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Wittenberg University

Wittenberg University is a nationally recognized college for the liberal arts and sciences affiliated with the Evangelical Lutheran Church of America. Its long-standing commitment to the liberal arts tradition includes a whole-hearted commitment to teacher education and to community involvement. Wittenberg has a distinguished faculty of 120 full-time members. The Education Department includes 7 full-time faculty with expertise in special education, math, and science education, literacy, curriculum and instruction, ethics and philosophy and educational leadership. Situated the edge of Springfield, Ohio, in close proximity to Dayton and Columbus, Wittenberg allows for many educators and youth advocates to take part in degree programs, licensure endorsements and professional development courses and activities.

The Master of Arts in Education

Wittenberg’s Master’s program serves current practitioners by addressing the issues of teaching in challenging and rapidly changing environments. Our program combines teacher-directed investigations of best practices with opportunities for deepened content knowledge. It connects teacher education to liberal learning by strengthening capacities for reflection, systemic inquiry, and collaboration. the theme for the Master of Arts degree is “Leaders for Constructive Social Change.” We are committed to helping teachers, administrators and other youth service workers and advocates do a better job in their classrooms, in their schools, and in their communities. We believe that as an important part of democratic citizenship and service, it is a professional responsibility to share what one knows and discovers with students and colleagues.

Graduate Program Learning Goals – Graduates will be able to:

A. Knowledge of content, Schools, Students (Respond with understanding to the depth and complexity of human experience, develop a sense of vocation)
   ○ Explain current developments in their teaching fields
o Articulate ways schools and teachers have responded to the challenges and opportunities of diverse social environments
o Frame curriculum in developmentally appropriate ways
o Describe educational missions in personal and institutional terms
o Describe models of school change in reference to the need for teacher leadership

B. Skills to Plan and Assess (Recognize, define, and solve problems)
o Respond flexibly and coherently to classroom problems
o Assess the effectiveness of instruction and interpret candidate response and work
o Access and apply best practice techniques in the classroom
o Form collaborative networks for problem solving in and beyond the classroom
o Develop and carry out research projects which directly affect student learning

C. Attitudes and Values (Take moral responsibility, assume leadership)
o Respond positively to the opportunities, challenges and issues of diverse environments
o Form, articulate, and defend personal and collective senses of mission
o Value opportunities to supplement their existing knowledge through new and imaginative research
o Form supportive learning communities in their buildings and classrooms

Time and Place

The majority of the graduate level classes, seminars, and conferences will take place on Wittenberg’s campus, making particular use of Blair Hall. Wittenberg follows a semester calendar. Candidates can take classes during those semesters and in a summer semester that extends generally from the middle of May through the end of July. The Education Department makes efforts to hold graduate classes at times conductive to the needs of practicing educators. Particular class times and room locations will vary and are available through the Education Department on Wittenberg’s campus or on line at www.wittenberg.edu/masters-education

Admission Requirement

Admission to the Master of Arts in Education program is selective. To be considered for admission, the candidate must:

1. Have completed a teacher education program from an institution accredited at least at the state and regional level,
2. Have attained a baccalaureate cumulative grade point average of 3.0 or higher on a 4 point scale,
3. Have completed one year of teaching or other relevant professional work,
4. Submit three references from qualified professionals,
5. Complete an application process that includes a personal interview and a writing sample.

**Enrollment as a Non-Degree Student**

Candidates are required to register each term using a registration form available through the Education Department and online at www.wittenberg.edu/masters-education. To receive graduate credit, candidates must have at least a baccalaureate degree from an approved college or university.

Non-degree students are eligible to enroll in graduate courses based on availability.

Acceptance to the degree program is dependent upon criteria outlined on page 3. Admission to the degree program is usually granted before course work begins. Previous coursework can be applied with approval by the Director of Graduate Studies.

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Wittenberg University does not discriminate on the basis of sex, race, color, religion, national origin, sexual orientation, handicap, age, or veteran status in its educational programs and activities, admission, recruitment, housing, counseling, financial aid, access to courses, employment, health and insurance benefits, athletics, and marital and parental status as required by Title IX of the Education Amendments of 1971, Title VI and VIII of the Civil rights Act of 1964, Sections 503 and 504 of the Rehabilitation Act of 1973, and Executive Order 11246 and all its amendments. The Business Office and Student Development are responsible for the Title IX institutional compliance and should be contacted if students have questions or wish to file a complaint.

