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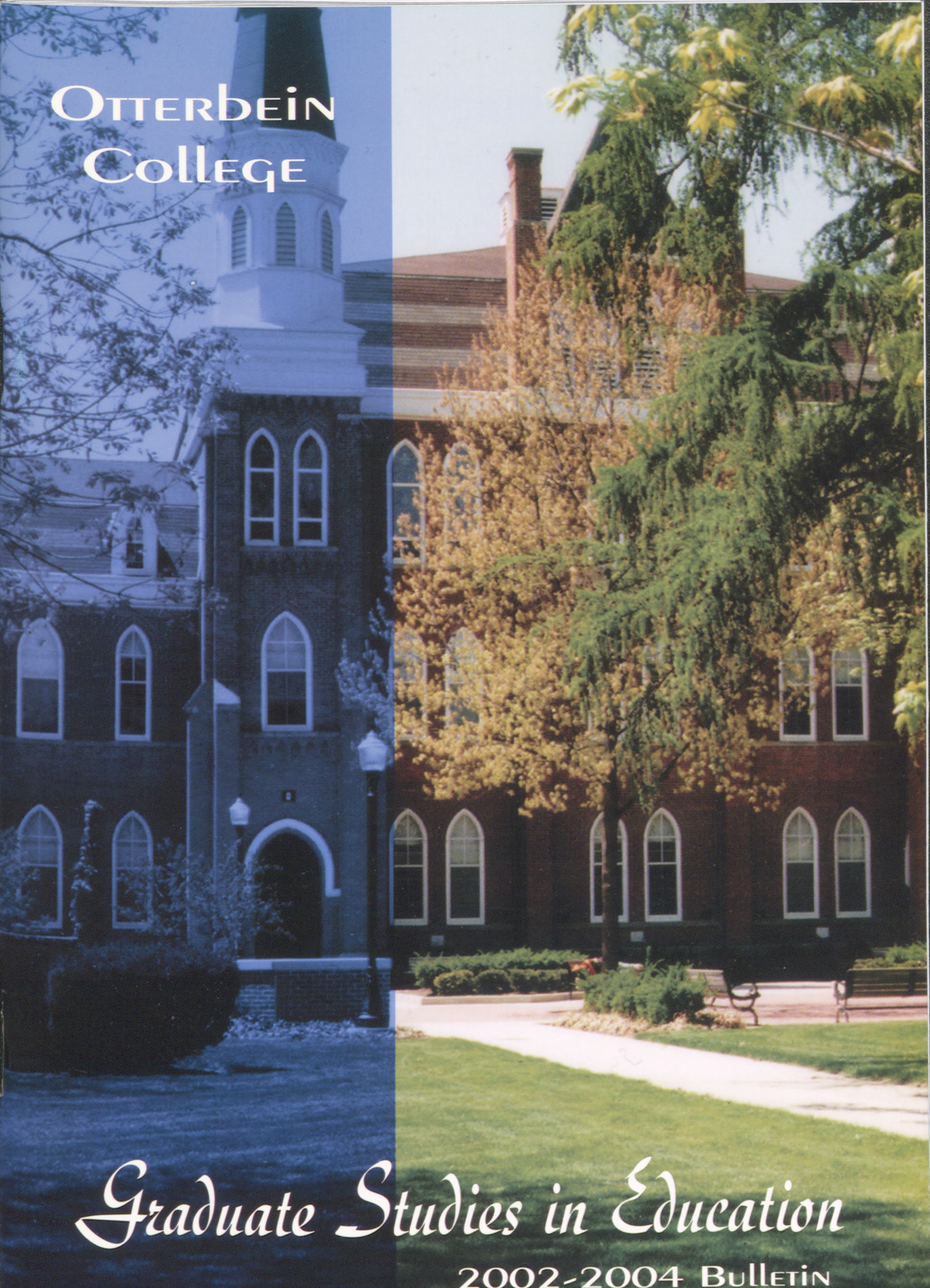
2001-2003 Graduate Studies in Education Course Bulletin

Otterbein University

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OTTERBEIN COLLEGE

Graduate Studies in Education

2002-2004 BULLETIN

Academic Calendar

	2002-03	2003-04
AUTUMN QUARTER		
Classes Begin	Sept. 16	TBA
Examination Period	Nov. 24-26	TBA
WINTER QUARTER		
Classes Begin	Jan. 6	TBA
Examination Period	March 17-19	TBA
SPRING QUARTER		
Classes Begin	March 31	TBA
Examination Period	June 9-11	TBA
COMMENCEMENT	June 15	TBA

SUMMER SESSION

The Summer Session calendar is published in the Schedule of Classes which is available at the Office of Continuing Studies and the Office of the Registrar on or near March 15 each year.

www.otterbein.edu

Nondiscrimination Policy

Otterbein College does not discriminate on the basis of sex, race, creed, color, national origin, or handicap in admission of students, educational policies, scholarships and loans, housing, athletics, employment, and other activities. Inquiries regarding compliance with federal nondiscrimination regulations may be directed to the Chair of the Affirmative Action Committee; the Vice President for Academic Affairs; or the Vice President for Business Affairs.

Accreditation

Otterbein College is approved by the American Chemical Society, the North Central Association of Colleges and Secondary Schools, the American Association of University Women, the Association of American Colleges, the National Association of Schools of Music, the Ohio College Association, the Ohio Department of Education, the National Council for Accreditation of Teacher Education (NCATE), and the National League for Nursing.

