Department of Education
School of Education & Human Services

Master of Education
Policy Manual

Prepared by:
Elizabeth C. Monahan, Director MED Programs
Dr. Stacey Brown Hobbs, PDS Liaison

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INTRODUCTION

The Master of Education Policy Manual is intended as a supplement to the Graduate Catalog to provide detailed information specific to prospective and students in advanced programs.

However, it is not intended to replace the Graduate Catalog, which contains information regarding university-wide policies and procedures. The Graduate Catalog can be found online at http://www.msmary.edu/academics/academic-catalog/index.html.

For specific questions, please refer to the appropriate contact person on page 9.

After review of the Policy Manual, please review and sign the Statement of Understanding on page 12 and submit to the MED Director to be kept in your student file.

PROGRAM ADMITTANCE

ENTRANCE REQUIREMENTS MASTER OF EDUCATION PROGRAMS AND CERTIFICATE PROGRAMS

To qualify for full acceptance and advance to candidacy, students must submit the following:

- Application (which has an attached $35.00 non-refundable application fee)
- Official undergraduate transcripts from an accredited college/university with a minimum GPA of 2.75.
- Copy of current Teaching Certificate (required for Reading programs only)
- Philosophy of Teaching
- Two letters of reference submitted using the MSM Graduate Program Recommendation Form found at: https://www.msmary.edu/School_of_education_and_human_services/Graduate_programs/Recommendationform.pdf
- Participation in an admissions interview with a minimum score of 2.0. Submission of an admission portfolio is expected at the time of interview. The portfolio must receive a score of 1 or higher. Students have the option to resubmit portfolios to attain the minimum score. Portfolios will be scored by either Dr. Laura Corbin Frazier (Technology Facilitation) or Dr. Carolyn Cook (Reading Specialist).

TRANSCRIPT EVALUATION & PRE-REQUISITE COURSES

Upon application to any MED program, the MED Director will review the applicant’s transcripts to determine if any pre-requisite courses are needed for entry into the program. Prior to enrollment in a pre-requisite course, students should email the MED Director for approval that the course will satisfy the requirement. For courses not completed at MSM, official transcripts reflecting successful completion of the course need
to be sent to the Education Department. If students are taking multiple courses at the same institution, they can wait until all courses are completed and send one transcript.

TRANSFER COURSES

Students may transfer a maximum of 9 credits (typically 3 courses) of graduate-level credit from another accredited institution, subject to approval by the MED Director based on the requirements listed below.

- Transfer courses should be compatible with the graduate program curriculum.
- Students must have earned a grade of at least B in each course being considered for transfer credit.
- Non-academic courses (seminars, workshops, symposiums, etc.) are not acceptable as graduate transfer credit.
- Grades earned in transferred courses are not calculated in the student’s grade point average.

HOW TO REQUEST TRANSFER CREDIT

Request an application for transfer credit from the Education Department Office. A form is also available online at www.msmary.edu/mountgrad.

You will need to request official transcripts from the institution(s) from which you earned the credit and submit an official catalog course description and/or syllabus for course(s) you wish to be considered for transfer.

PROGRAM ACCEPTANCE

GRADUATE COMMITTEE

The Graduate Committee consists of four full-time Education Department professors who have taught or are currently teaching in the graduate program. The committee is responsible for assisting the MED Director in reviewing prospective students’ applications for special student enrollment and admission into the program as well as for advancement to candidacy. The Graduate Committee reserves the right to deny admission to any candidate if feels would not represent the university well in his/her field experiences. Reasons for admission denials include, but are not limited to, incorrect use of the English language, unprofessional attitude, and/or GPA.

SPECIAL STATUS ACCEPTANCE

Applicants without all entrance requirements satisfied can be accepted into any MED program as Special Status students. This allows them to take up to 9 credits (3 courses) while completing all entrance requirements. However, students who have not completed all entrance requirements at the conclusion of their third course will not be allowed to register for additional coursework until the submission/completion of any outstanding requirements.
Pre-requisite courses must be successfully completed prior to the Practicum experience and official transcripts submitted to the Education Department. Students will not be able to advance into Practicum without documentation of successful completion of all pre-requisite courses.

To facilitate the tracking of admission requirements, administrative Holds will be placed on a student’s account. Students can view their Holds within MSM’s Portal system. As requirements are satisfied, the Education Department will send a request to the Registrar’s Office to remove Holds. Once students have completed all entrance requirements, per review of the Graduate Committee, they will advance to candidacy and receive a letter informing them of such. Once a student advances to candidacy, he/she has five (5) years to complete the program. Any requests for extensions must be submitted in writing to the MED Director.

