MASTER OF ARTS
IN
ELEMENTARY EDUCATION

GRADUATE HANDBOOK

Modified May 2011
# Master of Arts in Elementary Education Graduate Handbook

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UNM COLLEGE OF EDUCATION
VISION

Excellence and Diversity Through People, Ideas, and Innovation

MISSION & CORE VALUES

Our mission is the study and practice of education through teaching, research, and service. We address critical education issues; Test new ideas and approaches to teaching and learning; and educate professionals who can facilitate human growth and development in schools, homes, communities and workplaces and prepare students for participation in a complex and challenging society.

In carrying out this mission, we ground our work in the following core values: 1) Advocacy, 2) Building Professional & Identities, (3) Collaboration and Relationships, (4) Dignity, (5) Diversity and Social Justice, (6) New Mexico, (7) Scholarship and Research, (8) Teaching and Learning.

The College of Education at UNM believes that professional individuals develop professional understandings, practices, and identities. These concepts frame the lifelong learning of professional educators and reflect the values articulated in state and national standards and competencies.

- **Understandings** frame the identity and practices of professionals. We seek to help you better (1) understand human growth and development, (2) culture and language, (3) content of the disciplines, (4) pedagogy, (5) technology, (6) professional issues, and (6) the nature of knowledge.
- These understandings enable you, as a professional, to value and engage in practices that embody the following qualities: (1) learner-centered, (2) contextual, (3) coherent, (4) culturally responsive, and (5) technologically current.
- Developing a professional identity is central to lifelong growth as a professional educator. The COE supports and values the following attributes of a professional: (1) caring, (2) advocacy, (3) inquisitiveness, (4) reflection-in-action, (5) communication, (6) collaboration, (7) ethical behavior.

DEPARTMENT OF TEACHER EDUCATION
ELEMENTARY EDUCATION PROGRAM
<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Office</th>
<th>Phone</th>
<th>Email</th>
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<tbody>
<tr>
<td>Rosalita Mitchell</td>
<td>Teacher Education Department Chair</td>
<td>HH 128</td>
<td>277-9611</td>
<td><a href="mailto:rosalita@unm.edu">rosalita@unm.edu</a></td>
</tr>
<tr>
<td>Tom Keyes</td>
<td>Elementary Education Program Coordinator</td>
<td>HH 110</td>
<td>277-4608</td>
<td><a href="mailto:tkeyes@unm.edu">tkeyes@unm.edu</a></td>
</tr>
<tr>
<td>Marjori Krebs</td>
<td>Elementary Education Program Coordinator</td>
<td>HH 291</td>
<td>277-0602</td>
<td><a href="mailto:mkrebs@unm.edu">mkrebs@unm.edu</a></td>
</tr>
<tr>
<td>Diane Torres-Velásquez</td>
<td>Coordinator, MA w Alternative Route to K-8</td>
<td>HH 113</td>
<td>277-9098 (o) 277-0455 (f)</td>
<td><a href="mailto:vlasquez@unm.edu">vlasquez@unm.edu</a> <a href="mailto:professortorresl@aol.com">professortorresl@aol.com</a></td>
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**TEACHER EDUCATION SUPPORT STAFF**

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<tr>
<th>Name</th>
<th>Position</th>
<th>Office</th>
<th>Phone</th>
<th>Email</th>
</tr>
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<tbody>
<tr>
<td>Sarah Valles</td>
<td>Department Administrator</td>
<td>HH 126</td>
<td>277-0504</td>
<td><a href="mailto:sarahc@unm.edu">sarahc@unm.edu</a></td>
</tr>
<tr>
<td>Mary Francis</td>
<td>Administrative Assistant</td>
<td>HH 121</td>
<td>277-9439</td>
<td><a href="mailto:mfrancis@unm.edu">mfrancis@unm.edu</a></td>
</tr>
<tr>
<td>Robert Romero</td>
<td>Administrative Assistant</td>
<td>HH 121</td>
<td>277-0513</td>
<td><a href="mailto:robj@unm.edu">robj@unm.edu</a></td>
</tr>
<tr>
<td>Field Services Placement Office</td>
<td>Program Manager, Field Placement Services</td>
<td>Tireman Hall</td>
<td>277-5479</td>
<td>E-mail: <a href="mailto:fsp@unm.edu">fsp@unm.edu</a> Website: fsp.unm.edu</td>
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**ELEMENTARY EDUCATION FACULTY**

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<tr>
<td>Jonathan Brinkerhoff</td>
<td>Associate Professor, MSET</td>
<td>HH 287</td>
<td>277-7305</td>
<td><a href="mailto:jbrink@unm.edu">jbrink@unm.edu</a></td>
</tr>
<tr>
<td>Leila Flores-Dueñas</td>
<td>Associate Professor</td>
<td>HH 211</td>
<td>277-6534</td>
<td><a href="mailto:lflores@unm.edu">lflores@unm.edu</a></td>
</tr>
<tr>
<td>Karla Kingsley</td>
<td>Assistant Professor</td>
<td>HH 289</td>
<td>277-1625</td>
<td><a href="mailto:karlak@unm.edu">karlak@unm.edu</a></td>
</tr>
<tr>
<td>Janet Lear</td>
<td>Lecturer</td>
<td>HH 235</td>
<td>277-0627</td>
<td><a href="mailto:jmllear@unm.edu">jmllear@unm.edu</a></td>
</tr>
<tr>
<td>Anne Madsen</td>
<td>Associate Professor</td>
<td>HH 214</td>
<td>277-1157</td>
<td><a href="mailto:madsen@unm.edu">madsen@unm.edu</a></td>
</tr>
<tr>
<td>Joe Martínez</td>
<td>Professor</td>
<td>SSCB-48</td>
<td>277-4980</td>
<td><a href="mailto:jomart@unm.edu">jomart@unm.edu</a></td>
</tr>
<tr>
<td>Deborah Roberts-Harris</td>
<td>Assistant Professor</td>
<td>HH</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Name</td>
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</tr>
<tr>
<td>Rebecca Sánchez</td>
<td>Associate Professor</td>
<td>HH 238</td>
<td>277-1624</td>
<td><a href="mailto:sanchezr@unm.edu">sanchezr@unm.edu</a></td>
</tr>
<tr>
<td>Quincy Spurlin</td>
<td>Associate Professor</td>
<td>HH 235</td>
<td>277-4976</td>
<td><a href="mailto:quincy@unm.edu">quincy@unm.edu</a></td>
</tr>
<tr>
<td>Cheryl Torrez</td>
<td>Assistant Professor</td>
<td>HH 244</td>
<td>277-1169</td>
<td><a href="mailto:catorrez@unm.edu">catorrez@unm.edu</a></td>
</tr>
<tr>
<td>Kersti Tyson</td>
<td>Assistant Professor</td>
<td>HH 234</td>
<td>277-4533</td>
<td><a href="mailto:kersti@unm.edu">kersti@unm.edu</a></td>
</tr>
<tr>
<td>Eileen Waldschmid</td>
<td>Lecturer</td>
<td>HH 124</td>
<td>277-6114</td>
<td><a href="mailto:ewaldsch@unm.edu">ewaldsch@unm.edu</a></td>
</tr>
<tr>
<td>Irene Welch-Mooney</td>
<td>Lecturer</td>
<td>HH 207</td>
<td>277-0578</td>
<td><a href="mailto:iwelch@unm.edu">iwelch@unm.edu</a></td>
</tr>
</tbody>
</table>
The College of Education at the University of New Mexico believes that professional education should seek to help individuals develop professional understandings, practices, and identities. These understandings, practices, and identities frame the lifelong learning of professional educators and reflect the values articulated in our Mission Statement and in state and national standards and competencies.

I. **Understanding** frame the identity and practice of educational professionals. We seek to help our students to better understand:

- **Human Growth and Development**
  - Patterns in how individuals develop *physically, emotionally, and intellectually*. How to provide conditions that promote the *growth and learning of individuals* from diverse *cultural and linguistic backgrounds*, including those with *special learning needs*.

- **Culture and Language**
  - The nature of *home, school, community, workplace, state, national, and global contexts* for learning. How *social groups develop and function* and the dynamics of power within and among them. How language and other forms of expression *reflect cultural assumptions* yet can be *used to evoke social change*. How one’s own background and development *shape understanding and interaction*.

- **Content of the Disciplines**
  - The substance of the disciplines taught—the *central organizing concepts* and *factual information*—and the ways in which new knowledge is created, including the forms of *creative investigation* that characterize the work of scholars and artists.

- **Pedagogy**
  - Theory and research on effective *educational practices*. How to create *contexts for learning in and across the disciplines*. How to assess *student learning* and *design, plan, and implement instruction* to meet the needs of learners. How to *evaluate educational practice*.

- **Technology**
  - Effects of *media and technology on knowledge, communication, and society*. How to critically analyze and raise awareness of the *impact* of media and technology. How to use current technology.

- **Professional Issues**
  - The *social and political influences on education*, both historically and currently. *Local, state, and national policies*, including requirements and standards. How to *critically analyze and participate in the formation of educational policy*. Strategies for leadership, collaboration, and research.

- **Nature of Knowledge**
  - How *knowledge is constructed within social contexts*, including the academic disciplines. The differences and connections among the knowledge constructed in different social contexts. How to conduct *inquiry into the nature of knowledge* within and across the disciplines.
II. These Understandings enable individuals, as professionals, to value and engage in PRACTICES that embody the following qualities:

- **Learner-Centered**
  - Students’ past experiences, cultural backgrounds, interests, capabilities, and understandings are accommodated in learning experiences. Routines promote learner risk-taking and allow learners to take increasing control of their own learning and functioning.

- **Contextual**
  - Experiences engage learners in ways of thinking, doing, talking, writing, reading, etc., that are indicative of the discipline(s) and/or authentic social contexts. Ideas and practices are presented with the richness of their contextual cues and information. Learners are provided with models and opportunities to reflect on their experiences and to relate their learning to other social contexts.

- **Coherent**
  - Learning experiences are organized around the development of concepts and strategies that learners need in order to participate in other similar situations. Learners are assessed on what they had the opportunity to learn.

- **Culturally Responsive**
  - Diversity is valued, and learners are helped to become aware of the impact of culture on how they and others perceive the world.

- **Technologically Current**
  - Available technology facilitates learning. Learners are helped to understand the effect of media on their perceptions and communication.
III. Developing a **PROFESSIONAL IDENTITY** is central to lifelong growth as a professional educator. The University of New Mexico College of Education supports and values the following attributes of professionals:

- **Caring**
  - Attentive to learners, willingness to listen and withhold judgment, and ability to empathize while maintaining high expectations for learner success.

