

Handbook for Graduate Programs

Department of Curriculum and Instruction

Masters Degree in Education

**Masters Degree in Education plus Teacher
Licensure**

Masters of Arts in Teaching

Effective June 1, 2004

Dear C & I Master's Degree Student,

Welcome to the department. We and the faculty are pleased that you have chosen to concentrate your graduate studies in the Department of Curriculum and Instruction. Our faculty is talented and dedicated.

Within the handbook are descriptions of the Masters Degree Programs offered through the Department of Curriculum & Instruction. We have a general MA program that offers a concentration in Curriculum and Pedagogy as well as in several specializations including: Early Childhood, Bilingual/TESOL, Reading/Literacy and Curriculum and Learning Technologies. Also available is a Master of Arts in Teaching which combines curriculum and pedagogy courses with concentrated coursework in a content area. Most of the specializations (*see table of contents*) also offer an endorsement in a teaching field which can be added to an existing teaching license. Finally, we also offer a Masters, plus licensure program in the areas of Early Childhood Education, Elementary Education and Secondary Education.

After you have been admitted to the Graduate School and the Department of Curriculum and Instruction, **be sure to visit with your advisor within the first semester of your enrollment in order to plan your program of study by filing a "preliminary program plan"**.

For further information and a copy of the Masters Handbook phone our C & I office staff or write:

Department of Curriculum and Instruction
Box 30001/Dept 3CUR, NMSU
Las Cruces, NM 88003-0001
(505) 646-4820

The Masters Handbook is available on-line at <http://education.nmsu.edu/>

We look forward to working with you and are sure you will enjoy the many challenging learning opportunities the department provides. Best wishes in your professional development.

Sincerely,

James O'Donnell
Department Head

Betsy Cahill
Associate Department Head for Teacher Licensure

Marc Pruyne
Associate Department Head for Graduate Programs

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Curriculum and Instruction Faculty

	Phone	Office	E-mail
BAPTISTE, H. PRENTICE Multicultural science education	6-2616	SKH204	baptiste@nmsu.edu
BAPTISTE, NANCY Adult learning strategies and development: child and adult play; education of early childhood and family support personnel.	6-2632	Children's Village	nbaptist@nmsu.edu
CAHILL, BETSY <i>Associate Department Head – Teacher Licensure.</i> Director of Early Childhood Education (ECED). Early childhood education and care; anti-bias/multicultural education research and practice.	6-5702	RR107	bcahill@nmsu.edu
CHÁVEZ-CHÁVEZ, RUDOLFO Curriculum theory and foundations, critical multicultural education and teacher education, critical race theory, equity and social justice practices/issues; students and teachers placed at risk.	6-3229	RR118	ruchavez@nmsu.edu
DE ONIS, CARMEN TESOL, Bilingual/Multicultural/ESL Education; Teacher preparation for diversity & community involvement.	6-1665	RR126	onis@nmsu.edu
FRANZAK, JUDITH Critical approaches to adolescent literacy; secondary language arts education; literacy policy; young adult literature.	6-2332	RR127	jfranzak@nmsu.edu
GARCÍA, HERMÁN S. Educación bilingüe crítica/ESL/Literacy; critical and anti-racist pedagogy; international education; critical curriculum development; education of Latinos	6-1229	RR117	hgarcia@nmsu.edu
GLAZEWSKI, KRISTA Learning technologies; problem-based learning; technology-enhanced learning environments; teacher professional development; digital scaffolding tools.	6-4377	RR128	kglaze@nmsu.edu
HADFIELD, O.D. Quantitative research methods; theories of learning and instruction	6-4443	SH263	hadfield@nmsu.edu
HAYNES WRITER, JEANETTE Critical multicultural education; social justice education; Indigenous education; Native American identity; teacher education.	6-1834	RR123	jeanette@nmsu.edu
HUERTA-CHARLES, LUIS Early childhood/Bilingual education in curriculum and instruction; critical pedagogy.	6-2939	Children's Village	lhuertac@nmsu.edu
HUNTSBERGER, PAUL International education; adult education and training.	6-3199	GX246	phunstbe@nmsu.edu
KAYE, CANDACE Multicultural policy issues in early childhood education; online social constructivist theory and practice; historical and international perspectives of early childhood education thought and practice; art based research and application; understanding two-year olds.	6-8310	RR125	
KINZER, CATHY Mathematics Education; mathematics professional development; learning systems preK-20.	6-2786	GT105	cakinzer@nmsu.edu

KOOMI, KIM 6-7183 RR 110 koomi@nmsu.edu
 Language, reading and culture, miscue analysis, EMMA (eye movement and miscue analysis), whole language, biliteracy and multiliteracy, language development, social justice, critical literacy.

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 Teacher education; curriculum and critical pedagogy; multicultural education and science education.

LOPEZ, STAN 6-4286 OH111 stalopez@nmsu.edu
Coordinator of Field Placement. Qualitative research methods; literacy; bilingual education; evaluation/assessment; curriculum development; international education.

MERCADO, MARIA 6-1282 RR121 mariamm@nmsu.edu
Coordinator of Bilingual Program. Bilingual education settings (Spanish-English), dual language models, early childhood, bilingual education settings, supporting community/familial contexts in educational settings.

MOREHEAD, MICHAEL A. 6-2498 Branson Library mmorehea@nmsu.edu
Associate Dean of the College of Education. Teacher education; classroom management & motivation; student teaching; educational leadership.

O'DONNELL, JAMES 6-1922 RR105 jodonnell@nmsu.edu
Department Head. Qualitative research methods; social issues in education; critical theory & pedagogy.

OESTERREICH, HEATHER 6-2194 RR108 heathero@nmsu.edu
 Social justice and equity; feminist critical curriculum, pedagogy and research; youth and secondary education; teacher education; alternative education.

PRUYN, MARC 6-5411 RR135 profefronterizo@yahoo.com
Associate Department Head-Graduate Programs. Qualitative research methods; social studies education; bilingual education.

REYES, LUIS V. 6-2326 RR132 louireyes@nmsu.edu
 Early care and education; early bi-literacy; critical theory and pedagogy; early care and education leadership and organizational strategy; social policy.

RUTLEDGE, DAVID 6-5637 RR122 rutledge@nmsu.edu
Coordinator of Learning Technologies. Learning technologies; ESL/Bilingual education and international comparative education.

TORRES, MYRIAM 6-2195 RR124 mytorres@nmsu.edu
Coordinator of Language, Literacy and Culture. Thought, language and culture; discourse analysis; critical literacy; and participatory action research.

