MA Handbook

Master's Degree Programs in the Department of Curriculum & Instruction

College of Education
New Mexico State University

Effective: January 10, 2013

Welcome Letter

Dear Potential/Current C&I Master's Degree Student:

Welcome to the department. We are pleased that you have chosen to focus your graduate studies in the Department of Curriculum & Instruction. Our accomplished faculty is dedicated and eager to work with students committed to serving and improving the Pre-K-adult learning communities of New Mexico and beyond.

Individuals pursing the Master of Arts in Curriculum & Instruction become leaders for the public schools; directors of curriculum and instruction; subject matter specialists; professional development specialists; and community college instructors. The Department expects MS students to increase their capacity to be socially responsive educators and professionals by developing their dispositions, competencies, and pedagogies to transform themselves, their classrooms, their schools, and/or their communities through the expansion of their knowledge base in curriculum and pedagogical scholarship and application, multicultural education, and research methodologies.

Within this handbook are descriptions of the Master's Degree Programs offered through the Department of Curriculum & Instruction (C&I). C&I MA program concentrations include: Curriculum & Instruction; Bilingual Education; Educational Learning Technologies; Early Childhood Education; Language, Literacy & Culture (Reading); and, Teaching English to Speakers of Other Languages (TESOL). Also available is a Master of Arts in Teaching (which combines curriculum and pedagogy courses with coursework focused in another content area). Most programs (see table of contents) also offer an endorsement in a teaching field which can be added to an existing teaching license. Finally, we also offer a Master's Plus Licensure (MPL) program in the areas of Elementary Education and Secondary Education.

Once you have been admitted to the Department of Curriculum & Instruction, be sure to visit with your assigned faculty advisor within the first semester of your enrollment in order to plan your program of study by filing a "Preliminary Program Plan."

For further information, please contact:
Dr. David Rutledge
Interim Associate Department Head for Graduate Programs
(575) 646-5411
rutledge@nmsu.edu

We look forward to working with you and are sure you will enjoy the many challenging and rewarding learning opportunities the department provides. Our best wishes to you as you embark on this road of professional development.

Sincerely,

Dr. Jeanette Haynes Writer, Interim Department Head
Dr. David Rutledge, Interim Associate Department Head for Graduate Programs

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Overview of MA Handbook

Program Requirements:

- Minimum cumulative grade-point average of 2.5 for Probationary Admission; And, a cumulative grade-point average of 3.0 for complete admission.
    - Probationary Admission – MA student completes 9 hours of C&I core courses and reapply.
- Fulfillment of admission requirements to the Department of Curriculum & Instruction through the Graduate Student Services office (http://prospective.nmsu.edu/graduate/apply/index.html;
- Students must be fully admitted to the Department of Curriculum & Instruction before taking any Graduate courses in this program;
- All courses are part of a Master's Graduate Program within the Department of Curriculum & Instruction;
- and, Application and acceptance into the specific Curriculum & Instruction MA Program concentration of Early Childhood Education, if applicable.

Master of Arts in Education

The Department of Curriculum & Instruction in the College of Education is devoted to the preparation of teachers and teacher leaders for the public schools; directors of curriculum and instruction; subject matter specialists; teacher educators and professional development specialists; and, college professors and professors of curriculum and instruction. The College of Education is NCATE (http://www.ncate.org) and accredited by New Mexico Public Education Department http://www.ped.state.nm.us/ped/index.html.

Part I of this handbook describes the non-licensure MA programs available through the Department of Curriculum & Instruction.
Part II of this handbook discusses programs that lead to a Master of Arts in Education with teacher licensure in elementary or secondary education.
Part III of this handbook provides additional licensure information.
Part IV contains other important information and resources.

Master's Degree Programs offered in the Department of Curriculum & Instruction:

- Master of Arts in Education (for licensed PK-12 teachers) – Minimum credits differ between program concentrations. Please consult your degree program concentration below for specifics;

  Degree Program Concentration Areas:
  - Curriculum & Instruction
  - Bilingual Education
  - Educational Learning Technologies
  - Language, Literacy & Culture (Reading)

- Teaching English to Speakers of Other Languages (TESOL)
- Early Childhood Education (on-line only)

Optional Endorsements for existing teaching licenses:
- Bilingual
- Technology Coordinator
- Reading
- Teaching English to Speakers of Other Languages (TESOL)

Remember YOU CANNOT TEACH IN THE PUBLIC SCHOOLS WITHOUT SEEKING LICENSURE AND YOU CANNOT SEEK AN ENDORSEMENT WITHOUT FIRST OBTAINING A TEACHING LICENSE.

- Master of Arts in Education Plus Licensure Concurrently – Students can earn a teaching license in the areas of elementary education and secondary education while earning a Master of Arts in Education degree;

- Master of Arts in Teaching (MAT) – This program requires a minimum of 33 credit hours, with 15 credits in the Department of Curriculum & Instruction from the C&I core courses, and 18 credit hours chosen from an area of teaching content specialization (i.e., generally in the College of Arts & Sciences). This is a non-licensure degree that is intended for working teachers who are already licensed but want to continue their studies to specialize in a specific teaching field and earn an MA degree.

  Current MAT Programs:
  We currently offer the following customized MAT Programs through the Department of Curriculum & Instruction in collaboration with colleagues from other departments:
  - Master of Arts in Teaching, Online Teaching & Learning (Certificate) (33 credits)
    - For more information, go to http://extended.nmsu.edu/academics/otl/
  - Master of Arts in Teaching, with a concentration in Dance (33 credits)
    - For more information, go to http://education.nmsu.edu/ci/mat-dance.html
  - Master of Arts in Teaching, with a concentration in Spanish (33 credits)
    - For more information, go to http://education.nmsu.edu/ci/mats.html

Important Definitions and Clarifications

Master's Degree: Licensed teachers may seek the MA degree because it provides them with enhanced leadership and career potential and, because with the three-tiered licensure system in New Mexico, it will lead to a higher rate of pay. Educators with an MA degree may find employment in community colleges, private schools and other agencies.

