

STUDENT HANDBOOK MASTERS DEGREE

DEPARTMENT OF TEACHING AND LEARNING



College of Education



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Edited by the Office of Graduate Studies

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Welcome from the Department Chair

I would like to take this opportunity to welcome you to the Department of Teaching and Learning graduate program. We conduct rigorous admissions processes, so your admission to the Teaching & Learning program means that you are one of the best of the best! Congratulations!

We have extremely talented and knowledgeable faculty in the Department. The faculty are both excellent teachers and superb researchers. They are deeply connected to the K-12 public school system, and also active contributors to the research in their respective fields. The faculty conduct a wide range of research, some of which is integrated into the public school systems (e.g., professional development for teachers, science and math education teacher workshops, programming for students with disabilities) and some that is community-based (e.g., sustainability, leadership camps for Native American youth, support for parents with children who have Autism). You have access to these faculty and their projects through course work and advising structures. Seek out faculty with whom you want to work with and learn from. We encourage you to take advantage of this invaluable resource.

Please read through this handbook. It is designed to help you navigate all the transitions, procedures, and processes that graduate education involves. Discuss the items in this handbook with your advisor and graduate committee. Be aware of the deadlines described in the handbook because, as a student, it is your responsibility to adhere to them.

We strive to facilitate and support a collaborative, positive, and productive culture for our graduate students. We are here to help you achieve your graduate goals. The faculty and staff in the Department of Teaching and Learning welcome you to the graduate program and offer their assistance throughout your program.

Tariq Akmal, Ph.D.
Interim Chair of the Department of Teaching and Learning

Introduction

Congratulations on your admission to the Master's degree programs in the Department of Teaching and Learning at Washington State University (WSU). The guidelines in this handbook are to assist you in planning and completing your program. Please read and discuss them with your advisor. If you have questions that are not addressed in this handbook, please contact your advisor or the staff in the Office of Graduate Studies in the College of Education (COE). You can also visit our website <http://education.wsu.edu/graduate/> for additional information.

The forms described in this handbook are available from the College of Education (COE) Office of Graduate Studies and the Graduate School website: <https://gradschool.wsu.edu/facultystaff-resources/18-2/>. Some of the forms contained in the appendices of this document have been reformatted to fit this handbook and, therefore, should not be copied for official use.

Overview

The Master's Degree Handbook is designed for current and prospective students. Current master's degree students will find this Handbook helpful in understanding the degree program options, the process for enrolling in course work, and information regarding policies and procedures for successfully completing a degree program. If you have questions that are not addressed in these guidelines, please visit our website (<http://education.wsu.edu/tl/>), contact your advisor, or contact/visit the College of Education (COE) Office of Graduate Studies.

The Department of Teaching and Learning offers three master's degrees: Master of Education (EdM), Master of Arts in Education (MA), and Master in Teaching (MIT). If you seek K-12 Teacher Certification as part of your graduate program, you must pursue the MIT. If you are completing the Professional Certificate Program as part of a master's degree, then you pursue the EdM degree. Specializations within the EdM and the MA degrees include: Literacy, Curriculum and Instruction, Special Education, and English Language Learners/Bilingual Education. Although course options have been identified for each specialization, there is also considerable flexibility to tailor the program of study to your individual educational and professional goals. Your unique program of study is developed in collaboration with your faculty advisor and master's degree committee. For a comparison between the MA, EdM and MIT programs see Appendix A.

Master of Arts in Education (MA)

The Master of Arts (MA) degree is designed for students who desire to study and explore educational research. The MA degree is well suited for those students wishing to eventually pursue a doctoral degree or a research/leadership role in schools or organizations/agencies. The MA degree program consists of a minimum of 30 semester credit hours, 21 of which must be graded course work. Three research courses, three credits each, are a component of the 21 graded credits. A minimum of nine additional credits of TCH_LRN 700 (independent research work) are required and usually involve research/scholarship activities associated with the thesis and final oral examination. The performance criteria in TCH_LRN 700 are based on a satisfactory/fail scale, as

opposed to a letter grade. Options for specialization within the MA degree program include: Literacy, Curriculum and Instruction, Special Education, and English Language Learners/Bilingual Education.

Master of Education (EdM)

The Master of Education (EdM) degree is designed for students wishing to extend their knowledge and skills in education, expand their content knowledge, and/or pursue leadership roles in schools and organizations/agencies. The EdM degree program consists of a minimum of 35 credits, 33 of which must be graded course work. A minimum of one three-credit research course and one three-credit foundations course must be included in the 33 graded credits. A minimum of 2 credits of TCH_LRN 702 are required and usually involve research/scholarship activities associated with the special project and final oral examination. The performance criteria in TCH_LRN 702 are based on a satisfactory/fail scale, as opposed to a letter grade. Options for specialization within the EdM degree program include: Literacy, Curriculum and Instruction, Special Education, and English Language Learners/Bilingual Education.

Additional courses may also fulfill both Professional Certification and EdM requirements. Your advisor and master's degree committee must approve your program, and will work with you to identify appropriate course work. For more information, please contact the COE Office of Graduate Studies, or visit our website (<http://education.wsu.edu/graduate/>) or the website of the COE School and Community Collaboration Center.

Master in Teaching (MIT)

The Master in Teaching (MIT) degree is intended for those who desire an integrated master's degree program with either elementary education or secondary education teacher certification. Candidates for this degree enter the MIT with a bachelor's degree. The MIT degree program consists of two summer sessions of study, along with a fall and spring semester of study. Students will have completed their certification at that point but may elect to take longer to complete their degree special project. An MIT degree program cohort begins each summer. *Note that the MIT has a November 15 deadline for applications for admission and additional application materials beyond those required for the MA and EdM.* For more information, please contact the COE Office of Graduate Studies or refer to the MIT Handbook.

General Information

Department Offices

Washington State University-**Pullman**
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Email

<http://office365.wsu.edu>

Central Services and Facilities

Student Services, including Health and Counseling Services

Pullman: <http://osae.wsu.edu/>

Spokane: <http://spokane.wsu.edu/students/current/studentaffairs/>

Tri-Cities: <http://www.tricity.wsu.edu/student-affairs/index.html>

Vancouver: <http://studentaffairs.vancouver.wsu.edu/>

Libraries

Pullman: <http://www.wsulibs.wsu.edu/>

Spokane: <http://spokane.wsu.edu/academics/library/>

Tri-Cities: <http://www.tricity.wsu.edu/Library/index.html>

Vancouver: <http://library.vancouver.wsu.edu/>

Parking

Pullman: www.parking.wsu.edu

Spokane: <http://spokane.wsu.edu/aboutWSUSpokane/Visiting/Parking/>

Tri-Cities: <http://tricitie.wsu.edu/>

Vancouver: <http://admin.vancouver.wsu.edu/parking/parking-services>

Maps

Pullman campus: <http://map.wsu.edu/>

Spokane campus: <http://spokane.wsu.edu/aboutWSUSpokane/Visiting/campusMap.html>

Tri-Cities campus: <https://tricitie.wsu.edu/campusmaps/>

Vancouver campus: <http://www.vancouver.wsu.edu/community/campus-map-directions-and-parking-information>

I-9 Forms

WSU employs only U.S. citizens and aliens who are authorized to work in the U.S. in compliance with the Immigration Reform and Control Act of 1986.