The provisions of this Catalog are not to be regarded as an irrevocable contract between the student and Otterbein College. This Catalog has attempted to present information regarding admission requirements and the general rules and regulations of the College in as accurate and up-to-date fashion as possible. This does not, however, preclude the possibility of changes taking place during the academic year. If such changes occur, they will be publicized through normal channels and will be included in the next edition of the Catalog.

OTTERBEIN COLLEGE

GRADUATE DEGREE STUDIES IN EDUCATION

2002-2004 Bulletin

OFFICE OF GRADUATE PROGRAMS

Roush Hall, Room 208
Otterbein College
Westerville, OH 43081
(614) 823-3210
www.Otterbein.edu

OFFICE OF CONTINUING STUDIES

Towers Hall, Room 23
Otterbein College
Westerville, OH 43081
(614) 823-1356
www.Otterbein.edu

EDUCATION DEPARTMENT

Otterbein College
Westerville, OH 43081
(614) 823-1214
www.Otterbein.edu

UNIT MISSION STATEMENT

Otterbein College is committed to providing a coherent teacher education program which fosters critical reflection within a context of collaborative learning. Building on a liberal arts foundation that emphasizes multidisciplinary and interdisciplinary ways of knowing, professional education requires students to examine their values and actions. Our mission is to build a community of life-long learners who can respect diverse perspectives, make sound decisions based on complex data, and be responsive to the changing needs of children in our society.

PREFACE

Welcome to the Otterbein College Graduate Programs in Education. Whether you are a practicing teacher or a future teacher, we hope that you will enjoy your educational experience here. Our programs offer you opportunities to learn new skills, explore educational theories, and pursue areas of special interest to you.

Our MAE program is designed for the practicing teacher. We have revised our Capstone requirements and have included a Professional Portfolio as part of the exit requirements. Our MAE program offers two endorsements, Reading and Computer Technology Literacy. These specialization areas can be part of your MAE program or they can be taken independently and attached to your current certificate/license. We offer two other strands in our Curriculum and Instruction Major, the Middle School Strand and the MAE's individually designed Professional Development Strand.

The MAT option of the Education Graduate program offers students the opportunity to obtain licensure in Middle Childhood Education (**grades 4-9**) with a choice of two concentration areas: General Science, Mathematics, Social Studies or Language Arts.

Whether you are a prospective student or enrolling in one of our programs, we welcome any questions or visits.

Sincerely,

Patti Albaugh, Ph.D.
Director of MAE Program

Marlene Deringer, Ph.D.
Director of MAT Program

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GENERAL INFORMATION

Otterbein College Institutional Mission

The mission of Otterbein College is to educate the whole person in a context that fosters the development of humane values. Otterbein College is a private, church-related, four-year coeducational college that sponsors traditional and continuing education programs of liberal arts and professional education at Baccalaureate and Master's levels. Our commitment is to the liberal arts as the broad base of all learning.

Our Philosophy

Otterbein College seeks to sponsor a program of liberal arts education in the Christian tradition. Characteristic of this educational venture are the efforts to help you become increasingly aware of yourself and responsible within the larger society. The College seeks to encourage serious dialogue so that a variety of lively human beings, demonstrating informed, well-disciplined intellectual abilities along with humane values, will develop to serve within the community.

The fulfillment of these purposes requires you to read well, write well, think clearly, identify ideas, know how to discuss, to listen, to seek data and to have powers of synthesis and creativity. Otterbein seeks to provide you with focal points around which self-education may continue after graduation and with attitudes appreciative of those values reflected in the purposes of the College. In striving for such attitudes, you must see your own specialties in a larger perspective and be prepared with a complement of intellectual skills to join creatively in thoughtful dialogue.

The patterns of academic requirements and nonacademic life are designed to help you share in the goals of the College. For example, Integrative Studies offers undergraduate students a concrete academic opportunity to develop self-awareness and social consciousness through the readings, lectures, class discussions and conversations on the campus. In such fashion you learn to view your special interests from a broader perspective.

The program you choose also offers the opportunity to develop informed, well-disciplined intellectual abilities. The major will help provide a focus for your college experiences and will form the foundation for career development.

Our History

Otterbein College was founded (as the Otterbein University of Ohio) in 1847 by the Church of the United Brethren in Christ, which through two mergers has become the United Methodist Church. Otterbein was chartered by the State of Ohio in 1849, and granted its first degrees in 1857. It is currently approved by the University Senate of the United Methodist Church. From eight students in 1897, we have grown to a current enrollment of about 3,000.

The College has historically seen its mission centered in a program of liberal arts education in the Christian tradition. While Otterbein has evolved into a comprehensive college, combining traditional liberal arts disciplines and professional programs, the liberal arts remain a foundation for our educational programs.

The evolution to a comprehensive college has been a natural one for Otterbein. As noted in one of the College's early histories, in the first sixty years of the College, "students prepared mainly for teaching, the ministry and professional careers."

Historically, we have viewed the liberal arts and preprofessional education as complementary.

Similarly, while Otterbein has always emphasized undergraduate education, the recent decisions to offer graduate degrees are also consistent with our history and mission. The College offered Ph.D. degrees from 1883 until 1895 and M.A. degrees until 1912, and when graduate programs in Education, Nursing and Business were added in 1989, 1993 and 1997, one important rationale was that these programs would provide important benefits to the undergraduate curriculum.

In addition to its Church-related heritage and its commitment to liberal arts and professional education, three other features of Otterbein's history deserve special attention.

