancement on the basis of job and academic performance.

MSU has established the Relationship Violence and Sexual Misconduct Policy in keeping with the university's commitment to fostering a safe and inclusive campus community. The policy, administered by OIE, prohibits discrimination on the basis of sex and sexual harassment, including gender-based harassment, sexual assault/misconduct, relationship violence, and stalking.

For complete information, including definitions contained in the policy, read the [Relationship Violence and Sexual Misconduct Title IX Policy](#).

Other Relevant University Policies:

Since sexual harassment is a form of unlawful gender discrimination, a member of the University community who violates this Policy also violates the University's [Anti-Discrimination Policy](#).

Other University policies relevant to behavior of a sexual nature by members of the University community include Conflict of Interest in Educational Responsibilities Resulting from Consensual Amorous or Sexual Relationships, Conflict of Interest in Employment, Article 2.00 of the General Student Regulations, Article 3.00 of the Graduate and Undergraduate Residence Hall Regulations, and Ordinance 22.00.

MSU Guidelines for Social Media

For information regarding social media, please review the University's [Social Media Guidelines](#).

Confidentiality Of Student Records

The College of Arts and Letters makes every effort to maintain student file confidentiality. Records dealing with medical and legal issues, complaints against faculty and/or other students, disciplinary actions (allegations of cheating or plagiarism) or proof of financial ability are locked in the Graduate Studies office. Access to these files is strictly limited to College of Arts and Letters Administration. Pursuant to the Federal Family Educational Rights and Privacy Act (FERPA), the University has a policy of releasing only directory information to anyone who makes a request.

Directory information is defined by MSU as:

- *Name
- *Local and Permanent Address and Telephone numbers
- *MSU Net ID
- *Current enrollment status
- *Recognition documents of student organizations
- *Dates of information pertaining to degrees earned, awards and honors achievements, and dates
- *Recommendation to the State of Michigan for teaching certificate and effective dates
- *Participation in officially recognized MSU activities/sports, including weight and height of athletes
- *Employment status as a graduate teaching assistant, office address, and office phone number

University Attendance Policy

For questions and information regarding attendance, please review the University's [Attendance Policy](#).

No person is allowed to attend a class unless officially enrolled on a credit or non-credit basis with the appropriate fees paid. Students who attend, participate, and strive to complete course requirements without formal enrollment will not receive credit for their work.

There is no all-University regulation requiring class attendance of enrolled students. However, attendance is an essential and intrinsic element of the educational process. In any course in which attendance is necessary to the achievement of a clearly defined set of course objectives, it may be a valid consideration in determining the student's grade. It is the responsibility of the instructor to define the policy for attendance at the beginning of the course.

Final Exam Policy

During the final week of each academic semester all courses shall meet for one 2-hour period at the date and time listed in the [Final Examination Policy](#) in the [Schedule of Courses](#).

During summer sessions, final examinations are scheduled in the last class sessions. This period should be used for examination, discussion, summarizing the course, obtaining student evaluation of the course instruction, or any other appropriate activity designed to advance the student's education.

- If an instructor requires a written report or take-home examination in place of a final examination, it shall not be due before the final examination period scheduled for that course.
- Exceptions to this paragraph may be approved by the department, school chairperson, in a college without departments, or by the dean.
- In the event that a final examination is deemed appropriate by the instructor, it may not be scheduled at any time other than the date and hour listed in the Final Examination Policy and Schedule.
- Any deviations from the final examination schedule must be approved by the Office of the Registrar based on the recommendation of the assistant/associate dean of the college responsible for the course offering.
- No student should be required to take more than two examinations during any one day of the final examination period. Students who have more than two examinations scheduled during one calendar day during the final examination period may take their class schedules to the Academic Student Affairs Office in their colleges for assistance in arranging for an alternate time for one of the three examinations.
- The final examination schedule shall be systematically rotated so that the 2-hour period for each course will be scheduled at a different time each semester. This will also apply to common final examinations.
- Faculty members shall schedule office hours during the final examination period, or in some other way attempt to make themselves accessible to their students, as they do in the other weeks of the semester.
- Common final examinations are scheduled in certain courses with several class sections. In case of a conflict in time between such an examination and a regularly scheduled course examination, the latter has priority. The department or school giving the common examination must arrange for a make-up examination.
- A student absent from a final examination without a satisfactory explanation will receive a grade of 0.0 on the numerical system; NC on the CR-NC system, or N in the case of a course authorized for grading on the P-N system. Students unable to take a final examination because of illness or other reason over which they have no control should notify the associate deans of their colleges immediately.