<http://www.wsu.edu/forms2/ALTPDF/BPPM/60-04.pdf>

W-4 Forms

U.S. Citizens: <http://www.wsu.edu/payroll/taxes/completeW4.htm>

Non U.S. Citizens: <http://www.wsu.edu/payroll/nonUS/newInstIRSFormW4.htm>

Tax Information

U.S. Citizens: <http://payroll.wsu.edu/ppt/StudentTaxPresentation12.ppt>

Non U.S. Citizens: <http://ip.wsu.edu/global-services/tax-info.html>

Automatic payroll deposit

<http://www.wsu.edu/studacct/directdeposit.htm>

Social Security Numbers

Significance and correction of an SSN: <http://www.wsu.edu/forms2/ALTPDF/BPPM/55-05.pdf>

Use of an SSN on forms:

http://public.wsu.edu/~forms/HTML/BPPM/90_Records/90.78_Use_of_Social_Security_Number_on_Forms.htm

Application pointers: <http://www.wsu.edu/payroll/stntpay/sscardappoint.htm>

Academic Requirements, Policies, and Procedures

For both the EdM and MA degree programs you must do the following in order to confirm your degree. Specific requirements to complete the Non-Thesis/Thesis degrees will follow in the Degree Requirements for Thesis/Special Project/Final Examination section.

Mandatory Research Training

All graduate students are required to complete the Responsible Conduct of Research online training module. This is a web based training located at <https://myresearch.wsu.edu/MandatoryTraining.aspx>. Students are encouraged to take this training as soon as possible. Students will not be eligible for an assistantship until after the training is completed. Once you have completed this training, you will receive email confirmation of your completion. Please forward this email to the College of Education (COE) Office of Graduate Studies (gradstudies@wsu.edu) as well as the department through which you have received an assistantship if applicable. We must report the date of completion. Delay in the completion of this training could delay a student's progression through their graduate program. The training will need to be repeated after a five-year period.

If you have questions about this training, please contact the WSU Graduate School (533-1446, gradsch@wsu.edu), Patty Iulo (335-5165, patiulo@wsu.edu) or Dave Clark, Director, Office of Research Compliance (335-1585, drclark@wsu.edu).

Grade Point Average

You are required to have a 3.0 cumulative and a 3.0 program GPA in order to be awarded a graduate degree. No work of B- or below may be dropped from a program, nor can a course be repeated for a higher grade if the final grade is C or higher. Any course listed in the Program for Master's Degree with a grade of C- or below must be repeated, and it cannot be repeated on an S/F basis.

If you are a regularly admitted graduate student who has completed only one semester or one summer session of graduate study with a GPA of 2.75 or above, you are eligible for continued enrollment. Upon completion of two semesters, one semester and one summer session, or two summer sessions of graduate study and thereafter, a 3.0 GPA or above is required for continued enrollment in the Graduate School. If you are admitted on a provisional status, you must maintain at least a 3.0 GPA in order to continue your enrollment in the Graduate School.

If you fail to maintain a cumulative GPA of at least a 3.0 for two semesters, one semester and one summer session, or two summer sessions, your enrollment will be terminated. If your GPA is between 2.75 and 2.99, you may be reinstated by the Dean of the Graduate School upon favorable recommendation of the department chair. Upon reinstatement, you will have one semester to raise your cumulative GPA to at least a 3.0.

If you are a newly admitted student who fails to obtain a cumulative GPA of at least 2.75 at the end of one semester or one summer session of graduate study, your enrollment will be terminated. You may be reinstated by the Dean of the Graduate School upon favorable recommendation of the department chair.

Registration and Credit Load

Graduate Students are responsible for completing appropriate enrollment procedures each semester. Full-time graduate students must register for a minimum of 10 credit hours to maintain full-time enrollment status in the fall and spring semesters. All full-time graduate students must register for at least one (1) 700 (masters), 702 (non-thesis masters) or 800 (doctoral) level research credit each semester to track faculty advisor effort. Part-time graduate students must register for a minimum of 2 credit hours and no more than 9 credit hours to maintain part-time enrollment status in the fall and spring semesters. For further information regarding the Registration and Credit Load policy see the Graduate School Policy and Procedures at: <https://gradschool.wsu.edu/policies-procedures/>.

Continuous Enrollment Policy

All full- and part-time degree-seeking graduate students at all campus locations must maintain continuous enrollment in the Graduate School, registering for each semester, excluding summer sessions, from the time of first enrollment until all requirements for the degree are completed. Continuous enrollment is maintained by registering for a minimum of 2 graduate credits per semester (excluding the summer). For further information regarding the Continuous Enrollment policy go to the Graduate School Policy and Procedures at <https://gradschool.wsu.edu/policies-procedures/>.

Temporary/Permanent Advisor and Committee

The admission letter from the Department indicates who will serve as your temporary advisor. This advisor is a departmental faculty member, usually in an area of specialization of interest to the student. The temporary advisor will assist you with your initial selection of course work. It is your responsibility to contact your temporary advisor as soon as possible after admission to the Department. The temporary advisor serves only until you are ready to select a master's degree program committee and permanent advisor. The chair of that committee becomes your permanent advisor (see below). If you wish to change temporary advisors, please fill out the [Change of Temporary Advisor](#) form.

You should select a permanent advisor by the end of your first semester of study. This typically occurs after one becomes acquainted with the various scholarly and research interests of the faculty members. To be a permanent advisor, a faculty member must meet specific College and University requirements. The permanent advisor for an EdM or MIT student must be either a tenured professor/faculty member, a tenure-track professor/faculty member, or a clinical professor/faculty member. For students in the MA degree program, the permanent advisor must be a tenured professor/faculty member or a tenure-track professor/faculty member. The permanent advisor serves also as the chair of your master's degree program committee and will assist you in developing

a program of study and in selecting at least two additional faculty members to serve on your master's degree committee.

The master's degree committee must consist of a chair/advisor and at least two additional faculty members. To be a master's degree program committee member, faculty must meet specific College and University requirements. The members of an EdM or MIT student's master's degree program committee must be either tenured professors/faculty members, tenure-track professors/faculty members, or clinical professors/faculty members. For students in the MA degree program, committee members must be tenured professors/faculty members or tenure-track professors/faculty members.

When selecting committee members, take into account whether each committee member

- meets College of Education criteria for serving on committees
- is accessible for meetings with you and other committee members
- provides prompt and constructive feedback
- is compatible with other committee members
- has the time to devote to your committee

Your permanent advisor/program committee chair and other committee members are identified on the Program of Study form (see below).

Developing and Submitting the Program of Study

You will work with your permanent advisor/committee chair, as well as all the faculty members of your committee to design your Program of Study. Your Program of Study is your official curriculum of study that will be used to guide you through your master's degree program. The Program of Study form can be found on the Graduate School website <https://gradschool.wsu.edu/facultystaff-resources/18-2/>. You should refer to the master's degree program descriptions in this Student Handbook when designing your Program of Study (see Appendix B). There is a separate Student Handbook detailing the MIT requirements (See the MIT website to access the current MIT handbook). For a list of courses by specialization see Appendix C.

- The MA degree program consists of a minimum of 30 semester credit hours, 21 of which must be graded course work.
- The EdM degree program consists of a minimum of 35 credits, 33 of which must be graded course work.

A master's degree Program of Study may include up to 9 hours of appropriate 300 or 400 level courses for EdM or 6 hours of appropriate 300 or 400 level courses for the Masters of Arts in Education MA. Consult with your permanent advisor about including these courses in your Program of Study.

You are responsible for obtaining the appropriate signatures on your Program of Study well in advance (at least two weeks) of Graduate School deadlines. The advisor/chair of the program committee, as well as the members of the committee, and the Chair of the Department of Teaching and Learning must sign this form before it is sent to the

Graduate School for final approval. After the Chair of the Department of Teaching and Learning signs the Program of Study, it is forwarded to the COE Office of Graduate Studies for documentation, and then sent to the WSU Graduate School for review and approval/denial. After the Program of Study and the committee membership is approved by the Graduate School, they will send you email notification of the approval.