- **Advocacy**
  - Committed to ensuring equitable treatment and nurturing environments for all learners.

- **Inquisitiveness**
  - Habitual inquiry into the many, ever-changing ways in which knowledge is constructed, how people learn, and how educators can support learning.

- **Reflection-in-Action**
  - Able to analyze, assess, and revise practice in light of student learning, research and theory, and collegial feedback.

- **Communication**
  - Skilled in speaking, writing, and using other modes of expression.

- **Collaboration**
  - Able to work cooperatively with students, parents, community members, and colleagues.

- **Ethical Behavior**
  - Aware of and able to work within the ethical codes of the profession.
FREQUENTLY ASKED QUESTIONS (FAQs) OF ELEMENTARY EDUCATION GRADUATE STUDENTS

1. How do I get a UNM Student ID Card?

Student Photo ID Cards can be obtained from the basement of the Student Union Building.

2. How do I get a UNM Student ID # and PIN?

Instructions for getting your new UNM ID# and PIN are available at http://www.unm.edu/~linksce/getunmid.pdf.

OR

1. Log into http://its.unm.edu/dds with your Net Id and Password,
2. Click on Demographic Information
3. Your UNM ID# and PIN should then be displayed.
4. If your PIN is not listed, there is a problem with your file. Please call the Registrar’s Office at 505-277-2916 for additional information.

3. How do I get a UNM e-mail account?

Log on to MY UNM through the www.unm.edu website and then click on the MY UNM E-mail Tab across the top. Follow the instructions.

4. How do I forward my UNM E-mails to my other e-mail account?

You must create a RULE to forward your e-mail to the desired address. To create the rule, open a web browser and go to the UNM webmail page: https://webmail.unm.edu. Log in using your UNM NetID and password.

When the application loads completely, select “Rules” from the top tool bar. Under the top “Mail Forwarding” section, check the box labeled “Enable.” Then, enter one or more e-mail addresses to which you want your incoming mail forwarded. (To select multiple addresses, enter them separated by commas. If you also want to keep a copy of the message in your UNM mailbox, check the “Keep a Copy” box.

Forwarding changes the header information in messages. To preserve the original TO and CC fields in your forwarded e-mail, check the “Preserve TO/CC fields” box.

The mail system can tell if an automatic message (mailing list, vacation agent reply, etc.) is sent to you, and you can ignore these. To allow this, check the “Do Not Redirect Automatic Messages” check box. By default ALL messages will be forwarded.

When you have completed the data entry on this form, click the white checkmark on the green square near the top of the window. This is the submit button.
5. How do I get a Parking Pass?

Contact Parking & Transportation Services at 277-1938 for information on prices, availability, and to purchase parking permits. Go to: http://pats.unm.edu/contact.cfm.

6. What should I know about the Library?

Contact Zimmerman Library at 277-2003 or at http://eLibrary.unm.edu for hours and other information. There are several branches of libraries available for your use. Zimmerman is the main branch of the University Library System.

7. How do I contact my Advisor?

There are several ways to contact your Advisor:

- Send an e-mail;
- Phone your advisor’s office;
- Leave a written note on or under your Advisor’s office door.
- Remember that your Advisor may be on a 9-month contract, which means that he or she is not available during Summer Semester or during Winter or Spring Breaks.
- If you need answers to questions and cannot reach your advisor, contact the Elementary Education Administrative Assistant and ask what faculty member is available for advisement.
- Please be patient in receiving a response from your Advisor. Advisors are not in their offices or at their computers all day every day. Please be professional and give your Advisor a chance to receive your communication and respond to it. If you have not received an answer in a week, then please re-submit your communication. If you do not receive a response in two weeks, please contact the Elementary Education Administrative Assistant and ask for someone who can answer your question.
- If you need to change advisors, please complete the Change of Advisor form included in this handbook or available from the Elementary Education Graduate Administrative Assistant.

8. How do I find out what classes are offered each semester?

In addition to working with your Advisor each semester to determine what courses you should be taking, you can go to www.unm.edu and click on Schedule of Classes in the left column, or follow the links through LoboWeb.
9. What do all these different prefixes stand for?

EDUC = Teacher Education course prefix
ECME = Early Childhood Multicultural Education
EDPY = Educational Psychology
LEAD = Educational Leadership
LLSS = Language, Literacy, and Socio-Cultural Studies
MCTC = Multicultural and Childhood Teacher Education (TED Ph.D. Program)
MSET = Math, Science, and Environmental Technology
OLIT = Organizational Learning and Instructional Technology
SPCD = Special Education
TED = Teacher Education (course prefix = EDUC)

10. How do I decide what electives to take?

In conversation with your Advisor, you should determine a focus for your electives. Your electives may be taken within the College of Education or in other departments as long as they help you achieve your goals and fit with your elective focus.

In the MA with Alternative Route to K=8 Licensure Program, the Methods Courses serve as the majority of your electives. You have one (1) elective you may take in addition to your methods courses.

11. How do I register for classes?

To register for classes using LoboWeb ...

- Login to my.unm.edu using your NetID and Password
- Click on the “Student Life” tab across the top of the myUNM web page.
- Click on the red “LoboWeb” link in the middle of the page. Please note any announcements that may be presented above.
- From the Student & Financial Aid Menu click on “Registration & Records”
- Click on the "Select Term" link and select a term from the drop down menu and click “Submit”.
- If you DO NOT know your desired course CRN (Course Reference Numbers), you will need to “Search Class Schedule for Classes to Add”.
  - See Answer ID# 2312 to learn how.
- If you DO know the course CRN, click on “Registration Add/Drop Classes”.
- To register you must “Accept” Student Financial Responsibility.
  - If you are already registered for a course you will see details listed here.
  - To add classes, enter the CRNs at the bottom of the Registration (Add/Drop Classes) page in the text fields provided. You may also add classes via the Class Search page by checking the box to the left of the course listing and clicking on the bottom Submit button. If there is not a check box to the left of the course then refer to the legend at the top of the page for explanation.
  - To drop classes, select the available drop option from the menu (defaulted to 'None') under the "Action" column of your Current Schedule.
  - Click “Submit”
12. **Is there an organization I can join for support during my Master’s Degree?**

Yes, the Teacher Education Graduate Student Association (TEGSA) is an organization for students created by students. The group has student officers and determines its own activities for the school year. The main purpose of TEGSA is to promote active participation of Teacher Education Graduate Students in the life of the College of Education and in Teacher Education.

The group has a faculty advisor. All students enrolled in graduate classes qualify as members of TEGSA. In fact, part of your graduate student fees come back to this organization for our student activities. TEGSA's first year as an organization was 2007-2008.

13. **What should I do if I am interested in a Graduate Assistantship or a Teaching Assistantship?**

If you have questions, please Contact Dr. Rose Mitchell, Chair, Teacher Education Department, at rosalita@unm.edu. The deadline is typically in early May.

14. **How do I find out about Graduate Scholarships?**

The Office of Graduate Studies website provides lots of useful information on how to obtain Graduate funding. You can find funding information at the following address: www.unm.edu/grad/funding/funding.html

Take advantage of the Scholarship Survey located on the College of Education website to determine scholarships for which you are eligible by visiting http://coe.unm.edu/current-students/coe-scholarships.html

15. **Where can I go to get help with my writing?**

The College of Education Graduate Student Writing Studio is located in Hokona Hall.

Hours:
- Monday-Thursday 9:00 a.m. – 6:00 p.m.
- Friday 9:00 a.m. – 4:00 p.m.
- Saturday 10:00 a.m. – 3:00 p.m.

The COE Graduate Student Writing Studio holds tutoring sessions for topics such as:
- Developing a thesis
- Constructing an argument
- Preparing a manuscript for publication
- Writing for a particular audience
- Using APA publication style
- Helping with grammar and writing mechanics
- Developing writing strategies
- **Writing a review of literature**
Setting up an appointment is highly recommended. To make an appointment for one-on-one help with your writing, go to coewritingstudio.unm.edu.

16. Is there a writing style guide I should follow?
   OR
   Join TEGSA and receive this style manual as a benefit of your membership.

17. My professor said our course was linked to WebCT. How do I get there?

   Simply type vista.unm.edu (no www) in your web browser and then type in your UNM User Name and Net ID. Then click on the course in which you are enrolled. Go to FastInfo (located on the www.unm.edu website) and type in WebCT to be linked to more tutorials about using WebCT.

18. How do I have my e-mail automatically forwarded from WebCT and UNM to another e-mail account?

   It is strongly recommended that if you use another e-mail provider other than UNM, please forward your UNM e-mail to your primary account. Your UNM e-mail is the official e-mail address to which official communication will be sent.

   To forward WebCT mail to an external e-mail account:
   1. Login to WebCT.
   2. From the My WebCT home page, click the My Settings link in the top-right corner (next to Check Browser).
   3. Click the Edit Profile button.
   4. Enter your external e-mail address in the E-mail: field.
   5. Click the Save button.
   6. Click the My Tool Options tab on the My Settings page.
   7. Check the box in front of Forward all mail messages to the e-mail address in my profile.
   8. Click the Save button.

19. How do I contact the Office of Graduate Studies (OGS)?

   Visit our website: www.unm.edu/grad

   Come by and see us:
   UNM Map Location - Building #81 - Humanities Building, Suite 107
Mailing Address:

The University of New Mexico
Office of Graduate Studies
MSC03 2180
1 University of New Mexico
Albuquerque, NM 87131-0001

Office Hours:
Monday - Friday
8:00 a.m. to 5:00 p.m.

Phone Numbers:
Graduate Admissions: 505-277-2447
OGS Main Office: 505-277-2711
OGS Fax: 505-277-7405

Assistantship Contracts: 505-277-7344
Scholarships and Fellowships: 505-277-6062
Program Advancement and Completion: 277-7398

20. What are the billing dates, and what methods of payment can I use to pay my UNM Account?

Billing Dates: Current students will receive an e-mail notification that their online statement is available. Students may view their monthly statements by logging into LoboWeb and choosing the “Make Payments” option.

Semester Billing Dates: Found on the UNM Bursar’s Webpage.

Failure to pay the “Current Due” on or before the statement due date may result in a financial hold and service charge on your student account.