Licensure: Commonly referred to as "certification" in other states, licensure allows its holders to teach in public schools in the State of New Mexico. The NMSU MA degree program **DOES NOT** bestow licensure. If you are planning to teach in a public school, grades PreK-12, you will not be able to start your career unless you first obtain a teaching license. This process of obtaining a teaching license **always** requires admission to the Teacher Education Program (TEP) and student teaching (see MA+ Licensure programs below).

Alternative License Program (rare instances where no licensed teachers are available, and a person is hired only temporarily): New Mexico State University offers a pathway to licensure through the Master of Arts in Education Plus Licensure Concurrently programs. See your advisor or the Associate Department Head for Graduate Programs if you have any questions about whether you need to seek licensure.

Adding a Second License: Teachers who are already licensed in one area (e.g., elementary teaching) and seek an additional license in another area (e.g., secondary teaching or early childhood education) can obtain that additional license by completing licensure coursework and a practicum in lieu of student teaching. See your advisor (and Part III, below) for more information if this is your goal.

Endorsement: Teachers who are already licensed and seeking focus in a particular area work to obtain an endorsement. New Mexico State University offers coursework to achieve the following endorsements: Bilingual; Information Technology Coordinator; Reading; and, Teaching English to Speakers of Other Languages (TESOL). The degree programs described in this handbook leading to a Master of Arts in Education in the concentrations of Bilingual Education; Educational Learning Technologies; Language, Literacy & Culture; and Teaching English to Speakers of Other Languages (TESOL) all include a significant number of courses that contribute to an endorsement in their respective areas. Endorsements in these concentrations may require additional coursework and/or the inclusion of undergraduate or transfer credits in coursework that is in the area of focus. See the program coordinator of each concentration/endorsement area for further information.

Benefits of a non-licensure Master of Arts in Education degree: Holders of master's degrees also frequently find employment in various state and private agencies, community colleges or in overseas positions that do not require a teaching license; that is, positions outside of public school teaching.

Checklist for the Master of Arts Program

1. ____ **Apply** through NMSU Graduate Student Services for admission to the department (http://prospective.nmsu.edu/graduate/apply/index.html). "Department of Curriculum & Instruction" and the degree program/ concentration/program desired;
2. ____ **After** you receive an acceptance letter from the Department of Curriculum & Instruction, contact your faculty advisor within the first semester of enrollment (a listing of the C&I faculty and their contact information can be located on the C&I Website: http://education.nmsu.edu/ci/faculty.html);
3. ____ **Join the C&I MA Student List-serv**. at the following website, and follow the directions: https://mailman.nmsu.edu/mailman/listinfo/candima. It is important to regularly check your NMSU e-mail; the university sends important communications to you through that account. Also check the Department of Curriculum & Instruction Masters Website for important announcements and activities;
4. ____**Contact** your advisor to complete the Preliminary Program Plan (available in the C&I office) and submit the plan to the Associate Department Head for Graduate Programs for review and approval within the first semester of enrollment;
5. ____ **Complete the Program of Study** (After you have completed 12 credit hours) and make an appointment with your advisor to approve and sign the form. It must be filed with the Department of Curriculum & Instruction. Find the form at: http://prospective.nmsu.edu/graduate/forms/index.html
6. ____ **File the Application for Degree form** during the registration period of your final semester (http://www.nmsu.edu/~registra/degree-app/);
7. ____ **Apply** to take the written Master's Comprehensive Examination early in the last semester of your coursework. The MA exam usually occurs on the second Friday of October and the second Friday of March. Announcements regarding registration, the preparation session, and the exam will be on the C&I MA Website, the MA list-serv, and in the College of Education;
8. ____ **Complete** the Final Examination paperwork; and,
9. ____ **Study** for the Final Written Examination to be successful on your exam.

Complete Department of Curriculum and Instruction Information is located at:
(http://education.nmsu.edu/ci/masters.html)

Complete NMSU Graduate School Information is available on-line
(http://gradschool.nmsu.edu)

THE STUDENT IS RESPONSIBLE FOR PROPER COMPLETION AND SUBMISSION OF FORMS IN A TIMELY MANNER.

Additional Important Information for MA Students

1. ____ **To submit a Transfer of Credit form** with advice from a faculty advisor go to (http://prospective.nmsu.edu/graduate/forms/Transfer%20of%20Credit%20Form-revised.pdf;

2. ____ **To resolve email technical difficulties** contact the Information & Communication Technologies' (ICT) Help Desk at http://ict.nmsu.edu/ict/csc or (575) 646-1840.

3. ____ **Early Childhood Education Online MA concentration students** complete the "Star Audit" in lieu of the Program of Study **AND** are required to participate in an action research project in lieu of the Master's Comprehensive Exam

4. ____ **Submit an Independent Study Contract** if you contract with a faculty member to take an independent study course;

5. ____ **Submit a Program of Study Change form** with consultation from your advisor if you take courses differ from your filed Program of Study form (http://prospective.nmsu.edu/graduate/forms/index.html);

MA Thesis Option Information:

1. ____ **Submit an Independent Study Contract** in consultation with your advisor to establish your pursuit of the MA thesis option;

2. ____ **Complete the Human Research Subjects form** [aka IRB form] if you are doing research for your thesis or curriculum project;

3. ____ **Schedule an oral exam** if you are writing a thesis and contact your advisor as soon as possible;

4. ____ **File the Application for Degree form** during the registration period of your last semester in program, file the (http://www.nmsu.edu/~registra/degree-app/);

5. ____ **Present** your master's thesis for an orals examination.

