College of Education
Department of Teaching and Learning

Master in Teaching
Student Handbook

Pullman and Spokane

2024/2025

https://education.wsu.edu

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Welcome to the Master in Teaching (MIT) program at Washington State University. The purpose of this program is to prepare candidates for a successful career in the field of teaching. The MIT is a practitioner-oriented master's degree that integrates research to prepare teachers. The program is rich in teaching experiences and theory. Course assignments and field experiences are based on an inquiry-oriented reflective model that includes a process of asking questions related to social justice, creating safe spaces, democratic processes, fairness, inclusion, choice, authenticity, and respect for personalized learning. Ethical leaders in the field of education is an expectation for all of our teacher candidates.

The College of Education contributes to the theory and practice of the broad field of education and dedicates itself to understanding and respecting learners in diverse cultural contexts. We facilitate engaged learning and ethical leadership in schools and clinical settings. We seek collaboration with diverse constituencies, recognizing our local and global responsibilities to communities, environments, and future generations.

Contents

WSU Support List for Teacher Candidates

Office of Field Services and Certification
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Staci Bickelhaupt, Certification Coordinator, sbickel@wsu.edu
- certification questions

Ashley Burke, Program Specialist (Certification), ashley.m.burke@wsu.edu
- background clearance and fingerprinting questions
- e-cert questions
- liability insurance questions

Tricia Benton, Program Coordinator, tricia.benton@wsu.edu
- enrollment eligibility
- field paperwork

Heidi Ritter, Program Specialist (Field), hritter@wsu.edu
- placement inquiries

Office of Graduate Studies (Masters degree paperwork, application to graduation)
Pullman
- Kelly McGovern, Director, mcgoverk@wsu.edu
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- Carmen Beck, Coordinator, carmen.beck@wsu.edu

MIT Coordinators
Kelly Puzio, Pullman, kelly.puzio@wsu.edu
Ashley Segadelli, Spokane ashley.segadelli@wsu.edu

Regional Field Coordinators
Whitman & Asotin County
- Ross Swan, ross.swan@wsu.edu

WSU Spokane
- Ashley Segadelli, ashley.segadelli@wsu.edu

Director of Teacher Education and Department Chair of Teaching and Learning
- Dr. Tariq Akmal, takmal@wsu.edu

Communication Ladder: Not every student teaching internship will be the same. As a guest in the classroom the teacher candidate is expected to follow the lead of the mentor teacher. If the teacher candidate has concerns about their placement, the school climate, or the responsibilities expected of them during their field experiences, the following steps should be followed:
1. Confer with University Supervisor.
2. If no resolution, contact should be made with the regional Field Coordinator.
3. If concerns continue, the next level of resolution should be made to the Director of Field Services and Certification. Consultation will then occur with the appropriate program coordinator and Director of Teacher Education.

The Pullman-Spokane MIT Program

Description of the Program: The MIT degree is a high quality, intensive, practitioner-oriented, teacher reparation program designed for those with non-education bachelor's degrees. The program offers an intensive 13-month alternative preservice preparation format, by using a unique combination of teaching immersion with research-based pedagogy and methods preparation, in conjunction with the master's degree requirements to be completed following certification coursework. The students admitted each year are selected through a careful screening process that seeks those who are not only academically capable but who are passionate about the education of elementary, middle and high school students. This practitioner-oriented teacher preparation program provides you with opportunities to become skillful in thinking about and using research to improve education.

The MIT program at Washington State University is an integrated course of study and field experiences (52 credits for elementary, 47-50 credits for secondary) that includes:

- Coursework to meet the State of Washington certification requirements;
- Coursework to meet Washington State University requirements;
- A constructivist, research-based approach to teaching and learning;
- Pre-Internship/Internship experiences working with elementary or secondary students; and,
- Coursework leading to a Master in Teaching degree.

