MASTER OF ARTS IN EDUCATION PROGRAM (MAED)

Handbook

2014-2015

The Richard Stockton College of New Jersey
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PROGRAM INFORMATION

The Master of Arts in Education (MAED) Program is designed to support educators to successfully impact student learning through:

* Building and integrating content area knowledge, implementing effective pedagogy strategies, and applying educational theory and research.

* Effectively engaging their students in classroom instruction that supports students’ academic achievement.

* Demonstrating commitments to professionalism through caring relationships, reflective teaching practices, and involvement in learning communities.

The MAED program is fully accredited through The Teacher Education Accreditation Council.

CONTACT INFORMATION:

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For preceptor and faculty office hours and contact information, please refer to your course syllabus, or contact the Office of Teacher Education: (609)-652-4688.

EMERGENCY CLOSINGS:

In the event of severe weather or other types of emergencies, check the college’s web-site for information on class cancellations. Area radio stations will announce one of three conditions for the college under the school identification number 913 (2913 for evening classes):

Complete Shutdown of the Institution:
The Governor may order the closing of all state facilities, or the College President may order the shutdown of the college.

Cancellation of Classes:
The College President may order the cancellation of classes for the day or part of the day.

Delayed Opening:
The College President may order a delayed opening. In this situation, the late opening time will coincide with the beginning of a class module. Students report to the class which ordinarily convenes at that time.
PROGRAM DEGREE/ENDORSEMENT OPTIONS:

The MAED program offers the following degree options:

Content, Instruction, and Assessment Track

The Content, Instruction, and Assessment track is designed to meet the needs of practicing teachers through a flexible course of study. Students take a core of pedagogy and research courses that prepare teachers to meet the needs of their 21st century students through instruction and assessment. The remaining courses emphasize furthering content knowledge and may be taken from the areas of ESL, Math, Language Arts/Literary, P-3, or Special Education. Endorsements can also be earned in Bilingual/Bicultural, ESL, and P-3 as part of the Content, Instruction, and Assessment track. The flexibility of the track provides the opportunity for teachers to tailor the program to their own individual needs.

Special Education Track

The Special Education track leads to a New Jersey Endorsement as a Teacher of Students with Disabilities (TOSD). Through the Special Education track students will be prepared to work with students with a wide range of disabilities. Students who already hold a TOSD certificate can use their course of study to expand their knowledge and expertise in the field of Special Education.

Reading Specialist Track

Our Reading Specialist track leads to the New Jersey reading specialist endorsement and prepares teachers to plan literacy programs appropriate for children of differing abilities and diverse cultural backgrounds. Applicants for the track must hold a Standard certificate and have successfully completed a minimum of one year of teaching, with the understanding that two years of successful teaching must be completed before being allowed to apply for the Reading Specialist Endorsement.

Principal/Supervisor Track

The Principal/Supervisor track graduate program for practicing educators leads to administrative certification in both school supervisor and principal endorsements. The Program reflects current research that educational leaders must be prepared to lead schools to higher student achievement. The program is designed to develop educators into instructional leaders who:

- Provide a vision for the future
- Create and sustain a culture for learning and growth
- Manage and align resources to provide a safe, efficient and effective organization
- Collaborate with school and community stakeholders
- Serve with integrity, fairness and in an ethical manner
- Advocate for learners at all levels
New Jersey Department of Education Licensure Code requires three years of successful teaching and/or educational services experience for applying to the State for a Supervisor certificate and five years of successful teaching and/or educational services experience for applying to the State for a Principal certificate. The school leader candidate will have to possess a valid provisional or standard certificate and a Master’s degree.

**MAED ENDORSEMENTS**

**ESL/Bilingual/Bicultural**
This program is designed for certified teachers wishing to add the ESL and/or Bilingual/Bicultural endorsement to their existing certifications. To be eligible for an ESL endorsement, students will need to complete the necessary five graduate courses and take the Oral Proficiency Interview (OPI) and Written Proficiency Test (WPT) in English. To be eligible for a Bilingual/Bicultural endorsement, students will complete the necessary four graduate courses and take the Oral Proficiency Interview (OPI) and Written Proficiency Test (WPT) in English and another language order to be eligible for this endorsement. All courses can count towards the MAED degree.

**LDT/C**
The LDTC program provides opportunities for students to add an educational services certification. Students eligible for the program will already hold a standard certificate and have completed a minimum of two years of satisfactory teaching experience with the understanding that three years of successful teaching experience must be completed before being allowed to apply for the LDTC certification (N.J.A.C. 6A:9-13.10). The program has provisions for those not previously certified as Teacher of the Handicapped or Teacher of Students with Disabilities to acquire prerequisite skills necessary for understanding students with special needs. Provisions are also provided for those seeking this certification but not yet holding a Master’s degree in education. It is recommended that students considering this program have their graduate transcripts reviewed by the sub-coordinator of special education to determine if any exceptions may be made to requirements.

**Preschool - 3**
The Preschool – Grade 3 endorsement program prepares teachers to work with children from three years of age through eight in a variety of school settings. Courses focus on developing appropriate curricula and instructional practices needed to be an effective early childhood teacher. To be eligible for the Preschool – Grade 3 endorsement, students will need to complete the necessary five graduate courses and pass the Early Childhood Praxis test. All courses can count towards the MAED degree.