Part I: Master of Arts in Education Core Courses' Description
(Non-Licensure)

Overview

The programs in this part of the handbook lead to a Master of Arts in Education in one of the following concentration areas: Curriculum & Instruction; Bilingual Education; Educational Learning Technologies; Early Childhood Education; Language, Literacy & Culture (Reading); or, Teaching English to Speakers of Other Languages (TESOL). Additional programs options are the Master of Arts in Teaching plus (MAT+) specialization Dance, Spanish, and Online Teaching & Learning.

Students completing the following programs will NOT be licensed to teach PreK-12 in the State of New Mexico, nor will completion of these degree programs automatically result in a teaching field endorsement.

The Master's Degree Core – 15 (credit hours)

The faculty in the Department of Curriculum & Instruction has worked over the years to revise and update the core courses in the department to provide a strong foundation in curriculum and instruction (pedagogy) for all students studying in our master's programs. The core courses are as follows:

A. Curriculum & Instruction Core – 15 (credit hours)

- EDUC 515: Multicultural Education (3)
- EDUC 516: Curriculum & Pedagogy I (foundations and development) (3)
- EDUC 518: Technology & Pedagogy (3)
- EDUC 519: Research in Curriculum & Pedagogy (3)
- EDUC 520: Action Research Projects (3). This course is the final core course that students are required to take. EDUC 515, 516, 518 and 519 are prerequisites to taking EDUC 520.

(Please see the Graduate Catalog for complete course descriptions: http://catalog.nmsu.edu/)

Master of Arts in Education: Curriculum & Instruction
(Non-Licensure)

The program with a concentration in Curriculum & Instruction is a 33 credit (minimum) program of study requiring at least 18 credits* in the Department of Curriculum & Instruction. The Additional courses (9 credits) must have a prefix of BIL, ECED, EDLT, EDUC or RDG. Elective/Minor courses (9credits) will complete the program of study.

Minimum number of credits: 33

Course Requirements:

A. Curriculum & Instruction Core – 15 credits
- EDUC 515: Multicultural Education (3)
- EDUC 516: Curriculum & Pedagogy I (3)
- EDUC 518: Technology & Pedagogy (3)
- EDUC 519: Research in Curriculum & Pedagogy (3)
- EDUC 520: Action Research Projects (3). This course is the final core course that students are required to take. EDUC 515, 516, 518 and 519 are prerequisites to taking EDUC 520.

B. Additional Courses in the Department of C&I – 9 credits
- Students can choose three additional courses from the departmental course offerings with BIL, ECED, EDLT, EDUC or RDG prefixes.

C. Electives and/or Minor – 9 credits
- Students may choose up to 9 hours of electives outside the department either in the College of Education or elsewhere on campus.

* At least 50% of the credits within this degree must be taken in the Department of Curriculum of Instruction, meaning that courses in departments outside of C&I or courses transferred in cannot account for more than 16 hours.

Master of Arts in Education: Bilingual Education
(Non-licensure)

The program with a concentration in Bilingual Education prepares scholars, practitioners and leaders in understanding bilingualism/multilingualism within the context of schools, families, communities and society. The Southwest Borderlands situates participants uniquely such that they might critically examine issues confronting Spanish-speaking and heritage language populations. A key dimension of the program is the advancement of issues related to equity and social justice by encouraging participants to serve as advocates for bilingual children, their families and communities.

- Candidates who apply for the bilingual education (Spanish/English) endorsement must successfully demonstrate language proficiency as measured by the Spanish language examination *PRUEBA*. Similar requirements are necessary for candidates of bilingual education for Navajo and Pueblo language groups. These examinations are administered through the New Mexico State Department of Education;
- The necessary coursework required for the Bilingual Education endorsement is embedded within this program of study. Should you require additional information regarding the endorsement, please contact the New Mexico Public Education Department (http://www.ped.state.nm.us/ped/index.html);
- Many specialized courses are not offered every semester. Please check with your advisor to plan accordingly; and,
- For additional information about the program, visit: http://education.nmsu.edu/ci/bilingual/index.html

Minimum number of credits: 39

Course Requirements:
A. Curriculum & Instruction Core – 15 credits
- EDUC 515: Multicultural Education* (3) (Also part of the bilingual education core)
- EDUC 516: Curriculum & Pedagogy I (3)
- EDUC 518: Technology & Pedagogy (3)
- EDUC 519: Research in Curriculum & Pedagogy (3)
- EDUC 520: Action Research Projects (3). This course is the final core course that students are required to take. EDUC 515, 516, 518 and 519 are prerequisites to taking EDUC 520.

B. Bilingual Education Core Courses – 18 credits

- BIL 520: Issues in Schooling for Bilingual Learners (3)
- BIL 522: Literacy-Language Instruction for Bilingual Students (3)
- BIL 545: Bilingual/Multicultural School and Community Relations (3)
- BIL 550: Internship in Bilingual Education (3)
- EDUC 515: Multicultural Education* (Also part of C&I core) (3)
- EDUC 583: Second Language Acquisition (3)
- HIST 400+ Southwest, New Mexico or Border History (3)
  [Please contact the History Department regarding semester course offerings]