VAN WIE, EILEEN 6-4378 RR125 vanwieek@nmsu.edu
 Action research; multicultural education; learning Technologies; curriculum and pedagogy; professional development schools.

WIBURG, KARIN 6-2390 Branson Library kwiburg@nmsu.edu
Associate Dean/Research & Budget. Design, implementation and evaluation of technology-based learning environments; professional development; technology planning and grant writing.

Introduction

Master of Arts in Education in Curriculum and Instruction

The Department of Curriculum and Instruction in the College of Education is devoted to the preparation of teachers and teacher leaders for the public schools, directors of curriculum and instruction, subject matter specialists, teacher educators and professional development specialists, and college professors and professors of curriculum and instruction. The College of Education is NCATE and NCA accredited.

The first part of this handbook describes the masters programs available through the Department of Curriculum and Instruction. Part II of this handbook describes programs that lead to a Masters degree with teacher licensure in early childhood, elementary or secondary education.

Masters Degree Programs Offered In Curriculum and Instruction:

- ❑ **Master of Arts within an area of specialization** – Minimum credits differ between programs. Please consult your area of interest in the Master’s Handbook for specifics.
- ❑ **Master of Arts in Teaching** – Thirty-two credits are required for completion of this degree program, with 17-18 credits chosen from an area of teaching content specialization (i.e., generally in the College of Arts and Sciences) and 14-15 credits in professional education in the Department of Curriculum and Instruction.
- ❑ **Masters plus Licensure** – Students can earn a teaching license in the areas of early childhood education, elementary education and secondary education while earning a Masters Degree in Education.

Areas of Specialization:

Six areas of specialization are offered:

- Curriculum and Instruction
- Bilingual Education
- Early Childhood Education
- Reading/Literacy
- Teaching of English to Speakers of Other Languages (TESOL)
- Curriculum and Learning Technologies

Endorsements to Teaching Licensure offered includes:

- Bilingual Endorsement
- Reading/Literacy Endorsement
- Information Technology Coordinator Endorsement
- TESOL endorsement

Important Definitions and Clarifications

Licensure is what is commonly referred to as “certification” in other states. Licensure allows its holders to teach in public schools in the State of New Mexico. Master’s degree programs by themselves **DO NOT** do this, although holders of Master’s degrees may find employment in community colleges, private schools and other agencies. If you are planning to teach in a public school, grades P-12, you will not be able to obtain a job (except in rare instances where no licensed teachers are available and then only temporarily) unless you first obtain a teaching license, which **always requires admission to the Teacher Education Program (TEP) and student teaching**. New Mexico State University offers licensure **and** Master’s plus licensure programs. See your advisor if you have any questions about whether you need to seek licensure.

Teachers who are already licensed in one area (e.g., elementary teaching) and seek an additional license in another area (e.g., secondary teaching or early childhood education) can obtain that additional license by completing some of the licensure coursework and a practicum in lieu of student teaching. See your advisor for more information if you think this exception applies to you.

Endorsement is given to teachers who are already licensed and who are seeking a specialization in a particular area. At New Mexico State University those areas are: *Reading/Literacy, Bilingual Education, Teaching of English to Speakers of Other Languages (TESOL), and Information Technology Coordinator*. The degree programs described in this handbook leading to a Master of Arts of Curriculum and Instruction with an Area of Specialization all include a significant number of courses that contribute to an endorsement in their respective areas. Endorsements in these areas may require additional coursework and/or the inclusion of undergraduate or transfer credits in coursework that is in the area of specialization. See the program coordinator of each endorsement area for further information.

Remember YOU CANNOT TEACH IN THE PUBLIC SCHOOLS WITHOUT SEEKING LICENSURE AND YOU CANNOT SEEK AN ENDORSEMENT WITHOUT FIRST OBTAINING A TEACHING LICENCE.

What are the benefits of a Non-Licensure Master of Arts? There are numerous benefits to holding a Non-Licensure Master of Arts in Curriculum and Instruction with or without an area of specialization. Licensed teachers may seek the Master’s degree because it provides them with enhanced leadership and career potential and because with the new Three-tiered Licensure system in New Mexico it will lead to a higher pay scale. Holders of Master’s degrees with one of our specializations also frequently find employment in state and private agencies, community colleges or in overseas positions that do not require a valid teaching license, that is, in positions outside of public school teaching.

Overview
Part I – Master of Arts in Education Programs
Department of Curriculum and Instruction

The programs in this part of the handbook lead to a Master of Arts Degree in Education with an area of specialization in one of the following areas: Curriculum and Instruction, Early Childhood Education, Reading/Literacy, Bilingual Education, Teaching of English to Speakers of Other Languages (TESOL), and Curriculum and Learning Technologies. Students completing the following programs will **NOT** be licensed to teach in the State of New Mexico, nor will completion of these degree programs automatically result in a teaching field endorsement.

The Master’s Core

The faculty in Curriculum and Instruction has worked over the years to revise and update the Core classes in the C&I department to provide a strong foundation in curriculum and instruction for all students studying in the Masters of education programs offered by Curriculum and Instruction. The core classes are as follows:

- A. Curriculum and Instruction Core (15 credit hours)
 - EDUC 515 Multicultural Education 3
 - EDUC 516 Curriculum & Pedagogy I (foundations and development) 3
 - EDUC 517 Curriculum & Pedagogy II (assessment and action research) 3
 - EDUC 518 Technology and Pedagogy 3
 - EDUC 519 Research in Curriculum and Pedagogy 3
- (Please see the Graduate Catalog for complete course descriptions)

Checklist for the Master of Arts Program

Date Completed _____

- _____ 1. Apply to Graduate School for admission (form in back of Graduate Bulletin and online www.nmsu.edu and choose Graduate School). Specify Department of Curriculum and Instruction and Specialization or Program Desired.
- _____ 2. Send one transcript from each institution attended (including New Mexico State University undergraduate or continuing education courses) to the Graduate School.
- _____ 3. Contact advisor as soon as notified of acceptance by Graduate School or within first semester of enrollment.
- _____ 4. Complete the **Preliminary Program Plan** with approval of advisor and submit plan to Department Head of Curriculum and Instruction for approval (within first semester of enrollment).
- _____ 5. If needed, submit **Request for Transfer of Graduate Credit**.
- _____ 6. As soon as 12 semester credits have been completed contact advisor to complete **Admission to Candidacy** form (Final Degree Plan) and submit to the Department Head of Curriculum and Instruction. This form **must be typed** and must include each course prefix, number and an abbreviated title.
- _____ 7. Submit **Independent Study Contract** (only for those students who are taking the thesis option).
- _____ 8. Complete the **Human Subjects** form (only if needed for a thesis or curriculum project).
- _____ 9. By registration of last semester in program, file **Application for Degree** form. If needed, complete **Change of Program**.
- _____ 10. Apply to take the written Master's examination early in the last semester of your program. **SEE YOUR ADVISOR AND WATCH FOR POSTED ANNOUNCEMENTS.** If you are writing a thesis and need to schedule an oral examination, contact your advisor **as soon as possible**.
- _____ 11. Complete the final examination paperwork.
- _____ 12. Complete the final written examination.