EVALUATION OF FACULTY

The [Student Instructional Rating System](#) explains the evaluation process as an on-line process. The goal is evaluation of faculty with whom you have studied during a semester.

Student Instructional Rating System (SIRS)

The principal objective of the student instructional rating policy is to secure information which is indispensable to implementation of the University's policy of providing its students with instruction of the highest quality. This information is put to two principal uses:

- (1) providing instructors and teaching units with an accurate account of student response to their instructional practices, to the end that classroom effectiveness be maintained at the highest level of excellence and
- (2) providing teaching units with one kind of information to be considered in deciding on retention, promotion, salary, and tenure, to the end that effectiveness in instruction constitutes an important criterion in evaluating the service to the University of members of the teaching faculty.

CONFLICT RESOLUTION

The University has established a judicial structure and process for hearing and adjudicating alleged violations of recognized graduate student rights and responsibilities (*Graduate Student Rights and Responsibilities*, Article 5). The first venue to resolve such conflicts informally or formally rests within the academic unit.

Resolving complaints or grievances

Occasionally, a student in the ACM&MS Program may wish to register concerns, complaints, or grievances with an instructor or with the administration of the Program, College, or University. Whenever possible, we hope to handle these

concerns in an informal and timely manner. When a conflict with a faculty member arises, a student should first try to resolve the issue with that faculty member. When that is not possible, the student should consult the ACM&MS Program Director, who may meet with one or both of the parties involved. Conflicts that remain will be reported to the Associate Dean for Graduate Studies of the College of Arts and Letters. Conflicts concerning the Program Director must be referred to the Associate Dean for Graduate Studies.

University Ombudsperson

Students should consult Graduate Student Rights and Responsibilities for guidance in determining the viability of a formal grievance. At any point during this process, students may contact the University Ombudsperson's Office for advice or assistance. As stated in the *Spartan Life Handbook*, "The University Ombudsperson is an official, chosen from among senior faculty, to whom students at all levels may appeal for assistance in resolving complaints involving academic or non-academic matters. The Ombudsperson has broad powers of investigation, including direct and ready access to University officers, faculty, and official records. Operating in a confidential, independent, and neutral manner, the Ombudsperson assesses the validity of each complaint, advises on possible remedies, and, where indicated, actively assists students in resolving their disputes. The Ombudsperson also assists students in requesting formal academic grievance hearings in situations where students remain dissatisfied with suggested resolutions. Contact at <https://ombud.msu.edu/schedule-appointment-contact> or ombud@msu.edu. Specific information about how to file a request for an academic grievance hearing can be found [here](#).

Dismissal Policy

As stated in the *Spartan Life Handbook*, "Academic honesty is central to the educational process and acts of academic dishonesty are serious offences within the University community. Suspension from the University could be the consequence for acts of academic dishonesty. Students should be familiar with *Graduate Student Rights and Responsibilities* 1.00 on Scholarship and Grades, and with the all- University policy on Integrity of Scholarship and Grades. In addition, it is important that students clearly understand the specific expectations of their individual instructors with regard to this important matter." The process for adjudicating cases of academic dishonesty is outlined in Section 2.4 of *Academic Freedom for Students at Michigan State University*. The following are examples of reasons for which a student may be dismissed from the program: violations of academic integrity guidelines, academic deficiencies, misconduct, felony convictions, violations of professional standards, and falsification of admission and academic records.