First, from its founding, and as a reflection of Church practices and policies, Otterbein was intentionally and uncommonly inclusive with respect to women and people of color. Otterbein was among the first coeducational colleges in America, and probably the first college in the United States to be founded as coeducational and to admit women to the same programs of study as male students. Its first two graduates were females. From its opening, Otterbein employed female faculty members, and it was probably the first college to do so. Otterbein was also one of the first three colleges in the United States to be open to students of color, and College historians have argued that it deserves to be considered the first to be founded with that philosophy.

Second, Otterbein has been unique in the development of a governance system that includes many campus constituencies in college decision-making. During the 1850's and 1860's, a number of faculty served as members of the Executive Committee. Since 1946, faculty and students have served in an advisory role on most trustee committees. In September, 1970, the College implemented a new governance system that is an extension of this inclusive heritage and that received much national attention. The new system provided for a single College Senate, composed of faculty, students, administrators, alumni, and trustees; it also added three elected student trustees and three elected faculty trustees as full voting members of the Board.

Third, in more recent history, Otterbein created in 1968 an innovative general education initiative, the Integrative Studies Program. Originally known as the "Common Courses" in the early history of the institution, the Integrative Studies Program was also established, in keeping with the College's spirit of inclusiveness and community, to provide sufficiently broad study of world culture to enable students to understand the continuum of ideas, movements, and patterns which has produced the civilization of the twentieth century. Like our governance system, this program has also received national recognition by the Association of American Colleges (now, the Association of American Colleges and Universities). Recent revisions of the program underscore the themes of coherence, breadth of understanding, and intellectual community.

College Facilities

The Otterbein College physical plant consists of 44 buildings located on a 114 acre campus. There is a mix of old and new buildings, but almost all of the older buildings have been extensively remodeled during the past 20 years. Most of the buildings are in excellent repair and are well suited for the purposes they serve.

The offices and most of the classrooms for the graduate programs are located in Roush Hall, a building constructed in 1993. Adequate parking for commuting students is

located nearby. In 1998-1999 Towers Hall was totally renovated and the latest technology equipment was added to the Towers' classrooms.

The Courtright Memorial Library offers a variety of resources to assist you in your graduate studies, including books, periodicals, government publications, microforms, text-books, children's fiction and non-fiction, videos, non-print media, CD-ROM, and online resources, such as ERIC. The Courtright Memorial Library is a member of a consortium of private colleges, called OPAL, which provides access to Ohiolink, a state-wide network of academic institutions. These memberships provide Otterbein students, faculty, and staff with access to information resources available at academic libraries throughout Ohio. The employees of the Courtright Memorial Library are committed to providing you with high quality service. We strive to meet your research needs; please ask us for assistance, we are here for you (614-823-1215).

Career Planning Services

The services of the Otterbein College Office of Career Development Services are available to students enrolled in the graduate programs in education.

The Office of Career Development Services (614-823-1456) will maintain placement credentials prepared by the applicant. Credentials for placement will be sent to prospective employers at the request of the employer or at the request of the applicant. A small mailing charge will be assessed after the first five requests. The office will supply lists of vacancies registered with the College to students and graduates on request. Help is available for designing resumes and cover letters. Career Development Services will also set-up mock interviews.

Governance

College governance gives students voting rights, along with faculty and administration, on all campus policy and decision-making bodies. In the College Senate, which is the major policy-making body, students sit in equal numbers with faculty and administrators. The same is true of most councils and committees on campus. All full-time students are eligible for election to the Senate.

The Otterbein College Board of Trustees has legal authority over all actions of the Senate. Three voting student seats and three voting faculty seats are on the 37-member board.

Copies of the Otterbein College Governance By-laws are available in the Library at the reserve desk.

FINANCIAL INFORMATION

Financial Aid

Financial Aid from college sources for graduate students is very limited and is generally available only to those taking six or more quarter hours. Information about aid from sources such as government grants and loans, Veteran's Administration, and deferred bank loans may be obtained through the Otterbein College Financial Aid Office (614-823-1502).

Payment Plans

In recognition of the fact that many adult students must carefully plan their finances to manage a household budget, Otterbein offers two convenient payment plans. Both plans are an alternative to paying fees in full by the first day of each term. Forms for these two payment plans are available in the Registrar's Office, the Office of Continuing Studies and the Office of Graduate Programs. If you choose to use one of these plans, please make arrangements before the beginning of the quarter. MasterCard, Visa, and Discover/Novis are accepted.

1. *Three-Part Payment Plan*

You may divide your tuition into three payments. At least one third of your tuition will be due by the first day of class. The remaining balance will be payable in two payments due one month apart. There is a \$15 quarterly handling charge for this payment option.

2. *Deferred Payment Plan*

If you qualify for your company's tuition reimbursement program, this plan will allow you to defer most of your tuition until the end of the quarter. There is a \$25 quarterly service charge for this payment option.

Tuition and Fees

Tuition and fees are set by the Board of Trustees and are subject to change. Please refer to the schedule of classes for applicable costs.

For the 2002-2003 academic year, the following fees will apply:

Registration Deposit	Non-refundable (applies to tuition)
Tuition for Course Work	\$ 240 per Quarter Hour (1-11 hours)
Full-time	\$ 6,331/quarter (12-18 hrs during Autumn, Winter, Spring)

Special Fees

Credit By Examination (per credit hour)	\$25.00
Late Registration	\$75.00
Transcripts	\$ 5.00
Multimedia Classroom	\$30.00
Capstone Project-MAE (per credit hour)	\$10.00

Note: For a complete list of fees, contact the Business Office at 614-823-1150.

Withdrawal and Refunds

To withdraw from classes, students must notify the Registrar in writing. It is the responsibility of the student to make certain that the written notice of withdrawal reaches the proper office. Delivery in person or by certified mail is recommended. The date of withdraw is the date the notice is received by the Registrar.

