EDUC 5010

INTRO TO GRAD STUDY FOR

NWOSU

I HAD NO IDEA IT WAS THIS EASY...

YOUR GUIDE TO SUCCESS IN THE NWOSU GRADUATE PROGRAM
EDUC 5010 Graduate Study Seminar
COURSE SYLLABUS
Revised 15 May 2008

SCHOOL: Professional Studies
DIVISION: Education
COURSE, NUMBER, TITLE: EDUC 5010, Graduate Study Seminar (zero-credit course), Summer/Fall 2008
INSTRUCTOR: Rodney C. Murrow, Ph.D. 580.327.8589
Alva campus, Education Center 103 (M, W, R, F) rcmurrow@nwosu.edu
Enid campus, Office 118 (T)

TEXTBOOK(S):
- Handbook will be provided (also available for download from Graduate Studies web site).
- Graduate Catalog will be provided (also available for download from Graduate Studies web site).
- M.Ed. students must purchase a license for “LiveText” – available in the Follett Book Store.

COURSE DESCRIPTION AND PREREQUISITES:
An introduction to graduate study, including policies and procedures of the Graduate Studies programs. The seminar will introduce Master of Education students to the “LiveText edu solutions” web-based assessment system. Prerequisites: NONE. This course is required during the semester of the 10th hour of graduate study and serves as a prerequisite to further enrollment in the graduate program.
NOTE: Students who enroll in the seminar prior to the 10th hour of graduate study are thereby agreeing to submit the required paperwork required in this syllabus, though the Graduate Catalog specifies that it is not due until the 10th hour.

DIVERSITY STATEMENT:
The Teacher Education Unit is committed to creating and maintaining a mutually respectful environment that recognizes, invites, and celebrates diversity among all students, candidates, faculty, and staff. NWOSU values human differences as an asset; works to sustain a culture that reflects the interests, contributions, and perspectives of members of diverse groups; and delivers educational opportunities to meet the needs of diverse audiences. The Unit also seeks to instill these values and skills to encourage leadership and service in a global and multicultural society.

PERFORMANCE ASSESSMENT:
The following assessment items are required of all students enrolled in the course:
- Attend one of the scheduled sessions of the seminar
- Submit the Graduate Advisory Committee Selection Form
- Submit the Master’s Degree Plan of Study
- Take either the Miller Analogies Test or the Graduate Record Examination, and have an official score submitted

The following additional assessment items are required of all Master of Counseling Psychology students enrolled in the course; these components are part of the admission standards required by the psychology department ~ see Section Three, page 11, in the Graduate Catalog. Do not submit these items to me; consult Dr. Mark Davis, Coordinator of Counseling Education, telephone 580.327.8447 or email mwdavis@nwosu.edu. Dr. Davis’s office is Education Center (EC) 208 on the Alva campus.

~ 1 ~
Receive a minimum score at the 25th percentile on the Miller Analogies Test (official score must be on file)
Submit three letters of recommendation from faculty members or other professionals related to the field of study
Submit a written statement of career aspirations and self-evaluation of strengths and weaknesses related to the field of study
Submit a sample of scholarly written work
Complete an interview with the graduate faculty of the psychology department

The following additional assessment items are required of all Master of Education students enrolled in the course:

- Graduate Portfolio, Milestone One assessment
- Submit a copy of current teaching certificate (except Adult Education Management & Administration and Non-Certificate options)

EVALUATION AND GRADING:
The course is a pass-fail seminar. All assignments appropriate to the student’s master’s degree program (M.C.P. or M.Ed.) must be completed by the published deadline to satisfy the course requirements. Further enrollment in the graduate program will not be allowed until the course requirements have been met.

SERVICES FOR STUDENTS WITH DISABILITIES:
Any student needing academic accommodations for a physical, mental, or learning disability should contact the Dean of Student Affairs and Enrollment Management within the first two weeks of the semester so that the appropriate accommodations may be made.

CHILDREN IN CLASS:
In hopes of avoiding unnecessary distractions and/or disturbances, as well as to ensure a proper college-level learning and teaching environment, children are not permitted in the classroom during regular class meetings.