All forms are available in the office of Curriculum and Instruction or on-line (Graduate School, see Thesis Guidelines). THE STUDENT IS RESPONSIBLE FOR PROPER COMPLETION AND SUBMISSION OF FORMS IN A TIMELY MANNER.

Master of Arts in Curriculum and Instruction Non-Licensure

The Master of Arts in Curriculum and Instruction (MA) is a 33 credit (minimum) fifth-year program of study which requires a minimum of 17 credits in the Department of Curriculum and Instruction. These courses may have a prefix of EDUC, BIL, RDG, EDLT or ECED. A minor with a minimum of 9 credits may be elected. A thesis is optional. The degree culminates with a written examination over the program of studies or over a thesis or project with an oral defense.

Program Requirements:

- Admission to the Graduate School. All courses are part of a Graduate Program within the Department of Curriculum and Instruction. Students must be fully admitted to the Graduate School before taking any Graduate courses in this program.
- Enrollment and acceptance into the Curriculum and Instruction Master of Arts Program.

Minimum number of credits **33**

Course Requirements:

A. Curriculum and Instruction Core	15
EDUC 515 Multicultural Education	3
EDUC 516 Curriculum & Pedagogy I (foundations and development)	3
EDUC 517 Curriculum & Pedagogy II (assessment and action research)	3
EDUC 518 Technology and Pedagogy	3
EDUC 519 Research in Curriculum and Pedagogy	3
B. Additional Courses in the Department of C & I	9
Students can choose three additional classes from the departmental class offerings with RDG, BIL, EDUC, ECED or EDLT prefixes.*	
C. Electives and/or Minor Electives	9
Students may choose up to 9 hours of electives outside the department either in the College of Education or else where on campus.	

***Note: One or more of these courses may be from other departments. If the student declares a minor, a minimum of eight credit hours will be required in the minor area. However, at least two credit hours of electives must be in Curriculum & Instruction in order to meet the minimum of seventeen credits in Curriculum & Instruction, which is the major area.**

**Master of Arts
Specialization in Early Childhood Education
(Non-licensure)**

Program Requirements:

- Admission to the Graduate School. All courses are part of a Graduate Program within the Department of Curriculum and Instruction. Students must be fully admitted to the Graduate School before taking any Graduate courses in this program.
- Enrollment and acceptance into the Curriculum and Instruction Master of Arts Program.

Minimum Number of Credits **36**

*These courses also count toward licensure in the State of New Mexico

Prerequisites: (Evidence of these courses/experiences must be provided to the ECED advisor before graduate ECED courses can be taken):

ECED 360 Introduction to Early Childhood Education	3
ECED 257, 258 or 259 Field Experience	1

Course Requirements:

A. Curriculum and Instruction Core	15
EDUC 515 Multicultural Education	3
EDUC 516 Curriculum & Pedagogy I (foundations and development)	3
EDUC 518 Technology and Pedagogy	3
EDUC 519 Research in Curriculum and Pedagogy	3
EDLT 571 Action Research or	
EDUC 517 Curriculum and Pedagogy II	3
B. Early Childhood Graduate Courses	12
*ECED 479 Curriculum in Early Childhood Education	3
ECED 510 Issues in Early Childhood Education	3
*ECED 515 Working with Families of Young Children	3
ECED 520 Seminar on Cognitive and Social Development	3
*ECED 550 Early Childhood Special Education	3
ECED 550 cross listed with SPED 550	3
*ECED 570 Play in the Early Childhood Curriculum	3
C. Early Childhood Education Elective	9
Nine hours of electives in focus area, approved by ECED advisor.	

NOTE: Many specialized courses are not offered every semester. Please check your advisor to plan accordingly.

Master of Arts Specialization in Bilingual Education

The specialization in Bilingual Education prepares scholars, practitioners, and leaders in understanding multi/bilingualism within the context of schools, families, communities and society. The Southwest Borderlands situates participants in a unique position in which to critically examine issues confronting Spanish speaking and heritage language populations. A key dimension of the program includes the advancement of issues related to equity and social justice by encouraging participants to serve as advocates for bilingual children, their families and communities.

Minimum number of credits **39**

**These courses also count toward the bilingual education endorsement awarded by the New Mexico State Department of Education.*

Note: Candidates who apply for the bilingual education (Spanish/English endorsement) must also successfully demonstrate language proficiency as indicated by La Prueba. Similar requirements are necessary for candidates of bilingual education for Navajo and Pueblo language groups. These examinations are administered through the New Mexico State Department of Education. See bilingual education coordinator in Curriculum & Instruction for further information.

Course Requirements:	Credit Hours
A. Core Courses in Curriculum and Instruction	15
*EDUC 515 Multicultural Education (Also part of the bilingual education core)	3
EDUC 516 Curriculum and Pedagogy I	3
EDUC 517 Curriculum and Pedagogy II	3
EDUC 518 Technology and Pedagogy	3
EDUC 519 Research in Curriculum and Pedagogy	3
 B. Core Courses in Bilingual Education	 18
*BIL 520 Issues in Schooling for Bilingual Learners	3
*BIL 522 Literacy/Language Instruction for Bilingual Students	3
*BIL 545 Bilingual/Multicultural School/Community Relations	3
*BIL 550 Internship in Bilingual Education	3
*EDUC 515 Multicultural Education (Also part of C & I core)	3
EDUC 583 Second Language Acquisition	3
*HIST 469	3
(must be HIST 400 level or above on Southwest, New Mexico or Border History)	

C. Bilingual Education Elective (Other courses are also possible, please see advisor for additional recommendations). **6**