C. Bilingual Education Electives (see advisor for additional recommendations) – 6 credits

- BIL 560: Selected Topics in Bilingual Education (3)
- BIL 570: Directed Study in Bilingual Education (3)
- EDUC 587: Pedagogy of TESOL (3)
- EDUC 501: Special Topics: TESOL (3)
- EDUC 503: Contemporary Developments: TESOL (3)
- EDUC 504: Adult and Family Literacy in TESOL (3)
- ECED 505: The Bilingual Preschool Child (3)
- LING 500: Introduction to Linguistics (3)
- LING 502: Graduate Studies in Sociolinguistics (3)
- LING 503: Exploring Language Structures (3)
- ENGL 512: Graduate Study in Writing in the Workplace (3)
- COMM 576: Seminar on Communication and Culture (3)
- SPED 500: Introduction to Special Education in a Diverse Society (3)
- SPED 510: Current Issues in Special Education for Teaching in Culturally Responsive Society (3)
- ANTH 525: Issues in Language & Culture (3)
- SPAN 492: Structure of Spanish (3)
- SPAN 493: Studies in U.S. and Borderland Spanish (3)
- SPAN 594: Theory and Methodology of Spanish Pedagogy (3)
- SPAN 563: Advanced Study in Mexican Literature (3)
- SPAN 567: Advanced Study in Chicano Literature (3)
- SPAN 589: Spanish Sociolinguistics (3)
- SPAN 593: Advanced Studies in Southwest Spanish (3)
- GOVT 578: Seminar in the U.S.-Mexican Border (3)

Master of Arts in Education: Educational Learning Technologies
(Non-licensure)

The program with a concentration in Educational Learning Technologies focuses on the integration of constructivist uses of technology within culturally-responsive curricula. Students may focus on K-12 to adult learning environments and on specific content applications.

- Courses with an asterisk (*) also count toward an endorsement as an Information Technology Coordinator by the New Mexico Public Education Department (http://www.ped.state.nm.us/ped/index.html). An endorsement requires 24 hours of credit in technology/computer coursework;
- Many specialized courses are not offered every semester. Please check with your advisor to plan accordingly; and,
- For additional information about the program, visit: http://education.nmsu.edu/ci/edlt/

Minimum credits required: 36

Course Requirements:

A. Curriculum & Instruction Core – 15 credits
- EDUC 515: Multicultural Education (3)
- EDUC 516: Curriculum & Pedagogy I (3)
- EDUC 518: Technology & Pedagogy* (3)
- EDUC 519: Research in Curriculum & Pedagogy (3)
- EDUC 520: Action Research Projects (3). This course is the final core course that students are required to take. EDUC 515, 516, 518 and 519 are prerequisites to taking EDUC 520.

B. Educational Learning Technologies Core – 12 credits
- EDLT 574: Technology Planning & Grant Writing* (3)
- EDLT 528: Designing Educational Resources for the Internet* (3)
- EDLT 573: Technology and Critical Thinking* (3)
- EDLT 520: Introduction to Multimedia & Authoring Tools* (3)

C. Additional Suggested Electives – 9 credits
- EDLT 522: Technology and Language Learning* (3)
- EDLT 529: Developing and Managing Educational Networks* (3)
- EDLT 570: Advanced Instructional Strategies (3)
- EDLT 571: Action Research (3)
- EDLT 577: Theory and Practice for Online Teaching and Learning **or** (3)
  CEL 580: Tools and Techniques for Online Teaching (3)

Master of Arts in Education/ Early Childhood Education
(Non-licensure / On-line Only)

The program with a concentration in Early Childhood Education is an on-line only graduate degree program for persons with a bachelor's degree in early childhood education or a related field who are already teaching or working in early childhood settings. This advanced degree prepares the early childhood professional for advanced practice in teaching education, engagement with applied research, staff development, work with families, program management and commitment to issues, analysis and advocacy related to early childhood education.

- This is an on-line only program;
- You must apply and be admitted to this program before you can begin taking ECED courses (above and beyond applying to the Department of Curriculum & Instruction);
- For information on how to apply to the program, contact Dr. Betsy Cahill at bcahill@nmsu.edu or (575) 646-5702;
- Many specialized courses are not offered every semester. Please check with your faculty advisor to plan accordingly; and,
- For additional information, visit the program website at: http://education.nmsu.edu/ci/earlychildhood

Minimum Number of Credits: 33

Course Requirements:

A. Curriculum & Instruction Core – 15 credits
- EDUC 515: Multicultural Education (3)
- EDUC 516: Curriculum & Pedagogy I (3)
- EDUC 518: Technology & Pedagogy (3)
- EDUC 519: Research in Curriculum & Pedagogy (3)
- EDUC 501: Special Topics (3)
    - Note: EDUC 501 is taken over 3 semesters at 1 credit hour each semester. This process is the ECED "alternative" for the C&I core course EDUC 520: Action Research Projects.

B. Early Childhood Core – 18 credits
- ECED 612: History and Philosophy of Early Childhood Education (3)
- ECED/BIL 505: The Bilingual Preschool Child (3)
- ECED 510: Issues in Early Childhood Education (3)
- ECED 520: Seminar on Cognitive and Social Development (3)
- RDG 551: Literacy Development in Early Childhood (3)
- ECED 515: Working with Parents of Young Children (3)

Master of Arts in Education: Language, Literacy & Culture (Reading)
(Non-licensure)

The program with a concentration in Language, Literacy & Culture (Reading) prepares educational leaders and scholars who understand reading, language and literacy education in complex and diverse ways; particularly as these relate to issues of social justice and equity. This program emphasizes the development of critical and expansive perspectives on language and multiculturalism with a focus on the relevance of these for PreK-12 public school students from diverse ethno-linguistic backgrounds. Participants are encouraged to engage in leadership and research activities in a variety of settings at local, state and federal levels.