FOOD & DRINK IN THE CLASSROOM:
NWOSU has established a policy that eliminates all food in every classroom. Drinks with lids are allowed.

CELL PHONES & ELECTRONIC DEVICES IN THE CLASSROOM:
Cell phone and electronic device usage in classes (especially ITV) is a major concern and distraction. Students must turn off their cell phones and electronic devices during class unless the student works for an emergency response unit.

CLASS ATTENDANCE:
Responsibility for attending class rests upon the student. Attendance in class is expected. The university requires 75% attendance for credit in a course. Each instructional staff member will determine his/her attendance policy between 75-90% for credit in his/her course (General Bulletin, p. 27).

NOTE: The preceding statement applies to a standard course, meeting over a typical semester. For this course, however, the student must attend ONE session (multiple sessions are scheduled each semester) and complete all assignments in order to satisfy course requirements. Upon successful completion of the course, the student will be allowed to enroll in additional graduate courses.

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TENTATIVE COURSE OUTLINE AND SCHEDULE:
(Student must attend one of the sessions ~ not available via ITV)
SUMMER SESSIONS ARE FROM 4:30 p.m. to 7:30 p.m., except as noted
FALL SESSIONS ARE FROM 9:00 a.m. to 12:00 p.m.
Check the university web page for current updates to course schedules.

SUMMER 2008:  May 19, Alva campus, EC 101
                May 20, Enid campus, Lab
                May 21, Woodward Campus, Lab
                May 30, Ponca City University Center ~ 9:00 a.m. to 12:00 p.m.
                ALL ITEMS HAVE A DUE DATE OF JULY 1, 2008

FALL 2008:     August 16, Alva campus, EC 101
                August 23, Enid campus, Lab
                September 6, Woodward Campus, Lab
                ALL ITEMS HAVE A DUE DATE OF NOVEMBER 1, 2008

SPRING 2009:   Schedule for sessions will be online
                ALL ITEMS HAVE A DUE DATE OF APRIL 1, 2009

First period (all students):

1. Graduate Studies Web Site
2. Graduate Catalog:
   a. Section 1: Graduate Faculty
   b. Section 2: Policies
   c. Section 3: Master of Counseling Psychology
   d. Section 4: Master of Education
   e. Section 5: Certification Programs
   f. Section 6: Graduate Courses
3. “Housekeeping” Issues
   a. Student responsibilities
   b. Advisory committee member responsibilities
   c. NWOSU e-mail account
4. Master’s Degree Plan of Study
   a. Online course rotations for education & psychology
   b. “Plan Your Work and Work Your Plan”
5. Miller Analogies Test (or Graduate Record Examination)
   a. Alva campus, Mistie Kline 327-8149 or melkine@nwosu.edu
   b. Enid campus, Lori Coonrod 213-3147 or lacoonrod@nwosu.edu
6. Debbie Skinner, Coordinator of Graduate Studies, 327-8410 or dgskinner@nwosu.edu
Second period (Master of Education students only):

**LiveText edu solutions (Student must purchase LiveText account prior to class session):**

1. Activate account
2. Log in
3. EDUC 5010 Graduate Study Seminar (click on title to open)
4. Create a document (portfolio, GS template)
5. View each section, use editing tools, save and finish
   a. Required Items for Milestone One
      i. Graduate Advisory Committee
      ii. Master’s Degree Plan of Study
      iii. MAT or GRE official test score
      iv. Personal/professional information
         1. Vita
         2. Philosophy
         3. Certification
         4. Transcripts
      v. Artifacts sufficient to meet one standard
   b. FYI, MS2 – not required for this seminar
      i. Due at 17th hour, w/ application for degree candidacy
         1. Updates from MS 1
         2. Professional philosophy and professional goals
         3. Artifacts sufficient to meet three additional standards
   c. FYI, MS3 – not required for this seminar
      1. Due at conclusion of M.Ed. program (final semester)
      2. Updates from MS 1 and MS 2
      3. Artifacts sufficient to meet all standards (core and specialty)