Payment and Payment Plans:
A student may set up an installment payment plan to defer part of his/her balance to later in the semester. Installment plans may be set up for current semester balances on LoboWeb. A portion of the balance will be due at the time of enrollment and will automatically be drawn from the bank or credit card account specified by the student. In addition, future installments will automatically be pulled from the specified account on the due date of the installment.

A student with a Payment Plan will still receive a monthly billing statement to review monthly transactions, however he/she should follow the due dates and amounts shown on the payment plan.

Payment in Person:
The Cashier Department is located in the Student Services Center. Hours of operation are 8:00 a.m. to 5:00 p.m., Monday through Friday.
Payment by Mail:
Payments must be received by 5:00 p.m. on the payment due date.

Payment over LoboWeb:
Credit card (Visa and MasterCard only) and eCheck payments made over LoboWeb must be received before 5:00 p.m. on the payment due date.

Mailing Address:

UNM Bursar’s Office
MSC 06 3660
1 University of New Mexico
Albuquerque, New Mexico 87131-0001

Physical Address:

Student Services Center, Room 170

Drop Box:

Located at the Cashier Department. (building closes at 5:00 p.m.). No cash please.

Payment by Telephone:

Call (505) 277-4748 to make a credit card payment during Cashier Department hours of operation.

LoboPhone: (505) 246-2020

21. What if I don’t have access to a computer and I have questions about registration, etc.?

You can call the LoboPhone at (505) 246-2020 and receive recorded information for the following departments:

- Registration (ext. 1)
- Billing (ext. 2)
- Financial Aid (ext. 3)
- Grading (ext. 4)
- Admissions (ext. 5)

22. Where do I go to get copies made?

The College of Education Publishing Center is located in the Educational Technology (TEC) Building. Hours are posted and vary by semester. You can get documents copied, bound, etc. at the COE’s site of the UNM Publishing Center. Please check with staff on method of payment. The Center does accept checks and cash and may have capabilities for cards in the near future.
23. *Is there a phone number for a University Operator?*

Yes, the number is 277-0111. Be sure to listen through all the prompts (be patient) and you will eventually reach a human if you call on weekdays between the hours of 8:00 a.m. and 5:00 p.m.

24. *Where can I find a UNM Directory?*

You may either go directly to the directory by typing [http://directory.unm.edu/](http://directory.unm.edu/)

Or go to [http://www.unm.edu](http://www.unm.edu) and click the ‘directory’ link which is directly under the word ‘search’ in the top right part of your screen.

25. *Where is University Lost & Found?*

Contact the University Police at 277-2241. The University Police Office is located in the basement of Hokona Hall, with the entrance on the north side of the building.

26. *What if I need to take a few semesters off from my graduate studies and how long do I have to complete my Master’s Degree?*

A student who is admitted and completes at least one semester in graduate status at the University of New Mexico will receive registration materials for 3 subsequent semesters (including summer session) whether or not he or she enrolls. Graduate students will not be required to apply for readmission to resume their studies by registering for classes if they do so within these 3 semesters. If they are not enrolled by the published registration deadline of the third semester (including summer session), they must apply for readmission. Such “stop-out” periods are included in the time to degree.

A Master’s Degree student has a total of 7 years to complete the Master’s Degree.

27. *What if I have a question that is not answered here?*

Go to [www.unm.edu](http://www.unm.edu) and click on “FastInfo” in the upper right-hand corner of the webpage. Type in your question and/or key words and see what comes up.
<table>
<thead>
<tr>
<th>Event</th>
<th>Date Completed</th>
<th>Graduate Student Responsibilities</th>
<th>Faculty Advisor Responsibilities</th>
</tr>
</thead>
<tbody>
<tr>
<td>Scheduling of Classes</td>
<td></td>
<td>Each semester, set up an appointment with your Advisor prior to scheduling. Fill out the Advisement Form in this Handbook and take it with you to your appointment. You will schedule your own classes individually following advisement.</td>
<td>Work with your student regarding course of study and elective selections. Confirm notations on Advisement Form with student.</td>
</tr>
<tr>
<td>Preparation for Mid-Point Review and Master’s Examination</td>
<td></td>
<td>Prior to your Mid-Point Review session, take these steps to prepare for your Master’s Examination: 1) Consider faculty as members of your Examination Committee. 2) Begin thinking about your area(s) of interest in preparation for your final examination.</td>
<td>When student sets up Mid-Point Review appointment, remind student of his/her responsibilities prior to this meeting as noted in the column to the left.</td>
</tr>
<tr>
<td>Mid-Point Review</td>
<td></td>
<td>Between completion of 9-18 credit hours, you must set up an appointment for your Mid-Point Review. See the Mid-Point Review Guidelines in this Handbook to prepare for this meeting.</td>
<td>Follow the Mid-Point Review Guidelines in this Handbook for this conference. Complete the Mid-Point Review check sheet and submit a copy to the Teacher Education Administrative Assistant for filing.</td>
</tr>
<tr>
<td>Event</td>
<td>Date Completed</td>
<td>Graduate Student Responsibilities</td>
<td>Faculty Advisor Responsibilities</td>
</tr>
<tr>
<td>------------------------------</td>
<td>----------------</td>
<td>-----------------------------------------------------------------------------------------------------------------</td>
<td>----------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Program of Studies (POS) Review</td>
<td></td>
<td>Set up an appointment to complete your Program of Studies (POS) Form.  In preparation for this meeting, transfer documentation from your Advisement Form to the Program of Studies Form. The following are STRICT deadlines for document submission to OGS depending on graduation semester. Submit all paperwork to the Elementary Education Administrative Assistant by the dates below:</td>
<td>Prior to the deadlines outlined below, review and sign the Program of Studies Form. Submit the POS to the Elementary Education Graduate Administrative Assistant. [The POS is then submitted to the Department Chair for signature and then to the Office of Graduate Studies.] Deadlines for submission of POS depend on graduation semester. (See Table to the Left.)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Graduation Semester:  Deadline for Paperwork Submission:  Summer: February 8  Fall: June 8  Spring: September 8</td>
<td></td>
</tr>
<tr>
<td>Examination Information (Discussed at POS Review)</td>
<td></td>
<td>Confirm members of your examination committee. Advisor will chair Exam Committee. Submit Intent to Graduate Form. Determine which Examination Option (I, II, III) you will complete. Proposals are due to committee the semester before graduation.</td>
<td>Communicate to Elementary Education Graduate Administrative Assistant that student is ready for exam and that appropriate paper work is on file.</td>
</tr>
<tr>
<td>Announcement of Examination</td>
<td></td>
<td>No action required as long as Program of Studies and Intent to Graduate Form were submitted by deadline for graduation semester.</td>
<td>Elementary Education Graduate Administrative Assistant confirms the examination date with Advisor. The Announcement of Examination is submitted to OGS with pertinent dates and committee member names. Deadline: Minimum of 2 weeks prior to examination date.</td>
</tr>
</tbody>
</table>
|                              |                | Graduation Semester: Deadline for Paperwork:  Summer: June 1  Fall: October 1  Spring: March 1 }
<table>
<thead>
<tr>
<th>Event</th>
<th>Date Completed</th>
<th>Graduate Student Responsibilities</th>
<th>Faculty Advisor Responsibilities</th>
</tr>
</thead>
<tbody>
<tr>
<td>Report of Exam</td>
<td></td>
<td>No action required.</td>
<td>Committee will convene to hear and assess student’s Exam: a multimedia presentation and paper presentation. (Papers will be submitted to Committee Members no later than 2 weeks prior to exam.) Teacher Education Administrative Assistant will submit completed Report of Exam to OGS by appropriate deadlines.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Note: Each committee member will mark 1 of 3 options: Do Not Pass Pass Pass with Distinction</td>
<td></td>
</tr>
<tr>
<td>Graduation List</td>
<td></td>
<td>Confirm with Teacher Education Administrative Assistant that all paperwork has been signed and filed by deadlines.</td>
<td>Advisor and Teacher Education Administrative Assistant coordinate with OGS and Dean’s Administrative Assistant to submit the Graduation List for the semester.</td>
</tr>
<tr>
<td>Graduation/ Convocation Ceremony Information from Dean’s Office</td>
<td></td>
<td>Check the College of Education website for graduate information regarding regalia and ceremony procedures/dates.</td>
<td>No action required.</td>
</tr>
<tr>
<td>CELEBRATION OF DEGREE</td>
<td></td>
<td>CELEBRATE!!!</td>
<td>CELEBRATE!!</td>
</tr>
</tbody>
</table>

*At this juncture, Committee determines eligibility for Distinction status.*
Paperwork Flow for the Master of Arts Degree (Plan II)

1. **Graduate Unit**
   Application packet sent to student (or online) includes unit information and OGS forms.
   - OGS Application Form web site: http://www.unm.edu/grad/admissions/admissions.html
   - OGS Admission Forms: http://www.unm.edu/grad/forms/forms.html

2. **Application Sent to Graduate Unit**
   Graduate Unit reviews application for required information. Application materials sent to Admissions Office:
   1. Application Form
   2. Registration Information Form
   3. Transcripts
   4. Application Fee ($50.00)
   Application Materials sent to Academic Unit:
   1. Letter of Intent
   2. 3 Letters of Recommendation
   3. Additional departmental materials

3. **Application file sent to Graduate Unit for Review**
   UNM Admissions Office sends Screening Sheet to Graduate Unit and an acknowledgement letter to the student.

4a. **Admission Denied**
   Denial letter is sent to student from Unit. Screening Sheet, and a copy of the Unit’s refusal letter is sent to Admissions Office.

4b. **Admission Approved**
   The Unit sends Screening Sheet and a copy of the acceptance letter to Admissions. The Office of Admission sends an official letter to the student offering admission (regular or T status).

5. **Program Studies (POS)**
   Core courses, substitutions, and language or skill requirements should be noted. The POS MUST be submitted by the semester before the semester of graduation. Oct. 1 for Spring, March 1 for Summer, and July 1 for Fall.
   - OGS POS Forms: http://www.unm.edu/grad/forms/forms.html

6. **Review/Revision**
   The OGS reviews POS. If necessary, the POS is revised by the graduate unit/student before approval is made.

7. **POS Approval**
   The Dean of Graduate Studies approves the POS and a signed copy of the POS is returned to the Graduate Unit. POS MUST be approved BEFORE taking the Master’s Examination. Deadlines: March 1 for Summer, July 1 for Fall, and October 1 for Spring graduation.