*BIL 560	Selected Topics in Bilingual Education	3
*BIL 570	Directed Study in Bilingual Education	3
EDUC 587	Pedagogy of TESOL	3
EDUC 501	Special Topics: TESOL	3
EDUC 503	Contemporary Developments: TESOL	3
ECED 505	Bilingual Preschool Child	3
LING 500	Introduction to Linguistics	3
LING 502	Sociolinguistics	3
LING 503	Formal Structure of Language	3
ENG 512	Writing in the Workplace	3
COMM 576	Communications and Culture	3
SPED 500	Special Education for Regular Students	3
SPED 510	Current Issues in Special Education	3
ANTH 525	Issues in Language and Culture	3
SPAN 492	Structure of Spanish	3
SPAN 493	Studies in US Spanish	3
SPAN 496	Methods for Teaching Proficiency	3
SPAN 563	Advanced Study in Mexican Literature	3
SPAN 567	Advanced Study in Chicano Literature	3
SPAN 589	Spanish Sociolinguistics	3
SPAN 593	Advanced Studies in Southwest Spanish	3
GOVT 578	Seminar on the US/Mexican Border	3

MANY SPECIALIZED COURSES ARE OFFERED ONLY ONCE PER YEAR. PLEASE CHECK WITH ADVISOR AND PLAN ACCORDINGLY.

**Master of Arts
Specialization in TESOL
(Teaching English to Speakers of Other Languages)**

The specialization in TESOL prepares scholars, practitioners, and leaders in understanding multi/bilingualism within the context of schools, families, communities and society. The Southwest Borderlands situates participants in a unique position in which to critically examine issues confronting Spanish speaking and heritage language populations. A key dimension of the program includes the advancement of issues related to equity and social justice by encouraging participants to serve as advocates for bilingual children, their families and communities.

Minimum number of credits **36**

**These courses also count toward the TESOL endorsement awarded by the New Mexico State Department of Education.*

Note: The TESOL endorsement is necessary for those candidates who are interested in teaching public schooling in the United States. For those who are completing this Master's with a TESOL specialization and who have or is also pursuing a New Mexico teaching license, this coursework also satisfies the state department requirements for the TESOL endorsement. You must be a licensed teacher in New Mexico before you can apply for the TESOL endorsement. Please check with the bilingual education coordinator regarding the TESOL endorsement.

Course Requirements:	Credit Hours
A. Core Courses in Curriculum and Instruction	15
EDUC 515 Multicultural Education	3
EDUC 516 Curriculum and Pedagogy I	3
EDUC 517 Curriculum and Pedagogy II	3
EDUC 519 Research in Curriculum and Pedagogy	3
EDLT 522 Integration of Technology with TESOL	3
(It is encouraged that you take EDLT 522 and EDUC 587 concurrently).	
B. Core Courses in TESOL	18
*EDUC 583 Second Language Acquisition	3
*EDUC 587 Methods of Teaching ESL	3
(EDLT 522 and EDUC 587 are encouraged to be taken concurrently)	
*BIL 522 Literacy/Language Instruction for Bilingual Students OR	
*BIL 520 Issues in Schooling for Bilingual Learners	3
*EDUC 501 Special Topics: Adult/Family Literacy in ESL	3
*LING 500 Introduction to Linguistics	3
*EDUC 590 TESOL Practicum	3

C. Elective in TESOL		3
(Other courses are possible, see advisor for further suggestions).		
*LING 502	Sociolinguistics	3
ANTH 525	Issues in Language and Culture	3
BIL 550	Internship in Bilingual Education	3
BIL 560	Selected Topics in Bilingual Education	3
BIL 570	Directed Study in Bilingual Education	3
ECED 550	Early Childhood Education	3
COMM 576	Communication and Culture	3
COMM 583	Seminar in Theories of Communication	3
ENG 512	Writing in the Workplace	3
ENG 549	Graduate Study in Writing	3
ENG 570	Graduate Study in Approaches to Composition	3
ENG 571	Composition Theory and Pedagogy	3

Master of Arts Specialization in Reading/Literacy

The Specialization in Reading/Literacy is part of the Language, Literacy & Culture Program, which prepares educational leaders and scholars who understand in complex and diverse ways reading, language and literacy education, particularly as these relate to all issues of social justice and equity. This program emphasizes the development of critical and expansive perspectives on language and multiculturalism with a focus on the relevance of these for K-12 students from diverse ethno-linguistic backgrounds. Participants are encouraged to engage in leadership and research activities in a variety of settings at local, state and federal levels.

Minimum Number of Credits **39**

*These courses also count toward the reading endorsement awarded by the New Mexico Public Education Department.

Course Requirements:	Credit Hours
A. Core Courses in Curriculum and Instruction	15
EDUC 515 Multicultural Education	3
EDUC 516 Curriculum and Pedagogy I	3
EDUC 517 Curriculum and Pedagogy II	3
EDUC 518 Technology and Pedagogy	3
EDUC 519 Research in Curriculum and Pedagogy	3
 B. Core Courses in Specialization	 18
*RDG 510 Adult and Family Literacy	3
*RDG 511 Literacy Assessment and Evaluation	3
*RDG 514 Critical Reading in the Content Areas	3
*RDG 522 Language and Literacy Acquisition	3
*RDG 530 Sociopsycholinguistics of Reading	3
*RDG 551 Literacy Development in Early Childhood	3
 C. Elective Courses	 6
Courses prefixed *RDG, *SPED, *BIL, *ECED and *EDUC; or,	
ENGL 511 Theories of Discourse	3
ENGL 516 Graduate Study in Approaches to Literature	3
ENGL 570 Graduate Study in Approaches to Composition	3
LING 500 Introduction to Linguistics	3
LING 501 Introduction to Psycholinguistics	3
LING 502 Sociolinguistics	3
ANTH 525 Issues in Language and Culture	3

Masters of Arts

Specialization in Curriculum and Learning Technologies

This graduate specialization within the Department of Curriculum and Instruction at New Mexico State University focuses on the integration of constructivist uses of technology within culturally-responsive curricula. Students may focus on K-12 to adult learning environments and on specific content applications. Students can also receive an endorsement to their teaching credential as an Information Technology Coordinator by planning to take the required courses indicated by an *. See more information about the program or [endorsement courses](#) on the [Learning Technologies website](#) education.nmsu.edu/ci/programs/edlt/index.html.

Minimum credits required **36**

NOTE: * courses indicate courses required for the Information Technology Coordinator Endorsement.

