

Department of Teaching, Learning, & Teacher Education

Masters Degree Programs

- ◆ Master of Education
- ◆ Master of Arts

For further information:

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Table Of Contents

Welcome.....	3
Mission Statement.....	3
Masters Degrees.....	4
TLTE Faculty: Areas of Emphasis.....	4
Procedures and Guidelines.....	6
I. Requirements and Application for Admissions.....	6
II. Designing a Program of Study.....	7
III. Completing the Program of Study.....	9
Procedure Summary.....	12

Welcome

The Department of Teaching, Learning, and Teacher Education (TLTE) in the College of Education & Human Sciences offers a variety of courses and programs of study leading to masters degrees which can be designed to meet your unique needs and interests. These programs draw from a wide range of courses offered by the graduate faculty within TLTE as well as from those courses offered in other departments across the College and University.

The aim of the TLTE Masters Program is to help educators build on their own experience, achieve a broad and deep understanding of educational practice, develop a professional identity, and engage in informed conversations about important teaching and learning issues towards making wise judgments regarding the many complex issues educators face.

The information in this handbook is designed to help you get acquainted with our programs and assist you in identifying those people who can help you learn more about graduate study in the Department of Teaching, Learning, and Teacher Education.

Mission Statement

The Department of Teaching, Learning, and Teacher Education (TLTE) is committed to the preparation and development of educators who possess the understanding, commitment and ability to perform well in their field and to make ethical decisions that support the well being of all citizens and the education profession. TLTE prepares leaders to function effectively as teachers in a variety of settings and engage actively in scholarship and policy making.

Masters Degrees

The UNL Department of Teaching, Learning, and Teacher Education (TLTE) in the College of Education & Human Sciences offers the Master of Education and Master of Arts degrees. For more information on these degrees, see page 8.

- ◆ M.Ed. (Master of Education). The M.Ed. is designed to prepare individuals for positions of leadership in professional education.
- ◆ M.A. (Master of Arts). The M.A. degree is recommended for individuals who are preparing for careers in research and scholarly work in education.

TLTE Graduate Faculty: Areas Of Emphasis

The following areas of study have been identified as graduate research emphases in the Department of Teaching, Learning, & Teacher Education: a) Curriculum, Teaching & Professional Development, b) Education Policy, Practice, & Analysis, c) Literacy, Language, & Culture, d) School, Society, & Reform, and e) Teaching and Learning with Technologies. As a graduate student you are encouraged to use these emphases to design a personal research strength or area of interest that builds a unique learning experience fitting your needs and goals, in collaboration with a faculty advisor.

The graduate faculty of the Department of Teaching, Learning, & Teacher Education (TLTE) are actively engaged in these areas of emphasis centrally informing teaching, learning, and research efforts. Their joint commitment is to involve students concretely in educational scholarship alongside educational practice. Graduate degrees are intended for educators who wish to develop knowledge and skills to enhance their teaching practices and conduct and learn from professional, policy, and theoretical research.

TLTE is proud of its faculty. Scholars with a wide range of disciplinary backgrounds as well as expertise in diverse professional and research emphases contribute to the department's growing national reputation. They make studying at the University of Nebraska-Lincoln a rich and enjoyable experience, sure to transform and foster professional leadership.

The following list serves to illustrate just some of the topics, which you can choose to study within the areas of emphasis:

Art/Aesthetic Education	Foreign Languages	Science Education
Cultural Studies	Instructional Technology	Secondary Education
Curriculum Leadership	Literacy Studies	Social Sciences Education
Educ'l Policy & Practice	Math Education	Teacher Development
Elementary Education	Middle Level Education	Teacher Education
English Education	Multicultural Education	Teaching and Learning
ESL/ELL	Philosophy & Education	Urban Issues & Diversity
Ethics & Education	Reading	

Up-to-date information regarding the emphasis areas and TLTE graduate faculty can be found online at: <http://cehs.unl.edu/tlte/graduate/emphasis.shtml>
Links there will allow you to contact faculty members and discuss with them your interests, goals, and mentorship needs.

Procedures & Guidelines

This section includes guidelines for admissions, guidelines for designing a program of study, and procedures for completing the final stages of the program of study.