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**Course Registration**

Degree seeking students may register on-line during open registration week each semester. You will need to register using the on-line system and will be alerted to the open registration week by your advisor. Late registrations must be accompanied by an add slip, found in the Education Department main office Room 119 Blair Hall. Your signature and that of the Director of Graduate Studies is required on this form. The department office will send the form to the registrar.

Candidates withdrawing from a course must complete a “drop slip”, found in the Education Department main office. This form must be signed by the candidate and the Director of Graduate Studies before being submitted to the registrar’s office.

**Grading System**

The letter grades A, B, C, D, NC (no credit), S (Satisfactory), and F are awarded by instructors and describe the candidate’s performance relative to the expectations of
completed course work. The first four grades may be further described by the use of a plus (+) or a minus (-) sign and indicate a greater or lower level of achievement for that letter grade. Marks of I (Incomplete), X (Satisfactory, Course in Progress), NR (No report), and S/NCW (Withdrew) may also be given under appropriate circumstances.

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<thead>
<tr>
<th>Performance</th>
<th>Grade</th>
<th>Quality Points</th>
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<tbody>
<tr>
<td>Outstanding</td>
<td>A</td>
<td>4.000</td>
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<tr>
<td></td>
<td>A-</td>
<td>3.667</td>
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<td>Good</td>
<td>B+</td>
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<td>B</td>
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<td></td>
<td>C-</td>
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<tr>
<td>Marginal</td>
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<td></td>
<td>D</td>
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<tr>
<td></td>
<td>D-</td>
<td>0.667</td>
</tr>
<tr>
<td>Failure</td>
<td>F</td>
<td>0.000</td>
</tr>
</tbody>
</table>

- The grade of I (Incomplete) is to be given only at the end of a semester, or summer term, when work is not completed because of illness or other circumstances beyond the control of the student. A mark of I must be removed no later than the end of the eighth week of the next semester or it automatically becomes an F. A course for which I is given shall not be included in calculation of the student’s GPA until the I is removed.

- The grade X (Satisfactory, Course in Progress) is to be given only at the end of a semester, or summer term, for certain kinds of work, or courses, which may properly carry over for more than one semester, or summer term. The grade X is to be replaced by a final grade at the end of the grading period in which the work involved is to end. A course for which X is given shall not be included in calculation of the student’s GPA until the X is replaced by a final grade.

- The grade W (Withdrawal) is given upon notification by the Registrar of the dropping of a course after the fifth week and through the tenth week of the summer.

**Assessment of Master’s Thesis**

The successful completion and defense of the master’s thesis is required to earn a Master of Arts degree at Wittenberg University. Candidates should refer to the “Thesis Project Preparation Guide” for information about preparing and submitting their work. Each member of the thesis committee evaluates the candidate’s scholarship using the rubric
included in the guide materials. the committee will meet following the thesis defense to come to a common determination of whether the candidates receive a “Not Pass”, “Pass” or “Pass with Distinction” for their work.

**Pass/Fail**

The Pass/Fail option is reserved for course offerings designated by the Director of Graduate Studies. Graduate students will receive the mark of “S” for successful completion of work in these courses and a mark of “NC” for work that doesn’t meet minimal course requirements. EDUC 600: Directed Research is also evaluated on a pass/fail basis with completion of the course contingent on successful completion and defense of the master’s thesis.

**Academic Probation Policy**

Degree seeking candidates must maintain a 3.00 grade point “C” average in all coursework taken for graduate credit. No more than six (6) semester hours of “C” work or below is permitted if the candidate is to remain in the program. Candidates are responsible for keeping apprised of their academic status by referral to the final grade reports and to the permanent record on file in the Registrar’s Office.

1. A graduate candidate on academic probation may be restored to good academic standing by achieving a GPA of 3.00 in graduate work completed at Wittenberg. The candidate who is not restored to good academic standing by the end of two semesters will be declared ineligible to enroll.

2. While on academic probation, a graduate candidate must achieve a 3.00 semester grade point average in order to enroll in the ensuing semester.

3. A candidate who receives a grade of “C” for more than six (6) hours of credit must retake one of the courses in which the “C” was received and receive a grade of at least “B” on the course before being eligible to graduate.

4. In the case of ineligibility following academic probation, the graduate candidate may present a petition to the Director of Graduate Studies in Education to explain any extenuating circumstances affecting his or her performance. The petition will be reviewed by the Education Department faculty the semester in which it is received.

**Transfer Policy**

Credits transferred for application toward the Master of Arts in Education degree are subject to the following conditions:

1. No more than six (6) semester hours of graduate transfer credit may be applied to a Wittenberg degree. (Two [2] courses equivalent up to 8 semester hours) All transfer credits must have the approval of the Director of Graduate Studies.
2. Credits to be transferred must be equivalent to Wittenberg University graduate course or as appropriate electives. The credits being transferred are at the discretion of the Director of Graduate Studies.