A. Curriculum and Instruction Core **15**

EDUC 515	Multicultural Education	3
EDUC 516	Curriculum & Pedagogy I (foundations and development)	3
*EDUC 518	Technology and Pedagogy	3
EDUC 519	Research in Curriculum and Pedagogy	3
*EDLT 571	Action Research or	3
EDUC 517	Curriculum and Pedagogy II	

B. Curriculum, Learning and Technology Core Classes **15**

*EDLT 574	Tech Planning and Grant Writing	3
*EDLT 528	Designing Educational Resources on the Internet	3
*EDLT 573	Technology and Critical Thinking	3
*EDLT 520	Introduction to Multimedia & Authoring	3
*EDLT 522	Technology and Language Learning	3

C. Additional Suggested Electives **6**

*EDLT 529	Developing and Managing Educational Networks	3
EMD 581	Design, Development & Adm. Distance Learning	3
ENGL 579	Computers and Writing	3
AXED 500	Diffusion of Innovations	3

Any additional electives within the Department, College or University.

The Master of Arts in Teaching (M.A.T.)

Program Requirements:

- Admission to the Graduate School. All courses are part of a Graduate Program within the Department of Curriculum and Instruction. Students must be fully admitted to the Graduate School before taking any Graduate courses in this program.
- Enrollment and acceptance into the Curriculum and Instruction Master of Arts Program.

The Master of Arts in Teaching (M.A.T.) is a 32 credit fifth-year program of study planned for career teachers. Candidates complete a minimum of 17 credits in academic content (generally in the College of Arts and Sciences) in the teaching field numbered 450 or above and a minimum of 14 credits in advanced professional course work. The professional course work must be taken in the Department of Curriculum and Instruction and culminates with a written examination over the program of study. A candidate may choose to write a thesis in place of the written exam.

NOTE: This program is designed for students currently holding a Bachelor's degree and a teaching license. It is NOT designed for persons who are not yet licensed teachers.

Part II - Master of Arts plus Licensure Programs

The Department of Curriculum and Instruction at New Mexico State University offers three licensure programs (Early Childhood, Elementary and Secondary) to individuals who have completed a Bachelor's degree. With nine additional hours of courses in Curriculum and Instruction and a successful final examination, this can also lead to a Master of Arts degree.

For Licensure

Candidates must:

1. Seek admission to the Graduate School.
2. Satisfy all state and university requirements including, but not limited to grade point average, and successful completion of the New Mexico Teacher Assessments (NMTA).
3. Remove any undergraduate course deficiencies necessary to establish a teaching field. Your undergraduate transcript will be evaluated at the time of admission and requirements will be determined. **Do not wait until student teaching to do this.**
4. Apply to the Teacher Education Program (TEP) in the Advisement Center (O'Donnell Hall – Room 200) when TEP Prerequisites have been met. **This admission process is competitive and rigorous. Do not put this off. Check the Advisement Center for deadline dates.**
TEP Prerequisites – A “B” or better in the following courses (or be enrolled in the final TEP prerequisite courses at the time of portfolio submission):
 - EDUC 515 – Multicultural Education
 - EDUC 530 – Exploration in Education
 - EDUC 518 – Technology and Pedagogy
 - CEP 512 – Human Development
 - SPED 500 – Special Education for Regular Educators
 - MATH 111 – Fundamentals of Elementary Math I
 - **The candidate must have passed the Basic Skills portion of the New Mexico Teacher Assessments (NMTA) with a score of 240 or better.** Registration booklets are available in the Testing Office in Garcia Annex.
5. Student teaching applications, available at the Advisement Center, must be submitted to the Advisement Center **ONE FULL YEAR PRIOR TO STUDENT TEACHING.**
 - Deadlines are October 9 for the following fall and February 9 for the following spring.
 - Make an appointment with your advisor to check Preliminary Program Plan. A copy of your Preliminary Program Plan is needed with the application for student teaching. Before student teaching is approved the **candidate must pass the General/Content Knowledge portion of the New Mexico Teacher Assessments (NMTA).**
6. Take EDUC 509 and EDUC 510 concurrently (while student teaching).

7. Individuals currently holding a license to teach K-8, but desiring an additional license (and vice versa) will not be required to complete an additional student teaching experience. Candidates will complete a specialized practicum.

Special note: A maximum of 9 credit hours may be transferred from the non-degreed status toward a Master of Arts Degree. Students are advised to apply for admission to the Graduate School prior to enrolling in their first semester of study. Students are responsible for having these hours transferred from non-degree status to the graduate program in the Department of Curriculum and Instruction.

Early Childhood Licensure And Master of Arts Degree Concurrently

The Department of Curriculum and Instruction at New Mexico State University offers an Early Childhood Teacher Education Program for individuals who have completed a Bachelor's degree. The program is designed to meet the professional education course requirements for teacher licensure as a part of a Master of Arts Degree in Education.

Program Requirements:

Admission to the Graduate School.

- Enrollment and acceptance into the Department of Curriculum and Instruction Master of Arts Program.
- Admission to the Teacher Education Program (TEP).
 - **TEP Prerequisites** – A “B” or better in the following courses (or be enrolled in the final TEP prerequisite courses at the time of portfolio submission).
 - EDUC 515 – Multicultural Education
 - EDUC 518 – Technology and Pedagogy
 - CEP 512 – Human Development
 - SPED 500 – Special Education for Regular Educators
 - MATH 111 – Fundamentals of Elementary Math I
- The candidate must have passed the Basic Skills portion of the New Mexico Teacher Assessments (NMTA) with a score of 240 or better. Registration booklets are available in the Testing Office in 235 Garcia Annex.
- Completion of the Licensure Courses listed below.
- Student teaching application must be submitted **ONE FULL YEAR PRIOR TO STUDENT TEACHING.**
 - Deadlines are October 9 for the following Fall and February 9 for the following Spring.
 - Make an appointment with advisor to check Preliminary Program Plan.
 - Student teaching applications are available at the Advisement Center. A copy of the Preliminary Program Plan is needed with the application for student teaching.
 - Before student teaching is approved the candidate must pass the General Knowledge portion of the New Mexico Teacher Assessments (NMTA).
- Take EDUC 509 and ECED 470 concurrently (while student teaching)

Required Licensure Courses:

A. Prerequisite Courses:

MATH 111	Fundamentals of Elementary Mathematics I	3
ECED 351	Literacy Development in Early Childhood	3