Beyond these more general examples, the following specific reasons for dismissal apply:

- Failure to raise cumulative GPA to 3.0 or above within 1 year or 9 additional credits of falling below 3.0 GPA.
- Failure to remove any deferred grade within one year of receiving it.
- Failure to pass the Exit Exam.

Miscellaneous Resources

MSU E-Mail

Your [MSU email](#) is your official communication email as a student. It is strongly encouraged that you use and check it regularly. All MSU students are allowed to have e-mail from the MSU server. If you have not activated your account, click the link; you will need to know your PID and PAN in order to set it up. Once you are enrolled, ALL correspondence from the College and MSU will be sent via your MSU e-mail address. There is a function inside webmail that will allow you to

have mail transferred to another e-mail server if you'd like. Please check your MSU e-mail during breaks and summers as well as during the regular year.

STUDENT ID CARDS

Graduate students must appear in-person to obtain their Spartan ID Card. To obtain your Spartan ID, visit the ID office at the North Lobby of the International Center by the Food Court and bring a government issued photo ID and your PID #. You will need this card to 'enroll' with the Main Library, to use as a Residence Hall meal card, for riding the bus, etc. Please keep this card on you. It is a form of ID while you are on campus and it will have your PID # on it. Most departments need your PID # when they check your records. For more information regarding your Spartan ID Card, visit the [MSU ID Office website](#).

STUDENT INFO

[StuInfo](#) is an on-line access point to look into your account/records with MSU. Your MSU NetID and password are your sign in. StuInfo matches your NetID with your record and allows you access according to your status. It is not possible to access other students' information.

GRADUATE SEMINAR (optional): NAVIGATING THE MASTER'S DEGREE

The Graduate School offers an interactive writing workshop, given at least once a semester, designed to help students develop an individualized plan for understanding graduate school more generally and graduate writing more specifically. This workshop is designed for students in both the early and later years of their master's degree study. In this 4-hour workshop, the focus will be on understanding the transition from undergraduate to graduate school, navigating master's degree coursework and graduation options (thesis, exams, portfolios, etc.), locating and using professional and personal support resources, and writing for degree and future job requirements. To view upcoming dates/times for this workshop and other resources, visit the [calendar](#) in Workshops/Events under the Professional Development tab on the Graduate School webpage.

STUDENT PARKING & TRANSPORTATION

If you own a motor vehicle and want to use it on campus, you must register it with the University Vehicle Office. Due to COVID-19, walk-in service at the Parking Office has been suspended and services will be provided online or by phone, Monday-Friday, 7am-4:30pm by calling (517) 355-8440. To register your vehicle, have ready your student ID, your current vehicle registration, proof of credits, and a copy of your housing agreement (if you live on campus). If you change vehicles/have your windshield replaced, you must scrape off your permit and take the pieces to the Parking Office where a replacement permit may be issued for a \$2 fee.

Fellowship recipients who receive an MSU Fellowship of \$1,000 or more per semester qualify for a graduate assistant parking permit. Proof of their MSU Fellowship, which can be obtained from the Graduate Secretary, must be provided to obtain a graduate assistant parking permit. Students on scholarships are not eligible for this. For the most up-to-date information on student parking and transportation or to register your vehicle, visit the [University Vehicle Office website](#).

Bicycles

If you own a bicycle, and want to use it on campus, you must register it with the University Vehicle Office. (See website listed above.) There is no cost for a bike permit. Bike permits must be obtained on-line. Bikes operated or possessed on campus must have a valid permit affixed and must be parked at a bike rack, locked, and in operable condition.

To register your bicycle, you must have the serial number from the bike. The most common locations for bike serial numbers are just under the seat and underneath the bike below the pedals. Be sure to know the make of the bike, the color of the bike, and whether the style is male or female.

Bus System

Visit [CATA's website](#) for information on costs, passes, routes, and services.