8. **Intent to Graduate**
   Students MUST inform their graduate unit in writing of their intent to graduate. The graduate units must submit their proposed graduation list to OGS no later than 5:00 p.m. on the last day of the semester immediately preceding the semester of graduation.

9. **Announcement of “Master's” Examination**
   The Dean of Graduate Studies approves the examination committee and returns the form to the Graduate Unit. The form MUST be submitted a minimum of two weeks before the master's examination date.
   The examination may be taken only after the Program of Studies has received approval by the Graduate Dean and only if the student is in good academic standing.

10. **Announcement of “Master's” Exam Results**
    The results of the examination (pass or fail) MUST be reported to the OGS by April 15th for Spring graduation, July 15th for Summer graduation, and November 15th for Fall graduation. If a student fails the examination, the graduate unit may recommend a second examination, which must be administered within one calendar year from the date of the first examination.

11. **Graduation**
    The student graduates IF all degree requirements are
Program of Studies
You must have your Program of Studies submitted to the Teacher Education Office and to OGS the semester prior to your graduation.

The Master’s Examination
At the time they are reviewing their Program of Studies (POS) with their faculty advisors, students will form their own committees made up of three faculty members. Formulation of these committees should have occurred during the Mid-Point Review. Should a student choose to reformulate the committee, the student should report the changes to the Elementary Education Administrative Assistant using the “Change of Committee Form” found at the back of this handbook.

The student’s advisor will chair the committee and provide assistance to the student in selecting the other two faculty members. Committee composition must meet the Graduate School requirements for Master’s Committees as follows:

Committee Members:
- A minimum of three members must be approved for Committee service.
- Two members must be tenured or tenure-track faculty.
- The Committee Chair must be tenured or tenure-track faculty and within the student’s major.
- One member may be a lecturer.
- No more than one voting member can be an outside expert in the field, including part-time UNM faculty, faculty from other institutions, etc.

Convening the Committee
The student’s Master’s Examination Committee Chair will convene the Committee following OGS guidelines to review and assess the Master’s Degree Examination and will submit required documentation to OGS in accordance with graduation deadlines.
ELEMEENTARY EDUCATION MA EXAMINATION DUE DATES & PROTOCOL

Proposal Meetings
For Options I, II, III:

1. Student submits “Summary of Learning” (description of 4-5 topics of interest that the student wishes to continue to explore through the examination process). The student should include the names of the committee chair and members and e-mails for each for ease of communication.
2. Student meets with Chair (and committee members if available) to discuss Exam Option and topic(s).
3. Chair sends an e-mail to the student and committee members summarizing decisions made at the meeting.

Exam Papers Due:

Option I:
1. Option I Paper due on or before March 20/October 20 (or next business day).
2. Chair meets with student for Post-Examination Meeting by April 1/November 1.
3. Committee members either attend meeting or give comments to Chair to communicate to student.

Option II:
1. Option II Literature Review due on or before March 1/September 1 (or next business day).
2. Chair and committee meet to listen to presentation by April 1/November 1 (or next business day).

Option III:

1. Take Home Question e-mailed to student by Chair on date agreed upon by committee and student (or next business day). Answer is due 14 days later.
2. Sit Down Exam takes place first Saturday in March/October.
3. All parts of Option III Exam are due by March 30/October 30 to El Ed Admin. Asst.
4. Chair meets with student by April 8/November 8.
5. Committee members either attend meeting or give comments to Chair to communicate to student.

All examinations will be turned in to the Administrative Assistant.
Four (4) copies of Examination and Examination Submission Documentation should be submitted and date-stamped.
Students will receive dated receipt confirmation that examination has been submitted and received.
Master’s Degree Program Protocol for Elementary Education Graduate Students

The following information serves as a guide for the Graduate Student Journey in Elementary Education. The video camera symbol indicates there is a video on the College of Education website for further information. (http://coe.unm.edu/departments/teacher-ed/elem-ed-prog.html)

1. MEETING WITH YOUR ADVISOR

Each student will meet with his or her Faculty Advisor each semester to review coursework. “Meetings” can take place via phone, e-mail, or face-to-face.

2. MID-POINT REVIEW

After the MA student has earned 9-18 credit hours, it is the student’s responsibility to schedule the Mid-Point Review with his or her Faculty Advisor.

Student Preparation for the Mid-Point Review:

a. E-mail the Faculty Advisor the academic writing sample 2 weeks prior to the appointment.

b. Review the Examination Options (I, II, III) and come prepared to discuss preferences.

c. Complete the Program of Studies (POS) to date and bring to the meeting.

d. Bring an unofficial transcript to the meeting.

At the Mid-Point Review:

a. The Faculty Advisor uses the Mid-Point Rubric to review the writing sample prior to the Mid-Point Review Conference to gauge the student’s writing abilities.

b. The Faculty Advisor meets with the student to complete the Elementary Education POS/MA Examination Documentation Form (see attached) and discusses the following:

   i) Writing Sample and progress on academic writing.
      a) Faculty Advisor makes 3 copies of the Mid-Point Review Rubric.
      b) One copy is given to the student.
      c) One copy is kept in the Faculty Advisor file.
      d) One copy is submitted to the Elementary Education Program Coordinator for data collection.

   ii) Review of Program of Studies to date.
iii) Potential Graduation Semester determined.
iv) Exam Options reviewed and initial selection made.
v) Potential Exam Committee Members selected. The student, in consultation with his/her advisor, should contact these faculty to seek their willingness to serve on the committee.
vi) Faculty Advisor completes the Elementary Education POS/MA Examination Documentation Form.

3. SUBMISSION OF PROGRAM OF STUDIES (POS)

Faculty, in consultation with the MA student, will complete and submit the POS to the Elementary Education Administrative Assistant by 5:00 p.m. in the semester PRIOR to graduation, in accordance with the following deadlines:

February 8 for Summer Graduation (Because faculty are not typically on contract during the summer, Summer Graduation must be arranged and approved by your advisor.)
June 8 for Fall Graduation
September 8 for Spring Graduation

4. ANNOUNCEMENT OF EXAMINATION

Faculty, in consultation with the MA student, will submit the Announcement of Examination to the Elementary Education Administrative Assistant by 5:00 p.m. on or before the appropriate date:

April 1 for Summer Graduation (Because faculty are not typically on contract during the summer, Summer Graduation must be arranged and approved by your advisor.)
October 1 for Fall Graduation
March 1 for Spring Graduation

The Announcement of Examination includes the names of the Chair of the Examination Committee and the two (2) other members. As per the Office of Graduate Studies guidelines, two (2) of the three (3) committee members must be tenured or tenure-track faculty members. A non-tenure track faculty member may be a member of a committee and may also serve as a Co-Chair of an Examination Committee.

At the Field Centers, the non-tenure track faculty member automatically assumes the duties of Co-Chair of the MA Examination Committee, and will work in conjunction with the tenured or tenure-track faculty member in advising the MA student.

5. EXAMINATION OPTIONS

A student must be enrolled in a minimum of one (1) credit hour in the semester in which the examination is completed. A student may choose to complete the
examination at the end of one semester and graduate the next semester without having to enroll in an additional credit hour.

Students will submit four (4) copies of all written materials (Option I = Inquiry Paper, Option II = Literature Review, Option III = Answer to Take Home Question) to the Elementary Education Administrative Assistant in Hokona 121 to be turned in no later than 5:00 p.m. on or before the appropriate date:

May 1 for Summer Graduation (Because faculty are not typically on contract during the summer, Summer Graduation must be arranged and approved by your advisor.)
November 1 for Fall Graduation
April 1 for Spring Graduation

The Administrative Assistant will provide the student with a written receipt acknowledging the date and time the written examination materials were received.

For specific information regarding Examination Options I, II, and III, see the Master’s Examination Information for Elementary Education brochure.

The Administrative Assistant will distribute the written examination materials and appropriate rubrics to members of the Examination Committee, allowing approximately 10-14 days for faculty to grade the examinations and sign the Examination Report.

6. COMMUNICATION OF EXAMINATION RESULTS

Once all members of the Examination Committee have signed the Examination documents, the Administrative Assistant will send an e-mail to the student informing him or her of the examination results. Any other communication regarding results will occur between the student and the Advisor/Committee Chair.
OPTION I: Inquiry Paper

Can be

Action Research/Practitioner Research or Non-Empirical/Thought Papers

Expectations for All Papers

- 2 page proposal turned in to advisor semester prior to exam
- 23 or more pages + references
- Literature review with theoretical foundations
- Reflection and Implications for practices

Action/Practitioner Research May Contain the Following:
- Intro with question of interest
- Lit review
- Methodology
- Findings
- Discussion
- Reflection and Implications

Non-Empirical/Thought Papers May Contain the Following:
- Intro with question of interest
- Literature review
- Argument/synthesis
- Relevance
- Implications for future practice
OPTION II: Project and Presentation

Can be

Technology Project  Other Comprehensive Project

Expectations for All Projects and Presentations

- Literature review with theoretical foundations embedded in project
- 2 page proposal submitted to advisor the semester prior to exam
- Ancillary materials and components created/developed for the project (such as curriculum, assessment, ) submitted
- Formal presentation to Committee

Technology Project May Include the Following:

- Literature review
- Website Development
- Curriculum Development
- Interactive/Multimedia Format
- Assessments
- Reflection and Implications

Other Comprehensive Projects May Include the Following

- Literature review
- Curriculum Development
- Action Plan With Implementation Results
- Organizing Plan with Implementation Evidence
- Reflection and Implications
OPTION III: Written Examination

Has Two Parts

1 Take Home Question and 2 Exam Day Questions

1 Take Home Question
- From advisor created in consultation with the student related to electives/focus
- APA style
- At least 4 references and citations
- 4-5 pages + references

AND

2 Exam Day Questions
- Questions generated from core classes/electives
- Synthesis questions (may combine multiple core class topics)

- 1 question required
- 1 question from a choice of two other questions
- Minimum of 3 references per question

- Bring in a 5”x8” card (both sides allowed) with notes to be turned in on the day of the exam

- 9:00-12:30 on a Saturday with a 15 minute break
**Teacher Education Graduate Student Association (TEGSA)**

TEGSA is an organization for students created by students. We have our own student officers and determine our activities for the school year. Our main purpose is to promote active participation of Teacher Education Graduate Students in the life of the College of Education and in Teacher Education. Any student enrolled in graduate classes in the Department of Teacher Education can be a member of TEGSA. In fact, part of the graduate student fees of students from main campus comes back to this organization for our student activities. TEGSA was started fall of 2007. We have the following goals:

1. *New student orientation.* TEGSA held its first new student orientation in the spring of 2008. We work with the College of Education to organize a college-wide student orientation each fall that provides new students with information about UNM, the College, and Teacher Education.