- Courses with an asterisks (*) also count toward endorsement in Reading by the New Mexico Public Education Department (http://www.ped.state.nm.us/ped/index.html). An endorsement requires 24 hours of credit in reading or related area;
- Many specialized courses are not offered every semester. Please check with your faculty advisor to plan accordingly; and,
- For additional information about the program, visit: http://education.nmsu.edu/ci/reading

Minimum Number of Credits: 33

Course Requirements:

A. Curriculum & Instruction Core – 15 credits
- EDUC 515: Multicultural Education (3)
- EDUC 516: Curriculum & Pedagogy I (3)
- EDUC 518: Technology & Pedagogy (3)
- EDUC 519: Research in Curriculum & Pedagogy (3)
- EDUC 520: Action Research Projects (3). This course is the final core course that students are required to take. EDUC 515, 516, 518 and 519 are prerequisites to taking EDUC 520.

B. Language, Literacy & Culture Core – 12 credits
- RDG 510: Adult and Family Literacy* (3)
- RDG 511: Literacy Assessment and Evaluation* (3)
- RDG 525: Pedagogy and Theory of Literature for Adolescents (3)
- RDG 530: Sociopsycholinguistics of Reading* (3)

C. Additional Suggested Electives – 6 credits
- RDG 585: Practicum in Reading Education * (3)
- RDG 555: Intro. To Instructional Leadership for Literacy Educators* (3)
- RDG 551: Literacy Development in Early Childhood* (3)

Master of Arts in Education: Teaching English to Speakers of Other Languages (TESOL)

(Non-licensure)

The program with a concentration in TESOL prepares scholars, practitioners and leaders in understanding bilingualism/multilingualism within the context of schools, families, communities and society. The Southwest Borderlands situates participants uniquely such that they might critically examine issues confronting Spanish-speaking and heritage language populations. A key dimension of the program is the advancement of issues related to equity and social justice by encouraging participants to serve as advocates for bilingual children, their families and communities.

- The necessary coursework required for the TESOL endorsement is embedded within this program of study. Should you require additional information regarding the endorsement, you should contact the New Mexico Public Education Department (http://www.ped.state.nm.us/ped/index.html).
- Many specialized courses are not offered every semester. Please check with your faculty advisor to plan accordingly; and,
- For additional information about the program, visit: http://education.nmsu.edu/ci/tesol

Minimum number of credits: 36

Course Requirements:

A. Curriculum & Instruction Core – 15 credits

- EDUC 515: Multicultural Education (3)
- EDUC 516: Curriculum & Pedagogy I (3)
- EDUC 519: Research in Curriculum & Pedagogy (3)
- EDLT 522: Technology & Language Learning (3) (It is encouraged that EDLT 522 and EDUC 587 be taken concurrently)
- EDUC 520: Action Research Projects (3). This course is the final core course that students are required to take. EDUC 515, 516, 518 and 519 are prerequisites to taking EDUC 520.

B. TESOL Core – 18 credits

- EDUC 583: Second Language Acquisition (3)
- EDUC 587: Pedagogy of TESOL (3) (It is encouraged that EDLT 522 and EDUC 587 be taken concurrently)
- BIL 522: Literacy-Language Instruction for Bilingual Students (3) **OR** *BIL 520 Issues in Schooling for Bilingual Learners (3)
- EDUC 504: Adult and Family Literacy in TESOL (3)
- LING 500: Introduction to Linguistics (3)
- EDUC 590: TESOL Practicum (3)

C. TESOL Elective – 3 credits (Other courses are possible, see advisor for further suggestions)

- LING 502: Sociolinguistics (3)
- ANTH 525: Issues in Language & Culture (3)
- BIL 550: Internship in Bilingual Education (3)
- BIL 560: Selected Topics in Bilingual Education (3)
- BIL 570: Directed Study in Bilingual Education (3)
- COMM 576: Seminar on Communication and Culture (3)
- COMM 583: Seminar in Theories of Communication (3)
- ENGL 512: Graduate Study in Writing in the Workplace (3)
- ENGL 549: Graduate Study in Writing (3)
- ENGL 570: Graduate Study in Approaches to Composition (3)
- ENGL 571: Composition Pedagogy and Practicum (3)

Master of Arts in Teaching (MAT)
(Non-licensure)

Information about the MAT:

- This program requires a minimum of 3 credit hours, with 15 credits in the Department of Curriculum & Instruction core courses and 18 credit hours from an area of teaching content specialization (i.e., generally in the College of Arts & Sciences) numbered 450 or above. This is a non-licensure degree that is intended for working teachers who already have a license but want to continue their studies, specialize in a specific teaching field and earn an master's degree. The professional coursework must be taken in the Department of Curriculum & Instruction and culminates with a written examination over the program of study. A candidate may choose to write a thesis in place of the written exam;
- The C&I core courses include at least the following (check with your faculty advisor or the Associate Department Head for Graduate Programs for additional information):
    - EDUC 515: Multicultural Education (3)
    - EDUC 516: Curriculum & Pedagogy I (3)
    - EDUC 518: Technology & Pedagogy (3)
    - EDUC 519: Research in Curriculum & Pedagogy (3)
    - EDUC 520: Action Research Projects (3). This course is the final core course that students are required to take. EDUC 515, 516, 518 and 519 are prerequisites to taking EDUC 520.

Current MAT Programs:

We currently offer the following customized MAT Programs through the Department of Curriculum & Instruction in collaboration with colleagues from other departments:

- Master of Arts in Teaching, Online Teaching & Learning (Certificate) (33 credits)
    - For more information, go to http://extended.nmsu.edu/academics/otl/
- Master of Arts in Teaching, with a concentration in Dance (33 credits)
    - For more information, go to http://education.nmsu.edu/ci/mat-dance.html
- Master of Arts in Teaching, with a concentration in Spanish (33 credits)
    - For more information, go to http://education.nmsu.edu/ci/mats.html

For additional information about the MAT, please contact the Associate Department Head for Gradate Programs.