Transfer Credit and Credit Restrictions

Up to 9 semester credits for the EdM degree program and 6 semester credits for the MA degree program may be transferred into your Program of Study, with the approval of your permanent advisor/chair of your committee and your committee members. These transferred credits must have been completed at a four-year institution of higher education. Non-graded course work, extension work, special problems courses, workshops, and correspondence courses cannot be applied to or transferred into a graduate program.

Endorsement Information

Students wishing to add an endorsement to their teacher certification must apply to the WSU endorsement program. After all course work and testing requirements are met, students submit a separate application to have the endorsement added to their teaching certificate. More information and both applications can be found on the Student Services' website:

<https://education.wsu.edu/undergradprograms/teachered/endorsements/>.

Changes to the Program of Study

Once a Program of Study has been approved by the Graduate School, it can be changed by submitting a Change of Program or a Change of Committee form (available on the Graduate School website at <https://gradschool.wsu.edu/facultystaff-resources/18-2/>). Changes must be approved by your permanent advisor and chair of your Program of Study committee, as well as the Chair of the Department of Teaching and Learning. The specific form is then forwarded to the COE Office of Graduate Studies and then to the WSU Graduate School for final approval.

Annual Review

Each year the Graduate School requires progress reviews of all graduate students. The Office of Graduate Studies coordinates this review by sending progress review (Appendix D) forms to your permanent advisor. After your permanent advisor completes and signs the review form, it is sent to you for a signature. The Office of Graduate Studies submits a copy of the signed report to you. The review includes an assessment of progress towards the degree and your GPA. Your advisor may request a meeting with you to discuss your progress.

Graduation Checklist: Application for Degree, Deadlines and Procedures Summary, and Information for Committee Members and Students Planning Final Examinations

Verify your Program of Study (POS) has been approved and that you have registered for the appropriate credits for the Thesis or non-Thesis hours. The POS must be approved by the Graduate School one semester ahead of the final in order to access the Apply for Degree link in myWSU as well as schedule your exam.

The semester prior to when you plan to graduate; you should Apply to Graduate in myWSU. There is a mandatory Graduation Fee associated with the application which must be paid at the time of application. If you do not graduate in the semester for which you applied, you must reapply for the degree. However, the fee is paid only once and carries over from semester to semester until you graduate or for one calendar year.

The semester prior to scheduling the final examination, you should review the Graduate School Deadlines and Procedures Summary <https://gradschool.wsu.edu/facultystaff-resources/18-2/>. Reviewing the Summary at that time will allow you time to complete any deficiencies.

Scheduling Your Exam

Once you and your committee have determined you are ready to graduate, have everyone choose a day and time for your defense. It is your responsibility to have the day, time and room organized before seeking signatures from your committee. Download the Scheduling Form (Thesis or Non-Thesis as appropriate) from the Graduate School Forms website <https://gradschool.wsu.edu/facultystaff-resources/18-2/>.

It is strongly recommended that students obtain faculty signatures on their *Preliminary* and *Final Exam Scheduling* forms well in advance (two weeks) of Graduate School deadlines, especially when they have committee members on multiple campuses. After the last faculty signature is obtained, students are to route these forms to the Office of Graduate Studies. The staff in the Office of Graduate Studies will then route the forms to the department chair for signature, make a copy for the student's departmental file, and send the original form on to the Graduate School.

Thesis Degree Requirements

If you are completing a thesis, you should obtain a copy of the Digital Dissertation and Thesis Guidelines at <https://gradschool.wsu.edu/documents/2014/12/dissertation-and-thesis-submission-guidelines.pdf>. This document includes important information about the format of the thesis title page, signature page, and abstract; copyright releases; submission of digital dissertations.

Provide a final copy of the thesis/special project for public inspection, to be available in the Office of Graduate Studies at least ten (10) working days prior to the final oral examination. Copies must also be submitted to your advisor/committee chair and your committee members at least ten (10) working days before the final oral examination.

Submit the final thesis to the Graduate School digitally within ten (10) working days following the oral examination. Provide a final bound copy of your thesis to the Department of Teaching and Learning AND to the chair of your committee.

Thesis Submission and Binding

After you pass the final oral examination, you have five working days to submit a digital copy of the dissertation to the Graduate School. This must occur prior to the scheduled end of the semester. For information about the format of the thesis, please refer to the Digital Thesis and Thesis Guidelines at <https://gradschool.wsu.edu/documents/2014/12/dissertation-and-thesis-submission-guidelines.pdf>. As of fall 2008, the thesis must be submitted digitally to the Graduate School.

Additionally, you must submit to the Graduate School one copy of the original signature page (in black ink), title page and abstract page. These documents must be on 100% cotton paper. You must also submit a Copyright Acknowledgement/Final Thesis Acceptance Checklist (includes Hold Harmless/Copyright Acknowledgement form), a Thesis Agreement form, and a completed and signed Survey of Earned Master's Degree. Each thesis is placed on microfilm, so you must pay a microfilming fee. If you wish to copyright your thesis, there is a copyright fee.

All students are required to submit one bound copy (does not have to be on 100% cotton paper) of the thesis to the department, and a second copy to the committee chair (binding is optional and decided on by the chair). Any additional copies submitted to the other committee members are the individual faculty/student options.

Students have ten (10) working days after their final defense to submit the bound copies of their thesis to the department and their committee chair. The departmental copy must be submitted to the College of Education (COE) Office of Graduate Studies by this time. Upon submission of the thesis, students must complete an exit survey provided by the Office of Graduate Studies.

Awarding of the Degree

When all requirements for the master's degree have been met and final clearance completed then the degree will be awarded to your transcript and your official diploma mailed directly to your Diploma Mailing Address listed in myWSU. This process happens approximately 6 to 8 weeks after grades have been posted for your final term.

Your participation in commencement exercises at the time the degree is formally awarded is not required but is strongly encouraged.

Continuation for Another Degree

To continue onward for another degree, you should contact the COE Office of Graduate Studies to get information on how you should proceed. You will need to complete a full application for any additional degree programs you wish to enter. Discuss your ideas

about another degree with the chair/advisor for your master's degree committee. She/he will help you review the available options.

Milestones for successful completion of graduate degree

The following table, adapted from the Graduate School website, provides an overview of the process for completing the master's degree. Because the Graduate School updates the table each year to include specific deadline dates, the days and years in the following table have been replaced by letters. The table is followed by a detailed description of some of the procedures listed in the table that follows.

Procedure	Under the Direction of	Date	
Obtaining an Advisor	Check with chair of major department/program	As soon as possible after admission to Graduate School	
Submission/Approval of program of study	Advisor & chair of major department/program/Associate Dean of the Graduate School An email confirming approval is sent to the major department & student	03-aa-201x	Summer
		201x	
		06-aa-201x	Fall 201x
		10-aa-201x	Spring 201x
Scheduling of preliminary examination ^a	Chair of the major and minor departments and Associate Dean of the Graduate School	03-aa-201x	Summer
		201x	
Preliminary examination	Graduate Faculty of major and minor departments and Representative of the Graduate Studies Committee	At least four months prior to final oral examination	
Application for degree ^b	Associate Dean of the Graduate School	03-aa-201x	Summer
		201x	
		06-aa-201x	Fall 201x
		10-aa-201x	Spring 201x
Payment of Graduation fee (\$50.00)	Controller (Cashier's Office, French Administration Building) Keep Receipt	03-aa-201x	Summer
		201x	
Scheduling of final examination and ballot meeting ^c	Associate Dean of the Graduate School	04-aa-201x	Spring 201x
		07-aa-201x	Summer
		201x	
		11-aa-201x	Fall 201x
Final Oral Examination	Doctoral Committee, Graduate Faculty, Representative of the Graduate Studies Committee, Chair of Major Department, Associate Dean of the Graduate School	04-aa-201x	Spring 201x
		07-aa-201x	Summer
		201x	
		11-aa-201x	Fall 201x
Final Acceptance of archival manuscript and one copy of approved thesis ^d	Graduate School	04-aa-201x	Spring 201x
		05-aa-201x	Summer
		07-aa-201x	201x
		12-aa-201x	Fall 201x
		05-aa-201x	Spring 201x