2. *Social networking.* One of the main goals of TEGSA is to give students the opportunity to meet each other and develop social networks outside of classes. We believe this type of support is essential for graduate students who are developing their academic and professional skills.

3. *Student funding.* TEGSA supports the academic and professional development of students. Last year, TEGSA provided APA manuals for each of its graduate student members.

4. *Graduate Student Advisory Council Representative.* This council will help us identify concerns and successes in Teacher Education. Students interested in serving in this position should contact the Department of Teacher Education.

5. *Officer Elections.* If a student is interested in running for a leadership position in TEGSA, please contact the Department of Teacher Education.
APA Format Overview
(submitted by Jonathan Brinkerhoff)
6th Edition Updates Included

1. Setting margins to one inch: File → Page setup, then adjust margins to 1 inch.

2. Setting font style and size: Edit → Select All, then select Times New Roman from the font style drop down menu and 12 from the font size drop down menu on the Formatting toolbar.

3. Setting double spacing: Edit → Select All, then Format → Paragraph → Indents and Spacing, then select Double from the line spacing drop down menu.

4. Setting text to left justified: Edit → Select All, then select the left justified icon on the formatting toolbar.

5. Adding page numbers and a running head in the header: View → Header and Footer, then click on the right justification icon in the formatting toolbar, type in the running head, add three or four spaces, then click the Insert Page Number button on the Header Footer toolbar.

6. Formatting APA levels of headings:
   a. For one level:
      Centered, Boldface, Uppercase and Lowercase Heading
   b. For two levels:
      Flush Left, Boldface, Uppercase and Lowercase Heading
   c. For three levels:
      Indented, boldface, lowercase paragraph heading ending with a period.

7. Creating hanging indents for the references section: Select the text you wish to appear with a hanging indent then go to Format → Paragraph. On the Indents and Spacing tab, select Hanging from the Special drop down menu.

8. Common APA style references.
   Book:

   Alexandria, VA: ASCD.
Edited book with more than two authors:

Journal with a single author:

Journal with two authors:

Online Document:

Online Periodical:

9. Sample Title Page – see next page.
Individual Differences in the Successful Cure of Writer’s Block

(substitute your title)

Aye M. Dunn

(substitute your name)

University of New Mexico
FORMS
# Elementary Education Advisement Form

## MA Coursework

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title, Notes, Prerequisites</th>
<th>Semester</th>
<th>Grade</th>
<th>Instructor</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>CORE</strong> Choose 1:</td>
<td><strong>STRAND: SOCIAL JUSTICE, DIVERSITY &amp; TRANSFORMATIONAL PRACTICE (3 hours)</strong></td>
<td></td>
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<tr>
<td>EDUC 552</td>
<td>Social Justice in Education</td>
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<td></td>
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<tr>
<td>EDUC 593</td>
<td>T: Peace Education</td>
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<tr>
<td>LLSS 583</td>
<td>Education Across Cultures in the Southwest</td>
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</tr>
<tr>
<td><strong>CORE</strong> Choose 1:</td>
<td><strong>STRAND: INSTRUCTIONAL STRATEGIES (3 hours)</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>EDUC 502</td>
<td>Advanced Instructional Strategies</td>
<td></td>
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<tr>
<td><strong>CORE</strong> Choose 1:</td>
<td><strong>STRAND: CURRICULUM STRAND (3 hours)</strong></td>
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<tr>
<td>EDUC 511</td>
<td>Curriculum in the Elementary School</td>
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<tr>
<td>EDUC 542</td>
<td>Principles of Curriculum Development</td>
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<tr>
<td>MSET 507</td>
<td>Developing Curriculum for Middle Schools</td>
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<tr>
<td>LLSS 582</td>
<td>Curriculum Development in Multicultural Education</td>
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<tr>
<td><strong>STRAND: TECHNOLOGY STRAND (RECOMMENDED) (3 hours)</strong></td>
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<tr>
<td>MSET 593</td>
<td>Infusing Technology Into Instruction</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>MSET 593</td>
<td>T: Digital Media</td>
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</tr>
</tbody>
</table>

**15-18 FOCUSED ELECTIVE HOURS**

**Chosen Focus:**

**Elective:**

**Elective:**

**Elective:**

**Elective:**

**RESEARCH STRAND (REQUIRED)**

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Notes</th>
<th>Prerequisites</th>
<th>Semester of MA</th>
</tr>
</thead>
<tbody>
<tr>
<td>EDUC 513</td>
<td>Process of Reflection and Inquiry* (Recommended)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>EDUC 500</td>
<td>Research Applications to Education</td>
<td></td>
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<tr>
<td>EDPY 502</td>
<td>Survey of Statistics in Education</td>
<td></td>
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<tr>
<td>EDPY 511</td>
<td>Introduction to Education Statistics (<em>PreReq EDPY 505</em>)</td>
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<tr>
<td>LLSS 501</td>
<td>Practitioner Research</td>
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<tr>
<td>LLSS 502</td>
<td>Naturalistic Inquiry</td>
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<tr>
<td>EDPY 500</td>
<td>Survey of Research Methods in Education</td>
<td></td>
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</tr>
<tr>
<td>EDUC 590</td>
<td><strong>MASTER’S SEMINAR (REQUIRED Last Semester of MA)</strong></td>
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<tr>
<td></td>
<td>Seminar: Required 3 Hour Master’s Seminar</td>
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<tr>
<td></td>
<td>Program of Studies (POS) must be submitted prior to registering.</td>
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<tr>
<td></td>
<td>Prerequisites: All MA classes</td>
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</tbody>
</table>

**Note on Electives:** 15-18 Focused Elective Hours Chosen by the Student in Consultation with Advisor. Choices include, but are not limited to: Social Studies, Science, Math, Technology, Teacher/Instructional Leadership, Environmental Education, Reading, Bilingual Education, Teaching English to Speakers of Other Languages, Art.
THE UNIVERSITY OF NEW MEXICO
The Office of Graduate Studies
PROGRAM OF STUDIES FOR: MASTER'S DEGREE/GRADUATE CERTIFICATE

Submit one completed form to OGS. The original is retained by OGS; a copy is returned by OGS to the graduate unit after approval. Please print legibly or type this form completely. Leaving any question blank will result in a delay of approval. Courses used for a master's degree may not be more than 7 years old at the time of graduation; departments may impose stricter limits.

DEADLINES: March 1 for Summer, July 1 for Fall, and October 1 for Spring.

Early submission to your department or graduate unit is strongly recommended, as your faculty will need time to approve the form. Failure to submit this form on time will delay your graduation.

This form must be approved by OGS before a student may take the master's examination.

1. Personal Information

UNM ID Number: ___________________________ Date: ___________________________

Name (as it appears on UNM record): ___________________________

Other Names Used at UNM: ___________________________

Local Address: ___________________________

Permanent Address: ___________________________

Email Address: ___________________________

2. Department or Graduate Unit: 

a) ___________________________

b) ___________________________

3. List all degrees you currently hold (include both undergraduate and graduate degrees, major, institution, and date conferred for each):

Degree Major Institution Date Confirmed (mm/dd/yyyy)

Degree Major Institution Date Confirmed (mm/dd/yyyy)

Degree Major Institution Date Confirmed (mm/dd/yyyy)

4. Select appropriate option (Required): (list exactly as shown in the University Catalog)

☐ Master's Degree ☐ Dual Degree ☐ Master's Degree (plus Graduate Certificate) ☐ Graduate Certificate Only

Degree Abbreviation (Primary Program) Major Banner Major Code

Degree Abbreviation (Secondary Program) – Dual Degree Major Banner Major Code

Degree Abbreviation (Certificate) Major Banner Major Code

5. Concentration #1: ___________________________

6. Minor (if any): ___________________________

7. Plan I (with thesis) [ ] Plan II (without thesis) [ ]

If declaring a formal minor, additional paperwork is required

8. Semester and year that you expect to complete all requirements for this degree:

Semester of Graduation Year

9. You must choose a UNM Catalog/Graduate Bulletin. You must meet all program degree requirements specified in a UNM catalog/bulletin in effect since your admission/readmission (see POS Guidelines for details and restrictions).


Page 1 of 4

Rev:8/11/10
**PROGRAM OF GRADUATE STUDY** (Within each section list all courses in CHRONOLOGICAL ORDER.)

10. **Graduate Degree Courses:** List courses used to fulfill requirements completed or to be completed at UNM after admission to your graduate program. For Dual Degree Programs, list courses for each MAJOR separately, in chronological order. For Dual Degrees, please indicate "A" for first degree program, "B" for second degree program, and "C" for shared hours in column labeled "DD".

*In the left hand column, place a check mark √ beside core requirement courses only. If you are listing a substitution for a required course, or if a required course is being waived by your program, this must be noted in a memo approved by your advisor and department chair.*

<table>
<thead>
<tr>
<th>DD</th>
<th>Dept &amp; Course #</th>
<th>Course Title</th>
<th>Sem Hrs</th>
<th>Grade</th>
<th>Sem/Year (e.g. Fall/2006)</th>
<th>Instructor</th>
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</tbody>
</table>
11. Applied Credit: List courses used to fulfill graduate degree requirements while in non-degree, extension or undergraduate status at UNM. Please see the section on APPLIED GRADUATE CREDIT in the University Catalog.

<table>
<thead>
<tr>
<th>Dept &amp; Course #</th>
<th>Course Title</th>
<th>Sem Hrs</th>
<th>Grade</th>
<th>Sem/Year (e.g. Fall/2006)</th>
<th>Instructor</th>
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</tbody>
</table>

12. Transfer Courses: List courses completed at an institution other than UNM but used to fulfill requirements for this degree. Official transcripts required.

<table>
<thead>
<tr>
<th>Dept &amp; Course #</th>
<th>Course Title</th>
<th>Sem Hrs</th>
<th>Grade</th>
<th>Sem/Year (e.g. Fall/2006)</th>
<th>Institution Name</th>
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</table>

13. Transcripted Graduate Certificate Courses: List courses completed to fulfill the requirements established by the certificate program as listed on front page.