All campus bus service is provided by the Capital Area Transportation Authority (CATA). CATA bus service operates 24 hours a day, 7 days a week, to all University apartments, residence halls, commuter lots, and the main campus during fall and spring semesters.

All fares and passes, with the exception of the Commuter Lot Route pass, are good for all on and off-campus fixed route transit service in the greater Lansing area with CATA. Passes are sold at most residence halls, Union Store, and University Apartment Manager's Office.

Curb-to-curb service is available for persons with disabilities. The CATA cash fare for this service is \$2.00 per trip. Discount fare cards are available through the MSU Resource Center for Persons with Disabilities.

OTHER UNIVERSITY RESOURCES

Emergencies: Dial 911 - fire, car or bike accident, attempted/break-in, attempted/assault, destruction of property, noise violations, etc.

DPPS - [Depart of Police and Public Safety](#)

Local Medical / Personal Resources

[Olin Health Center](#)

[Sparrow Hospital](#) - Downtown Lansing

[Lansing Urgent Care](#) - Multiple Locations

[Counseling Center / MSU's Mental Health Resources](#)

[Resource Center for Persons with Disabilities](#)

[Safe Space](#) - Gender & Sexual Orientation Office

[MSU Safe Place](#) - Domestic Violence Office (517) 355-1100

[MSU WorkLife Office](#)

[MSU Office of the Ombudsman](#)

[MSU Student Food Bank](#) - for enrolled, off-campus students needing food

[Counseling and Support Services](#)

[Public Safety and Health Information](#)

[Housing Information](#)

Academic resources

MSU: [The Graduate School](#)

[Career and Professional Development](#) - PREP

[MSU Teaching Assistant Program](#)

[Graduate Employees Union/MSU Contract](#)

[College of Arts and Letters](#)

[MSU Department of Theatre](#)

[Department of Art, Art History, and Design](#)

[Broad Art Museum](#)

[MSU Museum](#)

[MSU Libraries](#)

[MSU Libraries Magic](#) – MSU Libraries Catalog

[Campus and Community Information](#)

[Career and Professional Development Resources](#)

[Student Organizations/Clubs](#)

[Know More Student Survey Results](#)

Local Information Sources

Lansing – [Greater Lansing](#) website or [Discover Our Town](#)

East Lansing – [City of East Lansing](#) website, including information on [Parking in East Lansing](#)
[10 Things to do at MSU](#) – On-campus activities outside of class

Lansing Regional Capital Airport - [LAN](#)

Detroit Metro Airport - [DTW](#)

[Michigan Flyer](#) - Bus service to/from DTW (Service may be limited or suspended due to COVID-19)

[CATA](#) – Capital Area Transit Authority - Campus bus service and local bus service information

Local News

[CBS WLNS](#)

[ABC WLAJ](#)

[NBC WILX](#)

Newspaper

[Lansing State Journal](#)

[State News](#) - MSU Newspaper

[State of Michigan Secretary of State](#) - Drivers licenses, Michigan ID cards, license plates, etc.

[Hotels/Motels](#) – Local listings in Greater Lansing

[Apartments](#) – Local listings in Greater Lansing

[Religious Organizations](#) – Organizations and Institutions in Greater Lansing and/or associated with MSU

[Dining Options](#) – Restaurants, food trucks, and eateries in the Greater Lansing Area

Links to University Policies

[Academic Programs Catalog](#)

[Anti-Discrimination Policy \(ADP\)](#)

[Code of Teaching Responsibility](#)

[Disability and Reasonable Accommodation Policy](#)

[General Student Regulations](#)

[Graduate Students Rights and Responsibilities \(GSRR\)](#)

[Guidelines for Integrity in Research and Creative Activities](#)

[Integrity of Scholarship & Grades](#)

[Law Student Rights and Responsibilities \(LSRR\)](#)

[Medical Student Rights and Responsibilities \(MSRR\)](#)

[MSU Guidelines for Graduate Student Mentoring and Advising](#)

[MSU-GEU Contract](#)

[Policy on Relationship Violence and Sexual Misconduct](#)

FUNDING OPPORTUNITIES

Support for Conference and Research Travel

The College of Arts & Letters provides up to \$350 per graduate student per year toward expenses of travel to conferences:

[Travel Funding Guidelines](#). Other College resources can be found [here](#). The Graduate School provides up to \$400 per student per degree; read more [here](#).