NOTE:

a Submit completed scheduling form with approved examination date, hour and place to the Graduate School at least 10 working days prior to examination date.

b It is strongly advised that the Application for Degree be submitted at least one semester before the final oral examination is scheduled so that students can be notified of graduate requirements (to-do lists) before enrolling for their last semester. A new Application for Degree is required if final oral is not taken during current semester of application.

c Submit completed scheduling form (including approved examination date, hour and place) and a copy of the thesis to the Graduate School Office at least 10 working days prior to examination date. It is required that a copy of the thesis be cleared by the Graduate School for compliance of format at the time of scheduling the final examination. A copy of the thesis must be available for public inspection in the department office at least 5 working days prior to the final examination. The student must provide a copy of the thesis to each member of their committee at least 10 working days before the committee members are asked to sign the scheduling form.

d The final copy of the thesis should be turned in within five working days of successful completion of final oral examination and before final date designated.

e For those who plan to graduate in May (or spring semester) and plan to attend commencement must have all degree requirements complete. Thesis are due in the Graduate School by **May xx, 201x**.

Degree Requirements for Thesis/Special Project/Final Examination

The MA requires a thesis as the culminating product and an oral final examination.

The EdM degree program requires a project as a culminating product and/or an oral/written final examination in addition to course work referred to in procedures and policies as the “special project.”

Masters of Arts in Education (MA) Thesis

The purpose of the thesis is to demonstrate your understanding of educational research and theory. The thesis also demonstrates your ability to design and implement a research study, as well as analyze and synthesize the results of the study. The outcome of the thesis research should add to the body of research in the particular area. The final examination of the thesis is intended to explore your ability to integrate and interpret material in the major and supporting fields with emphasis on the work presented in the thesis. The thesis may utilize quantitative and/or qualitative research methods. With committee approval, the thesis may follow an alternate format.

A thesis is designed to address a hypothesis or explore researchable questions. These hypotheses/questions should be specific, clear, and focused on some aspect of educational inquiry. The thesis includes a thorough review of the pertinent literature related to the research hypothesis/question, a description of the methodology used to investigate the hypothesis/question, the results of the study, and a discussion of the results. The following are the recommended formats for the proposal and the completed thesis. However, you may modify the format with the approval of your committee.

Format for the Thesis Proposal	Format for the Thesis Proposal
Purpose/Statement of Research Problem	Purpose/Statement of Research Problem
Review of Literature Related to Research Problem	Review of Literature Related to Research Problem
Methodology	Methodology
Timeline for Completion	Results/Findings
	Discussion

Steps for Completing the Thesis

1. Meet with your committee chair at the end of the first semester of graduate study, or after you have completed 10 credits of graduate course work, to discuss your ideas about your thesis research.
2. In consultation with your advisor/committee chair and the members of your committee, schedule a thesis proposal meeting (T-1) (found at <https://education.wsu.edu/documents/2015/09/proposals-d-1m-1t-1-scheduling-form.pdf>). You must submit a written proposal to the committee two weeks prior to the T-1 meeting. The proposal includes a detailed outline of the thesis (see

previously described format). Work with your advisor/committee chair to draft and revise the thesis proposal before submitting it to the entire committee.

The committee will evaluate the proposal and either approve it, approve it subject to modifications, or deny the thesis proposal (see the form in Appendix F). If the committee approves the proposal, you can proceed to conduct the thesis. However, if your thesis involves human subjects, you must obtain Institutional Review Board (IRB) approval for the research before you begin any data collection. In keeping with WSU Graduate School policy, failure to comply strictly with IRB requirements regarding the use of human subjects will result in your thesis not meeting final graduate requirements. In addition, disciplinary action by Washington State University and/or legal action by the Federal Office of Human Research Protection may be taken. A copy of the human subjects approval letter must be provided to your advisor and the Office of Graduate Studies. The human subjects approval form is available on the IRB website (<http://www.irb.wsu.edu/>).

3. If the thesis proposal is denied, you should work with your advisor/committee chair to revise the proposal. If the proposal is denied, you must hold another T-1 meeting, during which the committee will review the revised proposal.
4. Your advisor/ committee members are responsible for ensuring that you follow the appropriate thesis format. More information may be found under the Dissertation/Thesis Submission Guidelines and Formatting Requirements document at the Graduate School <https://gradschool.wsu.edu/documents/2014/12/dissertation-and-thesis-submission-guidelines.pdf>. Your advisor/committee members must approve your final written thesis before you can schedule the final oral examination.
5. After the committee approves the final written thesis, you may schedule the final oral examination by completing the Thesis Acceptance/Final Examination scheduling form that is available from the Graduate School and on its website <https://gradschool.wsu.edu/facultystaff-resources/18-2/>. It is your responsibility to obtain your committee members' signatures on the scheduling form. The signatures are your advisor's and committee members' indication that a typed copy of the thesis, suitable in format and content for submission to the Library, has been given preliminary approval. The members also indicate their acceptance of the date, time, and place of the final oral examination. The examination is typically a minimum of one hour in duration. Responsibility for changes in format after the Thesis Acceptance/Final Examination scheduling form is signed rests with the Department of Teaching and Learning. Content changes are your responsibility.
6. If copyrighted material is included in the thesis or project, you must obtain written permission from the copyright owner to reproduce the material in the thesis/project. Such written permission must be submitted to the Graduate School at final acceptance.
7. The Graduate School schedules your final examination upon receipt of the completed Thesis Acceptance/Final Examination scheduling form and a properly formatted, typed electronic copy (PDF is preferred) of the thesis. At least ten (10) working days

must elapse between the time the scheduling form is presented to the Graduate School and the final oral examination. A copy of your thesis must be available for public inspection in the Office of Graduate Studies at least ten (10) working days prior to the final examination. Also, the thesis abstract must be available in the Office of Graduate Studies for the same period of time.

8. Final oral examinations for the thesis are public. The examining committee shall include your advisor, members of your committee, and may include any other faculty members. Although any member of the public at large may attend a final examination, only Graduate Faculty members may ask questions and ballot. All members of the student's committee must attend and ballot.
9. Following the final oral examination, your committee members will ballot to indicate a pass/fail status. Your advisor/committee chair will notify you of the outcome.
10. After you pass the final oral examination, you have five working days to submit a digital copy of the thesis in PDF format to the Graduate School. For information about the format of the thesis, please refer to the Digital Thesis and Thesis Guidelines that can be found on the Graduate School website. As of fall 2008, all copies must be submitted digitally to the Graduate School.
11. After you complete the final examination, complete the Graduate Student Exit Survey either online or paper copy and return to the COE Graduate Studies Office, Cleveland Hall 70 (or submit to an Academic Director on the regional campuses).

Additionally, you must submit to the Graduate School one copy of the original signature page (in black ink), title page and abstract page. These copies must be on 100% cotton paper. You must also submit a Copyright Acknowledgement/Final Thesis Acceptance Checklist (includes Hold Harmless/Copyright Acknowledgement form).

All students are required to submit one bound copy (does not have to be on 100% cotton paper) of the thesis to the department, and a second copy to the committee chair (binding is optional and decided upon by the chair). Any additional copies submitted to the other committee members are up to the individual faculty/student.