The MIT program differs from typical master's degree programs in that the degree is focused on preparing teachers. "Master in Teaching" is used nationally to denote a specific type of master's degree, one that is focused on quality teaching.

Please see the MIT program timeline, and the course sequence for both elementary and secondary candidates beginning on page 11.

Research Integration with a Practitioner Focus: The MIT program integrates the understanding, analysis, synthesis, and critique of research into all required coursework. That is, you who are in the MIT program learn how to be critical consumers of andthinkers about educational research in the process of constructing unit and lesson plans across the curriculum.

You are instructed in the analysis and synthesis of research within each of the content areas, with a particular focus on choosing evidence-based methods, strategies, and teaching approaches that have been verified through research. You will become familiar with the research "conversations" in each of these areas, by reading and discussing current articles from the field. In this manner, the MIT methodscourses combine research and pedagogical preparation.

Because the MIT is practitioner oriented, you are immersed in elementary, middle, or high school classrooms and cultures, while simultaneously completing certification courses. The experiences in theseeducational settings are used as anchors to which content/methods courses are linked. The experience in the classroom then becomes the

focus of the program, the core experience, and the context through which research and pedagogy are viewed.

As time is limited for each of the methods courses, classroom settings are used to facilitate and enhance the pedagogical preparation in each content area. Because some of the pedagogical training is achieved in classroom settings, the methods courses are then freed up to focus on research practices specific to each content area. Therefore, through the combination of experience in the field and researchintegration in the methods courses, you will become research-based practitioners. You are prepared to use research in thinking about instruction, in the choice of methods, in the selection of teaching strategies, and in the design of curriculum/unit plans.

The culminating project consists of an Inquiry Project in collaboration with the committee chair and the members of the committee. The purpose of the project is to demonstrate an understanding of how to systematically approach—and possibly resolve—a question related to you as a future practitioner.

WSU Curriculum: The Master in Teaching program is based on national teaching standards (i.e., NCATE, INTASC), state accreditation requirements, and research-based effective practices. The curriculum is designed to provide you with a foundation of knowledge in the first summer and build on that foundation throughout the next two semesters by linking course work to teaching practice in the schools. The goal of the MIT program is to provide learning opportunities for you to acquire the critical skills and abilities needed to become effective teachers and to provide opportunities for reflective practice and inquiry.

Requirements may change from the handbook to meet current state requirements, check with your campus program coordinators, the WSU University Catalog https://catalog.wsu.edu/General/Courses and the WSU Schedule of Classes https://schedules.wsu.edu/ for current course offerings. Please see page 11 for general timelines and pages 12 and 13 for cohort specific required classes.

Department Learning Outcomes: The Department of Teaching and Learning has developed learning outcomes derived from the conceptualframework, state and national standards for teacher education, and research on effective teacher education. These outcomes are aligned with the course work and field experiences in the MIT program. You may experience different aspects of these learning outcomes throughout the program.

At the completion of the certification portion of the program, all WSU teacher candidates will be able to:

- Use enduring content and pedagogical knowledge to inform their teaching.
- Develop relevant, rigorous, and developmentally appropriate curricula.
- Modify curriculum and instruction based on the individual needs of their students.
- Use assessment of student learning and teaching to inform future instruction.
- Attend to the social and civic development of their students.
- Work respectfully and collaboratively with colleagues and community members to ensure qualityinstruction programs and stewardship of public schools.

Graduate Program Requirements: Every graduate student has a temporary advisor; in the case of the MIT program, the Pullman/Spokane Coordinators serve in this capacity until project advisory committees are formed. The Graduate Committee consists of the Graduate Committee Chair and a minimum of two other faculty members who provide support and advice regarding the Program of Study and special project. The Program of Study is a list of this committee and all coursework and credits that you must complete during the master's degree program in order to graduate.

You will complete the Program of Study at the beginning of fall semester in Seminar. You are responsible for knowing the deadlines and procedures for master's degrees established by the Graduate School. This information and the Program of Study Request form can be found at https://gradschool.wsu.edu/forms/.

