



TEXAS TECH UNIVERSITY  
**College of Education™**

**Curriculum & Instruction**

*Master of Education Program Handbook  
Certification Programs*

**College of Education  
Graduate Education and Research  
Texas Tech University  
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## Overview

The Master's degree program with a concentration on curriculum and instruction program is designed to meet the diverse needs of professional educators in elementary, secondary, and post-secondary education. We believe that all professionals in education should be skilled in applying research to practice; using a variety of teaching strategies; planning, organizing, implementing, and evaluating instructional plans; enhancing student achievement; and responding intelligently to current and emerging problems.

The purpose of this guide is to provide specific information that will assist you in applying for the master's degree program in Curriculum and Instruction. Specific descriptions of courses are in the *Texas Tech University Graduate Catalog*. Information about Texas Tech University can be found on-line at [www.ttu.edu](http://www.ttu.edu). Information about the College of Education can be found at [www.educ.ttu.edu](http://www.educ.ttu.edu).

## Contact

Call the secretary in the Department of Curriculum & Instruction at (806) 742-2371 or come by Room 100 in the Education Building.

## Admissions and Advisement

### Admissions

- A. Apply through the Office of Graduate Admissions in Holden Hall for "General Admission" to the Graduate School. Read the *Graduate Catalog* of the University for admission requirements. A bachelor's degree from Texas Tech University or any other university does not guarantee admission to the master's program.
- B. Complete the Graduate Record Examination (GRE). Applications may be obtained from the Testing and Evaluation Center in West Hall on the campus or other authorized testing centers. .

The Graduate School has two admission statuses, described briefly here. Official descriptions are in the current graduate catalog. The graduate admissions categories are: (1) Full admission to the master's program in Curriculum and Instruction and (2) Graduate temporary (GTMP). Students may enroll as a "Graduate Temporary" (GTMP) graduate student for one semester while awaiting the test results.

The College of Education (COE) has established a holistic approach to the admission process. If a student does not gain full admission within one semester, he or she will not be permitted to register for the second semester.

- C. The standards for admission to the Curriculum and Instruction Program go beyond those for admission to the Graduate School. Complete the Master's degree application process by submitting recommendation forms and applicant statement.

**Notification of acceptance.** The official letter of acceptance or rejection will be sent by the Office of Graduate Admissions.

**Appeal process.** Applicants who are not accepted into the Master's Program in Curriculum and Instruction may appeal the Curriculum and Instruction Program faculty's decision. The first level of appeal is to reapply to the program, addressing the program faculty's reasons for rejection, as delineated in the notification of the rejection letter. If an applicant is still rejected by the Curriculum and Instruction Program faculty, the next level of appeal is the College of Education Graduate Academic Affairs Committee. In making an appeal to the Graduate Academic Affairs committee, the applicant must address the Curriculum and Instruction Program faculty's reasons for rejection as defined in the previous letters. If the applicant's appeal is denied by the College of Education Graduate Academic Affairs Committee, there is no further recourse for admission.

### Advisement

Following admission to the Curriculum and Instruction Program, the program chair will assign an advisor to each student. The student may request *in writing* to be assigned to a specific faculty advisor. Students may change advisors during their course of study by writing the program chair to request such a change.

The degree plan is the primary advisement tool. It is completed early in the student's program, ideally in the first semester, and provides the listing of courses needed for graduation. The student is responsible for keeping the degree plan updated and for bringing the plan to advisement sessions. Students need to file degree plan changes when necessary.

The student's advisor will provide other forms of guidance as requested by the student. This includes providing suggestions for preparing for the comprehensive evaluation.

### **Degree Plan**

As soon as possible after admission to a degree program, but no later than during the first semester of work, the student should contact his or her program advisor to develop a "Program for the Master's Degree." During an individual conference, the advisor will assist the student with selection of courses related to the program option chosen. After the student's degree plan is signed by the advisor and department chair and approved by the Graduate School, the student is expected to follow it as the basis of all subsequent enrollments

***Transfer credit.*** Only 6 approved semester hours of coursework may be transferred from another accredited university. Transfer courses may not include practicum or internship. No course on the degree plan may be over six years old at the time the degree is conferred.

