

University of Arkansas at Monticello

Graduate Programs Handbook



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School of Education**

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Section I: Introduction

The School of Education Graduate Programs Handbook is for informational purposes and does not constitute a contract. Programs listed are subject to change based upon state and national standards and program improvement needs, and individual departments and units should be consulted for further information.

This handbook is designed as a guide to assist Graduate candidates in planning and meeting the requirements of the Graduate Program. It should be used in conjunction with the University of Arkansas at Monticello Graduate Catalog in which degree requirements are being met. It is important that candidates read and review each of these documents frequently as they progress through the program.

A number of requirements must to be planned well in advance to meet timelines and scheduled activities. The sequence of requirements demands careful planning throughout the entire program. Not meeting a scheduled requirement could result in an additional semester or year of work in the degree program.

Mission Statement

The University of Arkansas at Monticello School of Education is committed to the development of highly qualified candidates. The School of Education embraces the responsibility to prepare candidates to live and work in a rapidly changing, diverse world. Candidates are challenged to achieve the highest level of proficiencies defined in the UAM School of Education's Conceptual Framework and as modeled by the UAM School of Education Faculty. The Conceptual Framework is comprised of five strands: knowledge, pedagogy, diversity, professionalism and technology. The candidates' understanding of the Conceptual Framework is progressively developed as they advance through the professional education programs. The UAM School of Education is dedicated to developing highly qualified professional educators as identified by the State of Arkansas and by the "No Child Left Behind" Act of 2001 through a partnership with the Southeast Educational Cooperative, area public schools, the university community, and supportive agencies in Arkansas's high-need geographical areas.

Conceptual Framework

The Conceptual Framework of the School of Education is organized around five strands that promote the following: the acquisition of a knowledge base; development of pedagogical skills; promotion of diversity and social justice; the demonstration of professionalism, and technology skills. The core belief through all strands is that the diverse population of P-12 students can learn. This philosophy is shared by faculty and candidates alike and is infused throughout the curriculum and practice of faculty and candidates. The proficiencies identified either by indicators or standards within each strand define the performance of initial and advanced candidates in the undergraduate and graduate education programs. In the initial charts these indicators specify knowledge, skills, and dispositions for undergraduate candidates. However, in the advanced charts the

indicators are represented by the standards and serve as a foundation to scaffold specific experiences, assessments, and learning opportunities.

The acquisition of knowledge, skills, and dispositions is developmental and cumulative to becoming a highly qualified educator. The School of Education faculty identified four transitions through which data are collected on candidate progression.

Section II: General Information

Degree Programs	Admission Requirements
Master of Education in Educational Leadership (Building Level Administrator Licensure)	<ul style="list-style-type: none"> • Acceptance to the university • Two official transcripts for each college attended • Three letters of recommendation • A copy of current Arkansas teaching licensure • Cumulative GPA of 3.0 overall or in the last 60 hours of course work • Writing sample • Proof of 4 years of teaching experience
Master of Education	<ul style="list-style-type: none"> • Acceptance to the university • Two official transcripts for each college attended • Three letters of recommendation • A copy of current Arkansas teaching licensure • Cumulative GPA of 3.0 overall or in the last 60 hours of course work
Master of Physical Education and Coaching	<ul style="list-style-type: none"> • Acceptance to the university • Two official transcripts for each college attended • Three letters of recommendation • Cumulative GPA of 3.0 overall or in the last 60 hours of course work
Master of Arts in Teaching (Alternative Licensure)	<ul style="list-style-type: none"> • Acceptance to the university • Bachelor’s degree from a regionally accredited college or university • Passing scores on the Praxis Core Reading, Writing, and Math • Passing scores on the Praxis II Specialty are examination for the licensure are being sought • Cumulative GPA of 2.70 overall or 3.0 in the last 60 hours of course work
Special Education (Endorsement)	<ul style="list-style-type: none"> • Acceptance to the university • Two official transcripts for each college attended • Three letters of recommendation • A copy of current Arkansas teaching licensure • Cumulative GPA of 3.0 overall or in the last 60 hours of course work

Acceptance of Transfer Credit

Up to nine transfer credits may be accepted from another institution for inclusion into a student's UAM graduate academic record. No courses with grades below a "B" or older than 6 years will be accepted for transfer credit. Acceptance of transfer credit toward the student's degree plan must be approved by the degree program committee, the graduate coordinator and the dean of the school.

Enrollment Limits for Non-Degree Seeking Students

Non-degree seeking graduate students will be allowed to take no more than 6 hours of coursework from any graduate degree program of study prior to being fully admitted to that graduate degree program. Credits completed by non-degree seeking students at UAM may be transferred towards a degree program subject to the specific program's degree program committee, the graduate coordinator and the dean of the school.

Inactive Students

A graduate student who has not been enrolled for one semester or more will be classified as inactive. To resume graduate study, the student must reapply for admission to the university and their specific graduate program. Refer to individual graduate program requirements.