B. These courses are to be taken in the first semester of the program. Each course has a field experience component:

EDUC 515	Multicultural Education	3
EDUC 518	Technology and Pedagogy	3

C. These core courses should be taken before the block:		
CEP 512	Human Development	3
ECED 452	Teaching Language Minority Children in ECED Settings	3
ECED 479	Curriculum in Early Childhood Education	3
ECED 515	Working with Parents of Young Children	3
ECED 560	Introduction to Early Childhood Education	3
SPED 551	Assessment of Young Children (Birth-8yrs)	3
SPED 550	Working with Young Children With Special Needs (Ages 3-8yrs)	3
ECED 458	Field Experience (infants-pre-K)	1
SPED 481	Field Experience in Special Education	1
D. These block courses are taken together prior to student teaching:		
ECED 455	Art/Music/PE Curriculum	3
ECED 540	Science/Math Curriculum	3
ECED 541	Language Arts/Social Studies	3
RDG 350	Reading Processes/Methods and Materials	3
ECED 459	Field Experience (K-3)	1
E. These courses are taken together and after completing the block & core courses & their prerequisites & while student teaching		
EDUC 509	Teaching Methods Laboratory	3
ECED 470	Student Teaching/Seminar	6
F. Additional Courses Required For The Master of Arts Degree:		
EDUC 516	Curriculum and Pedagogy I	3
EDUC 519	Research in Curriculum and Pedagogy	3
EMD 572	History and Philosophy of American Education OR	
EMD 587	Educational Politics and Community Relations	3
	Total	66

Elementary Teacher Licensure and Master of Arts Degree Concurrently

The Department of Curriculum and Instruction at New Mexico State University offers an Elementary Teacher Education Program for individuals who have completed a Bachelor's Degree. The program is designed to meet the professional education course requirements for teacher licensure as a part of a Master's Degree in Education.

Program Requirements:

- Admission to the Graduate School.
- Enrollment and acceptance into the Department of Curriculum and Instruction Master of Arts Program.
- Admission to the Teacher Education Program (TEP).
 - **TEP Prerequisites** – A “B” or better in the following courses (or be enrolled in the final TEP prerequisite courses at the time of portfolio submission).
 - EDUC 515 – Multicultural Education
 - EDUC 530 – Exploration in Education
 - EDUC 568 – Educational Uses of Computers **OR**
 - EDUC 569 – Program Development for Microcomputer Applications
 - CEP 512 – Human Development
 - SPED 500 – Special Education for Regular Educators
 - MATH 111 – Fundamentals of Elementary Math I
(for Elementary Education majors only)
- **The candidate must have passed the Basic Skills portion of the New Mexico Teacher Assessments (NMTA) with a score of 240 or better.** Registration booklets are available in the Testing Office in 235 Garcia Annex.
- Completion of the Licensure Courses listed below.
- Student teaching application must be submitted **ONE FULL YEAR PRIOR TO STUDENT TEACHING.**
 - Deadlines are October 9 for the following fall and February 9 for the following spring.
 - Make an appointment with Advisement Center to check Preliminary Program Plan.
 - Student teaching applications are available at the Advisement Center. A copy of the Preliminary Program Plan is needed with the application for student teaching.
 - Before student teaching is approved the candidate must pass the Elementary Education Content portion of the New Mexico Teacher Assessments (NMTA).
- Take EDUC 509.1 and EDUC 510.1 concurrently (while student teaching).

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Required Licensure Courses:

A. Prerequisite Courses:

MATH 111 Fundamentals of Elementary Mathematics I 3

B. To be taken before Blocks A and B and student teaching (each course has a field experience component):

EDUC 515 Multicultural Education (Required in first semester) 3

EDUC 530 Exploration in Education
(Required in first semester) 3

C. Additional course requirements:

CEP 512 Human Growth and Development 3

SPED 500 Special Education for Regular Educators 3

EDUC 505 Classroom Management 3

EDUC 518 Technology and Pedagogy **Or**

EDUC 569 Program Development for micro-computer Applications 3

D. Block A (these courses are taken together in the same section and BEFORE Block B; they have a single field experience component):

EDUC 550 Methods of Teaching Early Childhood Education 3

EDUC 551 Methods of Teaching Elementary School Science 3

SPED 523 Advanced Curriculum for Exceptional Learners 3

RDG 560 Elementary School Literacy I 3

E. Block B (these courses are taken together in the same section and AFTER Block A; they have a single field experience component):

EDUC 552 Methods of Teaching Elementary School Mathematics
(Math 111 is prerequisite) 3

EDUC 553 Methods of Teaching Elementary School Language Arts 3

EDUC 554 Methods of Teaching Elementary School Social Studies 3

EDUC 561 Elementary School Literacy II 3

F. Student Teaching Block (these courses are taken together and after completing Block A and B and their prerequisites):

EDUC 509.1 Teaching Methods Laboratory
(Student Teaching Seminar) 3

EDUC 510.1 Internship/Student Teaching 6

Total 54

G. Additional Courses Required For The Master Of Arts Degree:

EDUC 516 Curriculum and Pedagogy I 3

EDUC 519 Research in Curriculum and Pedagogy 3

EMD 572 History and Philosophy of American Education **OR**

EMD 587 Educational Politics and Community Relations 3

Total 63

Secondary Teacher Licensure and Master of Art's Degree Concurrently

The Department of Curriculum and Instruction at New Mexico State University offers a special secondary teacher education program for individuals who have completed a Bachelor's Degree. This program is designed to meet the professional education course requirements for teacher licensure as part of a Master's Degree in Education.

Program Requirements:

- Admission to the Graduate School.
- Enrollment and acceptance into the Department of Curriculum and Instruction Master of Arts Program.
- Admission to the Teacher Education Program (TEP).
 - **TEP Prerequisites** – A “B” or better in the following courses (or be enrolled in the final TEP prerequisite courses at the time of portfolio submission)
 - EDUC 515 – Multicultural Education
 - EDUC 530 – Exploration in Education
 - EDUC 518 - Technology and Pedagogy
 - CEP 512 – Human Development
 - SPED 500 – Special Education for Regular Educators
- **The candidate must have passed the Basic Skills portion of the New Mexico Teacher Assessments (NMTA) with a score of 240 or better.** Registration booklets are available in the Testing Office in 235 Garcia Annex.
- Completion of the Licensure Courses listed below.
- **Meet Requirements for a secondary education teaching field. Submit transcripts to Department of Curriculum and Instruction for evaluation. (See page 27 for more information).**
- Student teaching application must be submitted **ONE FULL YEAR PRIOR TO STUDENT TEACHING.**
 - Deadlines are October 9 for the following Fall and February 9 for the following Spring.
 - Make an appointment with advisor to check Preliminary Program Plan.
 - Student teaching applications are available at the Advisement Center. A copy of the Preliminary Program Plan is needed with the application for student teaching.
 - Before student teaching is approved the candidate must pass the appropriate Content Knowledge portion of the New Mexico Teacher Assessments (NMTA).
- Take EDUC 509.2 and EDUC 510.2 concurrently (while student teaching).