If official notice of withdrawal is received before the end of the fifth week of full quarter courses, or the first half of shorter courses, no record of the registration will appear on the academic record with a grade of "W." Students are not allowed to drop a course after the seventh week of the term.

If a student ceases to attend classes or complete the required work, but does not officially withdraw, a grade of "F" will be recorded and the student will be responsible for all fees and tuition charges for the class or classes.

The following refund schedule has been established for those students who properly withdraw from classes. In all cases, the non-refundable registration deposit is forfeited.

Withdrawal prior to the first day of the term: 100% of fees due or paid (less forfeited deposit)	100% of fees
Withdrawal received by 8 p.m. Monday following the first week of classes:	90% of fees
Withdrawal received by 8 p.m. Monday following the second week of classes:	70% of fees
Withdrawal received by 8 p.m. Monday following the third week of classes:	60% of fees
Withdrawal received by 8 p.m. Monday following the fourth week of classes:	40% of fees
Withdrawal received by 8 p.m. Monday following the fifth week of classes:	20% of fees
Withdrawal received by 8 p.m. Monday following the sixth week of classes:	10% of fees

ACADEMIC POLICIES

Academic Advising

MAE

Until admitted to the MAE program, MAE students are encouraged to meet with the Graduate Education Admission Advisor in the Office of Graduate Programs. Upon admittance into the graduate program, MAE students will be assigned an Education Department Advisor. Depending upon the needs of the student or the topic of the Capstone Project, as the MAE student approaches the designing of the Capstone Project and Degree Candidacy, a new advisor may be appointed or selected by the student.

MAT

MAT students will work with the Education Advisor in the Office of Continuing Studies from Admission until Degree Candidacy (approximately 30 hours of graduate coursework). Upon acceptance as Degree Candidates, students will be assigned to the Director of the MAT program, who will advise them through the completion of their program.

Academic Standing: Good Standing, Probation, Suspension, and Dismissal

Note: The following information applies to all degree, non-degree and workshop participants who take graduate level coursework. Please refer to the Undergraduate Course Catalog for the Academic Standing Policy for undergraduate coursework.

Good Standing: Any student pursuing graduate level course work who maintains a minimum cumulative graduate grade point average of 3.0 is in good academic standing.

Probation: Academic Probation occurs when a student's cumulative grade point average for Otterbein College graduate coursework is below a 3.0. Students placed on Academic Probation are required to meet the academic requirements of their probation and be in good standing within two terms of enrollment.

Suspension: Suspension occurs when a student earns less than a 3.0 term graduate grade point average while on Academic Probation. A student will also be suspended when failing to gain good standing in the prescribed two terms. A student may apply for readmission after remaining out of school for at least one year. Graduate level credits earned at another school while a student is under academic suspension cannot be applied toward graduation at Otterbein. All readmission applications must be submitted to the Office of Graduate Programs and acted upon by Academic Council. Other information or steps may be required prior to consideration for readmission as determined by Academic Council. Readmission is not guaranteed. A student may reapply only once.

Dismissal: Dismissal occurs when a student is suspended for the second time or when a suspended student's readmission is denied by Academic Council. Dismissal is permanent.

Grade Policy: Master of Arts in Education Program and Master of Arts in Teaching Program

A minimum grade of C is required in all graduate course work. If a grade lower than a C is earned the course must be repeated and a grade of C or higher must be earned in order to satisfactorily complete the course. A cumulative graduate grade point average of 3.0 or higher is required in order to graduate.

Admission of Undergraduate Senior Students to Graduate Classes

Senior students who are following a teacher education program at Otterbein College may apply for special permission to enroll in graduate courses in education for graduate credit if the following conditions are met:

1. A minimum of 150 quarter hours of credit has been completed.
2. The cumulative grade average is 3.00 or higher.
3. The total load for the quarter, including the graduate work, does not exceed 18 quarter hours.
4. The undergraduate advisor approves and signs the application to enroll in graduate classes.
5. Special permission for undergraduates to take graduate classes must be approved by the Graduate Education Director.
6. No more than 15 quarter hours of graduate work may be completed prior to meeting the graduation requirements for the undergraduate degree.

Auditing Courses

Graduate Program policy does not permit students to audit graduate courses at Otterbein College.

Change of Schedule (adding/dropping classes)

For Autumn, Winter and Spring Quarters, the deadline for adding a class that begins in the same quarter is the 3rd day of the 1st week of the quarter.

There are 3 different deadline options for dropping an Autumn, Winter or Spring Quarter class that begins in the same quarter. The outcome is noted in parenthesis beside each option.

1. end of 1st week of quarter (tuition –minus any deposit- will not be charged and course will not be recorded on student's transcript)
2. end of 5th week or 25th day of quarter (tuition will be charged, but course will not be recorded on student's transcript)
3. end of 7th week or 35th day of quarter (tuition will be charged and student's transcript will be marked with a "W").
4. After the 7th week or 35th day, a class may not be dropped.

Deadlines for Summer Session are comparable to those for the regular academic year, but are adjusted due to the shortened weeks in the term. The specific dates are published in the Summer Session Schedule of Classes available upon request from the Office of the Registrar (823-1350).

To change a schedule, the student must:

1. obtain a change of schedule form in person from the Office of the Registrar
2. sign and return the form by the deadline, if any, indicated on the form.

Commencement

All graduates (Summer, Autumn, Winter and Spring) are invited to the formal commencement which is held in June. Guest seating has been limited to seven tickets per graduate.