Guidelines for Admissions

*It is important that the applicant know the steps in the application process and takes responsibility to see that each step is successfully completed by the established deadline dates. The application file, including transcripts, must be complete in the TLTE Graduate Support Office by **May 1** for consideration for the fall term; **October 1** for the spring term; and **March 1** for the summer term. **A 3.0 undergraduate GPA on a 4.0 scale is required.***

1. *Complete the UNL Graduate Studies online application at www.unl.edu/gradstudies and pay the requested application fee directly to the Office of Graduate Studies*
 - Indicate Teaching, Learning, and Teacher Education as the major department code (TEAC), indicate degree program being sought (i.e., M.A., M.Ed.).
 - List and contact colleges and/or universities attended. Request that each registrar of those colleges and/or universities mail two (2) *official transcripts* to the UNL Graduate Studies Office.
 - Return the application along with a check, or on-line by credit card, for the application fee directly to: **UNL Graduate Studies, 1100 Seaton Hall, Lincoln, NE 68588-0619.**
2. *Complete the application to the TLTE Graduate Program*
 - Prepare a short autobiographical statement (2-4 pages) addressing academic and professional interests and goals.
 - Include a recent resume.
 - Request letters of recommendation from three people who are in a position to comment on professional/academic skills.
 - **International Students only.** Provide a copy of TOEFL score (minimum score of 79).
 - **Students seeking teaching certifications:** All applicants must be admitted to a Teacher Education Program (TEP) before applying for the masters degree program. Contact the **CEHS Student Services Center, 105 Henzlik, Lincoln, NE 68588-0371, (402) 472-8624.** Evidence of admission to the TEP is to be included in the application to the department's graduate degree program.
 - Submit these materials to: **University of Nebraska-Lincoln, TLTE Graduate Program, 118C Henzlik Hall, Lincoln, NE 68588-0385**

3. *Notification of Admission*

The TLTE Graduate Admissions Committee will review completed application files. If recommended for admission by the department (TLTE), the Graduate College will be notified; if they concur with the recommendation, they will issue a Certificate of Admission. After admission to the program, the student should contact the assigned advisor to plan proposed coursework (see “Filing of the Memorandum of Courses,” Appendix C).

Guidelines for Designing a Program of Study

1. *Faculty Advisor/Mentor*

The academic advisor/mentor has graduate faculty status in the Department of Teaching, Learning, and Teacher Education. Assignment of the mentor is part of the application procedure and admission to the program. It is the student’s responsibility to set up a meeting with the assigned advisor/mentor as soon as possible following admission to the program.

Advisors and students work together to prepare a course of study that will maximize professional growth. Individual files are kept by the advisor to record and check each advisee’s progress. However, it is the student’s responsibility to contact his/her advisor on a regular basis to report progress, make necessary program changes, complete forms, and to determine thesis or capstone course topics. CEHS Graduate Support Services staff members can also assist with the filing of paperwork necessary for navigating the University.

2. *Filing of Memorandum of Courses*

The Memorandum of Courses **must** be submitted through the TLTE Graduate Support Secretary to the UNL Graduate College after admission deficiencies have been removed and **prior to completing more than 18 credit hours** of graduate work. Delaying this process may result in losing credit for completed coursework. A student may not file a Memorandum of Courses and graduate in the same semester or summer session. The memorandum can be completed at www.unl.edu/gradstudies/current.

Transfer hours from an accredited USA university or college can only apply to the related field of course work. This coursework must be compatible with similar courses offered at UNL, and no more than 18 hours will be allowed on a student’s program. The advisor will determine which courses are to be included in the Memorandum of Courses. All major area courses must be taken at the University of Nebraska-Lincoln.

The Program of Study must include the required courses as noted below. A masters student may change his/her declared Option at any time during the program of study with the written approval from the advisor, the Chair of the TLTE Graduate Committee, and the Dean for Graduate Studies. The only exception to this policy is that students may not change from Option I to any other Option if certification of full time status has been utilized.

