

M.ED. in Curriculum and Instruction Quick Help Guide



2019–2020 Academic Year

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The Department of Education Graduate Program

Entering M.Ed. Candidates – Upon admission to The University of Tampa, the candidate must declare the M.Ed. in Curriculum and Instruction as their program. The applicant must meet ALL entry requirements (see below) before admittance is granted.

Advising

All M.Ed. majors must be officially assigned to the Coordinator of the M.Ed. Program as their education faculty member advisor. Additionally, all candidates enrolled in an education program should be listed officially as an education major in a specific program.

Candidates should become familiar with the role of the Office of Graduate and Continuing Studies Advisors:

Office of Graduate and Continuing Studies (OGCS) Advisor Duties

1. Serve as liaison between Graduate & Continuing Studies admissions and academic programs in assisting newly admitted students.
2. Work with relevant faculty; assist Graduate & Continuing Studies students with developing appropriate programs of study and understanding academic requirements.
3. Assist non-business graduate program directors in managing activities related to outreach to students and maintaining student records.
4. Maintain close contact with Registrar and relevant faculty on all issues pertaining to part-time, adult student requirements and records.
5. Continually update knowledge of all curricula and requirements for Graduate and Continuing Studies.
6. Coordinate services to support adult students.

Admission to Graduate Education (Traditional Program)

The University of Tampa guarantees C&I program admission to UT Education graduates and to Education graduates from CAEP accredited institutions of higher learning.

To be accepted into the M.Ed. graduate education program, applicants must meet the following requirements:

- Completed application for the University
- \$40 application fee
- Official transcripts for all previous college work received directly from each institution:
 - Applicants must have earned a four-year degree from a regionally accredited institution in the subject area designated by their intended program.
 - Applicants need to have an overall GPA of 3.0 out of a possible 4.0, or a minimum of 3.0 in the last 60 credit hours of undergraduate study.
 - Undergraduates who are in the process of completing degrees may apply for admissions with full acceptance contingent upon completion of a baccalaureate degree.
- Passing scores on the FTCE, Praxis, or other equivalent state-normed assessment
- [Two professional reference forms \(PDF\)](#)
- Resume
- Personal statement as follows:
 - M.Ed. Curriculum and Instruction applicants should address why they seek a graduate level degree;
- Test of English as a Foreign Language (TOEFL) for applicants whose primary language is not English.
- Interview – the applicant may be asked to partake in an admission interview as part of the admission process.
- Additional Entrance Requirements for M.Ed. applicants (applicants must meet one of the following criteria):
 - Bachelor’s degree in Education
 - Hold a Florida Professional/Temporary Teaching Certificate
 - Hold a statement of eligibility for a Florida Professional Teaching Certificate
 - Hold a Professional Teaching Certificate in another state
 - Private school teaching experience (minimum 3 years)

Note: A background check will be conducted on applicants. Candidates in the graduate program are required to submit a Criminal Record Information Form which entails a complete criminal background check.

Admission to Graduate Education (4+1)

The 4+1 graduate option is designed to provide undergraduates in the Education Department the opportunity to begin coursework in the M.Ed. program. Candidates who take advantage of this option are offered the opportunity to complete up to 8 credits (2 M.Ed. courses) in the last two semesters of undergraduate study.

Candidates can declare their intent any time before the formal application is due. Upon declaration of intent, they will be assigned to the Coordinator of the M.Ed. Program as an academic advisor. An application provided by The Office of Graduate and Continuing Studies must be completed and submitted prior to the start of the final undergraduate semester to receive the tuition benefits of the 4+1 accelerated graduate option. To qualify for the accelerated option, applicants must meet the following requirements:

- Completed 4+1 M.Ed. application.
- Applicants must have earned 90 hours in coursework and be enrolled in the next to last semester of undergraduate work of the EDU coursework.
- Applicants need to have an overall GPA of 3.0 out of a possible 4.0, or a minimum of 3.0 in the prior 60 credit hours of undergraduate study.
- Interview – the applicant may be asked to partake in an admission interview as part of the admission process.
- Passing the Professional Education Exam of the FTCE

Masters of Education C&I Program Courses 2019-2020

Candidates entering the M.Ed. C&I program can complete all coursework in three (3) semesters if desired. The option to extend the program beyond three semesters is available.

Four Hour Courses
EDU 601: Curriculum Theory (Summer)
EDU 608: Cross Cultural Diversity (Spring)
EDU 611: Human Development and Social Dimensions of Learning (Fall)
EDU 612: Pedagogy and Innovation in Education: Models of Teaching (Summer)
EDU 613: Research in Education (Fall)
EDU 616: Social Advocacy, School Reform and Leadership in Education (Summer)
EDU 617: Technology for Education and Leadership (Elective) (Summer)
EDU 619: Children’s Literature in the Reading Program (Elective) (Summer)
EDU 622: Applied Philosophy for Curricular Design and Implementation (Spring)
EDU 624: Public School Law and Professional Ethics (Elective) (Summer)
EDU 626: Social Emotional Learning and Teaching (Elective) (Summer) hybrid
EDU 682: Grant Writing for Education (Elective) (May semester)

Retention Requirements

To continue graduate teacher education studies at The University of Tampa, the candidate must:

- maintain a minimum GPA of 3.0,
- complete all required field assignments satisfactorily,
- demonstrate appropriate professional dispositional behaviors,
- Undergraduates admitted into the 4+1 are in the process of completing degrees. To continue studies in the M.Ed. program beyond the last semester of the senior year, candidates must pass all components of the FTCE and meet all undergraduate graduation requirements.

**The Department of Education Graduate Committee
Dismissal Process**

Students/candidates may be dismissed from their program by the Education Department. The process for dismissal from the department is delineated below. Please note that a student/candidate may be considered for dismissal based on professor concerns, unacceptable attainment of critical tasks, acceptable level of academic achievement (GPA dropping below a 3.0), dispositional issues, or inability to pass all components of the FTCE.

1. Notification is brought to the chair of the Department of Education Admission, Retention, Dismissal/Candidate Performance (ARD) Committee that expresses specific concerns about the student/candidate continuing in the department.
2. The student/candidate is notified of the specifics of the concern(s) by email. The email includes reasons for the concerns and outlines the processes of ARD Committee and appeals. A meeting is then arranged allowing the student to speak to the ARD Committee.
3. The meeting is held and the ARD Committee documents their decision.
4. The student/candidate is informed of the decision via email and certified letter.
5. If the finding supports dismissal, the student/candidate may appeal the decision to the Associate Dean of Graduate and Continuing Studies (accordingly to university policies see student handbook).