# REQUEST FOR CHANGE IN MASTERS DEGREE PROGRAM

#### 1. GENERAL INFORMATION

Colleg	ge: Educat	ion	Department: Curriculum and	Instruction
Curre	nt Major Name:	Elementary	Proposed Major Name: Elem	entary
Curre	nt Degree Title:	MA in Elementary Education	Proposed Degree Title: MA i	n Elementary Education
Forma	al Option(s):		Proposed Formal Option(s):	
	alty Fields w/in al Option:		Proposed Specialty Fields w/in Formal Options:	, ,
Date (	of Contact with A	ssociate Provost for Academic Ac	dministration <sup>1</sup> :	
Bullet	in (yr & pgs):	CIP Code <sup>1</sup> :	Today's Da	te:
Accre	diting Agency (if	applicable): NCATE		
Reque	ested Effective Da	ate: Semester following ap	pproval. OR Specific D	ate²:
Dept.	Contact Person:	Mary Shake	Phone: 257-0767 Em	ail: mcshak1@email.uky.edu
2. CH/	ANGE(S) IN PROC	GRAM REQUIREMENTS		
			<u>Current</u>	<u>Proposed</u>
1.	Number of tr	ansfer credits allowed	9	9
	(Maximum is	Graduate School limit of 9 hours	or 25% of <b>cou</b> rse w <b>ork)</b>	r is remark to the residence of the second s
2.	Residence red	quirement (if applicable)	100 1 3 10 100 100 100 10 10 10 10 10 10 10 10	3 2000000000 20000000000000000000000000
3.	Language(s) a	nd/or skill(s) required		
4.	Termination o	criteria		
5.	Plan A Degree	e Plan requirements <sup>3</sup> (thesis)		
6.	Plan B Degree	e Plan requirements <sup>3</sup> (non-thesis)	X	X
7.	Distribution o	f course levels required	a minimum of one-half in 600+ level classes & minimum two-thirds in organized courses	a minimum of one-half in 600+ level classes & minimum two-thirds in organized courses
	(At least one-	half must be at 600+ level & two-	thirds must be in organized cours	to an our en
8.	Required cou	rses (if applicable)	EDC 712; EDC 618 or EDC 621; EDC 670; EDC 730 (Social Studies) or EDC 777 (Science)	EDC 732; EDC 733; EDP 522; EDC 618 or EDC 575; EDC 670; EDC 674 or EDC 731
9.	Required dist	ribution of courses within	12 hours in EDC, 6 hours in	15-18 hours in EDC, 12

<sup>&</sup>lt;sup>1</sup> 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.

<sup>&</sup>lt;sup>2</sup> Program changes are typically made effective for the semester following approval. No changes will be made effective until all approvals are received.

<sup>&</sup>lt;sup>3</sup> 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.

	REQUEST FOR CHAN	GE IN MASTERS DEGREE PROGRA	AIVI
	program (if applicable)	College of Education, 12 hours in Outside COE courses	hours Outside the College of Education
10.	Final examination requirements	Portfolio Defense	Portfolio Defense
11.	Explain whether the proposed changes to to offered by another department/program. Edepartment(s).	. =	
	The one cross-listed course(EDC/EPE/EDP 5	522) has been approved by all depart	ments previously.
12.	List any other requirements not covered ab	pove?	
13.	Please explain the rationale for changes. If specific references to those requirements.	the rationale involves accreditation i	requirements, please include
	These changes are implemented to better all Section 12 which specifies that all Advance proposed program includes a course on lead courses (EDC 732 and EDP 522) for quite some time. Feedback from studen program includes two regularized courses (Inumbers. Finally, the proposed program off (EDC 575) to fulfill a core literacy requiremented the embedded professional development and professional development and professional guidelines.	de Certification programs must be red dership/mentoring (EDC 733) as well which Curriculum and Instruction has informed these inclusions as well. EDC 674 and EDC 731) previously of ers students the flexibility of using Them. This course involves a year-lon	esigned. Specifically, the as two other core as seen as necessary additions Furthermore, the proposed offered under special topics he Kentucky Reading Project g study and exemplifies job-

# 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: <u>257-</u>

0767

Email: mcshak1@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 / mcshak1@email.uky.edu	mary C. Shuke
Courses & Curricula	1/26/10	Jeff Rece 257-4909 jeff. reex Duky.	edy als Dec
College of Education	2/9/10	Jeff Reeze 257-4909 jeff. reeze Duky. Robert Shapin 257-9795 rshap@1 Duky.e	du labt sh
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# **External-to-College Approvals:**

Council	Date Approved	Signature	Approval of Revision <sup>4</sup>
Undergraduate Council			
Graduate Council			
Health Care Colleges Council			
Senate Council Approval		University Senate Approva	al

Comment	s:						
		 **************************************	 	 * - ****	 **************		
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<sup>&</sup>lt;sup>4</sup> 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 PRIN	T			
Name				
Social Security #		E-Mail	X 2000	
Address	Street		Dity A Comment	State Zip
Phone	Home Work	Other	Semester of Admiss	ion 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 Tests and Measurements			3

2. Required Program Core (9 hours)

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	The second of market	en y y y y y y y y y y y y y y y y y y y	100	Term	Grade	Credits
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							-
					-		
	REDIT HOURS				- and reserve		

TOTAL CREDIT HOURS

4. Continuous Assessment: Satisfactory Entry Review Satisfactory Mid-point Review Satisfactory Exit Portfolio	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.