<table>
<thead>
<tr>
<th>Dept &amp; Course #</th>
<th>Course Title</th>
<th>Sem Hrs</th>
<th>Grade</th>
<th>Sem/Year (e.g. Fall/2006)</th>
<th>Instructor</th>
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</table>

14. Language and/or Skill Requirements: (this section to be completed by Faculty Graduate Director only)

If your program requires a language and/or skill, has this student met the requirement?  
Yes ☐ No ☐ n/a ☐

Signature of Faculty Graduate Director

Page 3 of 4

Rev: 8/11/10
• Credits used to fulfill requirements for any other degree may not be applied toward this degree

15. APPROVALS (Unit #1 – Primary)

Signature of Student __________________________ Date ________________

Signature of Major Advisor ______________________ Date ________________

Major Advisor (printed or typed name) ____________________________________________ Date ________________

Signature of Faculty Graduate Director or Graduate Unit Chair __________________________ Date ________________

Signature of Dean of Graduate Studies __________________________ Date ________________

• You are responsible for knowing all UNM graduate regulations and requirements, as well as those specific to your graduate program. You are encouraged to obtain a University Catalog and obtain copies of your program’s particular graduate requirements

16. APPROVALS (Unit #2 – Dual/Certificate)

Signature of Student __________________________ Date ________________

Signature of Major Advisor ______________________ Date ________________

Major Advisor (printed or typed name) ____________________________________________ Date ________________

Signature of Faculty Graduate Director or Graduate Unit Chair __________________________ Date ________________

Signature of Dean of Graduate Studies __________________________ Date ________________

Entered: __________________

Degree: __________________ Major: ___________________________ Major Code: ________________

Plan I [ ] Plan II [ ]

Coursework [ ] ______ Required Courses: ____________________________________________

Diss/Thesis [ ] ______ ____________________________________________________________

500 Min [ ] ______ ______________________________________________________________

Prob Max [ ] ______ ______________________________________________________________

Master’s hrs [ ] ______ ____________________________________________________________

Lang/Skill (1) __________ (2) __________ Transf / ND / Ext / UG ________________

GPS (3.0) ______ Instr. (50%) ____ Time Limit __________ Extension ________________

Post Masters _________________ 18 hrs after ____ 24 @ UNM ____ Doc / MFA Comp ______

Processor __________________________ Approved as presented this date __________________
ELEMENTARY EDUCATION CHANGE OF ADVISOR FORM

When requesting a change of advisor, please follow the procedure outlined below:
1. Obtain a Change of Advisor Form from Hokona Hall 121.
2. Complete the information requested.
3. Sign the form.
4. Obtain the signature of your current advisor. (If this is not possible, please inform the Program or Graduate Coordinator.)
5. Obtain the signature of your new advisor.
6. Obtain the signature of the Program or Graduate Coordinator.
7. The Program Coordinator will then place the form in your file in Hokona Hall 121.

Name __________________________________________ ID # ______________________________

Address ________________________________________________

Preferred Phone ___________________________ E-mail ______________________________

Date _______________________________

Current Advisor ______________________________ (please print)

New Advisor ______________________________ (please print)

________________________________________ Signature of Student Requesting Change

APPROVAL SIGNATURES:

________________________________________ Current Advisor __________________________ Date

________________________________________ New Advisor __________________________ Date

________________________________________ Program or Graduate Coordinator __________ Date
MID-POINT & MA EXAMINATION CHECK LIST
ELEMENTARY EDUCATION

Student: ___________________________ Banner ID# ___________________________
E-mail: ___________________________ Preferred Phone: _______________________

Advisor: __________________________
Admission/Catalog Semester & Year ____________ Plan I (Thesis) ____ Plan II (Non-Thesis) ____

Mid-Point Review
____ Writing Sample Reviewed with Rubric

____ Exam Option Selection: Circle 1: Option I: Inquiry Paper
   Option II: Project & Presentation
   Option III: Written Examination

____ Examination Topic/Take Home Question Topic: ____________________________

____ Committee Member Selection: ____________________________

____ Program Of Studies Review/Submission
   To Elementary Education Office: Summer Graduation: May 8*
   Fall Graduation: June 8
   Spring Graduation: September 8

____ Announcement of Examination Form
   To Elementary Education Office: Summer Graduation: April 1*
   Fall Graduation: March 1
   Spring Graduation: October 1

____ Proposal Meeting Date: __________________________ Location: __________________________
   To Elementary Education Office: Summer Graduation: May 1*
   Fall Graduation: September 1
   Spring Graduation: February 1

____ Examination Due To Advisor or Written Examination Date: __________________________

____ Examination Review Meeting Date: __________________________ Location: __________________________
   To Elementary Education Office: Summer Graduation: May 1*
   Fall Graduation: November 1
   Spring Graduation: April 1

Examination Committee Report: _______ Pass _______ Fail
   OR ______ Conditional Pass with revisions to Advisor by: ____________________________ (date)

Comments on Necessary Revisions: ____________________________________________________

__________________________________________

*SUMMER GRADUATION MUST BE ARRANGED AND APPROVED BY YOUR ADVISOR
# Mid-Point Review: Example of a Writing Rubric

As a student in the Department of Teacher Education, you will sometimes be required to write an academic paper. The papers you write should demonstrate your understandings of important issues in your area of concentration, your depth and breadth of knowledge, and your ability to write for practitioner or research colleagues. You may use an expository style or a narrative style, but your paper should have a point. It is best to check with your professor on the type of writing they expect for your assignment. The style of your paper should follow the APA Style Manual and should be modeled on academic and scholarly writing. Midway through your Master’s, your advisor may ask for an academic paper that you have recently written as part of your Mid-Point Review. The rubric below is sometimes used for grading Capstone Exam Papers. The paper you submit at Mid-Point may be evaluated using the following scale:

<table>
<thead>
<tr>
<th>Needs Improvement</th>
<th>Acceptable</th>
<th>Outstanding</th>
</tr>
</thead>
<tbody>
<tr>
<td>Inquiry / main point is difficult to follow and/or understand.</td>
<td>Inquiry/main point is articulated well, but may have several places where connections are difficult to follow.</td>
<td>Inquiry / main point is clearly articulated. Each part builds upon earlier parts.</td>
</tr>
<tr>
<td>Organization is confusing or paper is organized as a list of summarized scholarship around a topic and unrelated or separate experiences.</td>
<td>Main points are supported by reasonable interpretations of scholarship and professional experiences.</td>
<td>New insight is created through analysis and/synthesis of scholarship and professional experiences.</td>
</tr>
<tr>
<td>Scholarship is inaccurately cited, quoted, or summarized.</td>
<td>Scholarship is accurately cited, summarized and/or quoted.</td>
<td>Scholarship is seamlessly integrated into the argument.</td>
</tr>
<tr>
<td>Accounts of personal experience or descriptions of findings are not situated within existing scholarship.</td>
<td>Data or reflection on personal experience is explained by existing scholarship.</td>
<td>Synthesis of existing scholarship provides a critical lens for analyzing personal experience or data.</td>
</tr>
<tr>
<td>Style deviates from style guidelines (APA) in ways that would prevent publication.</td>
<td>APA is followed with a few unobtrusive deviations.</td>
<td>Use of APA style is publishable.</td>
</tr>
<tr>
<td>Significant errors in language usage.</td>
<td>Language usage is acceptable for final editing phase. Errors are minimal and do not interfere with flow of reading.</td>
<td>Language usage is eloquent, and of publishable quality.</td>
</tr>
</tbody>
</table>
OFFICIAL FINAL SEMESTER EXAM DOCUMENTATION
ELEMENTARY EDUCATION GRADUATE STUDENTS

The graduate advisor should complete this form and submit it to the Elementary Education Administrative Assistant prior to examination completion.

Student ___________________________________________ Banner I.D. _________________________

Student E-mail ________________________________ Advisor: ________________________________

Examination Option:

___ Summer 20___  ___ Fall 20___  ___ Spring 20___

___ Option I  ___ Option II  ___ Option III

Examination Topic:

_______________________________________________

Examination Committee Members:  Confirmed by Student

1. __________________________________________ (Chair/Advisor)  ___ Yes  ___ No
2. __________________________________________  ___ Yes  ___ No
3. __________________________________________  ___ Yes  ___ No

Due Date:

4 copies of Examination Paper (for any option) due to Elementary Education Administrative Assistant by ____________________________ (date)

Committee Meeting Information:

Date of Examination Meeting of Committee: __________________________
Room: ____________________________ (Advisor must request room reservation.)
Laptop/LCD Projector Equipment Needed:  ___ Yes  ___ No

*If any changes are made to Committee membership or due dates, the Advisor must make changes to this document.
Elementary Education Program
Application for Master’s Exam
And
Committee Member Documentation

Please complete this form at the POS Meeting, held the semester prior to the graduation semester. Submit this form to the Teacher Education Department by the appropriate deadline listed below: INCOMPLETE FORMS WILL NOT BE ACCEPTED

<table>
<thead>
<tr>
<th>Graduation Semester</th>
<th>Application for MA Exam</th>
</tr>
</thead>
<tbody>
<tr>
<td>Spring</td>
<td>October 1</td>
</tr>
<tr>
<td>Summer</td>
<td>March 1</td>
</tr>
<tr>
<td>Fall</td>
<td>July 1</td>
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</tbody>
</table>

The MA student may have two (2) regular or affiliated faculty and one adjunct faculty member on his/her committee or three (3) regular faculty members. One faculty member can be from outside the Elementary Education Department.

Name: ___________________________________________ UNM ID#: ____________________________

Mailing Address: ________________________________________________

City: __________________________ State: ________ Zip: __________

Phone Number: __________________________ E-mail Address: __________________________

Please mark the semester you plan to complete your MA Exam:

☐ Fall Semester Year ____ ☐ Spring Semester Year ________ ☐ Summer Semester Year ________

Please state subject of exam: _______________________________________________________

☐ Option I: Inquiry Paper
(March 20/October 20)
- Action/Practitioner Research Paper
- Thought Paper

☐ Option II: Project & Presentation
(March 1/September 1)
- Literature Review

☐ Option III: Written Examination
- Take Home Question
  (Feb.14/Sept. 14)
- Examination Day Questions
  (1st Saturday in March/Oct.)

