



# SCHOOL OF EDUCATION

**2019-2021**

**STUDENT HANDBOOK**  
**Master of Science in Reading**



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**Every effort has been made to ensure the accuracy of the information presented in this handbook. It is intended as a resource guide for students in the Master of Science in Reading Program. The Graduate Catalog is the official Florida Memorial University publication for graduate policies and procedures and will take precedence if there are any discrepancies between the two publications. Please familiarize yourself with the content of the Florida Memorial University Graduate Catalog.**





### **THE HANDBOOK**

This Handbook is a valuable resource for graduate students in our Reading Program and contains essential basic information about our Reading Program. The Handbook can be used as a point of reference for incoming and continuing students. It is the student's responsibility to be aware of and to comply with all policies, procedures and deadlines as documented in the Florida Memorial University Graduate Catalog.

All students in the Graduate Reading Program must read this handbook and fill out and return the acknowledgement receipt to the Reading Program Coordinator, Dr. Yvonne Campbell, as soon as possible.

### **DEGREE PROGRAM MISSION STATEMENT**

The professional education program at Florida Memorial University is designed to uphold and carry out the mission of the University to provide effective academic programs that lead to life-long learning and leadership through service. The dynamics of change have led to the continuation of high expectations in the quality of educators prepared at this institution, from increasing the diversity of the student population to revision of the program that addresses the use of technology in both preparation for and in instruction. Effective educators will demonstrate the attributes of high expectations in terms of scholarship, service, and research as they prepare to become professionals in their respective fields. Graduates of the teacher education program are noted for their professionalism and their belief that all children can learn. The School's vision may be captured by the following theme: Continuing the Heritage, Legacy and Tradition of Florida Memorial University: Preparing Constructivist, Competent, and Compassionate Educators, (C3E).

### **PROGRAM DESCRIPTION:**

The Master of Science Degree in Reading is an initial certification program and is designed to meet the needs of individuals from three different career paths. Track I which requires 36 credits, is designed for candidates with certification in education and ESOL endorsement by the Florida State Board of Education. Track II which requires 42 credits, is designed for candidates with only certification in education, and requires ESOL endorsement. Track III which requires 48 credits is designed for candidates with an undergraduate or graduate degree in an area other than education, and/or who are not certified to teach. In addition to the course work for both career paths, candidates in the program have the option of completing either a comprehensive exam or a thesis at the end of their course work. The Thesis (ESE 599) requires a minimum of 3 credit hours to graduate. If the thesis is not completed and successfully defended, candidates can register for additional credit hours by taking ESE 599 for 1 to 3 credit hours until the process is completed.



## ADMISSION REQUIREMENTS

**Full Admission.** To be fully admitted to the Florida Memorial University Graduate Reading Program, candidates must:

1. Complete the Graduate Application for Admission.
2. Have an earned baccalaureate or graduate degree, with a 3.0 GPA in the last 60 hours on a 4.0 scale, from a college or university accredited by the appropriate regional accrediting agency. \*
3. Submit official transcripts from all colleges or universities attended via postal mail (an official transcript bears the institution's seal and an official signature).
4. Provide official scores for Graduate Record Examination (GRE) completed within the last five years. ***Note that a minimum score is not required. Scores must be on file before applying for candidacy.***
5. Provide official passing scores for the University Level Academic Skills Test (CLAST), PRAXIS I, General Knowledge test (GK), or an equivalent basic skills test approved by the state of Florida. The Florida Professional Certificate granted will be accepted as proof of passing a basic skill test e.g., CLAST, PRAXIS I, GK. A score of one thousand (1000) on the GRE will be accepted in lieu of the basic skills test requirement.
6. Submit three (3) completed Recommendation Evaluation Forms.
7. Submit an essay stating goals for graduate study.