M.Ed. Option II—no minor required:

- a) Coursework, which includes TEAC 800, TEAC 801, TEAC 888, and TEAC 889 (3 credits each), must total 36 credit hours; 18 credit hours must be in TEAC.
- b) 3 credit hours must be taken in Courses under Category A and 3 hours under Category B (see Appendix B).
- c) A 12-hour area of focus must be declared.
- d) 6 credit hours must be taken in CEHS but outside TLTE (i.e., EDAD, EDPS, SPED, FCS, NHS, TCD).
- e) At least 12 of the 36 hours must be taken in courses open exclusively to graduate students.

M.A. Option I—no related courses or minor(s) required:

- a) Under this option, a minimum of 30 graduate hours is required.
- b) Coursework, which includes TEAC 800 and TEAC 801 (3 credits each), must total 20-24 hours; 18 credit hours must be in TEAC.
- c) Eight hours credit, in addition to the thesis, must be earned in courses open exclusively to graduate students (900 level or 800 level without 400 or lower counterparts).
- d) 6-10 credit hours for thesis TEAC 899 are required.
- e) If 2 minors are declared, the major (TEAC) must have at least 15 credit hours.

M.A. Option II—one or two minors must be declared:

- a) Coursework, which includes TEAC 800, TEAC 801, and TEAC 889 (3 credits each), must total 36 credit hours; 18 credit hours must be in TLTE (or 15 if two minors are declared).
- b) At least 12 of the 36 hours must be taken in courses open exclusively to graduate students.
- c) 9-21 credit hours in minor(s).

M.A. Option III—no minor required:

- a) Coursework must total 36 graduate hours.
- b) 18 credit hours must be taken in TLTE and must include TEAC 800, TEAC 801, and *TEAC 889 (3 credits each).
- c) At least 18 of the 36 hours must be taken in courses open exclusively to graduate students.

Minor in Teaching, Learning, and Teacher Education

A minor in Teaching, Learning, and Teacher Education requires:

- TEAC 800 Inquiry into Teaching and Learning (3 hours)
- TEAC 801 Curriculum Inquiry (3 hours)
- One other 3-hour graduate-only course with a TEAC prefix

3. Workshop Seminars in Education

The purpose of the Workshop Seminars (890, 893, 990 or 993) is to give students in the departments of education an opportunity to work singly or in groups on practical educational problems which are of special focused interest but which are not included in other professional education courses. Workshops are offered on a variety of topics by College Faculty and selected educational consultants. As a rule, the individual or group is expected to produce some kind of a product as part of the workshop experience. The amount of credit in a Workshop Seminar at either the 800 or 900 level may not exceed 12 semester hours in meeting requirements for the masters degree.

Completing the Program of Study

The student must make application for an advanced degree and see that the final exam report form is filed at the beginning of the semester he/she intends to graduate.

A. Time Period

The work required for a masters degree must be completed within ten consecutive years. Coursework exceeding ten years will not apply toward the fulfillment of the degree requirements for masters degrees at the University of Nebraska-Lincoln. Students' programs may be terminated if the student fails to make progress or does not register and complete any coursework for three years.

B. Capstone Course

All students are required to complete a 3-credit-hour capstone course (TEAC 889 Masters Seminar) during the last semester of study. This course should demonstrate how the student has synthesized and can make use of what was learned in the masters program. The capstone course may conclude with a 1) written comprehensive examination, 2) a summative work project that includes an oral presentation and defense, 3) or some combination of both.

C. Thesis

As part of Option I of any masters programs, students are required to complete a thesis (TEAC 899) and an oral defense. You should register for TEAC 899 (Thesis) according to the number of hours listed on your memorandum of courses. The oral defense (exam) may be taken in either the fall for December graduation, spring for May graduation, or first summer session for August graduation.

The subject of the thesis should be chosen from the field of major interest and must be approved by the departmental Graduate Committee. The thesis should reveal a capacity to carry on independent study or research and should demonstrate the student's ability to use the techniques employed in her/his field of investigation. **Research activities involving human subjects or live vertebrate animals may not be conducted at the University of Nebraska–Lincoln (UNL) unless the research activities have been reviewed and approved by the appropriate board or committee. The Institutional Review Board (IRB) reviews projects involving human subject research and the Institutional Animal Care and Use Committee (IACUC) reviews the use of animals in research. These reviews are in accordance with Federal regulations and UNL assurance documents to the Office for Protections from Research Risks (OPRR). Note that the IRB and IACUC will not review projects already in progress; approval must be secured prior to the initiation of the research. The Research Compliance Assurance Form can be obtained at www.unl.edu/research; the completed form must be submitted at the time the final version of the thesis or dissertation is filed.**