REGISTRATION FOR COURSEWORK

Prior to registration for MED coursework, the student is required to confer with the MED Director to determine a program plan. Possible course rotations and descriptions of required courses are available within the Education Department and online at:

Reading Specialist
https://www.msmary.edu/School_of_education_and_human_services/Graduate_programs/reading_specialist.html

Technology Facilitation
https://www.msmary.edu/School_of_education_and_human_services/Graduate_programs/Technology_Facilitation.html

A list of required courses for each program is below. Students are strongly encouraged to take MEDUC 524 (Fundamentals of Educational Research) and MEDUC 525 (Research Thesis Seminar) consecutively. If one or more semesters elapse before a student enrolls in MEDUC 525 (Thesis Seminar), then he/she will be required to pass an entrance exam to enroll in MEDUC 525. MEDUC 524 is offered during the Fall Semester and MEDUC 525 is offered during the Spring Semester.

Students who are employed by Frederick County Public Schools and are using a Direct Pay option should contact their Human Resources representative for specific information concerning course registration procedures.

REQUIRED COURSES WITHIN THE READING SPECIALIST PROGRAM:

MEDUC 501: Current Trends in Education
MEDUC 503: Educational Assessment and Measurement
MEDUC 524: Fundamentals of Educational Research
MEDUC 525: Research Thesis (to be taken within last 9 credits of program)
MEDUC 600: Roles of the Reading Specialist
MEDUC 601: Advanced Processes and Acquisition of Reading
MEDUC 602: Teaching Reading to English Language Learners
MEDUC 603: Teaching Reading in the Content Area for English Language Learners
MEDUC 604: Reading Assessment Seminar
MEDUC 605: Reading Specialist Practicum*

Electives (Choose one):
MEDUC 504: Technology for Learning
MSPED 508 Students with Special Needs and Diverse Learning Styles
MSPED 510 Reading Assessment and Intervention
MSPED 511 Management for Inclusive Settings
MEDUC 528 Processes and Acquisition of Reading
MEDUC 532 Materials for Teaching Reading

* All courses can be completed in the evenings except MEDUC 605 Reading Specialist Practicum. The practicum requires 90 hours of on-site experiences that can only be completed during the day (fee applies).

REQUIRED COURSES WITHIN THE TECHNOLOGY FACILITATION PROGRAM:
MEDUC 501: Current Trends in Education
MEDUC 524: Fundamentals of Educational Research
MEDUC 525: Research Thesis (to be taken within last 9 credits of program)
MEDUC 610: Foundations of Instructional Technology
MEDUC 611: Computer Graphic Design
MEDUC 612: Instructional Design & Development
MEDUC 613: Integrating Technology in Teaching & Learning
MEDUC 614: Assistive & Adaptive Technology
MEDUC 615: Distance Education
MEDUC 616: Role of the Technology Facilitator
MEDUC 617: Practicum in Instructional Technology*

* All courses can be completed in the evenings except MEDUC 617 Practicum in Instructional Technology. The practicum requires 90 hours of on-site experiences that can only be completed during the day (fee applies).

Registration for courses is completed online at:
http://www.msmary.edu/academics/registrar/graduate/grad_registration_form.html

Available courses can be viewed, along with other information pertaining to graduate students, at http://www.msmary.edu/academics/registrar/graduate/.
REQUIRED COURSES FOR THE CERTIFICATE OF ADVANCED STUDY IN READING

Prerequisite Coursework

For elementary certified teachers (the following courses or their equivalent as determined by the program director):

MSPED 510 Reading Assessment and Intervention
MEDUC 512 Instruction of Reading
MEDUC 528 Processes and Acquisition of Reading
MEDUC 532 Materials for Teaching Reading

For secondary certified teachers (the following courses or their equivalent as determined by the program director):

MEDUC 512 Instruction of Reading
MEDUC 528 Processes and Acquisition of Reading
MEDUC 526 Reading in the Secondary Content Areas I
MEDUC 527 Reading in the Secondary Content Areas II

Required Courses

MEDUC 503 Educational Assessment and Measurement 3 cr.
MEDUC 600 Roles of the Reading Specialist 3 cr.
MEDUC 601 Advanced Processes and Acquisition of Reading 3 cr.
MEDUC 602 Teaching Reading to English Language Learners 3 cr.
MEDUC 603 Teaching Reading in the Content Area for English Language Learners 3 cr.
MEDUC 604 Reading Assessment Seminar 3 cr.
MEDUC 605 Reading Specialist Practicum* 6 cr.
MEDUC 613 Integrating Technology in Teaching and Learning 3 cr.
MEDUC 699 Special Topics: Independent Research Project 3 cr.