6. Share a document (viewer, editor)
7. Submit for assessment (deadline July 1, November 1, April 1)
   a. “Submit for Review” only to advisory committee chair
   b. “Share” with other two committee members
   c. Email committee chair, members, and Debbie Skinner
   d. The assessment requirement is not completed until the LiveText assessment report is generated within the LiveText system.
## SUMMARY OF PROCEDURES FOR GRADUATE STUDENTS

<table>
<thead>
<tr>
<th>Procedure...</th>
<th>To Be Completed...</th>
<th>Initiate Through...</th>
<th>Approved By...</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Admission or readmission to the university*</td>
<td>Prior to enrollment</td>
<td>Registry office</td>
<td>Registry office</td>
</tr>
<tr>
<td>2. Admission to graduate study*</td>
<td>Prior to enrollment</td>
<td>Graduate office</td>
<td>Graduate office</td>
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<td>3. MCP students: degree area application</td>
<td>Prior to enrollment</td>
<td>Coordinator of Counseling</td>
<td>MCP screening</td>
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<tr>
<td>4. GRE or MAT test</td>
<td>ASAP, before enrolling in 10th hour</td>
<td>Academic Success Center</td>
<td>Graduate office</td>
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<tr>
<td>5. Select graduate advisory committee</td>
<td>ASAP, before enrolling in 10th hour</td>
<td>Graduate office; Advisory committee</td>
<td>Graduate office</td>
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<tr>
<td>6. Portfolio Milestone 1**</td>
<td>Concurrent with 10th hour</td>
<td>Advisory committee</td>
<td>Advisory committee</td>
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<tr>
<td>7. Submit plan of study</td>
<td>ASAP, before enrolling in 10th hour</td>
<td>Graduate office; Advisory committee</td>
<td>Graduate office</td>
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<tr>
<td>8. Apply for candidacy</td>
<td>After completing 16 hours and at least 9 weeks prior to graduation</td>
<td>Graduate office</td>
<td>Graduate office</td>
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<tr>
<td>9. Portfolio Milestone 2**</td>
<td>Concurrent with 17th hour</td>
<td>Advisory committee</td>
<td>Advisory committee</td>
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<td>10. Thesis option: submit thesis</td>
<td>Prior to comprehensive examination or portfolio</td>
<td>Advisory committee</td>
<td>Graduate office</td>
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<tr>
<td>11. Degree application $15</td>
<td>At least 9 weeks prior to graduation</td>
<td>Graduate office</td>
<td>Graduate office</td>
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<tr>
<td>12. Schedule written comprehensive exam and oral follow-up**</td>
<td>At least 4 weeks before exam</td>
<td>Graduate office</td>
<td>Advisory committee; Graduate office</td>
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<tr>
<td>13. Oral follow-up**</td>
<td>No earlier than 2 weeks after written exam, but before final exam week</td>
<td>Graduate office</td>
<td>Advisory committee</td>
</tr>
<tr>
<td>14. Submit portfolio**</td>
<td>By Nov. 1, April 1, or July 1</td>
<td>Graduate office</td>
<td>Graduate office; Advisory committee</td>
</tr>
<tr>
<td>15. Portfolio Milestone 3**</td>
<td>No earlier than 2 weeks after submitting, but before final exam week</td>
<td>Graduate office; Advisory committee</td>
<td>Advisory committee</td>
</tr>
<tr>
<td>16. Exit interview</td>
<td>Immediately after oral exam or portfolio defense</td>
<td>Graduate office</td>
<td>Graduate office</td>
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</tbody>
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* Admission form must be accompanied by official transcripts reflecting all college/university credit attempted. Students who have completed undergraduate degree requirements at NWOSU do NOT need to submit a transcript from Northwestern. Applicants who hold teaching certification must submit copies of their current teaching certificate.

** MEd students who applied for graduate study before January 1, 2003, are required to pass the written comprehensive examination and the oral follow-up exam; those who applied for graduate study after January 1, 2003, are required to submit and successfully defend a graduate portfolio, developed and approved at Milestones 1, 2, and 3. All students, regardless of their degree plan, must have (1) completed all course work OR be enrolled in the final 9 hours in a regular semester or the final 6 hours in a summer semester and (2) have successfully removed all grades of “Incomplete” from their transcripts before being allowed to take the written comprehensive exam OR to submit the graduate portfolio.
Frequently Encountered Problems
These items are important ~ they seem to cause the most confusion and frustration.