Part II – Master of Arts in Education Plus Licensure Concurrently

MA in Education and Elementary Licensure Concurrently

The Department of Curriculum & Instruction at New Mexico State University offers an Elementary Teacher Education Program for individuals who have completed a bachelor's degree. The program is designed to meet the professional education course requirements for teacher licensure as a part of a Master of Arts in Education degree program.

Program Requirements:

- Admission to the NMSU Graduate School
- Acceptance and enrollment in the Dept. of Curriculum & Instruction MA program;
- Admission to the Teacher Education Program (TEP); Obtain application information from the Advising Center.
    - **TEP Prerequisites** – A grade of "B" or better in the following courses (or be enrolled in the final TEP prequisite courses at the time of portfolio submission) EDUC 515 which must be completed before TEP portfolio submission.
        - EDUC 515: Multicultural Education
        - EDUC 518: Technology & Pedagogy
        - EDUC 530: Exploration in Education
        - CEP 512: Human Development
        - SPED 500: Introduction to Special Education in a Diverse Society
        - MATH 111: Fundamentals of Elementary Mathematics I (for Elementary Education majors only)
    - Purchase TK20, an online assessment and reporting system designed specifically for education programs and candidates (https://tk20.nmsu.edu/campustoolshighered/start.do)
- **Pass** the Basic Skills portion of the New Mexico Teacher Assessments (NMTA) (http://www.nmta.nesinc.com) with a score of 240 or better.
- **Complete** the Elementary Licensure Courses listed below;
- **Submit** student teaching application **ONE FULL YEAR PRIOR TO STUDENT TEACHING**
    - Deadlines are October 9 for the following fall semester and February 9 for the following spring semester
    - Make an appointment with the Advisement Center for a Degree Check
    - Student teaching applications are available at the Advisement Center, O'Donnell Hall Room 101
    - Before student teaching is approved the candidate must pass the Elementary Education Content portion of the New Mexico Teacher Assessments (NMTA)
- Take EDUC 509.1 and EDUC 510.1 concurrently (while student teaching)

Licensure Course Requirements:

A. Prerequisite Course – 3 credits
   - MATH 111 Fundamentals of Elementary Mathematics I (3)

B. Must be taken before Blocks A and B and student teaching (each course requires a field experience component) – 6 credits
   - EDUC 515: Multicultural Education (required in first semester) (3)
   - EDUC 530: Exploration in Education (required in first semester) (3)

C. Additional course requirements – 15 credits
   - CEP 512: Human Development (3)
   - SPED 500: Introduction to Special Education in a Diverse Society (3)
   - EDUC 505: Classroom Management (3)
   - EDUC 518: Technology & Pedagogy (3)
   - SPED 523: Advanced Curriculum for Diverse Exceptional Learners (3)

***All Graduate Students seeking Elementary Licensure must be admitted to the TEP before taking courses in Sections: D, E and F.**

D. Block A – 9 credits
   These courses are taken together in the same section as a block of courses BEFORE Block B; they have a single field experience component
   - EDUC 550: Methods of Teaching Early Childhood Education (3)
   - EDUC 551: Methods of Teaching Elementary School Science (3)
   - RDG 560: Elementary School Literacy I (3)

E. Block B – 12 credits
   These courses are taken together in the same section as a block of courses AFTER Block A; they have a single field experience component
   - EDUC 552: Methods of Teaching Elementary School Mathematics (Prerequisite: Math 111) (3)
   - EDUC 553: Methods of Teaching Elementary School Language Arts (3)
   - EDUC 554: Methods of Teaching Elementary School Social Studies (3)
   - RDG 561: Elementary School Literacy II (3)

F. Student Teaching Block – 9 credits
   These courses are taken together after completing Block A and B and their prerequisites
   - EDUC 509.M01: Teaching Methods Laboratory (Student Teaching Seminar) (3)
   - EDUC 510.M01: Internship/Student Teaching (6)

G. Additional courses required for the Master of Arts Degree – 9 credits
   - EDUC 516: Curriculum & Pedagogy I (3)
   - EDUC 519: Research in Curriculum & Pedagogy (3)
   - EMD 572: History & Philosophy of Education **OR** EMD 587: Educational Politics and Community Relations (3)

Credits 63

MA in Education and Secondary Licensure Concurrently

The Department of Curriculum & Instruction at New Mexico State University offers a special secondary teacher education program for individuals who have completed a bachelor's degree. This program is designed to meet the professional education course requirements for teacher licensure as part of a Master of Arts in Education degree program.

Program Requirements:

- Admission to the NMSU Graduate School
- Acceptance and enrollment in the Dept. of Curriculum & Instruction MA program;
- Admission to the Teacher Education Program (TEP)
    - **TEP Prerequisites** – A grade of "B" or better in the following courses (or be enrolled in the final TEP prequisite courses at the time of portfolio submission) EDUC 515 which must be completed before TEP portfolio submission.
        - EDUC 515: Multicultural Education
        - EDUC 518: Technology & Pedagogy
        - EDUC 530: Exploration in Education
        - CEP 512: Human Development
        - SPED 500: Introduction to Special Education in a Diverse Society
    - Purchase TK20, an online assessment and reporting system designed specifically for education programs and candidates (https://tk20.nmsu.edu/campustoolshighered/start.do)
- **Pass** the Basic Skills portion of the New Mexico Teacher Assessments (NMTA) (http://www.nmta.nesinc.com) with a score of 240 or better.
- **Complete** of the Licensure Courses listed below;
- **Meet** Requirements for a secondary education teaching field. Transcripts will be evaluated for teaching field deficiencies. (See page 23 for more information);
- **Submit** student teaching application must be submitted **ONE FULL YEAR PRIOR TO STUDENT TEACHING**
    - Deadlines are October 9 for the following fall semester and February 9 for the following spring semester
    - Make an appointment with the Advisement Center for a Degree Check
    - Student teaching applications are available at the Advisement Center, O'Donnell Hall Room 101
    - Before student teaching is approved the candidate must pass the Content Knowledge portion of the New Mexico Teacher Assessments (NMTA)
- Take EDUC 509.2 and EDUC 510.2 concurrently (while student teaching)