3. Credits to be transferred must not have been used to fulfill requirements for an undergraduate degree.

4. The granting institution must be fully accredited for graduate studies.

5. To be acceptable for transfer for an institution other than Wittenberg University, grades for credits earned must be either “A” or “B”. They must have been earned within a six year period immediately preceding the candidate’s entry into the Master of Arts degree program at Wittenberg.

6. Wittenberg University courses using a satisfactory/failing grading system must be approved by the Director of Graduate Studies in Education if they are to count toward a degree. No more than four credit hours of such courses can apply for degree completion.

Requirements for Degree

The candidate for the Master of Arts in Education degree:

1. Must successfully have completed the program as outlined with a minimum of 36 semester hours.

2. Must earn at least a 3.00 grade point average in course work attempted. (No more than 6 hours of “C” work or less than “C” work is permitted for a degree.

3. Shall complete all degree requirements within a 6-year period from the date of admittance to the MA program.

4. Must have successfully completed a research thesis project as outlined in the program.

Requirements for Principal’s Licensure

1. Successful completion of a master’s degree in educational leadership and/or

2. Transcript review by the Director of Graduate Studies.

Directed Research

Candidates must be enrolled in Education 600: Directed Research during the semester that they finish an approved thesis. Should a candidate not complete the research during the semester of enrollment, they will receive a “X” form the instructor. The candidate will be required to enroll in EDUC 600 for a minimum of 1 credit hour for each academic semester (Fall and Spring) following the initial enrollment in EDUC 600 until the thesis is completed. If the candidate does not continue to enroll in EDUC 600, the candidate will be dropped from
the program and will need to reapply to the program paying application fee and if accepted, register for EDUC 600 for 4 semester credits.

**Leave of Absence**

It is the expectation of the Education Department that degree-seeking students will, at a minimum, register for courses each fall and spring semester and make continual progress toward a Master of Arts degree. However, if circumstances exist such that a candidate is temporarily unable to continue work (e.g., health or family issues) in the graduate program or with the thesis project during contiguous semester, a Leave of Absence Form must be completed by the candidate and submitted to the Director of Graduate Studies within the first 4 weeks of the semester of absence or non-registration for a course. The Graduate Program Committee will review leave requests at the next scheduled meeting. Failure to file a Leave of Absence request will result in the candidate’s need to re-apply to the graduate program in order to continue graduate courses and/or work on a thesis project and be responsible for all costs associated with reapplication. The Leave of Absence form is found at the end of the Graduate Student Handbook.

**Extension of the Six Year Time Limit**

Failure to complete degree requirements within the six-year maximum time limit will result in removal of degree candidacy. Any graduate candidate who wishes to extend the six-year limit may petition in writing to the Director of Graduate Studies. The Education Department faculty will act upon the petition.

The request should include the reasons for needing additional time and should cite a specific completion date not longer than one academic year.

**Tuition and Fees**

At the time of application to the program, candidates will be assessed a $40.00 non-refundable application. Please refer to the posted charges for tuition information.

Payment of tuition must be made at the time of course registration or upon receipt of the first billing cycle from the Student Accounts office. Payment can be made by check or credit card.

Payment in full is required even if you are receiving benefits from your employer for which you may be reimbursed at a later date.

Candidate applying for loans are responsible for payment by check or credit card prior to the first class of the semester.
Financial Aid

Candidates may be eligible for designated loans, federal tax credits, and other benefits for college study. They should contact the Director of Financial Aid at 327-6406 for more information about these opportunities.

Refund Policy

Candidates who withdraw from a course will receive a refund of their tuition payment in accordance with the following schedule. Exceptions to this refund policy may be published in the current course listing.

1. Withdraw through the Friday of the first week of class: 100%
2. Withdraw after the Friday of the first week of class: No Refund
3. Official withdrawal requires submission of an official Course Change (Add/Drop) form signed by the student and the Director of Graduate Studies. Mere failure to attend does not constitute official withdrawal.

Student Services

Advising

The director of Graduate Studies will meet with candidates prior to registration dates for fall, spring, and summer semesters. At this time, the candidate’s Individual Program Plan will be reviewed and updated.

Resources

Moodle will be used to facilitate communication and provide information. Contact the Solutions Center (525-3801) for help at solutions@wittenberg.edu or in person in the Thomas Library.