To participate, a student must:

1. complete all academic degree requirements;
2. request and submit a fully signed Application for Degree;
3. submit any additional required paperwork as specified in the Application for Degree;
4. meet all outstanding financial obligations.

Due Process and Appeals Procedures

If a student is convinced that he or she is a victim of unlawful discrimination or of decisions arrived at in a prejudiced or capricious manner, the following sequential steps should be followed in appeal:

- Step 1 Discuss the matter with faculty member or person who made the decision in question. No appeal will be heard until this step has been taken
- Step 2 If the matter could not be resolved in the discussion with the person who made the decision, the student should submit an appeal in writing to Dr. Patti Albaugh and to Dr. Paula Knight, the Chairperson of the Education Department. The

- written appeal should specify the complaint, and the details and circumstances which justify the appeal. Following the written appeal, a conference with The Graduate Education Admission Committee will be arranged.
- Step 3 If the matter could not be resolved in the previous step, submit the written appeal to the Vice President for Academic Affairs and follow with a conference.
- Step 4 If the matter could not be resolved by the Vice President, submit the appeal in writing with supporting evidence and documentation that the previous steps have been followed to the College Academic Council.
- Step 5 The final appeals body is the College Appeals Council. Only certain appeals are heard by the Council. The Student Personnel Office will supply information related to the Appeals Council.

Grade Symbols

Note: Please refer to the section on Academic Standing for definition of "Good Standing."

The evaluation of student course work is the responsibility of the course instructor. The following grades are included in the calculation of the grade point average (GPA):

- A = 4.0
- A- = 3.7
- B+ = 3.3
- B = 3.0
- B- = 2.7
- C+ = 2.3
- C = 2.0

The following grades are not included in the calculation of the grade point average:

- F = Failing from pass/fail graded course.
- P = Passing from pass/fail graded course.
- IP = In Progress. Is used when course requirements have not been met and a final grade cannot be given because of a situation beyond the control of the student. Removal of the condition must be accomplished during the following quarter. If the condition is not removed within the specified time, the final grade will automatically become the "default" grade assigned by the instructor. It is the student's responsibility to read the terms of the IP which are provided by the Office of the Registrar.
- NR = Grade not reported by instructor; temporary condition.
- R = Repeated course.
- S = Satisfactory.
- T = Transfer credit accepted from another institution.
- U = Unsatisfactory. Is used as a symbol for unsatisfactory progress in the Capstone Project.
- W = Withdraw. Is used when a student properly withdraws from a course before the end of the 7th week of the quarter. Students must complete a withdrawal form at the Office of the Registrar.

Grade Discrepancies (Grade Changes)

Grades submitted to the Registrar's Office are considered final unless (1) evidence of an error can be presented, or (2) the student is convinced his or her academic performance was evaluated on other than an academic basis or in a prejudiced or capricious

manner. Grades may not be changed by arranging to complete additional work or by meeting criteria not in accord with those applied to all other students enrolled in the course.

To appeal a grade, the student must consult with the instructor (or the department chairperson when the instructor is away from campus) no later than the following applicable deadline: for Autumn and Winter grades, the end of Week 3 of the following quarter; for Spring and Summer grades, the end of Week 3 of Autumn Quarter. Resolution and submission of the revised grade to the Registrar's Office must occur by the end of the 10th week of those respective quarters. Signatures of both the instructor and the instructor's department chairperson are required to change a grade.

When a grading issue cannot be resolved, the student may present evidence in writing to the Vice President for Academic Affairs indicating an error, the prejudicial basis, or the capricious manner used in evaluating his or her performance. In all cases, this step must be taken no later than 5 business days beyond the applicable 10th week deadline indicated in the previous paragraph.

International Students

International students wishing to apply must complete the necessary graduate education admission requirements. Additionally they must provide: 1) Supplemental Application for Admission. 2) Official TOEFL report if the applicant's first language is not English. A score of at least a 550 on the paper-based test or a 213 on the computer-based test is required. 3) A current bank statement or Affidavit of Support and/or a sponsor's letter indicating that sufficient funds are on deposit or can be made available and will be used for the applicant's education. 4) A World Education Services, Inc. (WES) course-by-course evaluation of all post-secondary credentials. 5) Verification of teacher certification provided in English. All international applicants should contact the Office of Graduate Programs for additional information. Early application is encouraged.

Interruption in Attendance

After admission to a graduate program, continuous progress toward completion of the degree is expected. Students not enrolled for one year must update their admission application. They should be aware that new program requirements may be in effect and are encouraged to contact their adviser prior to reenrollment. Official college transcripts must be submitted if additional college or university courses were taken during the time of absence.

Judicial Policies, Regulations And Standards

Each student has the obligation to become familiar with the College's rules, regulations, and policies and acknowledges that he/she shall be held accountable for conduct in those violations, even in the absence of such familiarity. Judicial policies, regulations and standards are published in The Campus Life Handbook available from the Student Affairs Office and are located on the web at www.otterbein.edu in the Policies and Resources section of Student Life.

Late Registration

Only those students who have completed the admission process by the last business day before classes begin will be permitted to register late. Late fee penalty is \$75. This

will be charged to the student's account. The penalty fee may later be appealed in writing to Academic Council if the student feels there is a valid reason for requesting such a refund. The appeal must be submitted in the same term for which the fee was assessed.

Plagiarism

Students found guilty of presenting work or writings of another person as their own for academic credit will be subject to disciplinary action as found in the Otterbein College Campus Life Handbook. A student may appeal any action through the Vice President for Academic Affairs to the Appeals Council. Actions may result in possible dismissal from the graduate program.