Students have ten working days after their final defense to submit the bound copies of their thesis to the department and their committee chair. The departmental copy must be submitted to the COE Office of Graduate Studies by this time. Upon submission of the thesis, students must complete an exit survey provided by the Office of Graduate Studies.

Masters of Education (EdM) Non-Thesis Special Project

The Special Project is a research/inquiry project that you design in collaboration with your advisor/committee chair and the members of your committee. You register for a minimum of two credits of TCH_LRN 702 when completing the EdM Special Project in your final semester.

The purpose of the project is to demonstrate your understanding of educational research and its applicability to practice in your field of study. In addition, it is a

demonstration of your ability to understand, evaluate, and critique educational research. The project can take the form of historical or policy analysis, a review and analysis of the research literature in a specific area, a descriptive research project, or an action research project using qualitative and/or quantitative research methods. You may propose an alternative type of a project. Your advisor/chair and committee members must approve your alternative project.

The Special Project typically focuses on an educational question or several questions. Many projects take the form of action research, in which a teacher or educator conducts inquiry in his/her own classroom or in a school setting to answer an educational question or questions. In addition to the action research, the project will most likely include a narrative justifying the investigation of the phenomenon. In the narrative, you provide support from the literature and your own educational practice for conducting a study to answer the research question or questions.

The written document describing the Special Project includes a review of the literature related to the educational question or questions, the process that was used to explore the question(s) (methods), and the results and conclusions of the exploration. If applicable, the project may include a more traditional methods section. The following are recommended formats for the proposal and the completed project. You may modify the suggested format with the approval of your committee.

Format for the Personal Inquiry Project Proposal	Format for the Personal Inquiry Project Final Document
Purpose/Statement of Inquiry Project	Purpose/Statement of Inquiry Project
Review of Literature Related to Educational Question(s)	Review of Literature Related to Educational Question(s)
Process for Exploration of the Question(s) [Methodology]	Process used for Exploration of the Question(s) [Methodology]
Timeline for Completion	Results/Findings
	Discussion and Conclusions

You will work closely with your advisor/committee chair and members of your committee in drafting the inquiry project document. The final written document will be submitted to your committee. At that point you will schedule the oral final examination on the project (see instructions below). Following the final examination, committee members will complete ballots indicating a pass/fail outcome for the Special Project. A pass will be recorded as an S grade for TCH_LRN 702 (TCH_LRN 702 is graded S/U—satisfactory/unsatisfactory).

Steps for Completing a Special Project

1. Meet with your advisor/committee chair at the end of the first semester of graduate study, or after you have completed 10 credits of graduate course work, to discuss your ideas about the Special Project.
2. In consultation with your advisor/committee chair, schedule a Special Project proposal meeting (an M-1 form may be found here <https://education.wsu.edu/documents/2015/09/proposals-d-1m-1t-1-scheduling-form.pdf>). You must submit a written proposal to the committee two weeks prior to the M-1 meeting. The proposal will be a detailed outline of the Special Project (see

format described previously). Work with your advisor/committee chair to draft and revise the project proposal before submitting it to the entire committee.

The committee will evaluate the Special Project proposal and either approve it, approve it subject to modifications, or deny the Special Project proposal (see the form in Appendix E). If the committee approves the Special Project proposal, you can proceed to conduct the Special Project. However, if your inquiry project involves human subjects, you must obtain Institutional Review Board (IRB) approval for the project before you begin any data collection. In keeping with WSU Graduate School policy, failure to comply strictly with IRB requirements regarding the use of human subjects will result in your project not being accepted as meeting final graduate requirements. In addition, disciplinary action by Washington State University and/or legal action by the Federal Office of Human Research Protection may be taken. A copy of the human subjects approval letter must be provided to your advisor and the Office of Graduate Studies. The human subjects approval form is available on the IRB website (<http://www.irb.wsu.edu/>).

3. During the semester in which you are completing the Special Project, you should:
 - a. Share drafts of the final project report with your advisor.
 - b. Meet regularly with your advisor/committee chair to review your progress.
 - c. When the final written version of the completed Special Project has been approved by your advisor/committee chair and committee members, schedule a final oral examination. The scheduling form is available on the Graduate School website <https://gradschool.wsu.edu/facultystaff-resources/18-2/>. Please check the Graduate School's Deadlines and Procedures bulletin to determine the last possible date to conduct a final oral examination in any semester. This can be found on their website provided here. Your scheduling form must be submitted at least 10 working days prior to your final exam. All committee members must be present at the examination.
 - d. At least two weeks before the oral examination, provide your committee with a final written copy of the Special Project.
4. Following the final oral examination, your committee members will complete ballots that indicate a pass/fail outcome. Your advisor/committee chair will notify you of the ballot outcome. In addition, you will receive a letter from the College of Education (COE) Office of Graduate Studies regarding the outcome of your final examination. In most cases, even a student who passes will be expected to complete some revisions in the written document.
5. Students have ten working days after their final defense to submit a digital copy of their Special Project to the department on a CD. The departmental copy must be submitted to the COE Office of Graduate Studies by this time. Upon submission of the Special Project, students must complete an exit survey provided by the Office of Graduate Studies.
6. After you complete the final examination, complete the Graduate Student Exit Survey either online or paper copy and return to the COE Graduate Studies Office, Cleveland Hall 70 (or submit to an Academic Director on the regional campuses).

Human Subjects Form

After approval of the T-1 and prior to any data collection, you must obtain WSU Institutional Review Board (IRB) approval to conduct research involving human subjects. The IRB letter of approval must be submitted to your committee chair and the COE Office of Graduate Studies before you commence data collection. You must also attach a copy of the IRB approval letter to your Thesis Acceptance/Final Examination scheduling form. Failure to gain approval prior to data collection shall result in rejection of the final thesis and prevent you from scheduling the final master's examination.

The IRB form for approval of human subjects research is available at the Office and Grants and Research Development (OGRD) website <http://www.ogrd.wsu.edu/Forms.asp> or you can obtain the form at the OGRD office on the fourth floor of Neill Hall. The IRB form must be signed by the chair of your committee and the department chair before it is sent to OGRD. Review of the request generally takes 5-10 days, at which time OGRD will inform you by letter as to whether your research is approved or not, or if you need to submit additional forms.

Graduate Student Exit Survey

After you complete the final examination/thesis defense, complete the Graduate Student Exit Survey either online or paper copy (Appendix H) and return to the COE Graduate Studies Office, Cleveland Hall 70 (or submit to an Academic Director on the regional campuses).

Financial Support

Teaching and Research Assistantship Appointments

The Department of Teaching and Learning has a limited number (10) of teaching assistant (TA) positions on the Pullman campus each year. These positions are carefully selected for and awarded primarily to graduate students with previous teaching experience in the United States. TA appointments are half-time positions that come with a tuition waiver, monthly stipend, and health benefits. Both the Graduate School and department discourage additional employment while holding a TA appointment.

TA appointments require full-time enrollment (i.e., minimum of 10 semester hours during the spring and fall terms). A TA typically teaches two courses each semester under the supervision of a faculty member. A new TA must enroll in TCH_LRN 527 for one-credit during his/her first semester of the TA appointment. The course, 527, covers teaching and learning, inquiry, and professional issues.

Research assistantships (RA) may be available through funded projects on all four WSU campuses. RA appointments also require full-time enrollment. RAs typically work under the direction of a faculty member. RA appointments include a tuition waiver, monthly stipend, and health benefits. In addition, other assistantship opportunities are available in other units on campus. Whenever possible the department will provide assistance in identifying possibilities for funding outside of the college.

To be considered for a TA or RA position, complete a graduate assistant application, available from the department and the COE Office of Graduate Studies <http://education.wsu.edu/employment/assistants/>. At the time of appointment, you will receive a letter that delineates the specific responsibilities of the appointment. Please note, you must reside in Washington to receive a graduate assistantship.