Licensure Course Requirements:

A. To be taken the first semester of your program – 6 credits
- EDUC 515: Multicultural Education (3)
- EDUC 530: Exploration in Education (3)

B. To be taken before student teaching – 18 credits
- EDUC 505: Classroom Management (3)
- EDUC 518: Technology & Pedagogy (3)
- EDUC 56_: Secondary Methods Course (3) (Take the appropriate course for your verified teaching field; these courses are offered fall Semester only)
- CEP 512: Human Development (3)
- RDG 514: Content Area Literacy (3)
- SPED 500: Introduction to Special Education in a Diverse Society (3)

C. Student teaching (these courses must be taken concurrently) – 9 credits
- EDUC 509.M02: Teaching Methods Laboratory (3)
- EDUC 510.M02: Internship/Student Teaching (6)

Credits (up to this point): 33

D. Additional courses required for the Master of Arts in Education – 9 credits
- EDUC 516: Curriculum & Pedagogy I (3)
- EDUC 519: Research in Curriculum & Pedagogy (3)
- EMD 572: History & Philosophy of Education (3)

Credits (up to this point): 42

Guidelines for Establishing a Secondary Teaching Field

- Upon admission transcripts will be evaluated for teaching field deficiencies. Notification of any course "deficiencies" for the identified subject area(s) will be forwarded to the department;

- A copy of the course deficiency memorandum will be emailed to the student and placed in the student's graduate file. The student will meet with her or his advisor to discuss deficiencies and add the needed courses to the Preliminary Program Plan;

- A Preliminary Program Plan should be filed with the Department of Curriculum & Instruction, with a copy of the memo attached, in the student's first semester. **During the semester that the student completes 12 course hours, the Program of Study (also known as the Admission to Candidacy) form must be completed and signed off by the student's advisor and filed with the Department of Curriculum & Instruction. A copy of the "deficiencies" memo must also be attached to that form** (see "Forms," below);

- Students who wish to appeal the transcript evaluation may do so by submitting the appeal in writing to the Associate Department Head for Graduate Programs of Curriculum & Instruction. This appeal will then be referred to the appropriate departmental subject matter professor. The professor will assess the transcript in question and forward a recommendation in writing to the Department Head. The recommendation will then be placed in the student's file; and,

- The College of Education Dean's Office will be the final appellate board.

Note: *NMSU College of Education teaching field requirements differ from state requirements. DO NOT assume that because you have 30 hours in a teaching field that you meet these requirements.*

Part III – Other Licensure Information
Adding an Elementary License

(For students already licensed in Secondary Education in New Mexico)

The Department of Curriculum & Instruction at New Mexico State University offers a special elementary teacher education program to prepare individuals who have completed early childhood or secondary licensure and want to obtain an additional elementary license.

Program Requirements:
Students must be fully admitted to the Department of Curriculum & Instruction before taking any graduate-level courses in this program

Minimum number of credits: 30

Course Requirements:

A. Prerequisite Course – 6 credits
   - MATH 111: Fundamentals of Elementary Mathematics I (3) (This course is a prerequisite for EDUC 552)
   - SPED 523: Advanced Curriculum for Diverse Exceptional Learners (3)

B. Block A – 9 credits
   These courses are taken together in the same section as a block of courses BEFORE Block B; they have a single field experience component
   - EDUC 550: Methods of Teaching Early Childhood Education (3)
   - EDUC 551: Methods of Teaching Elementary School Science (3)
   - RDG 560: Elementary School Literacy I (3)

C. Block B – 12 credits
   These courses are taken together in the same section as a block of courses AFTER Block A; they have a single field experience component
   - EDUC 552: Methods of Teaching Elementary School Mathematics (prerequisite: Math 111) (3)
   - EDUC 553: Methods of Teaching Elementary School Language Arts (3)
   - EDUC 554: Methods of Teaching Elementary School Social Studies (3)
   - RDG 561: Elementary School Literacy II (3)

D. Practicum (to be taken last) – 3 credits
   - EDUC 489: Topics: Dual License Practicum (3)

Adding a Secondary License

(For students already licensed in Elementary Education in New Mexico)

The Department of Curriculum & Instruction at New Mexico State University offers a special secondary teacher education program to prepare individuals who have completed elementary licensure and want to obtain an additional secondary license.

Program Requirements:

- Students must be fully admitted to the Department of Curriculum & Instruction before taking any graduate-level courses in this program
- Completion of a secondary education teaching field (see page 23);
- The student's transcripts are evaluated to determine whether the student meets the requirements for a teaching field. **If additional courses are needed, all courses for the teaching field requirements must be complete prior to enrolling in EDUC 489**

Minimum number of credits: 12

Course Requirements:

A. Required Courses: 9 credits
   - RDG 514: Content Area Literacy (3)
   - EDUC 505: Classroom Management **OR** EDUC 575: Contemporary Issues in Education (3)
   - EDUC 56_: Secondary Methods in the appropriate subject area (offered only during the Fall semester) (3)

B. Practicum (to be taken last): 3 credits
   - EDUC 489: Topics: Dual License Practicum (3)

Part IV – Other Important Information

Distance Education

Some MA and licensure programs in the Department of Curriculum & Instruction are available via distance delivery. For more information about distance education within the:

- College of Education, please contact Dr. Juanita Mendoza Hannan, Assistant Director of Distance Education, at (575) 646-2125 or juamendo@nmsu.edu or visit http://education.nmsu.edu/distance/
- Department of Curriculum and Instruction, please contact Dr. David Rutledge, Distance Education Coordinator at (575) 646-5637 or rutledge@nmsu.edu or visit http://education.nmsu.edu/departments/academic/ci/ci_distance_ed.html

Graduate Assistantships

Graduate Assistantships are available through the Department of Curriculum & Instruction.