Committee Members (please print name and have committee members initial):

Chair __________________________ Initial ________ Dept./E-mail __________________________

Member __________________________ ________ Dept./E-mail __________________________

Member __________________________ ________ Dept./E-mail __________________________

Member (Optional) __________________________ ________ Dept./E-mail __________________________

Office Staff Use: POS Approval Date: __________________________

The University of New Mexico is an Affirmative Action/Equal Opportunity institution.
In accordance with the Americans with Disabilities Act, this material is also available in alternate formats upon request.
Examination Submission Documentation
Master of Arts in Elementary Education

*Please complete this cover sheet and attach it to your examination when submitting your exam documents to the Administrative Assistant in Hokona Hall Room 121.*

MA Student Name ____________________________________________

LOBO ID Number ____________________________________________

*Check your exam option and all sections of the exam that are attached to this sheet:*

☐ **Option I: Inquiry Paper** Topic: _____________________________
  ☐ Action/Practitioner Research Paper
  ☐ Thought Paper

☐ **Option II: Project & Presentation** Topic: ____________________
  ☐ Literature Review

☐ **Option III: Written Examination Topic:** ______________________
  ☐ Take Home Question
  ☐ Examination Day Questions

*Please list all of your MA committee members:*

<table>
<thead>
<tr>
<th>Name</th>
<th>E-mail</th>
<th>Committee Chair</th>
</tr>
</thead>
<tbody>
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<th>Committee Member</th>
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|                                | Committee Member |
|                                |                  |

I pledge that the exam I am submitting is my original work and that no part of the exam has been plagiarized or falsely represented. I have not submitted this work to fulfill requirements in any other classes or at any other institutions. The citations, data, and resources have been represented in accordance with university policies related to academic honesty.

Student Signature ____________________________________________

Date _______________________________
The University of New Mexico - Office of Graduate Studies
107 Humanities Bldg, Albuquerque, NM 87131-1041, Ph: (505)277-2711, FAX: (505) 277-7405

ANNOUNCEMENT OF EXAMINATION

This form must be submitted to the Office of Graduate Studies at least two weeks prior to the date of the examination.

GRADUATE UNIT: ________________________ DATE: ________________________
GRADUATE UNIT CONTACT NAME AND PHONE: ________________________
STUDENT NAME: ________________________ UNM ID: ________________________

|☐| Master's Exam/Project | Students wishing to take any of the exams listed must be in active graduate status and must not be on any type of probation. |
|☐| Ph.D. Comprehensive Exam | Students seeking a master's degree (other than MFA) must have a Program of Studies approved by the Dean of Graduate Studies on file with OGS to be eligible to take the master's exam. The above named student's Program of Studies was approved by the Dean of Graduate Studies on the following date: ________________________ |
|☐| Ed.D. Comprehensive Exam | Doctoral/MFA Students: It is strongly recommended that the Application for Candidacy be completed and approved by the graduate unit before the student takes the Comprehensive Examination. |
|☐| M.F.A. Comprehensive Exam | |
|☐| Final Exam for Thesis (Thesis Defense) | |
|☐| Final Exam for Doctorate (Dissertation Defense) | |

Date, Time, and Place of Examination:

Title of Thesis or Dissertation:

In consultation with the student, we propose the following examination committee:

<table>
<thead>
<tr>
<th>Full Name (please print or type)</th>
<th>Graduate Unit</th>
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</thead>
<tbody>
<tr>
<td>Examination Committee Chair:</td>
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</table>

Signature of Graduate Unit Chair

To: Examination Committee Chair
From: Dean of Graduate Studies

The proposed committee is authorized to conduct the examination announced above, and the student is eligible to take the exam. Within two weeks of the examination, please complete the reverse side of this form and return it to the Office of Graduate Studies.

Signature of the Dean of Graduate Studies

Date
We have conducted the examination announced on the reverse side of this form.

Evaluation of the Thesis/Dissertation Manuscript: (Please complete *Examination Results* section also.)

☐ Manuscript is approved without change
☐ Manuscript is approved with only minor editorial corrections
☐ Manuscript must be revised before approval

A signed Approval page and Certification of Final Form will constitute acceptance of the manuscript and any revisions.

Examination Results: We have read any written materials, participated in any oral examination and reviewed any exhibition work. On this basis, we report the student has:

☐ Passed
☐ Conditionally Passed (List conditions below.* A memo to OGS from the committee chair is required to verify that conditions have been met.)
☐ Failed (please comment below.*)

*Comments/Conditions:

Signatures of the examining committee affirming agreement with the evaluation above:

Printed Name – Chair/Director: ____________________ Signature: ____________________ Date: __________

Printed Name: ____________________ Signature: ____________________ Date: __________

Does this committee recommend that this student be considered by the graduate unit to receive distinction for this examination? Distinction will not be transcribed unless "Distinction" boxes to the right and below are completed.

Any committee member who disagrees with the examination results above should sign and comment below:

Printed Name: ____________________ Signature: ____________________ Date: __________

Comments: ____________________

Attn: Graduate Unit Chair Please review the Examination Committee's report of examination results and sign and date below. If appropriate, please also complete the Distinction section below.

Signature of Graduate Unit Chair: ____________________ Date: __________

DISTINCTION: Having completed its review of this examination, this committee requests that this student be considered to receive distinction for this examination. If distinction is approved, it will appear on the student's transcript.

This recommendation has been reviewed according to graduate unit guidelines:

☐ DISTINCTION APPROVED
☐ DISTINCTION DENIED

Signature of Graduate Unit Chair: ____________________ Date: __________

Revised 2/12/8
The above rate plus mileage to complete the Intern documentaiton,
observation and evaluation of the Intern and hire a supervisor at
supervise the Intern. UNM will assume responsibility for the
In the event that no one at the school is willing and/or available to
support and additional supervision if necessary.
the on-site Teacher who is providing the supervision and provide
licensure will maintain communication with the Intern’s Principal or
The Program Coordinator for the MA with Alternative Route to K-8
EDUC 595 Advanced Field Experience seminars.
The Intern teacher will attend and complete all assignments for the
Advanced Field Experience for two semesters.
The Intern teacher will register for three (3) credits of EDUC 595
evaluation form. Total: $350
observations per semester) and $50 for completing the final
forms will be paid $50 per observation for 6 observations (3)
The principal or teacher completing the observations and evaluation
Education Program.
required evaluation forms to be submitted to the Elementary
complete three (3) observations per semester and complete
Principal or Level II or III Teacher at the Interns school will

Intern Supervision Guidelines:

Intern.

In the event that no one at the school is willing and/or available to
support and supervision for the
on-site personnel who will provide the support and supervision for the
$600 be divided between the two semesters of student teaching to pay
Semester I and $400 for Semester II); we are proposing that $350 of the
program has to pay (currently, master teachers are paid $200 for
these Interns, however, since there is not a master teacher that the
these Interns, however, since there is not a master teacher that the
the Elementary Education Program is not able to hire a supervisor for
Principals have stated that providing supervision for the Intern teacher
puts a strain on their time and resources due to budget cuts.

Supervision for MA with Alternative Route to K-8 Licensure
University of New Mexico, Elementary Education
Students hired as Interns during student teaching semester
complete the formal district-provided training.

*Note: Not all districts use this form. Most require all substitutions to

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<td>do not concur with the above decision.</td>
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<th>UMN Supervisor / Coordinator</th>
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<th>Cooperative Teacher</th>
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<th>Faculty Advisor</th>
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Signatures:

Dates of substitute teaching:

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**Is NOT eligible to substitute teach but may request a review of this decision.**

**Teacher Substitute:**

<table>
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<th>Student Teacher</th>
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The eligibility of the student to substitute teach while student teaching.

**Contract to Substitute Teach as a Student Teacher**

UMN College of Education
<table>
<thead>
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<th>School District Contact Information</th>
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</thead>
<tbody>
<tr>
<td><strong>Bermeillo School District</strong></td>
</tr>
<tr>
<td><em>John Braun</em>, HR Director</td>
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<tr>
<td><strong>Belen School District</strong></td>
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<tr>
<td><em>Ron Manriquez</em>, HR Director</td>
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<td><strong>Los Lunas School District</strong></td>
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<td><em>Cindy Simmons</em>, HR Director</td>
</tr>
<tr>
<td><strong>Rio Rancho School District</strong></td>
</tr>
<tr>
<td><em>Dana Sanders</em>, HR Director</td>
</tr>
</tbody>
</table>

**Bermeillo School**
- Address: 224 N. Camino del Pueblo
- Phone: (505) 870-0694
- Fax: (505) 896-0662
- Website: [www.bermeillo.k12.nm.us](http://www.bermeillo.k12.nm.us)

**Belen School District**
- Address: 110 S. Rialto Road NE
- Phone: (505) 896-0674
- Fax: (505) 896-0662

**Los Lunas School District**
- Address: 6400 Uptown NE
- Phone: (505) 889-4849
- Fax: (505) 889-4849

**Rio Rancho School District**
- Address: 4314 Albuquerque, NM 87106
- Phone: (505) 889-4849
- Fax: (505) 889-4849

**Online Resources**
- [APS Substitutes](http://www.aps.schools.nm.us)
1. Meet with your advisor about your remaining classes.

2. Register for the appropriate section of EDUC 595 Advanced Field Experiences. The Program Coordinator will provide the correct section numbers and CRN numbers.

3. Select Elementary Masters with Alternative Route to Licensure.

4. Go to step 3 and click "Register as a New Student Teacher."

5. In the box marked, "Preferences," clearly write out any preferences or any critical needs that should be considered before placing you.

6. Bring in the insurance and background check information to the Field Services Office in Travisstead Hall, as soon as you have them.

7. The Field Services Office can assist you in applying for Student Insurance with the American Federation of Teachers.

8. Register for the appropriate section of EDUC 595 Advanced Field Experiences. The Program Coordinator will provide the correct section numbers and CRN numbers.

TO REGISTER FOR STUDENT TEACHING

Education agency site activities, seminars, meetings, etc.
Attendance and punctuality are mandatory for all university and school or regular basis.

Meeting the expectations of the education professionals to which they are assigned: including attendance, work hours, dress, and personal conduct. The daily day schedule is followed and extra time is likely required. The daily day schedule is followed and extra time is likely required.

Spring 2021
Elementary Education/Masters + Alternative Route to License
It is very important that practicum/student teachers comply with policies and procedures of the school district or educational agency, as well as any activism at the educational site.

3. Receiving written approval by district or agency to participate in required background registration or dropping from the program until work within the school district or educational agency. This may make background checks if the student is not eligible to background checks. If the student's fingerprints and background checks. If the student's fingerprints and completing fingerprinting and purchasing of liability insurance have been completed. Students may not practice in school or other educational agencies.