College of Education Scholarships:

Scholarships are available through the College of Education. Applications are available through University Scholarship Services in November and are due January 31st of the following year for the upcoming academic term. The average award is approximately \$2000, with lower and higher amounts awarded. For more information, contact the College of Education Scholarship Coordinator (509-335-7843) or visit the website: <https://education.wsu.edu/students/scholarships/>.

Other Financial Aid:

For additional financial aid information, contact the WSU Office of Student Financial Aid and Scholarship Services (509-335-9711) or visit the website <http://www.finaid.wsu.edu>.

Leave Guidelines

During the term of their appointments, all graduate student service appointees are expected to be at work each workday, including periods when the University is not in session (courses are not being conducted) with the exception of the legal holidays designated by the Board of Regents. All University holidays are designated by the Board of Regents and are published in the WSU Week and posted on the Web at <http://www.hrs.wsu.edu/>. Graduate students on appointment do not earn annual leave or sick leave.

Business Policies

Checkout/Exit: Before departure from WSU, College of Education (COE) students must leave a forwarding address with the Academic Programs Coordinator, the COE Graduate Coordinators, complete an exit interview online, return all keys and equipment to the department office, and consult with the advisor about the student's research and office space.

College of Education Computer Lab: The College of Education (COE) computer lab located in Cleveland Hall, room 63 and is open to all graduate students when it is not being used for instruction. Contact the Information Systems staff to obtain a personal code to access the lab during non-working hours. There is also a computer lab in the Graduate Lounge (Cleveland Hall 70E) and can be used during weekdays.

Grievances: If grievances arise, students should discuss any issues or problems with their thesis advisor and the Graduate Coordinator(s). If additional consultation is needed, please consult the Department Chair or Unit Director, or as a final resort, the WSU Ombudsman. The WSU Ombudsman Office is in Wilson Hall, Room 2, phone (509) 335-1195.

Thesis/Dissertation Library: The Department of Teaching and Learning maintains a thesis/dissertation library for graduates in Cleveland Hall 315. You may access this library by asking the staff in Cleveland 321 for the key.

Travel: For liability and reimbursement purposes, all students must complete a Travel Authorization form for any work-related trip they take that is outside of Pullman (or any other station for off-campus students). This and other forms are available in the Cleveland Hall 321. This form must be submitted to the department, signed by the department chair, and initialed by your advisor at least 21 days before a trip. In some circumstances, work-related travel advances may be obtained by submitting a request at least four weeks before the trip. Reimbursement for travel expenses is made by completing and submitting a Travel Expense Voucher within one week upon return. Request for reimbursements must be approved by the department chair four weeks before travel ensues.

Students are strongly urged to attend professional meetings; however, the department does not have funds to pay travel expenses of students on appointment. Advisors may use grant or project monies to pay partial travel expenses for graduate students attending meetings. The Graduate and Professional Student Association (GPSA) disburses some grant-in-aid travel funds, which can be used for travel to professional meetings.

Application forms for student travel grants may be obtained from the GPSA website <http://studentinvolvement.orgsync.com/org/gpsa>. It is advisable to apply for a travel grant if you are presenting a quality paper at a professional meeting. In addition, space may be available in university vehicles or some faculty members may share travel expenses.

Appendix A

Master's Degree Program Description Comparisons Department of Teaching and Learning [Approved by T&L 1-26-07]

The Department of Teaching and Learning in the College of Education, Washington State University, offers three Master's Degrees: Master in Teaching (MIT), the Education Master (EdM) and the Master of Arts in Education (MA). The MIT and the EdM are available on all WSU campuses (Pullman/Spokane, Tri-Cities, and Vancouver); the MA is available on the Pullman/Spokane campus only. Availability of specific courses/specializations will vary by campus.

Each of the three Master's Degrees serves a unique purpose and entails requirements specific to that degree. The chart below compares the three degrees. Endorsement/course work specializations are available in the EdM and the MA programs. The MIT is a cohort-based alternative teacher preparation program with prescribed and sequenced course work and requirements (See MIT Handbook for more information.)

Comparison of MIT, EdM, and MA Degree Programs¹

	Master in Teaching (MIT)	Education Master (EdM)	Master of Arts (MA)
Primary Career Intention	Positions emphasizing teaching in K-12 classrooms.	Positions emphasizing expertise and leadership in teaching, within school districts, including curriculum directors, behavior specialists, reading specialists, teacher leaders.	Positions emphasizing research and scholarship in higher education, community colleges; preparation for doctoral study.
Degree Objective	Preparation of entry-level teachers with a focus on action research/inquiry as a paradigm for practice.	Preparation of teacher leaders capable of locating, analyzing, synthesizing, and critically evaluating research to apply knowledge to problems of practice.	Preparation of entry-level educational scholars, focused on inquiry to acquire new knowledge and examine or build theory.
Knowledge Base	Critically evaluates existing knowledge base and applies knowledge to practice.	Develops new knowledge and applies knowledge and theory to practice.	Develops theoretical and conceptual knowledge. Inquiry focus with an emphasis on understanding relationship of theory and practice.
Research Methods	Course work focused on developing a broad understanding of educational research, with skills in implementing action research/inquiry in the classroom.	Course work focused on developing a broad understanding of educational research, with skills in one area of implementation (e.g., quantitative, qualitative, action research methods, etc.).	Course work focused on developing a broad/deep understanding of educational research, including development of skills in implementing qualitative, quantitative, and mixed methods/alternative methods.
Internship	Pre-student teaching and student teaching internships focused on developing entry level teaching skills and educational knowledge.	Will likely not involve an internship.	May include experience in college teaching and research. May intern with one or more professors related to research interests.
Comprehensive Knowledge Assessment	Written master's project and oral presentation. May also include portfolio assessment.	Written master's project and oral presentation; or, written exam.	Written thesis and oral presentation.

¹ Portions adapted from Young, M. (Summer, 2006). "From the director: The M.Ed., EdD., and Ph.D. in educational leadership." UCEA Review.

* Written exam not available on the Pullman Campus

	Master in Teaching (MIT)	Education Master (EdM)	Master of Arts (MA)
Culminating Event	Applied project using action research, descriptive research, or qualitative research methods and/or a review of the literature demonstrating relevance to some educational problem of practice.	Applied project using action research, descriptive research, quantitative, or qualitative research methods and/or a review of the literature demonstrating relevance to some educational problem of practice; or written exam.	Original research study with goal of building theory and/or research literature base.
Options	Endorsed for public school teaching at one of two levels: <ul style="list-style-type: none"> • Elementary (P-8) Certification • Secondary (5-12) Certification 	State endorsements and/or concentrations of T&L course work available in <ul style="list-style-type: none"> • Reading • ELL/Bilingual Education • Special Education • Curriculum & Instruction 	State endorsements and/or concentrations of T&L coursework available in <ul style="list-style-type: none"> • Reading • ELL/Bilingual Education • Special Education • Curriculum & Instruction

Comparison of MIT, EdM, and MA Program Requirements

	Master in Teaching (MIT)	Education Master (EdM)	Master of Arts (MA)
Graded Credits	31 graded credits minimum See program descriptions for detailed list of required coursework. MIT includes course work in <ul style="list-style-type: none"> • Research Methods • Learning Theory • Foundations/Social Context of Education • Educational Technology • Assessment of Learning • Classroom Management • Diversity (i.e., ESL, Special Education, culture) MIT includes specialized core coursework specific to each option: <ul style="list-style-type: none"> • Elementary Education • Secondary Education 	33 graded credits minimum <ul style="list-style-type: none"> • 3 credits research methods • 3 credits foundations • 15-21 credits from the Department of Teaching and Learning (May include endorsement course work) • 3-9 credits in supporting area (May include Professional Certification course work; endorsement course work; or course work from other departments.) 	21 graded credits minimum <ul style="list-style-type: none"> • 9 credits research methods • 3 credits foundations • 9 credits from the Department of Teaching and Learning in area of concentration
Non-Graded Credits	2 credits of TCH_LRN 600 Research Preparation and 2-3 credits of TCH_LRN 702 for Project and/or Oral Exam	2-3 credits of TCH_LRN 702 for Project and Oral Exam; or written exam.	9 credits of TCH_LRN 700 for scholarship leading to and including thesis development and oral defense
Internship Credits	3 credits of Pre-internship with Seminar and 10 credits of Internship with Seminar	Optional	Optional
Total Minimum Credits	51-52	35-36	30

Approved by T&L Faculty, Friday, January 26, 2007; updated/edited 8-14-13
Modified 9-06-07 to reflect current approvals at the university level.