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Required Licensure Courses:

A. To be taken the first semester of your program:

EDUC 515 Multicultural Education	3
EDUC 530 Exploration in Education	3

B. To be taken before student teaching:

EDUC 505 Classroom Management	3
EDUC 56_ Secondary Methods Course	3
(Take the appropriate course for your verified teaching field; these courses are offered Fall Semester only)	
EDUC 518 Technology and Pedagogy	3
RDG 514 Content Area Literacy	3
CEP 512 Human Growth and Development	3
SPED 500 Special Education for Regular Educators	3

C. Student teaching (these courses must be taken concurrently):

EDUC 509.2 Teaching Methods Laboratory	3
EDUC 510.2 Internship/Student Teaching	6

Total 33

D. Additional Courses Required For The Master of Arts Degree:

EDUC 516 Curriculum & Pedagogy I	3
EDUC 519 Research in Curriculum and Pedagogy	3
EMD 572 History and Philosophy of American Education	3

Total 42

Guidelines for Establishing A Secondary Teaching Field

1. *Beginning January 1, 1994, upon admission to the Department of Curriculum and Instruction, the Admission Referral Memorandum (ARM), along with accompanying transcripts, will be forwarded to the Dean's office for transcript evaluation. Notification of any course deficiencies for the identified subject areas will be forwarded to the department.
2. A copy of this course deficiency memorandum will be placed in the admitted student's graduate file. During advisement sessions the advisor will verbally apprise the student of the course(s) required and these will be added to the student's Master of Arts Degree Program. A departmental program plan should be filed, with a copy of the memo attached, at the first advisement session. This will protect the student as well as the advisor. **During the semester that the student completes 12 course hours, the candidacy form must be filed and a copy of the memo attached to that form.**
3. Those students admitted January 1, 1994 or thereafter (documented in the in the **1994 curriculum and Instruction Graduate Handbook** and on all advisement sheets for graduate students applying for admission to the licensure program) must successfully complete the required identified subject matter courses in order to complete the Master of Arts plus Licensure degree.
4. Students will be required to take the identified subject matter courses at the **Graduate Level**, unless these courses are only listed at the lower division.
5. Students who wish to appeal the Dean's Office transcript evaluation may do so by submitting the appeal in writing to the Department Head of Curriculum and Instruction. This appeal will then be referred to the appropriate departmental subject matter professor. The professor will assess the transcript in question and forward a recommendation in writing to the Department Head. The recommendation will then be placed in the student's file.
6. The College of Education Dean's Office will be the final appellate board.

***Note: NMSU College of Education teaching field requirements differ from state requirements. DO NOT assume that because you have 30 hours in a teaching field that you meet these requirements. Students are advised to have their transcripts examined for deficiencies in their teaching field as soon as possible in their program. DO NOT wait until the semester before student teaching to learn if you still have courses in your field to take.**

**Requirements for an Additional License
(For students already licensed in New Mexico)**

Elementary Licensure (27 credits)

The Department of Curriculum and Instruction at New Mexico State University offers a special elementary teacher education program to prepare individuals who have completed secondary licensure and want to obtain an additional elementary license.

Program Requirements:

- Admission to the Graduate School.
- All courses are part of a Graduate Program within the Department of Curriculum and Instruction. Students must be fully admitted to the Graduate School before taking any Graduate courses in this program.
- Enrollment and acceptance into the Curriculum and Instruction Master of Arts Program.

Course Requirements:

A. Prerequisite Courses:

MATH 111 Fundamentals of Elementary Mathematics I 3
(This course is a prerequisite for EDUC 552)

B. Block A (these courses are taken together in the same section and BEFORE Block B; they have a single field experience component):

EDUC 550 Methods of Teaching Early Childhood Education 3
EDUC 551 Methods of Teaching Elementary School Science 3
SPED 523 Advanced Curriculum for Exceptional Learners 3
RDG 560 Elementary School Literacy I 3

C. Block B (these courses are taken together in the same section and AFTER Block A they have a single field experience component):

EDUC 552 Methods of Teaching Elementary School Mathematics
(Math 111 is prerequisite) 3
EDUC 553 Methods of Teaching Elementary School Language Arts 3
EDUC 554 Methods of Teaching Elementary School Social Studies 3
EDUC 561 Elementary School Literacy II 3

D. Practicum (to be taken last):

EDUC 489 Dual License Practicum 3

Total 27

Secondary Licensure (12 credits)

The Department of Curriculum and Instruction at New Mexico State University offers a special secondary teacher education program to prepare individuals who have completed elementary licensure and want to obtain an additional secondary license.

Program Requirements:

- Admission to the Graduate School. All courses are part of a Graduate Program within the Department of Curriculum and Instruction. Students must be fully admitted to the Graduate School before taking any Graduate courses in this program.
- Enrollment and acceptance into the Curriculum and Instruction Master of Arts Program.
- Completion of a secondary education teaching field (p. 27). The student's transcripts are evaluated by the College of Education Dean's Office to determine whether they meet the requirements for a teaching field. **If additional courses are needed, all courses for the teaching field requirements must be complete prior to enrolling in EDUC 489.**

Course Requirements:

A. Required Courses:

RDG 514	Content Area Literacy	3
EDUC 56_	Secondary Methods in the appropriate subject area, offered only during the Fall semester.	3
EDUC 505	Classroom Management OR	
EDUC 575	Contemporary Issues in Education	3

B. Practicum (to be taken last):

EDUC 489	Dual License Practicum	3
	Total	12

Endorsements in Content Areas

Endorsements to an existing elementary or secondary license may also be obtained in the Department of Curriculum and Instruction. There are endorsements available in Reading, mathematics, TESOL (Teaching English to Speakers of Other Languages), Bilingual Education, and as an Information Technology Coordinator (See the Learning Technologies program). These endorsements are usually offered as part of the Masters of Arts in Education programs in the Curriculum and Instruction Department. See the coordinators of each specialization program for additional information about endorsements.