Total Credits 30 cr.

*All courses can be completed in the evenings except MEDUC 605 Reading Specialist Practicum. The practicum requires 90 hours of on-site experiences that can only be completed during the day (fee applies).
REQUIRED COURSES FOR THE POST-BACCALAUREATE CERTIFICATE IN TECHNOLOGY

Required Courses

MEDUC 610 Foundations of Instructional Technology 3 cr.
MEDUC 612 Instructional Design & Development 3 cr.
MEDUC 613 Technology in Teaching and Learning 3 cr.
MEDUC 615 Distance Education 3 cr.
MEDUC 616 Role of the Technology Facilitator 3 cr.

Total Credits 15cr.

* All courses can be completed in the evenings at the Frederick campus.

DROP/ADD POLICY

Any course dropped during the week before classes begin or during the add/drop period will be assessed a $25 fee. For 15-week courses, students may drop and add courses without academic penalty through the first two weeks of classes. If a student drops/adds prior to the first class there is a 100% refund; after the first class meeting–80%; beyond the second class meeting–no refund.

Drop/Add forms are available online at www.msmary.edu/mountgrad and must be signed by the course instructor and MED Director.

COURSE WITHDRAWAL POLICY

For 15-week courses, students who seek to withdraw from a course after the drop/add period closes must submit to the MED Director a withdrawal form signed by the instructor of the course in question. Withdrawal from class after the end of the 10th week is allowed only in cases of serious illness or other emergencies and must be approved by the program director. No adjustment in tuition (full- or part-time) is made as a result of withdrawal from a class. A grade of W will appear on the student's transcript.

“Withdraw” requests must be received in writing to be considered official. Failure to attend a class session does not constitute a withdrawal. A withdrawal is effective the date it is received by the Registrar's office.

INCOMPLETE GRADES

For specific information regarding an incomplete grade in a Practicum experience see the “Incompletes and Extensions in Practicum Experiences” on page 7.
A designation of I (incomplete) may be assigned at the discretion of the instructor and the MED Director if circumstances prevent the student from completing a course on time. An I becomes an F and is entered as such on the official transcript if the Incomplete is not removed by the end of the semester following the one in which the Incomplete was assigned. In extreme circumstances, a student may request an extension of the Incomplete. Students who do not satisfy the Incomplete must re-register for the course.

**PROGRAM WITHDRAWAL**

Students can take a leave of absence from the program for up to two (2) years. If their leave exceeds two (2) years and they have not notified the MED Director of their intentions to return to complete the degree and have not been granted an extension, they will be administratively withdrawn from the program.

Once a student is withdrawn from a program (either of their accord or administratively), he/she must reapply to the program (see Entrance Requirements in the Program Admittance section) to continue coursework. He/she will have to comply with any programmatic and course changes that occurred in his/her absence.

**INCOMPLETES AND EXTENSIONS IN PRACTICUM EXPERIENCES**

In the case of extenuating circumstances, a student may apply for an incomplete during Practicum and be given an extension to complete coursework and/or practicum requirements. Requests are reviewed on a case by case basis by the MED Director.

**REGISTRATION PROCEDURES FOR PRACTICUM**

MED students culminate their program of study with a practicum. A practicum provides prospective reading specialists/technology facilitators with scaffolded opportunities to experience the multiple roles of the reading/technology specialist. With an experienced reading/technology specialist as a mentor and a university supervisor, participants will develop a Professional Development Plan so as to further develop and demonstrate their proficiency with the International Literacy Association (IRA) Standards for Literacy Specialists or International Society for Technology in Education (ISTE) Standards for Technology Facilitation. Each practicum requires 90 hours of on-the-job work and approximately 270 hours of preparatory time.

To successfully register for Practicum, students should register for the appropriate course for his/her program of study (see below). A lab fee applies to each.

**Reading Specialist:** MEDUC 605: Reading Specialist Practicum  
**Technology Facilitation:** MEDUC 617: Practicum in Instructional Technology
Additionally, students must submit an Information Sheet by September 1st to his/her Practicum Supervisor that includes specifics on their practicum location such as school name and address, mentor’s name and email, and any other pertinent information. Information Sheets can be found beginning on page 10.