Repeated Courses

Students may repeat any course in which they receive a grade lower than an "A". Both the original and the repeated course and grade earned will remain on the college transcript, but only the most recent grade will be counted as credit earned toward graduation requirements and in the cumulative grade point average. Repeated course work must be taken at Otterbein College and independent study may not be used for repeated course work.

Residence Requirement

A student is considered to be in residence when registered for graduate course work offered by or through Otterbein College. MAE students must complete at least 35 quarter hours of graduate course work and MAT students must complete at least 45 hours of graduate course work with or through Otterbein College.

Social Issues Policy

Otterbein policies on Sexual Harassment, Affirmative Action, Campus Security, Substance Abuse, Sexual Assault and Sexual Violence as well as campus crime statistics are available from the Student Affairs Office, by calling 614/823-1250 and on the web at www.otterbein.edu under Social Issues in the Policies and Resources section of Student Life.

Time Limit

The time limit for course work to be applied to the degree is five years. The time limit is computed from the date credit is recorded on the College transcript until the degree requirements are completed. Extension of time requested for adequate and unusual cause beyond the control of the student may be submitted to Dr. Patti Albaugh.

Transcripts

Copies of unofficial and official transcripts may be obtained for a nominal fee from the Registrar's Office. All financial obligations must be paid in full to receive an official transcript.

Transfer Students

A maximum of 15 quarter hours of graduate work may be accepted in transfer from other accredited colleges and universities. Transfer work must have been taken within the previous 5 years and must carry a grade of "B" or better.

Transfer work must be listed in the catalog or official documents of the offering institution and must be appropriate for application to the program being followed at Otterbein College.

The following conditions apply to approval of graduate credit course work taken at other institutions during completion of the Masters of Arts in Education:

- The application for credit earned must be approved by the College Registrar before the work is taken.
- There is no assurance that course work taken at other institutions without prior permission by Otterbein College will be accepted as credit toward a degree. Work that has not be previously approved may be submitted for evaluation under the conditions of transfer credit.
- The institution offering the work must be accredited and approved for graduate work in education.
- The content of the course must satisfy a requirement (or be a suitable elective) in a degree program of the offering institution which is similar to an Otterbein program.
- No more than 15 quarter hours of credit earned at another institution will be approved.
- No more than 5 quarter hours of transfer credit may be earned through graduate workshops.
- Credit will not be recorded until an official transcript or report has been received from the offering institution.
- Only credit transfers, not the grades.

Workshops

No more than 5 quarter hour credits (transferred or at Otterbein) in graduate credit workshops apply toward the MAE or MAT degree.

MASTERS OF ARTS IN EDUCATION (MAE)

Knowledge Base: Theme Statement of MAE Program

The Master of Arts in Education (MAE) degree program is designed to develop professional empowerment through study, research, and reflection.

The MAE program is arranged to serve the needs of practicing, certified/licensed teachers. Classes are scheduled in late afternoon, evening, and on Saturday, during the school year. Day and evening classes are scheduled in summer sessions. There are four steps in the program where progress is reviewed and approval is needed to continue.

Step One: Registration and Admission

Materials required for registration and admission to the MAE program should be submitted to the Office of Graduate Programs, Roush Hall, Room 208, Otterbein College, Westerville, OH 43081.

Admission to the Master of Arts in Education (MAE) degree program is open to practicing teachers who are graduates of accredited colleges or universities, who hold a four year degree, state teacher's certificate/license and give evidence of the intellectual, academic and personal ability to succeed in graduate studies. Admission shall not be denied on the basis of gender, race, sexual orientation, creed, color, national origin, or handicap. The MAE program is designed for practicing teachers. Many course assignments assume full-time classroom application.

Criteria for Registration in MAE courses

1. Graduate application.
2. Copy of the teaching certificate.
Candidates not holding a teaching certificate may be admitted only through special action of the graduate committee.
3. Optional, but strongly encouraged: Interview with the Education Advisor in the Office of Graduate Programs, Roush Hall Room 208. Applicants who hold a non-standard teaching certificate/license are strongly encouraged to meet with the Education Advisor prior to enrollment in classes.
4. Registration form and deposit or fee waiver. In accordance with Otterbein College policy, students may register in the spring for classes the following fall, winter, and spring quarters. Contact the Office of Graduate Programs for details.

Please Note: **Non-practicing teachers may enroll in up to 15 hours of graduate coursework.** However, in order to be reviewed by the Department for **full admission to the MAE Program, and to take more that 15 graduate hours, all applicants are required to be practicing teachers.** Non-practicing teachers may be admitted to the MAE Program only through special action of the graduate committee.

A student must be admitted to the MAE degree program to register for more than 15 graduate hours. An exception is made for those currently holding a masters' degree or are pursuing either the Reading Endorsement or the Computer Technology Literacy Endorsement.

Enrollment in certain courses is restricted to practicing teachers or MAT students. Please refer to the course descriptions for specifics.

Criteria for Admission to the MAE Degree Program

1. Official Transcripts for all previous college and/or university work. Cumulative minimum grade point average of 2.75 based on the A = 4.0 system.
2. Acceptable scores on the Graduate Record Examination Writing Assessment, the Graduate Record Examination General Test or approved substitute.
3. Two letters of recommendation related to teaching success and/or qualifications to pursue graduate studies in education. (Forms are available in the Education Department and Office of Graduate Programs.)
4. Employment as a practicing teacher. Non-practicing teachers may be admitted only through special action of the graduate committee.
5. Candidates must complete an interview with Dr. Patti Albaugh. Eligible students will receive a letter from the Office of Graduate Programs confirming receipt of all admission materials and instructing them to schedule the interview. The candidate must bring to the interview a writing sample, typewritten, no more than three pages, which responds to the following prompt: How should research influence teaching?