Appendix B

Program of Study Guidelines

You may use the following examples of Programs of Study as a guide in designing your own Program of Study. Your Program of Study may vary based on your professional goals and scholarly interests. Discuss course work options with your advisor/committee chair and committee members. Your advisor/committee chair and your committee members must approve your final Program of Study. Some courses are offered on a limited schedule and may be not be available every semester or summer session.

I. Core Requirements

Research: Minimum requirements: EdM - 3 credits; MA - 9 credits

Course Number	Course Name	Credits
EdPsy 505	Research Methods I (Prerequisite to Ed Ad 536)	(3)
TCH_LRN 588	Action Research	(3)
Ed Ad 536	Introduction to Qualitative Research in Education (Prerequisite: EdPsy 505)	(3)
EdPsy 508	Educational Statistics	(3)
XXX	Approved option (Consent of advisor and committee required.)	

Foundations: Minimum requirements: EdM - 3 credits, MA - 3 credits

Course Number	Course Name	Credits
TCH_LRN 510	Theoretical Foundations of Bilingual/ESL Education	(3)
TCH_LRN 537	Seminar in Language, Literacy and Culture	(2-3)
TCH_LRN 549	Communicating in a Multilingual Society	(3)
TCH_LRN 580	Multicultural Education in a Global Society	(3)
Ed Ad 501	Philosophy of Education	(3)
Ed Ad 507	Social Foundations of Education	(3)
EdPsy 502	Theoretical Foundations of Learning and Instruction	(3)
Spec Ed 504	Professional and Legal Aspects Related to Special Education	(3)
XXX	Approved option (Consent of advisor and committee required.)	

Specialization: Minimum requirements: EdM - 15-21 credits; MA - 9 credits (see sample course work for specializations, below). If an endorsement in Reading, Special Education, or ELL/Bilingual Education is desired, consult with advisor.

II. Supporting Area

Minimum requirements: EdM - 3-9 credits; MA (Optional). Students interested in Curriculum & Instruction in a specific content area (e.g., History, Science, Mathematics) may focus on their content specialization in this area. Other possible specializations include: Children's and Adolescent Literature, Oral and/or Written Language, Reading, Cultural Studies, ELL/Bilingual Education, Special Education, Educational Leadership, and Educational Psychology. Professional Certification coursework may be used as a supporting area. Students should discuss possible specializations with their advisor/chair and committee members.

III. Examination, Thesis, Project

Minimum requirements: EdM - 2 credits TCH_LRN 702; MA - 4 credits TCH_LRN 700

Appendix C

Sample Coursework for Specializations

(Applicable to EdM and MA degree programs except where noted)

Specialization: *Curriculum and Instruction*

Course Number	Course Name	Credits
TCH_LRN 510	Theoretical Foundations of Bilingual/ESL	(3)
TCH_LRN 513	Seminar in Middle School Education	(3)
TCH_LRN 518	Integrating Technology into the Curriculum	(3)
TCH_LRN 549	Communicating in a Multilingual Society	(3)
TCH_LRN 580	Multicultural Education in a Global Society	(3)
Sp Ed 501	Teaching Students with Disabilities	(3)
Sp Ed 520	Teaching in Inclusive Classrooms	(3)
Ed Ad 510	Improvement of Instruction	(3)
Ed Ad 514	Basic Principles of Curricular Design	(3)
Ed Ad 580	School Organization and Administration	(2-3)
Ed Ad 582	Policy Formation in Education	(3)
XXX	Approved option (Consult your advisor)	(3)

Specialization: *English Language Learners/Bilingual Education*

(Specialization requirements listed below are for students on the Pullman/Spokane campus only - Refer to Master's Degree Handbooks at each regional campus for specialization requirements for ELL/Bilingual Education.)

MA Degree Option in ELL Requirements:

Course Number	Course Name
Core (18 credits):	
TCH_LRN 510	Foundations*
TCH_LRN 549	Sociolinguistics*
TCH_LRN 509	Curriculum and Assessment*
TCH_LRN 514	Methods*
TCH_LRN 501	Practicum*
TCH_LRN 504	Linguistics for Teachers*S
Research (9 credits):	
EdPsy 505, 508, TCH_LRN 588, Statistics 412*	(6 credits required - choose two courses)
TCH_LRN 555	Seminars
Technology (3 credits):	
TCH_LRN 516S, 519S	(3 credits required - choose one course from list)
Electives (3 credits):	
TCH_LRN 537	Seminar in Language, Literacy, and Culture
TCH_LRN 518	Integrating Technology into the Curriculums

TCH_LRN 533	Assessment and Instruction for Reading: K-8
TCH_LRN 522	Topics in Education: Differentiation of Instructions
TCH_LRN 544	Advanced Children's Literature
Thesis (4 credits):	
TCH_LRN 700	Master's Research, Thesis, and/or Examination
Total Credits: 37	

EdM Degree Option in ELL Requirements:

(Specialization requirements listed below are for students on the Pullman/Spokane campus only - Refer to Master's Degree Handbooks at each regional campus for specialization requirements for ELL/Bilingual Education.)

Course Number	Course Name
<u>Core (18 credits):</u>	
TCH_LRN 510	Foundations*
TCH_LRN 549	Sociolinguistics*
TCH_LRN 509	Curriculum and Assessment*
TCH_LRN 514	Methods*
TCH_LRN 501	Practicum*
TCH_LRN 504	Linguistics for Teachers*S
<u>Research (3 credits):</u>	
EdPsy 505, 508, TCH_LRN 588, Statistics 412* (choose one courses from list)	
<u>Technology (6 credits):</u>	
TCH_LRN 516S	Advanced Study in Computer-Assisted Language Learning
TCH_LRN 519S	Instructional Media Production I
<u>Electives (6 credits):</u>	
TCH_LRN 537	Seminar in Language, Literacy, and Culture
TCH_LRN 518	Integrating Technology into the Curriculums
TCH_LRN 533	Assessment and Instruction for Reading: K-8
TCH_LRN 522	Topics in Education: Differentiation of Instructions
TCH_LRN 544	Advanced Children's Literature
<u>Project (2 credits):</u>	
TCH_LRN 702	Master's Special Problems, Directed Study, and/or Examination
Total Credits: 35	

* Online courses

^S Offered only in summer session

Specialization: *Literacy*

Sub-Areas for Specialization in Literacy:

Reading:

<u>Course</u>	<u>Course Name</u>	<u>Credits</u>
TCH_LRN 522	Topics in Education	(v)
TCH_LRN 528	Content Area Reading Instruction: Theory and	(3)
TCH_LRN 537	Seminar in Language, Literacy, and Culture	(3)
TCH_LRN 551	Psychology of Reading	(2-3)
TCH_LRN 553	Assessment and Instruction for Reading: K-8	(4)