### **Continuation of Enrollment**

Students who have been granted admission are expected to register in the term for which admission is granted. Any student who fails to register during any one-year period prior to graduation, and who does not have an official leave of absence from study granted by the Curriculum and Instruction Program and the Graduate School, may be required to apply for re-admission to the program according to the procedures and standards in effect at the time of reconsideration.

## Program of Studies

Two basic degree plans are available. The 36 semester-hour plan (without a thesis) includes a 24 semester-hour concentration in educational foundations and curriculum and instruction as well as 12 hours in a minor concentration. The 30 semester-hour plan (with a thesis) includes a major concentration of 18 semester hours, a 6-hour minor concentration, and a thesis (6 hours).

### A. Major (15 –21 hours)

#### a. Curriculum & Instruction requirements (9 hours)

EDCI 5320	Curriculum Theory: Foundations (required)
EDCI 5335	Models of Teaching
EDCI 5306	Seminar in Curriculum and Instruction
EDCI 6306	Advanced Seminar in Curriculum and Instruction
EDEL 6306	Seminar in Elementary Education

#### Curriculum & Instruction electives (6-12 hours)

EDCI 5001	Advanced Education Workshops in Curriculum and Instruction
EDCI 5306	Seminar in Curriculum and Instruction
EDCI 5310	Instructional Theory and Design in Curriculum and Instruction
EDCI 5320	Curriculum Theory: Foundations
EDCI 5321	Curriculum Theory: Design and Development
EDCI 5333	Improving the Teaching of Thinking
EDSE 5322	Managing Secondary School Learning Environments
EDSE 5331	Improvement of Instruction in the Secondary School
EDSE 5377	Science Curriculum and Instruction
EDSE 5393, 94	Internship in Curriculum and Instruction
EDLL 5349	Adolescent Literature
EDEL 5002	Advanced Education Workshops in Elementary Education
EDBL 5332	Foundations of Bilingual Education

Other appropriate courses may be determined in consultation with an advisor.

### B. Foundations and Research Core (6 hours)

#### Required:

EPSY 5379	Introduction to Educational Research
or	
EDCI 5380	Action Research
EPSY 5310	Philosophy of Education
EPSY 5314	History of Education
EPSY 5323	Cultural Foundations of Education
EPSY 5331	Human Development in Education
EPSY 5332	Advanced Educational Psychology

### C. Minor (6 – 12 hours)

Six to twelve hours of coursework at the 5000-level or above. Graduate coursework outside the College of Education or in programs such as EDLD, EDSP, or EDIT is encouraged.

**Thesis option.** Students have a choice of a 30-semester-hour program with a master's thesis or a 36-hour non-thesis program. Students completing a master's thesis are exempt from taking the comprehensive evaluation. However, students must complete a final oral defense. If interested in completing a master's thesis, the student should discuss these plans with their advisor. A thesis committee of at least two full-time faculty members of the College of Education will be recommended by the advisor and approved by the Graduate School. This committee will provide ongoing guidance as the student prepares the proposal, carries out the research project, and completes the written document. The process of planning the thesis, ideally, should begin in the semester in which the student takes *Introduction to Educational Research* or *Action Research*. The final copy of the thesis is prepared in accordance with the requirements in *Instructions for Preparing and Submitting Theses and Dissertations*, available in the Texas Tech Bookstore.