Conditional Admission to the MAE Degree Program

Exceptions for applicants who do not meet all of the criteria for admission to the MAE degree program will be referred to the Graduate Studies Admissions Committee. Conditional admission may be granted in cases that justify this action.

In cases where the applicant has less than a 2.75 grade average, conditional admission may be granted on the written recommendation of the employing school administrator at the principal, assistant superintendent or superintendent level. The conditions related to conditional admission must be stated in writing with copies to the student, the graduate advisor in the Office of Graduate Programs and the College Registrar. Special action by the Graduate Studies Committee will need to be taken on all candidates who fail to meet regular admission standards.

Step Two: Degree Candidacy

1. Students in good standing will be required to apply for degree candidacy during the quarter that 30 quarter hours of graduate course work will be completed. A degree candidacy application form will be filed with Dr. Patti Albaugh.
2. The Capstone Project Prospectus must be approved by the student's Capstone advisor, second reader and Dr. Patti Albaugh and is submitted with the application.
3. If applicable, the student must submit an Expedited Review Form to the Institutional Review Board.
4. After the applications are filed, the Graduate Admissions Committee will examine the record of the candidate, admit the student to degree candidacy status or deny candidacy and/or advise the student to discontinue the program.
5. Request an Application for Degree from the Office of the Registrar at least 2 quarters prior to the quarter in which the degree is to be completed.
6. There will be a \$10 per quarter hour fee for every Capstone hour in which you register.

Step Three: Completion of the Capstone Project

The MAE Capstone Project is intended to be a substantial capstone study designed to consolidate and unify the various parts of the course work of the Masters degree into a meaningful single body of work. There are three options for the MAE Capstone Project:

an Action Research Project, a Curriculum Project, or submission of the National Board for Professional Teaching Portfolio. This third step includes approval of the proposed project by the student's Capstone Project Reading Committee. The Reading Committee includes the student's Education Advisor and one other faculty member. The Reading Committee will help the student establish the topic, objectives, procedures and time estimate required before the inquiry on the Capstone Project is started. There will be a \$10 per quarter hour fee for every Capstone hour in which the student registers. This fee is NOT covered by a fee waiver.

As the student completes the final stages of the project, the final draft copies of the study will be distributed for evaluation to the MAE Capstone Project Reading Committee plus a representative of the Graduate Education Program. When the committee determines the student is ready, the student will orally present the study before the committee. After the final copy is approved, one original and two copies of the manuscript of the Capstone Project will be submitted to the College Library for binding. For library and reference purposes, the college retains one bound copy and keeps one unbound copy for archival purposes; the other bound copy will be given to the student.

Step Four: Exit Criteria

Students must submit an application for graduation to the Registrar's Office two quarters prior to the completion of all graduate work. The following criteria must be fulfilled to be eligible to graduate:

1. A 3.0 graduate grade point average.
2. An approved MAE Capstone Project and Presentation.
3. Completion of a Professional Portfolio.
4. Successful completion of the required course work and field/clinical experiences.

Tuition Waivers (MAE)

Teachers in schools with student teaching and field experience agreements with Otterbein College may qualify for tuition waiver certificates assigned by their schools. The following provisions and conditions apply:

- Tuition waiver certificates may be assigned by the proper school officials to school employees admitted to graduate study at Otterbein College. Admission to graduate study is solely at the option of the College. There is no obligation on the part of the college to admit students because of this agreement who would not otherwise meet graduate study admission requirements.
- One tuition waiver certificate shall be honored for one student in one quarter only. One certificate will be honored for the tuition charges for one (1) to five (5) quarter hours of credit. The credit may be regular course credit, workshop credit or a combination of courses and workshops.
- Teachers paying tuition with tuition waiver certificates from their schools may submit the waiver certificate at the time of registration thereby avoiding the registration deposit.
- Tuition waivers do not cover the costs of special fees. Special fees for testing, Capstone hours, multimedia, etc. are not covered by tuition waiver certificates.
- Teachers who will not have a fee waiver in hand at the time of registration should speak with the Education Advisor in the Office of Graduate Programs.

Course Requirements: The Master of Arts in Education (MAE) Majors

The Master of Arts in Education (MAE) degree majors are planned to serve the needs of certified, practicing teachers who desire to improve their knowledge and skills and perhaps seek additional licensure.

Two major areas of study are offered: 1) Curriculum and Instruction and 2) Reading.

All of the MAE majors require a core of 15 quarter hours of work and a Capstone Project. Both majors require a minimum of 50 quarter hours of credit.

I. The Curriculum and Instruction Major

Knowledge Base: Theme Statement of Curriculum & Instruction Major

The Curriculum and Instruction major is designed to provide the theoretical and practical foundations that guide curriculum and instruction. Graduates will have studied curriculum and instruction both broadly defined and individually practiced. This program will help classroom teachers improve their teaching knowledge and skills for greater efficiency in classroom teaching. The program focuses on further work to strengthen knowledge and skills in educational philosophy and curriculum planning, learning theory, teaching practice and technique, and an opportunity to build a deeper knowledge base in the subject matter taught.

Courses for the Curriculum and Instruction Major

Core Courses

EDUC 600	Liberal Arts and Philosophies of Education	3 hrs.
EDUC 602	Current Issues in Education	3 hrs.
EDUC 604	Foundations of Educational Research and Educational Statistics	3 hrs.
EDUC 606	Teacher As Inquirer	3 hrs.
EDUC 691*/620	Equity, Diversity, and Social Justice	<u>3 hrs.</u> 15 hrs.