When the committee is formed and program of study is completely filled out with the exception of signatures, the form will be uploaded through your myWSU portal for approval by the committee, department chair and ultimately the Office of the Graduate School. It is your responsibility to ensure that all members of the committee agree on the Program of Study before this upload and that it is complete and correct for review and evaluation. A confirmation email will be sent to you once final approval has been processed. Approval of the Program of Study must take place before your Application for Graduation portal will open within myWSU. Changes to the committee or program may be amended with appropriate forms on the Graduate School website.

The MIT Inquiry Project (MIT 702): The purpose of the MIT Inquiry Project is to practice and develop the skills that experienced teachers demonstrate on a regular basis: reflection and inquiry. The goal is to guide you in your development as practitioner-researchers in P-12 school settings. Effective experienced teachers are highly reflective and understand themselves as professionals; where they are in their development and how they still need to grow to continue to be effective in their own learning to influence all students. The Inquiry Project is designed to provide you with the background and skills for conducting educational research studies around a topic of genuine interest, with an emphasis on the role of teacher research as being a component towards becoming an effective teacher for their classroom, school, and community. The Inquiry Project is designed to be completed with support from MIT Coordinators in Seminar, the MIT 507 course, and Chair/Committee Support. The project is subject to change with each cohort. Project specific details will be outlined in seminar.

Computer Recommendations for Students: Throughout the program, typical computing tasks include digital communication via email, information access on the Internet, and assignments using word processing software, multimedia presentations, and spreadsheets. Specifically, an Office Suite and an Internet connection and browser are necessary to complete assignments in many of the courses taught today. Students are highly encouraged to have their own laptops. If you are unable to secure your own there are a few resources to support student computing needs, Washington State University provides open access computing labs. Students with valid

ID cards are welcome to use computers at designated locations during lab hours. Open labs offer a variety of hardware and software to meet the needs of students. Lab assistants may be available the open hours to provide hands-on help.

WSU Email Policy. Students must establish an official Washington State University email address for use with all email correspondence. The Microsoft Academic Student Select program in cooperation with the e-Academy provides current WSU students the ability to purchase a limited selection of Microsoft products at deeply discounted prices. You will need your WSU Network ID to purchase these programs through myWSU.

Liability Insurance, Fingerprinting, Pre-Residency Clearance: School districts require that WSU students carry liability insurance before beginning any field experience. Options for coverage are listed at www.education.wsu.edu/liabilityinsurance. Additionally, MIT students must complete fingerprinting and pre-residency clearance before beginning any field experience. Details are listed at www.education.wsu.edu/backgroundclearance. Contact the Office of Field Services and Certification for any questions on insurance or clearances: coe.certification@wsu.edu.

Summary of Fees: Teacher Certification comes with unique fees. Below is a list of potential fees for candidates. This does not include course, degree, or university fees. Prices are subject to change. Please see https://education.wsu.edu/fieldservices/ for up-to-date information and current fees.

Type of Fee	Length of Validity	Due
Fingerprinting & Background Check	Two years	**Before pre-Internship.** Fingerprints must be valid for the entire duration of your pre-internship and student teaching internship. They must also remain valid until you apply for your teaching certificate, i.e. about two months after your internship ends.
Liability Insurance	One year	**Before pre-Internship.** Liability insurance must be valid for the entire duration of your pre-internship and student teaching internship.
WEST-E/NES	No expiration date	MIT secondary education students who meet endorsement requirements with their bachelor's degree must pass prior to admission. Candidates completing a secondary endorsement different from their undergraduate degree must register prior to enrollment in MIT 571 and pass the exam(s) prior to student teaching. MIT elementary education students must pass prior to admission.
* ACTFL Oral & Written	Two years	
Teaching Certificate	N/A	End of student teaching Internship

*Required if seeking Spanish and French Endorsements

Pre/Internship Reminders – A short list:

The MIT Internship is a **supervised** experience. Consequently, a certificated mentor teacher or administrator should be available at all times.