Appendices

Appendix 1: Degree Plan Form



Degree Plan: Master of Arts in Arts, Cultural Management & Museum Studies
(to be completed with your Advisor/Director in first semester)

Student Name _____

Student PID# _____

Student Email Address _____

Catalog Year _____

Graduate Guidance 3 Committee Members (indicate Chair) (choose by end of second semester):

Requirements for the Master of Arts Degree in Arts, Cultural Management and Museum Studies

The Master of Arts degree in Arts Cultural Management and Museum Studies is available under both Plan A (with thesis) and Plan B (without thesis). A total of 33 credits are required for Plan A and 32 credits for Plan B.

ALL of the following (13credits):

COURSE	Sem/Yr PLANNED	√ Completed	Substitution?
ACM 801 Introduction to Arts and Cultural Management (3cr.) (first semester)			X
ACM 861 Strategic Planning, Human Capital and Financial Management for ACMM (3cr.)			
ACM 865 Leadership Development for ACMM (3cr.)			
ACM 869 Policy and Advocacy for ACMM (3cr.)			
ACM 892 Arts, Cultural Management and Museum Studies Seminar (1cr) (last semester)			

At least 16 credits from the following courses:

COURSE	Sem/Yr PLANNED	√ Completed	Substitution?
ACM 862 Public Communications in ACMM (3)			
ACM 863 Event Management and Design for Arts & Culture (3)			
ACM 864 School and Community Education in ACM (3)			
ACM 866 Operations and Facilities Management for ACM (3)			
ACM 867 Development & Fundraising Theory & Practice for ACMM (3)			
ACM 868 Non-Profit for ACMM (3)			
ACM 872 Practicum in Arts and Cultural Management (3)			
ACM 890 Independent Study 1-3)			
ACM 891 Special Topics in Arts and Cultural Management (note: 1cr courses) (up to 4cr allowed/not MUSM 895)			
CSUS 431 Interpretation and Visitor Information Systems (3)			

CSUS 873 Culture, Communities and Tourism (3)			
MUSM 495 History Harvest (3)			
MUSM 885 Fundamentals of Museum Studies (required for museum studies interest) (3)			
MUSM 887 The Digital Museum (3)			
MUSM 888 Curatorial Practices in Museums and Cultural Organizations (3)			
MUSM 889 Museum Collections (3)			
MUSM 890 Independent Study (1-3)			
MUSM 894 Exhibit Communication (3)			
MUSM 895 Special Topics in Museum Studies (note: 1cr courses) (up to 4cr allowed/not ACM891)			
MUSM 897 Practicum in Museum Studies			
MUSM 898 Museum Visitor Studies (3)			
<i>Other management-focused or arts and humanities courses may be substituted with the approval of the academic advisor.</i>			

At least 3 credits from the following courses (3 credits) (Plan B only):

COURSE	Sem/Yr PLANNED	√ Completed	Substitution?
ACM 871 Internship in ACM (3)			
ACM 872 Practicum in ACM (3)			
MUSM 893 Museum internship (3)			
MUSM 897 Professional Practicum in Museum Studies (3)			

4. Additional Credits for Plan A (thesis): Complete at least 4 credits of ACM 899.

COURSE	Sem/Yr PLANNED	√ Completed	Substitution?
ACM 899 Master's Thesis Research (4cr.)			

Notes:

Student Initials/Date (including modifications): _____

Director (Advisor) Initials/Date _____

Date of Proposed Graduation _____ Date Filed _____

Date of Oral Exam: _____

Form updated August 2021

Welcome!!