The thesis must conform in style and form to specimens which may be examined in Love Memorial Library. A copy of the thesis and abstract must be presented for preliminary review to the Office of Graduate Studies at least two weeks (one week in the summer sessions) before the date for the Candidate's oral examination. A Candidate is not eligible for the oral examination until the thesis is completed and approved by the major advisor. When the thesis has been accepted, one copy must be supplied to the major department and two copies must be deposited with the Dean of University Libraries.

D. Suggested Protocol for Thesis/Capstone Course

Proposal/Project Description. In collaboration with the advisor, a student should prepare a proposal outlining the thesis or summative work project and its anticipated timeline, share that proposal with the committee (the advisor and two other faculty members as indicated below), conduct and prepare the work, seek feedback from the committee members, submit your final work to all committee members in a timely manner, and schedule an oral defense.

Exam Procedures. All masters students must take and pass a comprehensive exam. Discuss the format of this exam (written or oral) with your advisor. In the event that members of an oral examining committee are not unanimous regarding passing a Candidate, the student is to be approved for the degree if only one examiner dissents. However, in each case, the dissenting member of the committee will be expected to file a letter of explanation in the Office of Graduate Studies. If you fail the examination, you should contact your advisor as soon as possible. Failed exams cannot be retaken until a subsequent term.

Selection of Faculty Committee for Oral Examinations. Three faculty members (two of whom are from TLTE) with graduate status must participate in the orals, one of whom must be your advisor. If you have a minor, one graduate faculty member from the minor department is required.

Oral Defense Procedures for Thesis and/or Capstone Course. Oral defense meetings (which meet the comprehensive exam requirement) must be held no later than ten days prior to graduation, and CEHS Graduate Support Services and UNL Graduate Studies must be notified four weeks prior to the meeting date. Oral defense exams typically last 1-2 hours. At the conclusion, you will be asked to leave the room while the examining committee deliberates. At least two of the three members must agree that you have successfully completed your program. You will then be informed of the results. If you have passed the oral defense, the advisor will notify the necessary graduate offices. If you have failed, the committee and/or advisor will work with you to set corrective measures and to reschedule the exam for a subsequent term.

Procedure Summary for the Masters Degree

This outline of procedure should be studied carefully in connection with the deadlines published in the UNL Graduate Studies calendar.

1. Admission to UNL Graduate Studies.
2. Registration by consultation with the chair of the Graduate Committee and the major advisor and with the approval of the Dean of Graduate Studies.
3. Removal of admission deficiencies.
4. Memorandum of Courses, required for Candidacy, must be filed before grades (letter grades, no reports or incompletes) have been received in more than one-half of the program and on recommendation of the major and minor departments and approval of the Dean of Graduate Studies.
5. Application for advanced degree at the Graduation Services Office, 109 Canfield Administration Building, at the outset of the semester or session in which graduation is planned.
6. The Final Examination Report for the masters degree must be received in the Office of Graduate Studies at least four weeks (three weeks in summer) before the final examination, if required, but in no case later than four weeks before the final date for oral examinations. The report will be accepted after all course work on the program of studies has been completed, or is in progress, and any outstanding incompletes have been removed.
7. The presentation of a preliminary copy of the thesis and abstract to the Graduate Studies Office, two weeks (one week in summer) prior to the oral examination, if required. If the oral examination is waived, the preliminary copy of the thesis and abstract must be presented to the Office of Graduate Studies no later than two weeks before the final date for oral examinations for any given session.
8. Passing of written examinations, if required, in major and minor fields at least one week prior to the time the oral examination is to be taken.
9. Passing of an oral examination, if required, administered by the examining committee.
10. Deposition of two complete copies of the thesis and abstract in proper form, along with the Final Examination Report Form signed by the examining committee, to the Office of Graduate Studies to be stamped. They are then delivered to the Dean of University Libraries, and the binding fee is paid to the Bursar's Office. Upon receiving the signatures of the Library and the cashier on the Final Examination Report Form, it is returned to the Office of Graduate Studies.