**Special Education**
The Special Education track leads to a New Jersey Endorsement as a Teacher of Students with Disabilities (TOSD). Through the Special Education track students will be prepared to work with students with a wide range of disabilities. To be eligible for the endorsement, students will need to complete the necessary eight graduate level courses. All courses can count towards an MAED degree.
**Supervisor Endorsement**

The Supervisor Endorsement program is designed for educators who have earned a master’s degree and wish to pursue a supervisory position in the public school system in the State of New Jersey. Stockton offers all courses required to meet the criteria for the New Jersey Supervisor Certificate (NJAC 6A:9-12.6). Students who complete all program requirements and have taught a minimum of three years will be eligible for the New Jersey Supervisor license.

**Principal Endorsement**

The principal endorsement is designed for educators who wish to pursue a principal position in the public school system in the State of New Jersey. NJDOE Licensure requires 300 hours of internship as part of the endorsement program. Applicants for the Principal endorsement must pass the School Leaders Licensure Assessment (6011) and have taught successfully for five years.

**DEGREE REQUIREMENTS**

Review degree requirements in the College Bulletin beginning on page 563-568.

**POLICIES AND PROCEDURES**

Students must adhere to all college-wide policies as described in the Stockton Bulletin. Certain MAED policies are more stringent than those of the College at large. In those instances, students are required to follow the program policies as stated in this manual or in a course syllabus. Students are responsible to learn and adhere to all policies of the college, program, and courses. It is the students’ responsibility to ensure that all degree requirements have been met.

**COURSE OF STUDY**

Students must maintain a grade point average of 3.0 or better throughout the program. Students should meet regularly with their preceptor to plan their course of study.

Students will not be permitted to enroll in any graduate EDUC course more than two times.

Students must earn a B- or better in all courses leading to an endorsement. In addition, in order to be eligible for a signed New Jersey Department of Education Verification of Program Completion form a student must be a matriculated student of an MAED degree or endorsement program.

The research courses in the MAED program provide opportunities for teachers to use action research to demonstrate their ability to apply the knowledge and skills learned during graduate studies. Students implement an action research project that includes using professional literature, identifying a question related to their teaching practice, collecting and analyzing data, and developing a future plan of action.
The two research courses, EDUC 5910, Educational Research and EDUC 5920, The Capstone must be completed during the final academic year of study. Due to the collaborative nature of the course, neither EDUC 5910 nor EDUC 5920 can be taken as independent studies. EDUC 5910 is offered during the fall semester, while EDUC 5920 is offered during the spring semester. To be permitted to enroll in EDUC 5920, The Capstone, a student must have a graduate cumulative grade point average of 3.0, no more than one grade of C or lower in Graduate Studies, have completed EDUC 5910 with a B- or better, and no more than two additional courses besides EDUC 5920 left to complete. Students will not be permitted to enroll in EDUC 5920 more than two times. In order to be certified for graduation, students must complete EDUC 5920 with a B- or better.

ACADEMIC HONESTY

Academic honesty is a very serious issue. All students enrolled in graduate courses at The Richard Stockton College of New Jersey are required to follow all College policies including the Academic Honesty Policy specified in the Bulletin or visit the Academic Honesty Procedure on the web.

WITHDRAWAL

Students may withdraw from a course only once. They must complete the course on the second attempt.

BEHAVIORAL EXPECTATIONS FOR CONTINUATION IN EDUCATION PROGRAMS

If at any time faculty members indicate that they have concerns about a student’s progress and/or disposition, the administration has the right to require additional and/or alternative evaluation procedures or to prescribe remedial action. In some cases it may be necessary to terminate a student from the Program.

There are times when a student meets written academic requirements but does not demonstrate appropriate professional behavior at the College. If a candidate has difficulty with any part of his or her academic program or fails to demonstrate appropriate professional behaviors, Program faculty and/or staff will intervene. That intervention may result in the development of an individualized professional growth plan, up to or including dismissal from the program. When disciplinary action is called for, the matter may be referred to the Campus Hearing Board.
GRADUATION WITH PROGRAM DISTINCTION:

A panel of faculty will evaluate a student’s eligibility for graduation with Program Distinction. Decisions are made during the final semester of study, and will be based on the following criteria:

- A cumulative GPA of 4.0
- A meritorious capstone project

GRADUATION REQUIREMENTS

Once admitted, students must successfully complete the coursework. Program completion requires a minimum total of 36 credits. In the final year, all students must successfully complete a Capstone project that demonstrates and documents improved teaching and learning in their own classrooms. Throughout the program students must maintain a 3.0 grade point average. During the final semester, students apply for graduation.

GRADUATE ASSISTANTSHIPS

Graduate assistantships are available on a semester basis. Application does not guarantee an assistantship. The number of credits awarded will be determined at the discretion of the MAED program. A graduate assistantship requires 1.5 hours of service per week for each credit of waived tuition. The tuition waiver is granted for graduate courses in which a student is enrolled during the semester that an assistantship is held.

A panel of MAED faculty reviews the applications and nominates the top applicants to the Dean of Education and to the Dean of Graduate Studies. Applications are considered on merit, skills, and academic achievement, as well as faculty needs. MAED faculty reserve the right to interview candidates. Only students without outstanding “Incompletes” will be considered for graduate assistantships.

Only students who have been formally accepted into the MAED program, who hold a minimum cumulative GPA of 3.5 in MAED courses and who are matriculated, are eligible to apply.
GRADUATE ASSISTANTSHIP DEADLINES

Graduate assistantship applications must be submitted to the program director’s office no later than:

- October 15, for spring assistantships
- March 15, for fall assistantship

By the semester deadline, each application file must contain

- A completed MAED graduate assistantship application
- The Richard Stockton College Office of Graduate Studies Assistantship Application
- A letter of recommendation from one member of the MAED faculty.
- A current transcript (unofficial transcripts are permissible.)
- An essay explaining why a graduate assistantship is desired (minimum: 250 words)
  A current résumé summarizing the applicant's professional and academic background.