## Comprehensive Evaluation

### Comprehensive Evaluation

All Curriculum and Instruction master's degree students not completing a thesis must pass a comprehensive evaluation prior to receiving their degree. Students are permitted to take the evaluation during their last semester of coursework. The evaluation is offered once each semester. Students must apply to take the evaluation in the office of the College of Education Associate Dean for Graduate Studies (Ed., Room 105) or online at [www.educ.ttu.edu/grad/masters\\_comp.htm](http://www.educ.ttu.edu/grad/masters_comp.htm). Since deadlines for applying to take the evaluation apply, students are encouraged to inquire about the procedures in their last year of course enrollment.

For a full description of the Master's Comprehensive Evaluation, see the *Student Handbook*.

### Other Issues

Other important issues such as registration, financial assistance, ethics, and appeals procedures are outlined in the *Student Handbook*.

**List of Major Steps Required by the Graduate School for the  
Master's Degree**

	<b>ACTION</b>	<b>INITIATED THROUGH</b>	<b>SUBMITTED TO</b>	<b>TIME</b>
1.	Plan courses for degree	Graduate Advisor	Graduate Advisor	Prior to registration
2.	Set up thesis advisory committee and title, if applicable	Graduate Advisor	Graduate Advisor	Prior to filing "Program for the Master's Degree and Admission to Candidacy" form
3.	File "Program for the Master's Degree and Admission to Candidacy" form (Not to be confused with the "Statement of Intention to Graduate" form, see #6 below)	Graduate Advisor or Chair, Advisory Committee	Graduate School	After first semester of master's coursework, no later than the posted deadline
4.	File changes in degree program, if necessary	Graduate Advisor or Chair, Advisory Committee	Graduate School	As needed
5.	Enroll in semester of graduation (at least 3 hours of thesis, if defending thesis)	Graduate Advisor or Chair, Advisory Committee	Registrar	Semester of graduation
6.	File "Statement of Intention to Graduate" form, including official title of thesis, if applicable. (Not to be confused with the "Program for Master's Degree and Admission to Candidacy" form see #3 above)	Student	Graduate School	Semester of graduation* (One must be filed for each intended graduation semester)
7.	Pay thesis document fee, if applicable	Graduate School Thesis Coordinator	Student Business Services	Prior to deadline during semester of graduation*
8.	Schedule final comprehensive examination and/or defense and send result by memo to Graduate School	Graduate Advisor or Chair, Advisory Committee	Graduate School Master's Coordinator	Semester of graduation* (usually about 6 weeks before graduation)
9.	After incorporating committee changes, submit .pdf file of thesis and signed title page to Graduate School for official review	Advisory Committee	Graduate School Thesis Coordinator	Semester of graduation (usually 5 weeks before graduation date)
10.	Final grade for thesis hours (A or B) Grade will be "CR" until final semester	Chair, Advisory Committee	Registrar Final grade roll	End of semester
11.	Submit official .pdf of thesis to ETD web site; order and bring all personal/paper copies to Graduate School	Student	Graduate School Thesis Coordinator	Prior to deadline

\*Deadline packets will be sent to students according to proposed date of graduation indicated on "Program for the Master's Degree and Admission to Candidacy" form. Forms may also be downloaded from the Graduate School web site: <http://www.depts.ttu.edu/gradschool/>

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## How to Apply

### Steps in Application Process

- ❑ Contact one of the program faculty for advisement in the master's degree admissions process
- ❑ Submit the Application for Admission to the Graduate School of Texas Tech University to the Graduate School (03 Holden Hall)
- ❑ Submit Graduate Records Exam (Qualitative, Verbal and Analytical Writing) scores to the Graduate School
- ❑ International students: Submit Test of English as a Foreign Language (TOEFL) score to the Graduate School
- ❑ Submit official transcripts of all college work to the Graduate School
- ❑ Submit the program application form, with attached letter of application, resume and writing sample, to the Associate Dean of Graduate Education, College of Education, Box 41071, Lubbock, Texas 79409-1071
- ❑ Send 2 recommendations (see attached form) to the Associate Dean of Graduate Education, College of Education, Box 41071, Lubbock, Texas 79409-1071
- ❑ IF YOU RECEIVE AN OFFICIAL LETTER OF ADMISSION from the Graduate School, develop the Program for Master's Degree (degree plan) with your faculty advisor, who will also advise you on course selection and registration.
- ❑ IF YOU RECEIVE A REJECTION LETTER from the Graduate School, contact the Associate Dean of Graduate Education (806) 742-1998 x 434 for advisement regarding the admissions appeals process.