Major Courses

EDUC 575	Multimedia Applications for Teaching and Learning or	
EDUC 675	Telecommunications for the Classroom**	3 hrs.
EDUC 610	Principles of Curriculum	3 hrs.
EDUC 611	Instructional Techniques and Strategies	3 hrs.
EDUC 615	Measurement and Evaluation	3 hrs.
EDUC 636	Teacher Leadership	<u>3 hrs.</u> 15 hrs.

* Pending Senate approval. EDUC 691 courses are new courses that are considered "experimental." Please check updates in the Graduate Programs, Education Department, or Continuing Studies Office. After Senate approval this course will be EDUC 620.

** Computer Technology Literacy Endorsement students need to take both.

Capstone Project

EDUC 695 Capstone Project 5-10 hrs.

Note: There is an additional \$10 fee for each Capstone hour that is not covered by fee waivers.

Elective Strands

Review information below

Minimum Total Credit Hours

11-16 hrs.

50 qt. hrs.

The Elective Strands and the Technology Endorsement

The MAE Curriculum and Instruction Major student selects one of the following: Professional Development or Middle School or the Computer Technology Literacy Endorsement.

Professional Development Strand***11 to 16 hrs.***

In the Professional Development Strand, students make a thoughtful selection of electives, guided by the advisor, in order to increase expertise in a content area or to facilitate professional growth. Electives may be chosen from other graduate courses not required in the Curriculum and Instruction major or Education 689 MAE Independent Study.

The Middle Childhood Strand***9 hrs.***

The Middle Childhood Strand is an area of specialization for teachers currently teaching in grades 4-9. The Strand, comprised of three sequential courses, provides a total of nine quarter hours of elective credit for graduate students seeking the Master of Arts in Education degree or seeking to renew their certification. The Strand may also be used toward Middle Childhood Licensure for grades 4-9; however, this program also requires the completion of two teaching areas (see the Education Advisor in the Office of Graduate Programs for more information).

EDUC 540	Responsive Schools for Early Adolescence (fall)	3 hrs.
EDUC 541	Curriculum for the Middle Grades (winter)	3 hrs.
EDUC 542	Instruction for the Middle Grades (spring)	3 hrs.

The Computer Technology Literacy Endorsement Program***27-28 hrs.***

The Computer Technology Literacy Endorsement Program is an area of specialization attached to a teacher's current certificate/license. The endorsement is intended for teachers who want to increase their technology skills and/or provide technology support for schools. This is not an endorsement for teaching computer science at the secondary level. As directed by NCATE, the International Society for Technology in Education (ISTE) is the knowledge society that provides the learning outcomes for the Computer Technology Literacy Endorsement. The courses and course content are guided by these criteria. The following sequence of courses may be taken by a certified teacher to add Computer Technology Literacy Endorsement to any valid Ohio Teaching Certificate/License. Students seeking an MAE and the technology endorsement should make an appointment with Dr. Patti Albaugh for possible course substitutions or waivers.

EDUC 505	Instructional Media and Technology	3 hrs.
EDUC 575	Multimedia Applications for Teaching and Learning	3 hrs.
EDUC 674	Instructional Design for Technology Training	3 hrs.
EDUC 675	Telecommunications for the Classroom	3 hrs.
EDUC 686	Hardware/Software Management and Maintenance	3 hrs.
EDUC 694	Practicum in Classroom Technology	3 hrs.
EDUC 601	Effective Models for Software Applications	<u>3 hrs.</u>

In addition, select 6-7 hours of elective courses. Suggested courses include, but are not limited to:

ART 680	Computer Art (Art Teachers Only)	5 hrs.
EDUC 685	Introduction to Computer Graphics and Animation	3 hrs.
JOUR 265*	Desktop Publishing (take as EDUC 689)	5 hrs.
EDUC 691**	Special Topics on Technology	<u>3 hrs.</u>

Total 27-28 hrs.

* If seeking endorsement only, can be taken at undergraduate level.

**EDUC 691 courses are new courses that are considered "experimental". Please check updates in the Graduate Programs, Education Department, or Continuing Studies Office.

II. The Reading Major

Knowledge Base: Theme Statement of Reading Program

The Reading program prepares reading professionals who understand reading to be a constructive language process with critical linguistic, cognitive, and socio-cultural dimensions. Graduates will be able to conceptualize and create reading instruction which is sensitive to the thought and language of individual readers, authors and the texts they create, and situational and cultural contexts.

The Reading Major is planned to offer classroom teachers an opportunity to improve their knowledge and skills in the teaching of reading and to provide a reading teacher endorsement for those who may desire to become special reading teachers. The courses required by the Ohio Department of Education for the reading endorsement certificate are included in the program.

Students who complete the full degree program in reading will take a minimum of 50 quarter hours of work at the graduate level. The full degree or endorsement requires 100 clock hours of a substantive field experience. The 100 hours is not necessarily quarter-bound but is associated with EDUC 667. The student should seek the advice of the advisor at the beginning of the Reading Endorsement Program.

Courses for the Reading Major

Core Courses

EDUC 691*	Equity, Diversity and Social Justice	3 hrs.
EDUC 600	Liberal Arts and Philosophies of Education	3 hrs.
EDUC 602	Current Issues in Education	3 hrs.
EDUC 604	Foundations of Educational Research and Educational Statistics	3 hrs.
EDUC 606	Teacher As Inquirer	<u>3 hrs.</u>

Total 15 hrs.