To become eligible to work in schools or other educational agencies, every student must complete the following steps:

1. Admission to a licensure program in the College of Education.

2. Purchasing of liability insurance and completing fingerprinting and background checks. If the student is not eligible to work within the school district or educational agency, this may make background checks if the student is not eligible to practice in school or other educational agencies.

3. Receiving written approval by district or agency to participate in required background registration or dropping from the program until work within the school district or educational agency. This may make background checks if the student is not eligible to background checks. If the student's fingerprints and background checks. If the student's fingerprints and completing fingerprinting and purchasing of liability insurance.

Please note that education students may not practice in school or other educational agencies.

The Field Experience Office in the College of Education facilitates the placement of education students in school or other educational agencies. In order to enter these school or other educational agencies, students must clear a background check and purchase liability insurance.

The placement of education students in school or other educational agencies is determined in collaboration with the school districts of educational agencies and UWM program faculty. Decisions about placements are determined in collaboration with the placement in these educational settings for all students.

Field Placement Policy for All Licensure Programs

All students in a professional licensure program, in order to develop practice, and educational agency placements.

These regulations affect student teaching. These regulations affect student teaching. These regulations affect student teaching. These regulations affect student teaching. These regulations affect student teaching. These regulations affect student teaching. These regulations affect student teaching. These regulations affect student teaching.

All candidates enrolled in a teacher licensure program at the University of New Mexico are required to meet regulations for New Mexico State Licensure and NCACT, the College of Education's accrediting agency. These regulations affect student teaching. These regulations affect student teaching. These regulations affect student teaching. These regulations affect student teaching. These regulations affect student teaching. These regulations affect student teaching. These regulations affect student teaching. These regulations affect student teaching.
I plan to move out-of-state after I graduate. What do I do to be licensed in the new state? Soon as possible to find out their licensure criteria.

You should contact the State Department of Education for that state as well.

Information from the work you use:

Optional. Be sure to remove all student names and other identifying information, as required. You may use copies. Color copies are the best if color is used in the original.
Technology Responsiveness
Cultural Responsiveness
Classroom Management
Contextual Content Knowledge
Learning Responsiveness
Coherence

must be included are:
examples for each area of the Conceptual Framework. The 7 areas that
framework and a reflective essay specifying how each piece of evidence
piece of evidence for each of the 8 areas of the UWM Conceptual
for use during interviews. The Portfolio will contain a minimum of one
suitable for presenting evidence of meeting licensure requirements and
All student teachers/interns are required to create a showcase portfolio.

What is the professional portfolio required for licensure? [Student

will be arriving to Seminar and to class late.
communicate with your UWM Professor(s) regarding these dates.
leave school early for either Seminar or another Seminar or another Seminar. You will have to
leave school early for either Seminar or another Seminar. You will have to

PLEASE NOTE: During your Full Assumption, you will NOT be allowed to

outside the teacher day that you will be required to stay.
with your Coordinating Teacher and it is considered in the 1 hour
one with your Coordinating Teacher and it is considered in the 1 hour
few minutes early to arrive to Seminar on time. Be sure you work this
because of the location(s) of our Seminars, you may need to leave school

What about having to leave school early to get to Seminar on
time?

possible, you would contact the school administration/office as soon as
available, you would contact the school administration/office as soon as
emergency in the classroom and your Master Teacher is not readily
assumption unless other arrangements have been made. If there is an
your Master Teacher will typically stay in the building during your Full-

Where does my teacher go during Full-assumption? [Student

two weeks of April and the first week of May.
State Mandated Testing, usually the last three weeks of April or the last
schedule. Typically this occurs during the Spring Semester after the NM
you and your Master Teacher will work out your assumption

When can I start my Full-assumption teaching? [Student

Teachers

Spring 2011
Elementary Education/ M.S. 4 Year alternative route to license
Adapting other content to their lessons.

Middle school student teachers will teach the content they are assigned to each of their students. Until you are teaching all content areas and all day long, you will be expected to learn one content area at a time. After you have been teaching one content area and add another content area after the semester, you will teach the full six subjects. This assumes all responsibilities for teaching the full six subjects.

What is full-assumption teaching requirement? [Student/Intern/Student Teacher]

When do I report?

Frequently Asked Questions (FAQs)
Allow student teacher to take over the class for 15 consecutive days including planning and teaching lesson plans, classroom management, maintaining routines, and assessment and evaluation.

- Forward in his/her teacher development
- Determine when the student teacher is ready to take steps
- Participate in midterm and final evaluation
- Recognize/provide constructive feedback on student teacher’s performance with teaching tasks. [Forms are provided by student teacher]

Spring 2011
Graduate Handbook
Elementary Education/Elementary Route to License
Give specific feedback on student teacher's progress.

Social studies and fine arts—where applicable.

Teaching all subject areas—math, science, language arts, and reading.

Allow students to take responsibility for integrating and
teaching.

Student teacher is seeing/experiencing and questioning
community interactions with students/other staff members and the
planning, routines, procedures, preparation of materials,

Scheduled time to involve/assist student teacher in lesson
teaching.

Schedule time to involve/assist student teacher in lesson
teaching.

Confidence building and continuous feedback to the confidence of the student teacher with the student teacher can gain

Instruct and management so the student teacher can gain

Continuous assessment of the student teacher's level of competency in

Provide enrichment activities.

Provide enrichment activities.

Presentation of lesson, directed in a meaningful, well thought-out manner and

present a plan with the student teacher to work with small groups, tutor,

Cooperating Teacher Responsibilities:

Licensure:

Submit Teaching Portfolio as required for NM

The assignments at the beginning of each semester

Seminar Instrutor, Master Teacher will be notified of

Checks so will complete assignments as expected from

Students receive 3-6 hours of licensure/graduate

Three-hour Seminar

Student attendance at weekly, three-hour Seminar

Participating in observations completed by the Master

Additional Student Responsibilities:

Supervised, with Master Teacher observing and evaluating

Teach, the student teacher will accept full teaching responsibilities

Teach, the student teacher will accept full teaching responsibilities

Teach, the student teacher will accept full teaching responsibilities

Semerster 2

Semerster 2 requires students to be placed in the same classroom

Semerster 2 requires students to be placed in the same classroom

Semerster 2 requires students to be placed in the same classroom
You can substitute in your master teacher’s classroom if you complete the classroom only two days a week.

7. Can I substitute during this semester since I will be in the classroom for the next semester?

In placement for the next semester, extenuating circumstances may arise that necessitate a change teaching. You will remain in your classroom for the spring semester or student you will be able to stay in my class next semester?

6. What will I be able to do in my class next semester?

Master Teacher will determine when you will start teaching the entire classroom. You should begin conducting whole class activities and lessons. As soon as you are comfortable, you should begin the semester immediately working with individual students and small groups of students.
Other forms and assignments are required in seminar:
- Attendance Log Form indicating confirmation of hours present at school
- Arrival/Departure Contract

1. What forms do I complete?

You will need to ask at the school office what the school’s procedure is, but the forms you will complete are contract documentating the arrived upon schedule, student attendance log form indicating confirmation of hours present at school, and the cooperating teacher and student contract.

2. What hours am I required to be at school?

All Public Education Licensure Dept.

NM Public Education Licensure Dept.

1. When do I report to my school?

Frequently Asked Questions

SEMESTER 1

Spring 2021
Department Handbook
Elementary Education/Masters + Alternative Route to license
Teacher development:

Determine when the student teacher is ready to take steps forward in his/her professional growth.

and final evaluations.
- Participate in a final conference and complete the mid-year evaluation.
- Provide constructive feedback on student teacher's performance with teaching tasks. [Forms are provided by instructor.]
- Recognize/Provide constructive feedback on student teacher's medical, emotional, etc.
- Make student teacher aware of children with special needs.
- Instructor will support and guide this activity.
- Written lesson plan to include immediate reflection/feedback. [UNM Advanced Field Seminar student-assisted planning at the beginning of the semester will help you plan and teach at least 3 formal lessons from a variety of educational resources.]
- Allow student teacher to teach from your lessons or prepare additional lessons.
Student Teaching Program Description

Semester 1

Student Teacher Responsibilities:

1. Engage with the school community,
2. Observe your own teaching and identify areas for improvement,
3. Set aside scheduled time to give feedback and share what you observe,
4. Provide feedback to the student teacher,
5. Arrange time to support student teacher,
6. Help the student become familiar with the school and classroom environment,
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Education

33 Total Graduate Hours Required for Master’s Degree with Alternative Route to Licensure in Elementary

18

18 Licensure Hours (see other side)

Required Core: 3 hour Capstone Experience

Recommendation: EDUC 413 Oral and Written Language

Elective (chosen by the student in consultation with faculty advisor)

Hour Technology into Instruction

WQST 93

Spring, Fall

Summer

ILSS 90

ILSS 501

EDPY 510

EDPY 90

EDUC 933

EDUC 500

EDUC 514

EDUC 502

EDUC 933

EDUC 513

EDUC 502

EDUC 933

EDUC 393

15 Core Hours:

Work

Advanced Studies

Master’s Degree Course

Master of Arts in Elementary Education

Degree:
### Elementary Teaching Requirements

When you have completed the 21 hours of courses listed above you have completed UNM's MA Alternative Route to an Elementary Teaching license.

For Summer semester, all WMTA tests need to be taken no later than the March test date.

Passage of all three tests is required for New Mexico Licensure.

The other two required tests are:

- New Mexico Teacher Assessment Information: www.nmta.com
- New Mexico Teacher Assessment Information: www.nmsu.edu

### Admissions Based on Space Availability

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit Hours</th>
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<tbody>
<tr>
<td>EDUC 321</td>
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<td>EDUC 323</td>
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<td>EDUC 491</td>
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<td>EDUC 332</td>
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</table>

### Professional Licensure Requirements

Graduate student must complete Licensure Reqs. Before MA Degree

### Licensure Coursework 21 Hours

**Elementary Education (K-8)**

**MA with Alternative Route to K-8 Licensure**

**Department of Teacher Education**

**University of New Mexico**

Spring 2011

Graduate Handbook

Elementary Education/ Master's + Alternative Route to License
Superintendents, for MAW/ARL Interns
Contract to Substitute Teaching as a Student Teacher
School District Contact Information
Policy Guidelines for Substitute Teaching and Contract
Field Placement Policy for All Licensure Programs

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7
Spring Semester
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3
Fall Semester

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with Alternative Route
MA Elementary Education

Handbook for MA + Alternative Route to License