1. All NWOSU students must have an email account through NWOSU. Primary contact from instructors ~ and from the graduate office ~ is by email. The graduate office personnel will not maintain a list of any “non-NWOSU” email accounts. Check your email daily; messages to students “bounce” regularly because “their mailbox is full” or has not been activated.

2. All graduate students are required to have a GRE or MAT score on file; the score must be an “official” score sent from the testing center and must be no older than five years.

3. Graduate students who hold teaching certificates must submit copies of the certificate(s) to the graduate office as part of admission requirements.

4. All graduate students must eventually meet unconditional admission standards (listed in the catalog, page 6); students admitted conditionally must meet the 3.0 GPA requirement within the first sixteen hours.

5. College seniors may take graduate courses in their final semester, up to a full load; they must complete all bachelor’s degree requirements by the end of the semester. The student must submit an application for graduate study and meet unconditional admission standard one (2.75 or higher undergraduate GPA).

6. “Special Student” status is for non-degree-seeking students and is limited to a maximum of nine hours. Any student who enrolls in more than nine hours without meeting admission standards runs the risk of accumulating hours that may not be applicable to a degree program. YOU MUST MEET ADMISSION STANDARDS TO CONTINUE IN A GRADUATE PROGRAM.

7. Application for candidacy is required after the 16th hour and at least nine weeks prior to graduation. GPA of 3.0 or greater is required.

8. All coursework for a master’s degree must be 5000-level.

9. Full-time status for a graduate student requires at least nine hours in a regular semester or four hours in a summer term. Maximum load limit per semester is twelve hours in a regular semester or nine hours in a summer term (includes the May interim). Exception: in the semester of graduation, including comprehensive examination or final portfolio defense, you may not exceed nine hours in a regular semester or six hours in a summer term.

10. A final grade of “Incomplete” must be removed within one calendar year (or less, if the instructor chooses) or the grade will remain on the transcript permanently and the course must be retaken. Students cannot take the comprehensive exam or submit the portfolio for Milestone Three defense with “Incomplete” grades remaining on the transcript.

11. Students may transfer up to nine hours into a master’s degree program, provided the courses are from an accredited institution of higher education, form an appropriate part of the plan of study and are approved by the student’s advisory committee. Exception: students in the Adult Education Management and Administration program may transfer the block of eighteen hours of courses in the “Related Area of Study” if those courses are not available at NWOSU.

12. At least twenty-three hours, including the final eight hours, must be taken in residence at NWOSU.

13. A maximum of six hours of Individual Study, Readings, Seminar and Short Courses may be applied to a master’s degree plan of study.

14. Consult section 6 of the Graduate Catalog for course descriptions; some courses have prerequisites.

15. The master’s degree must be completed within a six-year time period; courses that become outdated must be retaken or validated. A master’s degree will not be awarded if courses on a plan of study exceed the six-year time limit.

16. “Good standing” status requires a minimum GPA of 3.0. Students who fall below the 3.0 GPA, or those who are admitted conditionally, are allowed nine hours to correct the GPA deficiency. The master’s degree requires a GPA of 3.0 and no degree will be conferred upon students who do not meet the GPA requirement. Any grade less than “C” is not applicable to the degree plan of study.
17. The university requires at least seventy-five percent attendance to receive credit for any class (the Education Division requires at least ninety-percent). Attendance can affect the final grade for a course. Instructors should have a published attendance policy in the course syllabus.

18. The “Summary of Procedures for Graduate Students” is a handy checklist of items for all master’s degree programs. It is found online and is on page 10 of the Graduate Catalog; each student receives a copy of the page with their letter of acceptance. Please consult the checklist periodically.

19. Application for the master’s degree is required (with the $15 application fee) not later than October 15 for December graduation, February 1 for May graduation or March 1 for July graduation. Failure to submit the application and fee by the published deadline will cause the degree to be delayed by one semester.

