



TEXAS TECH UNIVERSITY

College of Education™

Secondary Education

Master of Education Program Certification Preparation Program Handbook

College of Education
Graduate Education and Research
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Secondary Education

Master of Education Program Handbook Certification Programs

Program Overview

The Master's Degree in Secondary Education (grades 8-12) at Texas Tech University is one of only a few graduate programs in the nation that combines coursework in education (21 hours) with preparation in a subject field (up to 15 hours). Designed to help prepare master teachers, instructional leaders, two-year college instructors, and researchers, the master's program in secondary education offers a flexible, yet challenging program of studies that allows students to customize the degree towards a specific area of interest.

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. Information about the College of Education can be found at www.educ.ttu.edu.

Contact

Call the Departmental Secretary of Curriculum and Instruction at 742-2371 or come by the office in the Education Building, Room 100 or 104.

Admissions and Advisement

- A. Apply through the Office of Graduate Admissions in Holden Hall for "General Admission" to the Graduate School or online at <http://www.depts.ttu.edu/gradschool/admissions/how.php>. 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. 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 Secondary Education and (2) Graduate temporary (GTMP). Students may enroll as a "Graduate Temporary" (GTMP) graduate student for one semester while awaiting the admission 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. For admissions criteria, please see page 6.

- B. Once a student is admitted to the Graduate School at Texas Tech, he or she must apply for admission to the Secondary Education program in the College of Education. All the necessary forms required for admission into the Secondary Education program are provided in this packet.

Student applications will be reviewed during the months of August, October, December, February, and April. Applications should be completed at least a month prior to the review. The program's recommendation regarding admission is forwarded to the Graduate School.

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 Secondary Education may appeal the Secondary Education 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 Secondary Education 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 Secondary 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.

Selecting an Advisor

Following admission to the Secondary Education 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 advisor to develop a "Program for the Master's Degree." During an individual conference, the program 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 head and approved by the Graduate School, the student is expected to follow it as the basis of all subsequent enrollments.

Certification plans. With proper planning, the academic requirements for the Texas Professional Teacher Certificate can be completed concurrently with the 36-hour Master's degree program. The Post Baccalaureate Certification Preparation Program requires students to complete 15 hours of professional development courses plus student teaching or a two-semester internship as a classroom teacher. Care must be taken to select courses on the degree plan that will also meet certification requirements. Students seeking certification must meet with an advisor from the certification advising area and complete a certification plan as well as a degree plan.

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 Secondary Education Program and the Graduate School, may be required to apply for readmission to the program according to the procedures and standards in effect at the time of reconsideration.

Program of Study

The Master of Education in Secondary Education degree program is a non-thesis degree requiring 36 semester-hours of study, including a 12-hour core in education, a 3-hour education elective, 15 hours in the major area, and 6 hours of research. Students must complete a final comprehensive evaluation as part of their program of studies.

Education Core 9 Semester Hours

EDCI 5310	Instructional Theory and Design
EDSE 5320	Developing Curricula in Secondary Schools
EDCI 5320	Curriculum Theory
EDSE 5305	Issues and Reform in American Secondary Schooling OR
EDSE 5307	Seminar in Secondary Education

Research and Foundations 6 Semester Hours

EPSY 5379 Introduction to Educational Research (Required)
and

EDCI 5380 Action Research I
EPSY 5323 Cultural Foundations of Education
EPSY 5332 Educational Psychology
EPSY 5331 Human Development in Education
EPSY 5310 Philosophy of Education
EPSY 5314 History of Education

In consultation with an advisor, other courses in the College of Education may be considered.

Electives in Education 6 Semester Hours

EDLL 5341 Literacy in Secondary Content Area Classrooms
EDSE 5322 Managing Secondary School Learning Environments
EDSE 5331 Improvement of Instruction in the Secondary School
EDSE 5377 Science Curriculum and Instruction
EDCI 5333 Improving the Teaching of Thinking
EDCI 5335 Models of Teaching
EDBL 5338 Methods of Teaching English as a Second Language to PreK-12 Students
EDLL 5355 Developing Writing Programs in K-12 Classrooms
EDLL 5356 Problems, Trends, and Issues in Teaching Adolescent Reading
EDSP 5300 Exceptional Children and Youth
EPSY 5333 Adolescent Learners

In consultation with an advisor, other courses in the College of Education may be considered.

Specialty Area 15 Semester Hours

Graduate courses in teaching fields such as English, Social Studies, Science, Mathematics, Family and Consumer Sciences Education, Foreign Language, or courses in the College of Education that relate to the major area selected in consultation with an advisor.

Total for Master of Education in Secondary Education 36 Semester Hours

Additional Information

Comprehensive Evaluation

All Secondary Education Master's degree students must pass a comprehensive evaluation prior to receiving their degree. Students are required 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 and Research (Ed., Room 105) or online at <https://educfmk.educ.ttu.edu/SSL/Applications/mcompapp/>. Since deadlines 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*.

Application

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)
- ❑ 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 packet cover sheet, resume, acknowledgement form, letter of application and writing sample to the Associate Dean of Graduate Education and Research, College of Education, Box 41071, Lubbock, Texas 79409-1071
- ❑ Submit 2 recommendations (see attached form) to the Associate Dean of Graduate Education and Research, 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 College of Education Associate Dean of Graduate Education (742-1998 x434, ED 105).

Admissions Criteria

Applications are assessed holistically. Your individual profile and, academic record will be considered in the evaluation of your application.

- 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

**Master of Education Degree in Secondary Education
Texas Tech University College of Education
Recommendation Form**

To the applicant: Complete the information required below and give this form to the person serving as a professional reference along with a stamped envelope addressed to the Associate Dean of Graduate Education and Research, College of Education, Box 41071, Lubbock, TX 79409. A professional reference is someone who can speak to your scholarship, a current or former professor, if possible, in education.

Applicant's Name: _____
Last
First
Middle

Recommender's Name: _____
Last
First
Middle

Sign the waiver below if you want the recommender's comments to remain confidential.

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 Secondary Education 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	Can't
Strong	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. Write a few sentences describing the applicant's potential to successfully complete a program of study in Secondary Education 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?
- Recruit – will be a truly outstanding student and professional
 - Definitely accept – will complete the degree at a superior level
 - Accept – will complete the degree at an adequate level
 - Accept – with reservations about ability or motivation
 - Accept – with reservations
 - 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



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/>

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