

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.

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.