



TEXAS TECH UNIVERSITY

College of Education™

Elementary Education

*Master of Education Program Handbook
and
Certification Preparation Programs*

College of Education
Graduate Education and Research
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10/22/2007

Program Overview

The Master's Program in Elementary Education is designed for students interested in concentrating on the fundamentals of reflective practice with an emphasis in the social studies, mathematics, and science curricula.

The purpose of this guide is to provide specific information that will assist students as they consider applying to Master's level program in Elementary Education. Specific descriptions of courses are in the *Texas Tech University Undergraduate and Graduate Catalog*. Information about Texas Tech University can be found on-line at www.ttu.edu. Information about the College of Education can be found at <http://www.educ.ttu.edu>.

Graduate Faculty

Dr. Charles Geer
Mathematics Education
Education 271
742-1997 x276

Dr. Ratna Narayan
Science Education
Education 263
742-1997 x473

Dr. Peggy Johnson
Social Studies/Language Literacy
Education 110B
742-1998 x437

Dr. Reese Todd
Social Studies
Education 218
742-1997 x281

Dr. Barbara Morgan-Fleming
Language Arts/Language Literacy
Education 328
742-1997 x260

Admissions Procedure

- A. Apply through the Office of Graduate Admissions in Holden Hall for "General Admission" to the Graduate School. Read the *Undergraduate and 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. The Graduate School has three 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 Elementary Education and (2) Graduate temporary (GTMP). (3) Students enrolled in a Post-Bac Teacher Certification Program in Elementary Education will have a Certification status (CERT). This designation will change to a Master's designation after application and acceptance to the master's program.

The College of Education (COE) has established a holistic approach to the admission process that includes the review of a letter of application and aspirations, one or more examples of professional writing, resume or evidence of success as an educator, and three letters of professional reference. 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 Elementary Education Program go beyond those for admission to the Graduate School. Complete the Master of Education in Elementary Education application process by submitting an application portfolio (described later).

Student applications will be accepted on or before the first day of the following months: September, October, November, February, March, April, June, and July. The program's recommendation regarding admission is forwarded to the Graduate School within 30 days of the review deadline.

Notification of acceptance. You will be notified by letter from the Office of Graduate Admissions of the decisions regarding your acceptance into the Elementary Education program.

Appeal process. Applicants who are not accepted into the Master's of Education Program in Elementary Education may appeal the 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 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 Elementary Education Program faculty's reasons for rejection as defined in the two 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 Procedures

Following admission to the Elementary Education Program, students should select a graduate advisor from the graduate faculty in elementary education.

The certification preparation plan (for certification) and degree plan (for graduation) are the primary advisement tools. Both are completed early in the student's program, ideally in the first semester, and provide the listing of courses needed for certification preparation and for graduation. The student is responsible for keeping the certification preparation plan and degree plan updated and for bringing the plans to advisement sessions. Students need to file degree plan changes with the Graduate School 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 examination.

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 selected graduate 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. After the student's degree plan is signed by the advisor and department head and approved by the Graduate School, the student is expected to follow it as the basis of all subsequent enrollments. With proper planning, the academic requirements for the Texas Professional Teacher Certificate can be completed concurrently with the 36-hour Master's degree program by taking the 12 minor-concentration hours in an appropriate academic field.

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 Elementary Education 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 Elementary Education 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).

Foundations and Research Core (6 hours)

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

Major (15-21 hours, at least 9 of which must be at the 6000-Level)

5000-Level Coursework* (6-9 hours)

EDEL 5002	Advanced Workshop in Elementary Education
EDEL 5360	Developing Social Studies Programs in Elementary Education
EDEL 5370	Developing Mathematics Programs in Elementary Education
EDEL 5375	Developing Science Programs in the Elementary School

* Appropriate course substitutions are made with an advisor if 4000-level courses have been recently completed.