**THESIS & DEFENSE**

To fulfill the requirements of the MED degree offered by the Education Department of Mount St. Mary’s University, a thesis must be completed and approved. The thesis is the capstone work that integrates the knowledge and skills acquired during the master’s degree program of study. The work submitted for a master’s degree is expected to demonstrate the graduate student’s highest level of scholarship and adherence to the format and style set forth by the American Psychological Association (APA).

To assist students in the preparation, creation, and submission of a thesis, the department has created a Thesis Manual. This can be found online at: [msmary.edu/EdThesisManual](http://msmary.edu/EdThesisManual).

For a thesis to be approved, a student must score “proficient” (a minimum of 2) for each of the sections on the scoring rubric. If a student does not score “proficient” in each category, he/she will be asked to make appropriate revisions. If he/she cannot make the revisions within the time frame of the MEDUC 525 course, he/she will receive an Incomplete in the course and will be asked to enroll in the one credit MEDUC 535 Thesis Completion course until the thesis is satisfactorily completed. Students in MEDUC 535 will be graded pass/fail based on work completed. Students may enroll in up to 3 credits in the course or until the thesis is satisfactorily completed (five year limit from initial enrollment in program).

**CERTIFICATION REQUIREMENTS & PROCEDURES**

For graduation and degree conferral, students must submit the Intent to Graduate Form to the Registrar’s Office. The form and submission deadlines for degree conferral dates can be found at the following link: [https://www.msmary.edu/academics/registrar/graduation-procedure/Intent_to_graduate_form.html](https://www.msmary.edu/academics/registrar/graduation-procedure/Intent_to_graduate_form.html)

**PROGRAM COMPLETION REQUIREMENTS**

In order for a student to be considered a program completer, the following requirements must be completed:

- Minimum 3.0 overall GPA
- 3.0 or higher Practicum grade
- B or higher on the Thesis & Defense
- 2.0 or higher on Dispositions Assessment

Students in the Reading Specialist program who have completed all requirements will be recommended to MSDE for certification and receive the Maryland Approved Licensure (MAP) stamp on his/her final transcript.
Reading Specialist students are advised to wait at least 6 weeks after degree conferral to request transcripts. This will allow time for the MAP stamp to be applied. When students request their transcripts, they should indicate that they do not want to receive it until after the MAP stamp has been applied or confirm with the Registrar's Office prior to making the request.
Program Inquiry & Admission Requirements
Mary Newton
Executive Assistant to the Dean of School of Education & Human Services
Newton@msmary.edu

Program & Coursework Questions
Elizabeth C. Monahan
MED Director
Monahan@msmary.edu

Technology Facilitation Program, Entrance Portfolio & Practicum Questions
Dr. Laura Corbin Frazier
Frazier@msmary.edu

Reading Specialist Program, Entrance Portfolio & Practicum Questions
Dr. Carolyn Cook
Cook@msmary.edu
Candidate Name:

Other contact information (emails, phone number):

Names and addresses of the schools you are working in for your practicum:

Mentor(s) name, school, and email: (Mentor must be a certified Reading Specialist)

[Mentor will receive an email from me that will include the Mentor Observation/Checklist, Mid, and Final Evaluation Forms. I will copy you on this correspondence.]

Reminder: Please keep me informed (via email) of possible times when I could observe you conducting a meeting, a model lesson, etc. I will visit at least once during the fall semester.

Anything else helpful:
Candidate Name:

Other contact information (emails, phone number):

Names and addresses of the schools you are working in for your practicum:

Mentor(s) name, school, and email: (Mentor must be a technology specialist)

[Mentor will receive an email from me that will include the Mentor Observation/Checklist, Mid, and Final Evaluation Forms. I will copy you on this correspondence.]

Reminder: Please keep me informed (via email) of possible times when I could observe you conducting a meeting, a model lesson, etc. I will visit at least once during the fall semester.

Anything else helpful:
AGREEMENT OF UNDERSTANDING

My signature below confirms that I have read this document in its entirety and understand the policies and procedures outlined in it. Additionally, any points of clarification have been asked of the respective Education Department member and addressed to my satisfaction.

Printed Name: ___________________________________________________________

Program: ___________________________________________________________

Signature: ___________________________________________________________

Date: __________________________________________________________________