Writing Center

The Writing Center provides friendly, professional support for all types of writing projects from academic and professional papers to personal statements and fiction or poetry. Trained student advisors work with writers at every stage of the writing process—brainstorming, drafting, revising and editing. The Writing Center is located in 112 Hollenbeck Hall and can be reached at 327-6154.

Hours and additional information are listed on the website at: www.wittenberg.edu/administration/writingcenter.html
Oral Communication Center

The Oral Communication Center provides assistance on oral communication assignments of all types, including formal presentations, discussion/debates, class participation and oral reports. Working one-to-one with a trained consultant, students can learn how to effectively develop, organize, and deliver the content for these assignments.

Consultants can assist students during any part of their process including brainstorming content ideas, developing visual aids such as PowerPoint, organizing material and practicing delivery. The Oral Communication Center is located in Thomas Library, Room 201.

Hours and additional information are listed on the website at: http://www.wittenberg.edu/academics/occ

Students with Disabilities
Please be aware that Wittenberg University is committed to providing reasonable accommodations for students with documented disabilities. If you are eligible for course accommodations due to a disability, you need to register with the Academic Services Office located in Room 206 of Recitation Hall.

Early identification at the start of the term is essential to ensure timely provision of services. If you have questions or would like more information about services for students with disabilities, please contact the Disability Services Coordinator, John Harrelson at 327-7958 or harrelsonj@wittenberg.edu

Academic Honesty

I promise to be truthful and treat you with respect. I will come to class fully prepared every day. I will be thoughtful and fair in preparation and assessment of assignments and exams. I will provide a variety of frequent opportunities for you to demonstrate your learning in this class. I will work toward creating an atmosphere where mistakes are opportunities to learn.

I expect you to be truthful and respectful with your classmates and me (including not having your cell phone out during class). I expect you to come to class each day fully prepared. Read all books carefully and thoughtfully and prepare all assignment with attention to detail. I expect you will perform honest work that is your own at all times. I expect you to take some action if you witness cheating or dishonest academic behavior. I expect you will ask me for clarification if you are uncertain about Academic Honesty in this class. Be aware of Wittenberg’s honor code.

For more information visit: http://www4.wittenberg.edu/academicintegrity/rational
MASTER OF ARTS IN EDUCATION CURRICULUM

The Master of Arts degree totals 36 semester hours including 9 semester hours of core courses, 6 semester hours of research courses, 3 semester hours of Directed Research, 9-12 hours of focused inquiry courses, and 7-10 hours of professional studies courses. The focused inquiry and professional studies courses have prerequisites, but candidates are required to take at least 3 semester hours in each of three designated categories: Topics in Human Development and Learning, Topics in Effective Pedagogical Practices, and Topics in Curriculum.

After successful completion of the required core and research courses and after completing focused inquiry and professional studies courses, candidates can conclude their program by successfully completing 3 hours of Directed Research and by defending a research thesis.

Required Courses

- Cored Courses: EDUC 550, 560, 570
- Research Courses: EDUC 590, 595
- Directed Research: EDUC 600

Program Courses

Current courses are listed and described on the Master’s Program website: www.wittenberg.edu/masters-education

Cohorts

The Master of Arts degree program offers a cohort design for candidates interested in a specific focus of study (e.g., math and science, literacy, leadership). Groups of graduate students interested in the same area of study enter the program as a cohort. The focus and start dates for each new cohort are determined by the Graduate Committee and the Education Department faculty according to the resources of the department and the needs of the community determine cohorts. The planned sequence of courses in the cohort program is designed to guide candidates through degree completion in two years. Cohort members take all core, research, and focused inquiry courses as a group. Professional studies are the candidates’ elective courses. Summer study is required for cohort members, as core, research or focused inquiry courses are offered at that time. A typical cohort schedule would consist of approximately 6 hours each semester (fall, spring, and summer) for two years.

Technology

All candidates will have access to university email accounts and access via Wittenberg’s computer network to web resources and the libraries electronic resources. The research requirements of the program will required familiarity with these resources and their extensive use.

Last revised 6/2015
Procedures for Successful Completion of Directed Research

To fulfill degree requirements candidates must complete EDUC 600 and an approved research thesis project following the steps below. Candidates should consult the “Thesis Project Preparation Guide” for information about preparing the thesis.

1. Establish a Thesis Committee which must include three (3) members including the participant’s advisor, one other member of the Education Department, and one other professional, working either at Wittenberg University or in a P-12 school. The committee serves as the primary source of evaluation for the candidate’s thesis.