Please read and become familiar with your Field Guidelines and Requirements https://education.wsu.edu/fieldservices/ where more extensive in-depth information may be found.

- Placement and Calendar
- Attendance and Communication
- WSU Coursework time and Teaching Time
- Work Stoppage
- Legal Responsibilities
- Clock Hours
- Recommendations from Mentor Teacher
- Code of Professional Conduct
- Academic Integrity
- Students with Disabilities
- Health and Safety
- School District Policies
- Guidance for Responding to Racism
- Requirements for Teacher Candidate to Successfully Complete MIT Internship
- Lesson Planning
- Co-Teaching
- Observation and Conferencing Resources
- Role of the University Supervisor
- Role of the Mentor teacher
- Role of the Building Administrator
- Field Issues
- Use of WSU Teacher Candidates as Substitute Teachers
- The Draft Professional Growth Plan
- Teacher Certificate
- Residency and Professional Teacher Certificates
- Residency Certificate
- Professional Certificate
- Common Core State Standards Washington:
- Cultural Competency, Diversity, Equity and Inclusion (CCDEI) Standards Washington
- Social Emotional Learning (SEL) Standards Washington
- The SMARTER Balanced Assessment Consortium

Additional Helpful Resources and Readings

- MIT Program Timeline
- Elementary Course Sequence
- Secondary Course Sequence
- Responsibilities of MIT Interns
- Suggested Timeline for MIT Internship
- Co-Teaching Strategies
- Lesson Plan Format
- Student Teaching Internship Weekly Conference Form
- Weekly Reflection Questions
- PDEFE

Many of these resources are available on our website as individual documents.

www.education.wsu.edu/studentteaching/

MIT Program Timeline

Prior to Admittance:

_____ Complete MIT Application (Priority Deadline Nov. 15)
_____ Interview (Winter – to be arranged)
_____ Take WEST-B (before admittance)
_____ Take Content exams: WEST-E, WEST-E/NES or any other test/prerequisites needed. These must be completed as listed on your Certification Evaluation form.

Before Program Begins:

_____ Upon acceptance, meet with Field Placement Coordinator (March/April)
_____ Enroll in summer classes: https://schedules.wsu.edu/
_____ Obtain clearance for being in public schools: fingerprinting, pre-residency clearance & liability insurance coverage
   You will not be allowed to enroll in the Pre-Internship until you show proof of liability insurance coverage, pre-residency clearance, and fingerprint clearance. Questions? Contact the Office of Field Services & Certification at COE.Certification@wsu.edu.

Summer I:

_____ Take summer Classes (June-July)
_____ Enroll in fall classes https://schedules.wsu.edu/

Fall Semester:

_____ Begin Pre-Internship and Fall classes (Aug)
_____ Complete Program of Study Request (Sept)
   https://gradschool.wsu.edu/documents/2016/08/program-study-request.pdf
_____ Form Inquiry Project Committee (Oct/Nov)
_____ Register for Spring Classes and Internship (Nov)
   https://schedules.wsu.edu/
_____ Review Graduate School Deadlines and Procedures
   https://gradschool.wsu.edu/documents/2023/08/deadlines-for-masters-degrees.pdf/

Spring Semester:

_____ Develop Resume and Cover Letter (Feb.)
_____ Attend Job Fair (March)
_____ Work with Chair/Coordinator on your Inquiry Project
_____ Application for Degree and Graduation (Summer term)
   https://gradschool.wsu.edu/graduation-application/
      *usually summer term as long as that is when you present your 702 project
_____ Register for Summer Classes https://schedules.wsu.edu/
_____ If attending Commencement, register no later than April 1st https://commencement.wsu.edu/#

Summer II:

_____ Begin Summer classes (May-June)
_____ Complete Final Examination Scheduling form and Application for Degree
   https://gradschool.wsu.edu/documents/2018/01/exam-scheduling.pdf/
   *at least 15 business days before 702 presentation
_____ Complete MIT 702 Inquiry Project & Present at Gala Event (June)
_____ Apply for teaching certificate (upon successful completion of Internship & requirements)

Elementary Education Certification and Master Degree Requirement

Course Subject/Major	Description	Credits
Summer I		
June 3- June 28, 2024		
MIT 501	Learning & Development	3
MIT 502	Assessment for Teaching and Learning	3
July 1- July 26, 2024		
MIT 508	Curriculum and Instruction Methods	3
MIT 531	Literacy Development I	3
Summer I Subtotal		*12*
Fall Semester		
August 19- December 13, 2024		
MIT 511	Teaching English Language Learners	2
SPEC_ED 520	Teaching in Inclusive Classrooms	2
MIT 533	Elementary Math Methods	3
MIT 534	Elementary Science Methods	3
MIT 532	Literacy Development II	3
MIT 505	Classroom Management Seminar	3
MIT 571	Pre-Internship & Seminar	2*
	In order to enroll in the Pre-Internship you must have proof of liability insurance coverage, pre-residency clearance, & fingerprint clearance. Questions? Contact the Office of Field Services & Certification at COE.Certification@wsu.edu.	
Fall Subtotal		*18*
Spring Semester		
January 6- May 2, 2025		
MIT 530	Elementary Social Studies Methods (online)	3
MIT 575	Internship & Seminar	10*
Spring Subtotal		*13*
Summer II		
May 5- June 13, 2025		
MIT 507	Teacher Inquiry and Praxis	3
MIT 535	Integrating Fine Arts into K-8 Curriculum	2
KINES 536	Methods of Health and Physical Education	2
MIT 702	Master Special Project	2*
Summer II Total		*9*
Total credits for degree		*52*

* Courses with an * are graded Pass/Fail and do not count in the required total of graded credits (min. of 31 credits)

Content exams must be completed and passed as listed on your Certification Evaluation form.

Secondary Certification and Masters Degree Requirements

Course Subject/Major	Description	Credits
Summer I		
June 3- June 28, 2024		
MIT 501	Learning & Development	3
MIT 502	Assessment for Teaching and Learning	3
July 1- July 16, 2024		
MIT 508	Curriculum and Instruction Methods	3
MIT 551	Literacy within the Disciplines	3
Summer I Subtotal		***12***
Fall Semester		
August 19- December 13, 2024		
MIT 511	Teaching English Language Learners	2
SPEC_ED 520	Teaching in Inclusive Classrooms	2
MIT 505	Classroom Management Seminar	3
Content specific endorsement courses		6 ***
MIT 552	Multicultural Ed in a Global Society	3
MIT 571	Pre-Internship & Seminar	2 *
	In order to enroll in the Pre-Internship you must have proof of liability insurance coverage & fingerprinting clearance. Questions? Contact: Office of Field Services & Certification.	
Fall Subtotal		***15-18***
Spring Semester		
January 6- May 2, 2025		
MIT 550	Seminar in Middle Level Education	3**
MIT 575	Internship & Seminar	10*
Spring Subtotal		***13***
Summer II		
May 5 - June 13, 2025		
MIT 507	Teacher Inquiry and Praxis	3
MIT 506	Technology Integration	2
MIT 702	Master Special Project	2 *
Summer II Total		***7***
Total credits for degree		***48-52***

* Courses with an * are graded Pass/Fail and do not count in the required total of graded credits (min. of 31 credits)

** enrollment in MIT 550 is dependent on content coursework needs

*** Secondary MIT students must ensure they take additional elective courses to meet the minimum graded credits (31) required for the master's degree. Students should work with their Advisor/Coordinator beginning after admission to enroll in courses.

Content exams must be completed and passed as listed on your Certification Evaluation form.