6000-Level Coursework (9-12 hours)

EDEL 6306	Studies in Elementary Education
EDEL 6360	Studies in Social Studies Education
EDEL 6370	Studies in Mathematics Education
EDEL 6375	Studies in Science Education

Minor (6 – 12 hours)

Six to twelve hours of coursework at the 5000-level or above. Graduate coursework outside the College of Education in academic content areas (e.g. mathematics, history, biology) or in programs such as Bilingual Education, Counselor Education, Educational Leadership, English as a Second Language, Instructional Technology, **Language Literacy, or Special Education is encouraged.

**Individuals seeking Elementary Teacher Certification should select 12 hours of Language Literacy as a Minor.

Electives (Coursework as needed to total 36 hours)

Any student who, because of a disability, requires special arrangements to meet program requirements should contact course instructors to make necessary accommodations.

Additional Information

Comprehensive Examination

All Elementary Education Master's degree students must pass a comprehensive examination prior to receiving their degree. Students are required to take the examination during their last semester of coursework. The examination is offered once in the fall and spring semesters and once during the first summer session. Students completing their master's coursework during the second summer session must register for one (1) semester credit hour in the fall semester and take the Master's Comprehensive evaluation in the fall. Students choose instructors in 3 subject areas to write 3 questions for their exam. The instructors must be contacted at least 2 months prior to the exam to make the appropriate arrangements. Students must apply to take the examination online at <https://educfmk.educ.ttu.edu/SSL/Applications/mcompapp/> or contact a staff member in the office of the College of Education Graduate Education (COE Room 105). Deadlines for applying to take the exam vary; students are encouraged to inquire about the procedures in their last year of course enrollment.

Application Materials

Steps in Application Process

- ❑ Submit the Application for Admission to the Graduate School of Texas Tech University to the Graduate School (03 Holden Hall). Forms available at www.gradschool.ttu.edu
- ❑ Students currently classified as CERT or GTMP must submit a Graduate School form indicating their desire to change to a Master's Program in Elementary Education. This must be submitted prior to submission of the Program Application Portfolio. Forms available at www.gradschool.ttu.edu
- ❑ 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
- ❑ Turn in the Program Application Portfolio, which includes the application packet cover sheet, acknowledgement form, letter of application and aspirations, one or more examples of professional writing, resume or evidence of success as an educator, and three letters of professional reference to the Administrative Assistant for Curriculum & Instruction (COE Room 104). (A professional reference is someone who can speak to a student's scholarship, a current or former professor, if possible, in education.)
- ❑ 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 for Graduate Education, Research, and Administration (806) 742-1998, Ext 447 (Ed., Room 110A) for advisement regarding the admissions appeals process.

Admissions Criteria

Elementary program faculty will use this Evaluation Rubric to review the following:

1. GPA (undergraduate and graduate), and
2. A portfolio including the following items:
 - a letter of application and aspirations (i.e. professional background, curricular areas of interest, educational philosophy, reasons for pursuing a master's degree, etc.) ;
 - one or more examples of professional writing; (i.e. papers submitted for class assignments, curriculum writing, etc.)
 - resume or evidence of success as an educator (i.e. leadership roles, professional involvement, curriculum development, or action research) or evidence of potential success as an educator (i.e. professional activities, experience with children, or academic work); and
 - three letters of professional reference (A professional reference is someone who can speak to a student's scholarship, a current or former professor, if possible, in education.)

As students prepare these items, please compile them in a folder, 3-ring binder, or presentation folder organized into appropriate sections.

I certify that all the information in my application is true and correct.

Signature

Date

Due dates: September 1, October 1, November 1, February 1, March 1, April 1, June 1, July 1

List of Major Steps Required by the Graduate School for the MASTER'S DEGREE

ACTION	INITIATED THROUGH	SUBMITTED TO	TIME
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 Submit the "Thesis Title Page Request" form	Student	Graduate School Thesis Coordinator	Prior to deadline during semester of graduation
8 Pay thesis document fee, if applicable	Graduate School Thesis Coordinator	Student Business Services	Prior to deadline during semester of graduation*
9 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)
10 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)
11 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
12 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/>

Revised 8/16/06