### Criteria for Admissions

The following three major areas will be considered in the evaluation of an individual's application. No minimum GRE score has been established.

- I. Individual Profile
  - a. Professional goals as articulated in application letter
  - b. Teaching experience
  - c. Writing skills as demonstrated in letter of application and sample of academic work
- II. Academic Record
  - a. Undergraduate GPA and, if applicable, graduate GPA
- III. GRE Scores
  - a. Percentile rank of the GRE verbal, quantitative, and analytical writing scores



**Master of Education Degree in Curriculum and Instruction  
Texas Tech University  
Recommendation Form**

**To the applicant:** Complete the information requested below and give this form to the person serving as a reference along with a stamped envelope addressed to the Associate Dean of Graduate Education and Research, College of Education, Box 41071, Lubbock, TX 79409. Sign the waiver below if you want the recommender's comments to remain confidential.

Applicant's Name: \_\_\_\_\_  
Last
First
Middle

Recommender's Name: \_\_\_\_\_  
Last
First
Middle

I waive my rights to ever see this form and any supplementary notes or letters.

\_\_\_\_\_

Signature
Date

**Applicant: Do Not Write Below This Line**

**To the recommender:** The person named above is applying for admission to the graduate program in Curriculum and Instruction at Texas Tech University. We would appreciate having your appraisal of the applicant's qualifications for graduate work. Please respond on this form and attach an additional letter if desired. Thank you for your assistance.

1. How long have you known the applicant?  Less than one year  more than one year
2. How well do you know the applicant?  casually  fairly well  very well
3. In what capacity have you known the applicant? \_\_\_\_\_

4. Please rate the applicant on the characteristics shown below, by marking an X along the line to indicate your assessment. Indicate below to whom you are comparing the applicant.

- undergraduates  master's level students  doctoral level students

	Weak	Strong	Can't Judge
	0 10 20 30 40 50 60 70 80 90 100		
a. Capacity for analytical thinking	_____		_____
b. Accepts responsibility	_____		_____
c. Motivation and enthusiasm	_____		_____
d. Organizational ability	_____		_____
e. Ability to work with colleagues	_____		_____
f. Ability to handle stressful situations effectively	_____		_____
g. Possesses integrity	_____		_____
h. Written and oral communication skills	_____		_____

5. Do you have knowledge of the applicant ever behaving in an unethical or unprofessional manner?

Yes

No

If yes, please explain in #6 below

6. Using a few sentences, describe the applicant's potential to successfully complete a program of study in Curriculum and Instruction and become a leader in the profession once the degree is completed. Statements about the candidate's academic ability, effectiveness as an educator, and dependability are particularly important for persons applying to our program.

7. If you alone were making the decision to accept this applicant as a graduate student, which of the following would best describe your decision?

- a. Recruit – will be a truly outstanding student and professional
- b. Definitely accept – will complete the degree at a superior level
- c. Accept – will complete the degree at an adequate level
- d. Accept – with reservations about ability or motivation
- e. Accept – with reservations
- f. Do not accept (please explain in #6 above)

**Please return the completed recommendation form promptly.**

**The application will be not reviewed until all recommendations are received.**

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Position: \_\_\_\_\_

Address: \_\_\_\_\_

Office Phone: \_\_\_\_\_ Home Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**Thank you for your assistance.**

Please return this form in the envelope provided to:  
Associate Dean for Graduate Education and Research  
College of Education  
Box 41071  
Lubbock, Texas 79409-1071