Distance Education

Some Master of Education and licensure programs are available via distance delivery. These programs generally require some in-person meetings combined with course work delivered via the Internet. Programs in Educational Learning Technologies and Early Childhood Education are currently offered via distance education. Endorsements in Reading, Information Technology Coordination, Mathematics and an Alternative Certification Program in Secondary of Elementary Education are now being offered via distance education. For more information about distance education call the Assistant Director of Distance Education, Dr. Juanita Mendoza (646-2125) or investigate distance education opportunities via the College of Education website (<http://education.nmsu.edu>)

Department of Curriculum and Instruction
Master of Arts Degree
Final Examination

All Master's candidates must participate in a written examination. This examination will be administered during the fall, spring and summer sessions. The exam will consist of three questions and candidates will have three hours to complete. Candidates must pre-register for the exam in the Department of Curriculum and Instruction, located in OH 307, during the announced registration period. A signed, typed copy of the candidate's final program must be attached to the registration application. The paperwork for this examination must be submitted by the Department of Curriculum and Instruction to the Graduate School **no less than 3 weeks** before the examination is taken. A candidate who does not meet the deadline will have to reapply for the next administration of the examination. **In all cases, it is the responsibility of the student and NOT her/his advisor to know registration deadlines and to register within the deadline.**

At the time of taking the final examination, a candidate must have a **grade point average of at least 3.0 in all courses** taken for graduate credit and a **3.0 grade point average in all courses taken for credit at New Mexico State University**. The candidate must be enrolled in their final semester or have completed all course work for the Master of Arts Degree.

Candidates must bring their registration slip with them on the scheduled date in order to take the examination. If students register for the examination but are a "no show" on the scheduled date, students will be required to wait until the next scheduled date to take the examination.

Candidates enrolled in off-campus programs may also take the written exam at their branch campuses on an "as needed" basis each semester. Off-campus students should call their advisor regarding arrangements for the exam. Again, it is the responsibility of the candidate and not the advisor, to know which semester or session they should register for the examination.

Candidates who do not pass the written examination have the option, after a sixteen-week lapse period, of retaking the written examination once or of participating in an oral examination with a committee composed of their advisor and three other members of the Graduate Faculty.

Candidates will be notified of their examination results three weeks after the administration of the examination. The notification period may be longer for off-campus candidates.

Master's candidates who choose to write a thesis will also participate in an oral defense of the thesis. For further information contact your advisor.

Department of Curriculum and Instruction Graduate Assistantships

Graduate Assistantships are available through the Department of Curriculum and Instruction. Assistantships are available to persons who enroll in both Master of Arts Degree and Doctoral programs.

ELIGIBILITY: Applicants must be admitted to the Graduate School. Students with experience as educators will be given priority in appointments to assistantships. Because of the strong commitment of New Mexico State University, the College of Education and the Department of Curriculum and Instruction to diversity in education, persons from ethnic minorities are especially encouraged to apply.

STIPEND: Stipends range from \$12,200 to 12,600 for a nine-month appointment.

SPECIAL BENEFIT: During the first year of their appointments all graduate assistants pay only resident tuition fees. During the subsequent years non-residents qualify for in-state rates by becoming residents.

RESPONSIBILITIES: Assistants typically work 20 hours per week. Duties may be in the areas of instruction, research or administration. However, the majority of assistants are assigned instructional responsibilities such as supervising undergraduates' field experiences, teaching of lower division courses or assisting a professor with the course instruction.

COURSE LOAD: Most assistants are required to enroll in 9 hours of graduate coursework.

APPLICATION DEADLINE: Applications should be submitted by February 15 to the Department of Curriculum and Instruction for the following fall semester. Candidate should be admitted to the Graduate School and submit an application, a résumé and three letters of reference to:

Department of Curriculum and Instruction – Graduate Assistantships
Box 30001, MSC 3CUR
New Mexico State University
Las Cruces, New Mexico 88003-0001
(505) 646-4820

**New Mexico State University
Graduate School**

Application for Financial Support

(This completed application form should be mailed to the Department Head of Curriculum and Instruction. Deadline for assistantships, fellowships and traineeships is February 15 for the following fall semester.)

I am applying for the following in the Department of Curriculum and Instruction majoring in _____.

- Assistantship
- Graduate Fellowship or Traineeship
- Other (specify) _____

For: _____
Semester and year

Today's Date: _____

1. (Mr.) (Mrs.) (Ms.) _____ SS# _____

2. Present Address: _____ Until what date? _____

Permanent Address: _____ Phone _____

3. Date of Birth _____ Place of Birth _____

- Married
- Single

Number of Children _____ Other Dependents _____

Forms

All needed forms described below can be obtained from the office of the Department of Curriculum and Instruction, O'Donnell Hall, Room 307 on the main campus of New Mexico State University, from the Graduate School on the main campus or on-line at – www.nmsu.edu/~gradcolg/forms-index.html

The Preliminary Program Plan – This form should be filled out as soon as a degree program has been decided on between a candidate and her/his advisor and filed in the office of the Department of Curriculum and Instruction. It acts as a contract between the student and the department and once approved the courses listed on it become the official courses needed for completion of the degree program.

Request for Transfer of Graduate Credit – If you are transferring graduate credits earned at universities other than New Mexico State University, you will need to fill out this form and turn it in to the departmental office as soon as possible.

Application for Admission to Candidacy for Master's Degree – Fill this form out (it **MUST BE TYPED**) as soon as you know all the coursework you will need to complete your degree program. **THE GRADUATE SCHOOL REQUIRES THAT THIS FORM BE SUBMITTED IMMEDIATELY AFTER COMPLETION OF 12 CREDITS OF GRADUATE WORK IN RESIDENCE.** This form is crucial if you are to graduate on time, do not put it off. It needs to be signed by your advisor and the department head and must be turned into the office of Curriculum and Instruction.

Independent Study/Research Type Course Enrollment Form – If you arrange with an instructor to take a class as an independent study course or to do some research you will need to file this form with the office of Curriculum and Instruction after working out arrangements for the course with your instructor of record.

Application for Permission to Use Human Subjects in Research – If you decide to write a thesis for your Master's degree, which includes research, you must receive permission of the individuals who are participating. This form seeking permission to do so must first be filed. This is needed to legally protect the participants and yourself. See your advisor for further information before you begin to collect data.

Change of Program of Study – If, after filing your Preliminary Program Plan or Application for Candidacy form you need to make a change in your coursework you must file this form through the office of Curriculum and Instruction. See your advisor for more information.

Application for Financial Support and Letter of Reference Form – Should you want to apply for a Graduate Assistantship in the department you will need to submit these forms to the department head. See your advisor for more information before applying.

College of Education Substitution and Waiver Form – On rare occasions a different course or course number in a student's program may be substituted or waived for a required course in a degree program. This form, signed by the Dean of the College of Education and the department head, is required for such a substitution or waiver.