**Conditional Admission.** To be conditionally admitted into the Florida Memorial University Graduate Teacher Education Program, the candidate must:

1. Complete the Graduate Application for Admission.
2. Have an earned baccalaureate or graduate degree with a 2.5 GPA in the last 60 hours on a 4.0 scale from a university accredited by the appropriate regional accrediting agency. ***Note: Full admission will be granted once the candidate has received a minimum of a 3.0 GPA in the first twelve (12) credit hours at the graduate level at the University.***
3. Submit official transcripts from all colleges or universities attended via postal mail (an official transcript bears the institution's seal and an official signature).
4. Provide official scores for the Graduate Record Examination (GRE) completed within the last five years. ***Note that a minimum score is not required. Scores must be on file before applying for candidacy.***
5. Provide official passing scores for the University Level Academic Skills Test (CLAST), PRAXIS I, General Knowledge test (GK), or an equivalent basic skills test approved by the state of Florida. The Florida Professional Certificate granted will be accepted as proof of passing a basic skill test e.g., CLAST, PRAXIS I, GK. A score of one thousand (1000) on the GRE will be accepted in lieu of the basic skills test requirement.
6. Submit three (3) completed Recommendation Evaluation Forms.
7. Submit an essay stating goals for graduate study.

**\*International students** who have completed degrees at colleges or universities outside of the United States must have transcripts evaluated by an approved transcript evaluation service. Passing the TOEFL examination may be required for students whose first language is not English.



### **TRANSFER CREDITS**

Students may transfer a maximum of six (6) graduate credit hours with grades of “B” or higher from a regionally accredited degree granting institution. International credits will be accepted upon recommendation from a recognized credential evaluation agency. All transfer credits must be approved by the Division Chairperson and the Director of Graduate Programs.

### **ADVISOR/MAJOR PROFESSOR**

Every graduate student will be assigned to an advisor from the Reading department. The responsibility of the advisor is to assist the student in planning a program of study and to ensure fulfillment of degree requirements. The advisor must approve the student’s selected courses each semester. The professor advises the student about the courses, select the courses, selects questions for the comprehensive examination or supervises the student’s thesis research, and facilitates communication with Reading Department.

### **GRADE POINT AVERAGE (GPA)**

A minimum cumulative 3.0 GPA is needed for the completion of each degree. All students will be required to maintain at least a 3.0 GPA while matriculating; if a student falls below the required average in a given semester, the student will be required to bring up his/her average GPA to the 3.0 level by the end of the following semester.

### **INDEPENDENT STUDY**

Independent study is available upon approval from the Director of Graduate Programs. Students are limited to six (6) credit hours. Independent Study is not granted in lieu of required courses.

### **REGISTRATON**

Students must comply with student load requirements as explained in the Academic Regulations section of this catalog. Students must register in accordance with the published schedule for pre-registration, and late registration for the Fall, Spring, and Summer semesters. Schedules of classes are available in the advisors’ offices and on the University’s web site. Students are urged to study course selections carefully and, in conjunction with their advisors, plan courses of study on the official registration worksheet form. This form is available in the academic advisor’s office. Students currently enrolled will be charged a late registration fee if not pre-registered. Students have not completed registration until cleared by the Business Office. Registration will be canceled if not completed by the published deadline. Students will not be permitted to register after the late registration period.

### **COURSE CANCELLATION**

Course(s) may be canceled by the Dean of each program in the event of insufficient enrollment or lack of an instructor.

### **ATTENDANCE POLICY**

Students are required to attend all classes for which they registered and are not authorized to attend classes for which they are not registered. Students are responsible for any and all coursework and may not use university-sponsored activities as pleas for extension of time to complete assignments or for permission to take up examinations or quizzes. A calculation of absences begins from the first class meeting for students whose names appear on the initial class roster. Students will be allowed a maximum of one (1) absence per course. Any absences after the first one requires written permission from the **Director of Graduate Programs, Dr. Yvonne Campbell.**



## **COMPLETION REQUIREMENTS AND REGULATIONS**

### **Master's Thesis Committee**

The responsibility of this committee is to guide the student during the written and oral phase of the thesis process. The committee is to be composed of the major professor and at least two other faculty members at the rank of assistant professor or above with graduate status. The major professor and the student select the committee.

