

REQUEST FOR CHANGE IN MASTERS DEGREE PROGRAM

1. GENERAL INFORMATION

College:	Education	Department:	Curriculum and Instruction
Current Major Name:	Elementary	Proposed Major Name:	Elementary
Current Degree Title:	MA in Elementary Education	Proposed Degree Title:	MA in Elementary Education
Formal Option(s):		Proposed Formal Option(s):	
Specialty Fields w/in Formal Option:		Proposed Specialty Fields w/in Formal Options:	
Date of Contact with Associate Provost for Academic Administration ¹ :			
Bulletin (yr & pgs):		CIP Code ¹ :	
Accrediting Agency (if applicable):		NCATE	
Requested Effective Date:	<input checked="" type="checkbox"/> Semester following approval.		OR <input type="checkbox"/> Specific Date ² :
Dept. Contact Person:	Mary Shake	Phone:	257-0767
		Email:	mcshak1@email.uky.edu

2. CHANGE(S) IN PROGRAM REQUIREMENTS

		<u>Current</u>	<u>Proposed</u>
1.	Number of transfer credits allowed (Maximum is Graduate School limit of 9 hours or 25% of course work)	9	9
2.	Residence requirement (if applicable)		
3.	Language(s) and/or skill(s) required		
4.	Termination criteria		
5.	Plan A Degree Plan requirements ³ (thesis)		
6.	Plan B Degree Plan requirements ³ (non-thesis)	X	X
7.	Distribution of course levels required (At least one-half must be at 600+ level & two-thirds must be in organized courses.)	a minimum of one-half in 600+ level classes & minimum two-thirds in organized courses	<i>a minimum of one-half in 600+ level classes & minimum two-thirds in organized courses</i>
8.	Required courses (if applicable)	EDC 712; EDC 618 or EDC 621; EDC 670; EDC 730 (Social Studies) or EDC 777 (Science)	<i>EDC 732; EDC 733; EDP 522; EDC 618 or EDC 575; EDC 670; EDC 674 or EDC 731</i>
9.	Required distribution of courses within	12 hours in EDC, 6 hours in	<i>15-18 hours in EDC, 12</i>

¹ Prior to filling out this form, you MUST contact the Associate Provost for Academic Administration (APAA). If you do not know the CIP code, the APAA can provide you with that during the contact.

² Program changes are typically made effective for the semester following approval. No changes will be made effective until all approvals are received.

³ If there is only one plan for the degree, plans involving a thesis (or the equivalent in studio work, etc.) should be discussed under Plan A and those not involving a thesis should be discussed under Plan B.

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program (if applicable)	College of Education, 12 hours in Outside COE courses	<i>hours Outside the College of Education</i>
10. Final examination requirements	Portfolio Defense	<i>Portfolio Defense</i>
11. Explain whether the proposed changes to the program (as described in sections 1 to 10) involve courses offered by another department/program. <u>Routing Signature Log must include approval by faculty of additional department(s).</u>		
The one cross-listed course(EDC/EPE/EDP 522) has been approved by all departments previously.		
12. List any other requirements not covered above?		
13. Please explain the rationale for changes. If the rationale involves accreditation requirements, please include specific references to those requirements.		
<p>These changes are implemented to better align the MA in Elementary Education program with 16 KAR 5:010 Section 12 which specifies that all Advanced Certification programs must be redesigned. Specifically, the proposed program includes a course on leadership/mentoring (EDC 733) as well as two other core courses (EDC 732 and EDP 522) which Curriculum and Instruction has seen as necessary additions for quite some time. Feedback from students informed these inclusions as well. Furthermore, the proposed program includes two regularized courses (EDC 674 and EDC 731) previously offered under special topics numbers. Finally, the proposed program offers students the flexibility of using The Kentucky Reading Project (EDC 575) to fulfill a core literacy requirement. This course involves a year-long study and exemplifies job-embedded professional development and professional learning communities - two areas also recommended in Masters Redesign guidelines.</p>		

REQUEST FOR CHANGE IN MASTERS DEGREE PROGRAM

Signature Routing Log

General Information:

Proposal Name: Master of Arts in Elementary Education

Proposal Contact Person Name: Mary Shake

Phone: 257-0767

Email: mshak1@email.uky.edu

INSTRUCTIONS:

Identify the groups or individuals reviewing the proposal; note the date of approval; offer a contact person for each entry; and obtain signature of person authorized to report approval.