Course Loads and Course Work

The maximum course load is 12 credit hours during the spring or fall semesters and 6 hours for each summer session. To be considered full-time status during the academic year, graduate students must enroll in 6 hours during the fall and spring semester. Students who hold a graduate assistantship must enroll for a minimum of 6 hours during the fall and spring semesters. Students who hold assistantships should refer to their specific degree programs for enrollment requirements.

Normally, courses older than six 6 years will not apply to a graduate program of study. Acceptance of courses older than six years must be appealed to the Graduate Council.

All candidates admitted to the School of Education graduate programs are required to maintain a minimum cumulative grade point average of 3.00 in all course work taken regardless of the level of course work or the reason it was taken. A master's candidate may use one class in which a C was earned toward the degree requirements with department permission and if the GPA on the degree plan is 3.00 or above. Grades earned in transfer courses or courses taken as a special student are not included in calculating the GPA. A candidates cannot continue in a graduate program or be awarded a degree with a cumulative GPA below 3.00.

Dismissal

A candidate who fails to do satisfactory work will be subject to probation or suspension from the School of Education Graduate Program. Appeal of suspension may be made to the Graduate Council.

Second UAM Master's Degree

A maximum of 12 semester hours, but not more than one third of the total course requirements of the second UAM master's degree, may be fulfilled by coursework completed for a previous UAM master's degree.

Courses applied to a second UAM master's degree program from another completed UAM master's degree program must be specifically approved by the student's major advisor, graduate coordinator, school dean, and the Dean of the Graduate School.

Appeals of Academic Policy

Appeal rights are open to all students in graduate programs. Appeals should be initiated through the graduate student's advisor and pursued with the school dean, Vice Chancellor for Academic Affairs/Graduate Dean, and the Graduate Council.

Continuous Enrollment

All degree-seeking graduate candidates in the Master of Education or the Master of Education in Educational Leadership degrees who are completing a research course or internship are required to enroll for at least one credit hour in EDFD 503V Practicum/Research until all requirements are fulfilled. The credit will appear as an "R" (registered/no credit) on the candidate's transcript for each semester enrolled until all requirements are completed. Upon completion of all requirements, each occurrence of "R" will be changed to "CR."

A candidate who has completed all degree requirements with the exception of a research project or internship and has not enrolled in graduate courses for two semesters must receive written permission from the School of Education Graduate Coordinator for a limited period of inactivity or the candidate will be dismissed from the School of Education graduate program. Normally, an approved period of inactivity should not exceed one calendar year. Faculty are under no obligation to assist a candidate with his/her graduate work when the candidate is not enrolled.

Section III: Program Descriptions

Master of Education (M.Ed.)

The Master of Education program is a three-track graduate program designed for licensed teachers who wish to advance their professional knowledge base and their content knowledge. All candidates will take 12 hours of Advanced Professional Foundation courses.

Master of Education (M.Ed.) in Educational Leadership

The Master of Education degree in Educational Leadership program prepares candidates to be a P12 Building Level Administrator. The curriculum is based on the standards of the Educational Leadership Constituent Council (ELCC) and the Interstate School Leaders Licensure Consortium (ISLLC).

Master of Arts in Teaching (M.A.T.)

The Master of Arts in Teaching (M.A.T.) is a 30-hour accelerated program designed to prepare candidates for teacher licensure who have undergraduate degrees something other than education.

Master of Physical Education and Coaching (M.P.E.C.)

The online Master of Physical Education and Coaching program includes 30 semester hours in five components: methodology, science, socio-culture, administration and coaching. The primary focus of the program is to advance knowledge and instructional expertise in sport-related settings. The program does not include or require a commendation for state teacher licensure. A student interested in pursuing the online Master of Physical Education and Coaching degree must hold a baccalaureate degree from an accredited university. This graduate program in Physical Education and Coaching is designed to prepare a student for leadership in fitness exercise, strength and conditioning, athletic coaching and/or athletic-related careers.

K-12 Special Education Endorsement

The K-12 Special Education Endorsement graduate level program of study is designed to prepare teachers to teach grades K-12 and meet Arkansas state Special Educational licensure criteria. This training will also prepare teachers to meet the needs of exceptional learners at the K-12 level with focus on developing content expertise, promoting collaboration, and establishing meaningful field experiences.

Section IV: Programs of Study

Programs of study must be completed and returned to the Graduate Coordinator prior to the completion of six hours of course work.

University of Arkansas at Monticello
 School of Education
PLAN OF STUDY
Master of Education Educational Leadership

Last Name First Middle UAM ID Number

Mailing Address Home Phone Number

UAM Email Address Cell Phone Number

NOTE: This is a planning sheet and does not guarantee that the courses will make in the planned semester.