20. Graduating students are expected to attend the commencement ceremony when they complete the master’s degree. Convocations are held in December and in May. Students who complete the degree in summer should plan to participate in the May convocation.

21. To complete a second master’s degree, a maximum of twelve hours from the first degree can be applied, providing the courses are approved by the advisory committee and are within the six-year time limit.

22. The comprehensive examination is given each semester, in October, March and June. Consult the Graduate Catalog for specific dates. Remember the special requirements to sit for the exams: completed all course work OR be enrolled in the final courses, not exceeding nine hours in a regular semester or six hours in a summer term; all grades of “Incomplete” must have been removed (or the courses retaken); application must be returned to the Office of Graduate Studies by the published deadline. Information about the comprehensive examination is found on page 9 in the Graduate Catalog.

23. Students completing the graduate portfolio are required to do so via the LiveText e-portfolio system. Assessment checkpoints are at Milestone One (part of the EDUC 5010 course requirements), Milestone Two by the seventeenth hour of course work, and Milestone Three at the conclusion of the degree program. Information about the graduate portfolio is found on page 9 in the Graduate Catalog.

24. One portfolio assessment per semester is allowed; therefore, students should allow at least three semesters for the development and final assessment of their portfolio.

25. The Master of Counseling Psychology program is described in Section 3 of the Graduate Catalog. The MCP program has additional admission requirements that must be met before further enrollment is allowed. The MCP admission process requires that all admission components be completed before students are allowed to enroll in the program (see page 11 under “Additional Requirements,” item number 6). The MCP curriculum outline is found on page 12.

26. Master of Education programs are described in Section 4 of the Graduate Catalog. Curriculum outlines for the M.Ed. programs are found on pages 14-23.

27. The various certification options are outlined in Section 5 of the catalog, including the Elementary/Secondary School Principal, Guidance and Counseling PK-12, and Reading Specialist. Students interested in certification in these areas should consult with Ms. Natalie Miller, Assistant Certification Officer, Education Center 205 (telephone 580.328.8441 or email ndmiller@nwosu.edu).

28. Section 6 of the catalog lists approved graduate courses by department or division. Course rotations are available online by consulting the web pages for the School of Arts and Sciences or the School of Professional Studies. The rotation schedule will help students develop their degree plan of study.

29. Required forms are available online in Word or PDF format.

30. By maintaining continuous enrollment in the master’s degree program, a student is allowed to complete the degree following policies in place at the time of admission to the program; students who return to the program after one or more semesters of inactivity are required to follow policies in place at the time they return to graduate school.

31. Graduate studies personnel:
   a. Ms. Debbie Skinner, Coordinator of Graduate Studies
      Education Center 103
      Telephone 580.327.8410
      Email dgskinner@nwosu.edu
b. Dr. Rodney C. Murrow, Associate Dean of Graduate Studies  
   Education Center 103 (Alva ~ M, W, R, F)  
   Office 118 (Enid ~ T)  
   Telephone 580.327.8589  
   Email rcmurrow@nwosu.edu

32. Other university personnel:  
   a. Dr. Mark Davis, Coordinator of Counseling Education  
      Alva campus, EC 208  
      Telephone 580.327.8447  
      Email mwdavis@nwosu.edu
   b. Dr. Nancy Knous, Chair, Department of Psychology  
      Alva campus, EC 210  
      Telephone 580.327.8443  
      Email njknous@nwosu.edu
   c. Dr. Sue Diel, Chair, Division of Education  
      Alva campus, EC 205C  
      Telephone 580.327.8451  
      Email sldiel@nwosu.edu
   d. Dr. James Bowen, Dean, School of Professional Studies  
      Alva campus, FA 212  
      Telephone 580.327.8455  
      Email jlbowen@nwosu.edu
   e. Dr. Mike Knedler, Dean, School of Arts and Sciences  
      Alva campus, FA 211  
      Telephone 580.327.8590  
      Email jmknedler@nwosu.edu
   f. Dr. Steve Lohmann, Executive Vice President  
      Alva campus, HH  
      Telephone 580.327.8406  
      Email slohmann@nwosu.edu

33. Please keep the graduate office informed of changes of mailing address. We advise you to contact our office at least once a semester to review your file.