2. Prepare a preliminary thesis proposal following department guidelines. The proposal will be developed in consultation with candidates thesis committee.

3. Conduct proposed project and prepare written results.

4. Defend the thesis successfully before the Thesis Committee

5. Upon completion of the thesis, submit two bound copies of the thesis to the Director of Graduate Studies.

Courses

EDUC 550: Professional and Ethical Issues in Education
3 Semester Hours

Designed to inform practice in P-12 classrooms, this course explores philosophical and pragmatic issues affecting teacher leadership. By the end of the course, participants will have the opportunity to analyze case histories, examine the philosophy and history of teacher professionalization efforts, critique and analyze research articles, develop basic strategies for research review, and formulate initial professional development plans. A major outcome of the course is personal assessment and planning of professional development goals.

Topics:

- Philosophy and Ethics in Teaching
- Professionalization History and Culture
- Professional Assessment and Advancement
- Research Review Analysis and Strategies

EDUC 560: The Sociology of Educational Change and School Renewal
3 Semester Hours

This course provides participants with the sociological and historical background for examining school reform/renewal models. In analyzing these models, participants will consider current research about assessment, outcomes, and implementation processes. Connections will be made to personal and local circumstances and to the institutional cultures that support personal and building-wide educational change. The reading and construction of case studies will allow participants further opportunity to reflect more personally on teacher leadership roles in school change efforts.
Topics:

- Sociology and Politics of Educational Change
- School Renewal Approaches
- Building Supportive Institutional Cultures
- Teacher Leadership in School Renewal

EDUC 570: Approaches to Working with Diverse Communities
3 Semester Hours

This course will focus on examining diversity in personal and local contexts and on analyzing how diversity is reflected in curriculum and instruction. Diversity applies to teachers, students, administrators and staff within the school as well as the various populations in the larger school community. Teachers will develop plans and strategies about parental partnering, tolerance, conflict resolution, curriculum sequencing and presentation, assessment, and community building.

Topics:

- Theory and Practice of Multicultural Education
- Practical Classroom Approaches to Curriculum, Instruction, and Community Building
- Working with Diverse Communities Outside the School

Research Courses

EDUC 590: Reading and Writing for Action Research
3 Semester Hours

The major purpose of this course is to instruct participants as to how to identify research interests, determine strategies, and form designs to complete research projects. Participants will learn action research strategies that help them define questions and determine methods of gathering information and assessing it. Participants will also examine the process and practice of both quantitative and qualitative research. By the end of the course, students will clarify a research question and be able to write a research plan and preliminary review of the literature. Prerequisite: any of courses EDUC 550, 560, 570

EDUC 595: Planning and Implementing Teacher Research

3 Semester Hours

The major purpose of this course is to help participants continue in the research process. The course will review components of the action research process and further inform students regarding data collection and analysis. Participants will learn how to select and
create data collection instruments and to analyze qualitative and quantitative data. By the end of the course, students will have completed rough drafts of the first three chapters of the thesis and be prepared to implement their studies. **Prerequisite:** EDUC 590.

**EDUC 600: Directed Research**  
*3 Semester Hours*

Directed Research serves as the capstone experience in the Master of Arts in Education degree. Candidates will work with their Thesis Committee to craft and complete a substantial, high-quality research project. Although the completed projects will differ, all must include a written review of the literature pertaining to the candidate(s)’s research topic. The candidate(s) must document the research process and address the project's relevance, value, and significance. See the Thesis Project Preparation Guide for details on the completion of the project. This course entails completion of the project proposal, successful completion of the research, and an oral defense before the Thesis Committee. Initial registration for EDUC 600 requires enrollment for 3 semester credits. Prerequisites: 550, 560, 570, 590, and 595.

**EDUC 510: Topics in Human Development and Learning Theory**

**EDUC 520: Topics in Effective Pedagogical Practices**

**EDUC 530: Topics in Curriculum**
REQUEST FOR LEAVE OF ABSENCE

If circumstances exist such that a degree-seeking student is temporarily unable to continue work (e.g., health or family issues) in the graduate program or with the thesis project during contiguous semesters, this form must be completed by the candidate and submitted to the Director of Graduate Studies within the first 4 weeks of the semester of absence from the program or non-registration for a course. The Graduate Committee will consider the request for a leave of absence at its next regularly scheduled meeting. Upon approval of the request, the Director of Graduate Studies will notify the candidate.

Name: 
Graduation Date: 

Semester(s) of requested leave: 

Committee Chair or Advisor: 

Below provide a detailed reason for requesting a leave of absence from the graduate program:

________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________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