### **Comprehensive Examination or Thesis**

A candidate must pass a comprehensive written examination or thesis, depending on the student's choice, as part of the completion requirements. The examination is a demonstration of the candidate's ability to integrate materials in the major and related fields. The examination must be scheduled through Reading Program Coordinator with the approval of the Director of Graduate Programs before the deadline and will be coordinated by the student's committee. In case of failure, the candidate may not be reexamined until the following semester. The result of the second examination is final. Students may schedule the comprehensive examination or prepare to write the thesis after 2/3 of the program is completed. Students whose performance is deemed unsatisfactory on the comprehensive exam are only permitted one (1) re-examination. All re-examinations can only be taken the following semester or after during the specified comprehensive examination period.

### **Field and Clinical Experience**

The School of Education has established field experience requirements embedded in individual courses for both Initial Certification and Teacher Leadership Tracks. The School has established long-standing links and partnerships with various schools, both private and public to provide the opportunity to improve instruction and research at the University. Clinical requirements will be maintained through the Graduate Program Office. This office will place students in the Field at the appropriate time under the direction of the candidate's advisor.

### **Portfolio**

All teacher candidates will complete an exit/professional portfolio as part of the culminating experience that demonstrates through artifacts their knowledge and skills in the area of Reading. This portfolio is guided by the FLDOE 12 accomplished practices, ESOL competencies, and state and national standards.

### **Exit Interview**

After successfully completing all coursework and practicum, each candidate will (with his/her completed portfolio) engage in a panel exit interview. The interview will comprise of focused questions related to materials within the candidate's portfolio. Questions will include teaching philosophy, individual behavior, and classroom management, lesson plans, unit plans integrating technology, assessment, collaboration, working with culturally and linguistically diverse students, working with parents, and professional development.

### **Appeals Process**

All graduate Program policies/procedures may be appealed through the appeals process of the individual program, the School of Business or School of Education, and the University.

### **Application for Graduation**

Graduation applications must be filed with the respective graduate program director no later than commencement day of the semester proceeding the semester in which he/she plans to graduate. See the Academic Calendar for specific due dates.



## EXIT EXAMS

A student seeking initial certification through the Graduation program must pass the Florida Teacher Certification Examination (FTCE). The FTCE is composed of three tests: Professional Education, General Knowledge, and Subject Area Exams. Depending upon his or her background, the student may need to take one, two, or three of the tests.

1. **General Knowledge Test (GK)** – Prior to July 1, 2002, the required basic skills test for teacher certification was the CLAST. Beginning July 1, 2002, the required basic skills test for teacher certification is the General Knowledge Test for which students can register using the application in the registration bulletin. The General Knowledge Test is a basic skills achievement test containing four subtests: mathematics (multiple-choice items) reading (multiple-choice passage-based items), English language skills (multiple-choice items), and essay.
2. **PEd Test: Professional Education** – Candidates applying to take the Professional Education Test. See your *Official Statement of Status of Eligibility*.
3. **SAE Test: Subject Area Exam** – These exams are for degreed academic subject areas and are usually in a multiple-choice format. Candidates applying for a Professional Certificate and those adding a subject area subject to a professional Certificate must pass a subject area exam in the field(s) in which they seek certification.

**To graduate and exit from the University and receive the Master's Degree diploma, the following activities must be taken care of by every candidate:**

Activity
Provide official scores for Graduate Record Examination (GRE) completed within the last five years. <b>Note that a minimum score is not required. Scores must be on file before applying for candidacy.</b>
Complete all coursework.
Pass all sections of the Comprehensive Exam.
Complete panel exit interview after passing score obtained on Comprehensive Exam.
Submit <b>official</b> passing score of Reading Subject Area Exam to the <b>Director of Graduate Programs (Dr. Yvonne Campbell)</b> on the <b>last day of your final semester</b> .
Apply for graduation and pay the required fee by the deadline date.
Complete the Graduation Checkout Form with all signatures (e.g., Library, Financial Aid, etc.)