Internal College Approvals and Course Cross-listing Approvals:

Reviewing Group	Date Approved	Contact Person (name/phone/email)	Signature
Curriculum and Instruction	1/20/10	Mary Shake / 257-0767 / mshak1@email.uky.edu	<i>Mary C. Shake</i>
Courses & Curricula	1/26/10	Jeff Reese 257-4909 jeff.reese@uky.edu	<i>Jeff Reese</i>
College of Education	2/9/10	Robert Shapin 257-9795 rshap01@uky.edu	<i>Robert Shapin</i>
		/ /	
		/ /	

External-to-College Approvals:

Council	Date Approved	Signature	Approval of Revision ⁴
Undergraduate Council			
Graduate Council			
Health Care Colleges Council			
Senate Council Approval		University Senate Approval	

Comments:

⁴ Councils use this space to indicate approval of revisions made subsequent to that council's approval, if deemed necessary by the revising council.

Curriculum Contracts
University of Kentucky ♦ College of Education
Department of Curriculum and Instruction
CURRICULUM CONTRACT

Master's Degree with Rank II Certification – Elementary (P-5) Education

Please TYPE or PRINT

Name				
Social Security #		E-Mail		
Address	Street		City	State Zip
	Home	Work	Other	Semester of Admission to Master's Program

Professional Goals: Briefly describe the professional development goals you hope to meet in pursuing the Rank II certification. (You may use this space, the back of this sheet, or attach a separate page.)

Program Goals: In helping you to develop your own professional goals, graduate programs in the Department of Curriculum and Instruction also focus on helping you and other educators:

- Engage in research and reflection to inform teaching and teacher leadership;
- Understand and be able to use constructivist theory in developing and utilizing curriculum and instruction;
- Understand and be able to use appropriate state, national, and content standards to assess and design curriculum;
- Become more expert in building equitable learning environments for all learners;
- Become a knowledgeable teacher leader in curricular and professional development

1. Required Departmental Leadership Core: (9 hours)

Course	Title	Term	Grade	Credits
EDC 732	Curriculum Design for Learning and Leading			3
EDC 733	Leadership in Curriculum and Instruction: Strategies for Analytic Practice			3
EDP 522	Educational <i>Tests and Measurements</i>			3

2. Required Program Core (9 hours)

Course	Title	Term	Grade	Credits
EDC 618	Advanced Study in Teaching Reading			3
<i>or</i> EDC 575	Modern Educational Problems: Kentucky Reading Project			3
EDC 670	Advanced Study in Teaching Elementary School Math			3
EDC 674	Advanced Studies in Teaching Elementary School Science			3
<i>or</i> EDC 731	Social Studies Seminar: History Education			3

3. Content Enhancement Component: A minimum of twelve credit hours in courses numbered 400G or above taken outside the College of Education. Courses must be approved by your advisor *prior* to taking them, and should be related to your professional development goals. (12 hours)

Course	Title	Term	Grade	Credits

TOTAL CREDIT HOURS



Transfer of graduate credit from another institution or from post-baccalaureate work at UK has not been applied to the candidate's degree program.

After a review committee reads your portfolio, you will have an opportunity to discuss your work with the committee. This presentation should emphasize the ways in which the portfolio demonstrates the application of knowledge, skills, and dispositions consistent with program and individual goals.

Applying for Rank II Certification

Upon successful presentation of your portfolio, take a copy of your Master's Verification Form along with the \$50 processing fee (money order or certified check) to the Office of Teacher Certification in room 166 Taylor Education Building.

Kentucky educator certification requirements are subject to change. Before registering for the test(s), please check the Education Professional Standards Board website at www.kyepsb.net for current test requirements and current cut scores. You may also contact Ms. Jaime Rice at 502-564-4606 or toll free at 888-598-7667. To receive a UK recommendation that you are eligible for a state educator certificate, you must have taken the Kentucky EPSB required examinations and met the Kentucky EPSB cut score requirements.

**University of Kentucky ♦ College of Education
Department of Curriculum and Instruction
CURRICULUM CONTRACT**

Planned Fifth-Year Program with Rank II Certification – Elementary (P-5) Education

Student's Name _____ Date of Admission _____

Primary objective(s) of this program:

1. Improve knowledge and understanding of teaching, learning, and teacher leadership.
2. Improve competence as an elementary practitioner and teacher leader.
3. Increase competence in area of Rank II Specialization.
4. Complete requirements for an additional certification.