#### **Assessment Requirements**

**Program Admission:** Admission criteria for entry into a master's degree program leading to Rank II certification include presentation of the following:

Required:

Evidence of initial certification (Rank III) A Professional Development Plan Satisfactory GRE scores 2.75 or above in undergraduate GPA Three letters of recommendation

#### 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.

Mid-program 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, 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 you are making good progress towards program and individual goals, you need to make specific changes in your program in order to better meet program and individual goals, or 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:** Consult your advisor to select a suitable committee, date, time, and room for your final review. Apply to the Director of Graduate Studies for a final portfolio review (examination) at the beginning of your last semester in the program. You will submit the following:

Graduate School Application for Degree, <u>www.rgs.uky.edu/gs/GSDegreeCard.pdf</u> Master's Verification Form, www.uky.edu/Education/EDC/EDCgrad/forms.

These forms will prompt the Office of Graduate Studies to submit the final examination form to the UK Graduate School: Final Examination Recommendation <a href="https://www.rgs.uky.edu/gs/FinalExamRecomm.pdf">www.rgs.uky.edu/gs/FinalExamRecomm.pdf</a>.

The Graduate School requires that the examination be scheduled no later than two weeks prior to the portfolio presentation. It will be helpful to the Director of Graduate Studies in Curriculum and Instruction if you will submit your paperwork even earlier.

The portfolio review (examination) cannot be scheduled if a candidate has any of the following stops: Missing or incomplete grades from a previous semester;

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 <a href="www.kyepsb.net">www.kyepsb.net</a> 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 prog 1. Improve knowledge and und	ram: erstanding of teaching, learning, and teacher leadership. ementary practitioner and teacher leader. of Rank II Specialization.
Reco	nmended Core Courses (18 hours)
EDC 732 EDC 733 EDP 522 EDC 618 OR EDC 575 (Kentuc EDC 670 EDC 674 OR EDC 731	xy Reading Project)
Elective within the College of E	ducation (3 hours)
Support Courses Outside of Edu	cation (12 hours)
Assessment Requirements Program Admission: Admissi Required: • Evidence of initial ce • Professional Develop Recommended: • Undergraduate portfo	ment Plan
• Individual courses. Instructors standards specific to that course • Midprogram review. Upon comid-program portfolio review. Professional Development Plan content knowledge, reflection, a PDP and ETP. You may be advineed to make specific changes it too little progress to continue in faculty if this midpoint review in must call for a full committee (3 program.	of graduate courses are responsible for assessing candidate progress toward meeting appletion of between 15 and 20 credit hours of course work, apply to your advisor for a you and your advisor will review your graduate GPA (you must maintain a 3.0), PDP), curriculum contract, and Experienced Teacher Portfolio (ETP) for evidence of a self-assessment. You will receive specific feedback along with advice on changes to the sed that 1) you are making good progress towards program and individual goals, 2) you your program in order to better meet program and individual goals, or 3) you are making the program. Either advisor or candidate may ask for further feedback from other graduate dicates the need for substantial change in a candidate's program. However, an advisor members of the graduate faculty) review before a candidate can be counseled out of the
Application forms are available opportunity to discuss your work	visor for a final portfolio review at the beginning of your last semester in the program. In the DGS office. After a review committee reads your portfolio, you will have an with the committee. This presentation should emphasize the ways in which the portfolio nowledge, skills, and dispositions consistent with program and individual goals.
Program Approval: Advisor's signature	Date:

	De Rank	versity of Kentucky epartment of Curric CURRICULUM I Certification – Ele	ulum and 1 Contra	Instructio CT	n		
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Student's signature \_\_\_\_\_ Date: \_\_\_\_

Assessment Requirement			
Initial			Date
Conference with Advisor			
Professional Development Plan			
Entry Portfolio			
Ongoing			Date
Formal Review of Portfolio with Program Faculty after 15 Hours of Coursework			
Exit			Date
Completion of Exit Portfolio			
Oral Defense of Portfolio with Program Faculty			
Student Signature	Date	Advisor Signature	Date
<u> </u>	General Program	n 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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