TCH_LRN 555	Seminar in Literacy Development	(3)
TCH_LRN 557	Research in Reading	(3)
TCH_LRN 558	Improving Comprehension through Literature	(3)

Children and Adolescent Literature:

<u>Course</u>	<u>Course Name</u>	<u>Credits</u>
TCH_LRN 522	Topics in Education	(v)
TCH_LRN 544	Advanced Children's Literature	(3)
TCH_LRN 548	Teaching Adolescent Literature	(3)
TCH_LRN 558	Improving Comprehension through	(3)

Specialization: *Special Education*

<u>Course Number</u>	<u>Course Name</u>	<u>Credits</u>
Sp Ed 501	Teaching Students with Disabilities	(3)
Sp Ed 502	Assessment and Curriculum for Students with	(3)
Sp Ed 503	Secondary Special Education for Students with	(3)
Sp Ed 504	Professional Skills in Special Education	(3)
Sp Ed 509	Early Childhood Special Education	(3)
Sp Ed 521	Inclusion Strategies for Special Education Teachers	(3)
Sp Ed 522	Topics in Special Education	(3)
Sp Ed 540	Methods in Intensive Educational Supports	(3)
Sp Ed 589	Seminar in Disability Studies	(3)
Sp Ed 590	Practicum in Special Education	(1-4)
XXX	Approved option (Consult your advisor)	

Appendix E



College of Education D-1/M-1/T-1 Scheduling Form

Please return this form to the Office of Graduate Studies in Cleveland Hall 70 no later than ten (10) working days prior to the desired meeting date.

Procedures for processing dissertations/special project/thesis proposals:

- Student must be enrolled and registered for the required number (2) of 700/702/800 credits.
- At least five working days prior to the oral defense of the proposal, doctoral and thesis master's candidates must deliver a complete copy of the dissertation/thesis proposal to the Office of Graduate Studies (Cleveland Hall 70). This copy will serve as the public copy.
- For a proposal defense that is open to the public:
 - An electronic copy of the abstract must be sent to the Office of Graduate Studies at (gradstudies@wsu.edu) at least five working days prior to the proposal.
 - Scheduling of rooms needs to be completed using Academic Media Services (AMS) at <http://www.ams.wsu.edu/Index.aspx> and include all four campuses (Pullman, Spokane, TriCities and Vancouver) if open to the college.

Student's Name _____ ID# _____

Degree _____ Program _____

Working title of dissertation/special project/thesis: _____

*Educational Leadership EdD students only: Action Research Traditional Research

ADVISORY COMMITTEE	SIGNATURES	Date
_____, Chair	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
(Chair, Major Dept.)		

The above individuals approve the following place, date and time of the D-1/M-1/T-1 meeting:

_____ (Building and Room Number)

_____ (Date and Time)

*This proposal defense is OPEN/ CLOSED to the public!

Appendix F

EdM Special Project Proposal Approval Form (M-1 Form)*

Washington State University College of Education

Student's Name: _____

Working Title of Special Project: _____

Decision of Master's Degree Committee Regarding Proposal (check one)

- Approved as presented
- Approved subject to additions, corrections and/or modifications as per the attached.
- Approved subject to additions, corrections and/or modifications as per the attached, subject to review and approval of the Master's Degree Committee.
- Approval denied.

Signatures

Master's Degree Committee Chair: _____

Committee Members: _____

Nature of Inquiry Proposed

Will the special project involve the collection of data from human subjects and/or the use of archival data collected from human subjects? (Check one)

_____ Yes **(In this case, the student must obtain WSU Institutional Review Board (IRB) approval before beginning the data collection process and/or initiating the analysis of archival data.)**

_____ No

Appendix G

MA Thesis Proposal Approval Form (T-1 Form)*

Washington State University College of Education

Student's Name: _____

Working Title of Thesis: _____

Decision of Thesis Advisory Committee Regarding Proposal (check one)

- Approved as presented
- Approved subject to additions, corrections and/or modifications as per the attached.
- Approved subject to additions, corrections and/or modifications as per the attached, subject to review and approval of the Thesis Advisory Committee.
- Approval denied.

Signatures

Thesis Committee Chair: _____

Committee Members: _____

Nature of Research Proposed

Will the thesis involve the collection of data from human subjects and/or the use of archival data collected from human subjects? (Check one)

----- Yes **(In this case, the student must obtain WSU Institutional Review Board (IRB) approval before beginning the data collection process and/or initiating the analysis of archival data.)**

----- No

Information for MA Students

Collection of Data for Thesis Study

An approved IRB approval form **must** be attached to this document and placed in your file in the College of Education Office of Graduate Studies before you begin any data collection. In keeping with WSU Graduate School policy, failure to comply strictly with IRB requirements regarding the use of human subjects will result in your thesis not being accepted for meeting final graduate requirements. In addition, disciplinary action by Washington State University and/or legal action by the Federal Office of Human Research Protection may be taken.

Signature of Student Date
(Signature indicates acknowledgement of IRB policy noted above)

For COLLEGE OF EDUCATION Office of Graduate Studies use only

Date approved IRB Form filed with COLLEGE OF EDUCATION Office of Graduate Studies _____

Approved Form filed by _____
Signature of Graduate Studies Officer Date

Appendix H

Graduate Programs Exit Survey College of Education

NOTE: Here at the College of Education we are interested in feedback from your program experience. Your responses will be held in strict confidence, and you will not be identified in any reports or release of survey data. Survey results will be aggregated and reported as group data.

Attached is an electronic version of the Exit Survey. You have the choice of filling it out and sending it back to the Office of Graduate Studies, Washington State University, Cleveland Hall 70, Pullman, WA 99164-2114 or filling the survey out online at <http://survey.educ.wsu.edu/Lists/grad> (click on the “respond to this survey” button).

Again, your responses will be held in strict confidence, and you will not be identified in any reports or release of survey data. If you have any questions/concerns, contact the Office of Graduate Education 509-335-9195; gradstudies@wsu.edu or a Department Chair.

First 5 digits of your WSU ID#: _____

(Your ID Number will not be associated with the results; nor will the departments know the identity of survey respondents)

Please circle your response to each question below:

1. What degree have you completed?

MIT Ed.M. M.A. Ed.D. Ph.D.

2. Which program specialization did you complete?

El Ed Sec Ed ESL Literacy SpEd CSSTE
Math/Sci Ed C&I Lang & Lit Teach Lead

3. How many years did it take you to complete the degree?

<2 3 4 5 6 >6

4. Were you primarily:

Part Time Student Full Time Student

5. At which campus did you complete your degree?

Pullman/Spokane Tri-Cities Vancouver

	Not at All	Somewhat	Neutral	Much	Very Much	Not Applicable
How satisfied were you with the availability of faculty for mentoring?	1	2	3	4	5	N/A
How satisfied were you with the support provided by the College of Education Office of Graduate Studies (Pullman campus) or similar support received at the regional campus in which you are a student?	1	2	3	4	5	N/A
To what degree did the specialization meet your individual hopes/needs?	1	2	3	4	5	N/A
To what degree have you been satisfied with the overall quality of courses/instruction of courses?	1	2	3	4	5	N/A
To what degree were you satisfied with your ability to interact with other students and faculty in your program?	1	2	3	4	5	N/A
How satisfied were you with opportunities provided you to research/disseminate research?	1	2	3	4	5	N/A
To what degree were you given opportunities to make connections between theory and practice?	1	2	3	4	5	N/A
How well prepared do you feel to enter a new career?	1	2	3	4	5	N/A

Open-Ended Questions

1. Please describe the most positive aspects of your time in one of our graduate programs.
2. Please describe the most important ways we can improve our programs for incoming graduate students.
3. What is your career goal?