Recommended Core Courses (18 hours)

EDC 732	_____
EDC 733	_____
EDP 522	_____
EDC 618 OR EDC 575 (Kentucky Reading Project)	_____
EDC 670	_____
EDC 674 OR EDC 731	_____

Elective within the College of Education (3 hours)

Support Courses Outside of Education (12 hours)

_____	_____
_____	_____
_____	_____
_____	_____

Assessment Requirements

Program Admission: Admission criteria for entry into Rank II non-degree program include presentation of the following:

Required:

- Evidence of initial certification (Rank III)
- Professional Development Plan

Recommended:

- Undergraduate portfolio, if available

Program Retention: Assessment for program retention occurs at several points in a candidate's program:

- Individual courses. Instructors of graduate courses are responsible for assessing candidate progress toward meeting standards specific to that course.
- Midprogram review. Upon completion of between 15 and 20 credit hours of course work, apply to your advisor for a mid-program portfolio review. You and your advisor will review your graduate GPA (you must maintain a 3.0), Professional Development Plan (PDP), curriculum contract, and Experienced Teacher Portfolio (ETP) for evidence of content knowledge, reflection, and self-assessment. You will receive specific feedback along with advice on changes to the PDP and ETP. You may be advised that 1) you are making good progress towards program and individual goals, 2) you need to make specific changes in your program in order to better meet program and individual goals, or 3) you are making too little progress to continue in the program. Either advisor or candidate may ask for further feedback from other graduate faculty if this midpoint review indicates the need for substantial change in a candidate's program. However, an advisor must call for a full committee (3 members of the graduate faculty) review before a candidate can be counseled out of the program.

Program Exit: Apply to your advisor for a final portfolio review at the beginning of your last semester in the program. Application forms are available in the DGS office. After a review committee reads your portfolio, you will have an opportunity to discuss your work with the committee. This presentation should emphasize the ways in which the portfolio demonstrates the application of knowledge, skills, and dispositions consistent with program and individual goals.

Program Approval:

Advisor's signature _____ Date: _____

Student's signature _____ Date: _____

**University of Kentucky ♦ College of Education
 Department of Curriculum and Instruction
 CURRICULUM CONTRACT
 Rank I Certification – Elementary (P-5) Education**

Please TYPE or PRINT

Name				Preferred Name
	(first)	(last)	(mi / maiden)	
Social Security #			E-Mail	
Address				
	Street	City	State	Zip
Phone				
	Home	Work	Other	Date of Admission to Rank I Program

Professional Goals: Briefly describe the professional development goals you hope to meet in pursuing the Rank I certification.

You may use this space, the back of this sheet, or attach a separate page.

Program Goals: In helping you to develop your own professional goals, graduate programs in the Department of Curriculum and Instruction also focus on helping you and other educators:

- Engage in research and reflection to inform teaching and teacher leadership;
- Understand and be able to use constructivist theory in developing and utilizing curriculum and instruction;
- Understand and be able to use appropriate state, national, and content standards to assess and design curriculum;
- Become more expert in building equitable learning environments for all learners;
- Become a knowledgeable teacher leader in curricular and professional development.

Curriculum and Instruction Coursework (12 hours)

Course	Title	Completed	Grade	Credits

Support Coursework (should include graduate courses both within and outside the College of Education) (18 hours)

Course	Title	Completed	Grade	Credits

TOTAL CREDIT HOURS

30

Assessment Requirement

Initial

- Conference with Advisor
- Professional Development Plan
- Entry Portfolio

Date

Ongoing

- Formal Review of Portfolio with Program Faculty after 15 Hours of Coursework

Date

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Exit

- Completion of Exit Portfolio
- Oral Defense of Portfolio with Program Faculty

Date

Student Signature

Date

Advisor Signature

Date

General Program Information

Grade Point Equivalent Requirements

You must maintain a minimum GPA of 3.0 in all graduate coursework to be retained in the program.

Credits from Other Institutions and Time to Certification

Generally no more than nine credit hours from other accredited institutions may be included in the planned Rank I program. In unusual circumstances, twelve credit hours may be taken at other institutions with the advance consent of the advisor and Director of Graduate Studies.

In some instances, coursework taken prior to program entry may be applied to the program with approval of the advisor and Director of Graduate Studies.

Credits earned earlier than 10 years prior to program admission may not be applied.

Assessment Requirements

Program Admission

Admission criteria for entry into a rank I certification include presentation of the following:

- Initial Conference with Advisor
- Professional Development Plan
- Professional Portfolio

Program Retention

Assessment for program retention occurs at several points in a student's program:

Individual Courses

Instructors of graduate courses are responsible for assessing candidate progress toward meeting standards specific to that course

Mid-program Review: Upon completion of between 15 and 20 credit hours of coursework, apply to your advisor for a mid-program portfolio review. You and your advisor will review your graduate GPA, Professional Development Plan (PDP), curriculum contract, and Experienced Teacher Portfolio (ETP) for evidence of content knowledge, reflection, and self-assessment. You will receive specific feedback along with advice on changes to the PDP and ETP.

Program Exit

Apply to the Director of Graduate Studies for a final portfolio review at the beginning of your last semester in the program. Application forms are available in the DGS office, 305 Dickey Hall. After a review committee reads your portfolio, you will have an opportunity to discuss your work with the committee. This presentation should emphasize the ways in which the portfolio demonstrates the application of knowledge, skills, and dispositions consistent with program and individual goals.

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