Offered	Course Name	Semester/Date Plan to Take	Credit Hours Earned	Semester/Date Completed	Grade
Spring	EDFD 5073 Research and Assessment for School Improvement				
Spring	EDLD 5623 Developing Leaders				
Spring	EDLD 5633 Using and Understanding Data for School Improvement				
Summer I	EDLD 5103 Public School Law				
Summer II	EDFD 5053 Technology for School Leaders				
Summer II	EDLD 5033 Public School and Community Relations				
Fall	EDLD 5223 Supervision of Instruction				
Fall	EDLD 5483 Curriculum Development				
Fall	EDLD 5213 Public School Organization and Administration				
	*EDLD 5653 Internship in Educational Leadership I				
	*EDLD 5663 Internship in Educational Leadership II				

*Enrollment only upon approval by the SOE Graduate Coordinator and the Dean of SOE

Signature of Student/Candidate Date

Signature of Advisor Date

Signature of Graduate Coordinator Date

University of Arkansas at Monticello
 School of Education
PLAN OF STUDY
Master of Education Special Education Track

Last Name First Middle UAM ID Number

Mailing Address Home Phone Number

UAM Email Address Cell Phone Number

NOTE: This is a planning sheet and does not guarantee that the courses will make in the planned semester.

Offered	Course Name	Semester/Date Plan to Take	Credit Hours Earned	Semester/Date Completed	Grade
Fall (1 st 8 weeks)	SPED 5083 Characteristics of Exceptionality				
Fall (2 nd 8 weeks)	SPED 5103 Teaching Methods for Persons with High-Need Exceptionalities				
Spring (1st 8 weeks)	SPED 5113 Teaching Methods for Persons with Exceptionalities in Grades K-6				
Spring (2 nd 8 weeks)	SPED 5133 Teaching Methods for Persons with Exceptionalities in Grades 7-12				
Spring	EDFD 5073 Research and Assessment for School Improvement				
Summer I	EDFD 5273 Teaching the Culturally Different Child				
Summer I	SPED 5093 Collaboration/Consultation for Inclusion				
Summer I	SPED 5123 Providing Positive Behavioral Supports in the Classroom Environment				
Summer II	EDFD 5053 Technology for School Leaders				
Summer II	SPED 5043 Application of Assessment Data for Exceptional Learners				

Signature of Student/Candidate Date

Signature of Advisor Date

Signature of Graduate Coordinator Date

University of Arkansas at Monticello
 School of Education
PLAN OF STUDY
Master of Physical Education and Coaching

Last Name	First	Middle	UAM ID Number
Mailing Address			Home Phone Number
UAM Email Address			Cell Phone Number

NOTE: This is a planning sheet and does not guarantee that the courses will make in the planned semester.

Offered	Course Name	Semester/Date Plan to Take	Credit Hours Earned	Semester/Date Completed	Grade
Spring	PE 5153 Strength and Conditioning				
Spring	PE 5103 Advanced Exercise Physiology				
Summer I	PE 5123 Risk Management and Legal Issues in Sports				
Summer I	PE 5253 Psychology of Sports in Physical Education				
Summer II	PE 5143 Applied Research and Evaluation Application in Athletics				
Summer II	PE 5043 Organization and Administration Athletics				
Fall	PE 5163 Coaching Methodologies				
Fall	PE 5133 Problems and Trends in Physical Education				
Fall/Spring	PE 5116 Physical Education and Coaching Capstone Research*				

*Enrollment only upon approval by the SOE Graduate Coordinator and the Dean of SOE

Signature of Student/Candidate	Date
Signature of Advisor	Date
Signature of Graduate Coordinator	Date

**University of Arkansas at Monticello School of Education
Master of Arts in Teaching
PLAN OF STUDY**

Last Name	First	Middle	Student ID Number
Mailing Address			Home Phone Number
UAM Email Address			Cell Phone Number

Area of Provisional/Initial Licensure

Required UAM Master of Arts in Teaching Courses (30 hours):

	Course Name	Credit Hours Earned	Semester/Date Completed	Grade
Summer I	EDFD 5043 Instructional Technology			
Summer I	EDUC 5063 Introduction to Teaching and			
Summer II	EDUC 5013 Classroom Management			
Summer II	EDUC 5073 Advanced Teaching and Assessment			
Fall	EDFD 5063 Psychological Foundations			
Fall	READ 5013 Foundations of Teaching Reading			
Fall	EDUC 5803 Internship I			
Spring	READ 5023 Teaching Disciplinary Literacy			
Spring	EDUC 5033 Teaching Diverse Learners			
Spring	EDUC 5813 Internship II			
	Total Hours Completed			GPA

Signature of Student	Date
Signature of Graduate Coordinator	Date

Section V: Graduation

Candidates must apply for graduation the semester before they are planning to graduate. To apply for graduation candidates must:

1. **Check that major(s) and minor(s), if any, should be correct before applying for graduation. If the major(s) and/or minor(s) need to be updated, submit a Change of Major form to the Registrar's Office.**
2. Log into WeevilNet through the UAM homepage, www.uamont.edu.
3. Click on **Self Service**
4. Click on **Student Center**
5. Under Academics, click on **other academic...**
6. Click on **Apply for Graduation**, click the arrows in the green circle
7. Click the link to your academic program
8. Choose **expected graduation date** from drop down menu
9. Click **Continue**
10. Enter information/check boxes
11. Click **Submit Application**
12. Update **Diploma Name and Address (Student Center—Personal Information)**

Any candidate that does not apply for graduation will not be allowed to graduate. This is a very important DO NOT forget to submit the application.