- ELIGIBILTY: Applicants must be admitted for graduate study at New Mexico State University. Students with experience as educators will be given priority in appointments to assistantships. Because of the strong commitment of New Mexico State University, the College of Education, and the Department of Curriculum and Instruction to diversity in education, persons from underrepresented groups are especially encouraged to apply.
- STIPEND: Stipends are for a nine-month appointment (Fall and Spring semesters).
- SPECIAL BENEFIT: During their appointments all graduate assistants pay only resident tuition fees.
- RESPONSIBILITIES: Assistants typically work 10-20 hours per week. Duties may be in the areas of instruction, research or administration. However, the majority of assistants are assigned instructional responsibilities such as supervising undergraduates' field experiences, teaching lower division courses or assisting a professor with course instruction.
- COURSE LOAD: Assistants are required to enroll in 9 hours of graduate coursework per semester.
- APPLICATION DEADLINE: To obtain an application, contact the Department of Curriculum & Instruction. Applications should be submitted to the department by March 15 for the following fall semester. The candidate should be admitted to the university for graduate studies and submit an application, a curriculum vita and three letters of reference to:

  Dr. Jeanette Haynes Writer, Interim Department Head
  Department of Curriculum & Instruction
  Attention: Graduate Assistantships
  New Mexico State University
  MSC 3CUR
  Las Cruces, NM 88003-0001

The MA Comprehensive Examination

Unless you are seeking the thesis route (see below) all master's degree candidates must take the Master's Comprehensive Exam during or directly following their last semester of classes (Taking the exam in the semester following incurs a fee which approximates the cost of 1 credit hour). Each candidate has two attempts to pass the exam; most of our candidates pass on their first attempt. This exam initially takes a written form; the "writtens" are held as follows:

- On the second Friday of October (for fall semester);
- On the second Friday of March (for spring semester); and,
- On the second Fridays of June and July (for the summer sessions);

The exam is scheduled for a four hour period, during which time candidates answer three questions. The exam is held at the NMSU campus in Las Cruces.

A Preparation Session is held to help candidates prepare for the written exam. These sessions are held as follows:

- On the second Friday of September (for fall semester); and,
- On the second Friday of February (for spring semester)

The Preparation Session typically includes a thorough review of the format for the exam, the grading rubric used to score the exam, and the timeline for the MA Exam process (when to sign up, necessary paperwork, what will happen the day of the exam, when candidates are notified of results, and other options if not successful on the exam). These sessions are held face-to-face, but are also typically "broadcast" live and "recorded" via on-line software. This way, students outside of Las Cruces can attend over the Internet or the recording can be viewed later. Watch for posted announcements in the College of Education and on the C&I Masters Website for the Preparation Session.

Although the Written Exam is offered during the summer, the Preparation Session is not. However, the Preparation Session PowerPoint, MA Exam question example, and the grading rubric are available for viewing at all times via the Masters Website.

Candidates must pre-register for the exam in the Department of Curriculum & Instruction, located in O'Donnell Hall, Room 122 during the announced registration period (see the Masters Website for these dates). The candidate's **Program of Study** must be completed, approved and signed by the faculty advisor and submitted at least two weeks before turning in the MA Exam registration application. (The paperwork for this examination must be submitted by the Department of Curriculum & Instruction to the Graduate School **no less than 3 weeks** before the exam itself is taken, thus, it must be turned in to the department by the candidate before that date; i.e., by the deadline). A candidate who does not meet the deadline will not be permitted to take the exam and will instead have to apply for the examination the following semester.
In all cases, it is the responsibility of the student and NOT their advisor to know registration deadlines and to register by the deadline.

At the time of taking the final examination, a candidate must have a **grade point average of at least 3.0 in all courses taken for graduate credit** and be enrolled in their final semester or have completed all course work for the master's degree. If a MA Plus Licensure Concurrently candidate has yet to complete student teaching and the student teaching seminar, but is otherwise in their last semester of course work, they can proceed.

Candidates must bring their registration receipt and photo ID with them on the date of the exam in order to take the examination. If students register for the examination but are a "no show" on the scheduled date, students will be required to wait until the next scheduled date to take the examination.

Candidates enrolled in off-campus programs may take the written exam at their branch campuses or an approved alternative site on an "as needed" basis each semester. Off-campus students should contact the Associate Department Head for Graduate Programs regarding arrangements for the exam. Again, it is the responsibility of the candidate and not the advisor or the department to know which semester or session the student should register for the examination.

Candidates will be notified of their examination results approximately three weeks after the administration of the examination. The notification period may be longer for off-campus candidates or special cases/circumstances.

Candidates who do not pass the written examination have the option, after a 16 week wait period, of retaking the written examination or taking an oral version of the examination (see below).

Notes:

- **Master's Thesis:** The master's thesis option is a very rigorous option for students (see the NMSU Graduate Catalog). It is not something to be entered into lightly or at the last minute. If, however, you are considering doctoral studies later in your professional career, it is an excellent option to consider. It will help prepare you for your doctoral studies and the research orientation that will be at the core of these studies. It is, in essence, comparable to doing a mini-dissertation. Within the thesis process: one forms a thesis committee; proposes a research study; conducts it once the committee approves; writes up one's findings; and, orally defends it to the committee. If you are interested in this option, please contact your MA Advisor or the Associate Department Head for Graduate Programs early in your degree program;
- **Master's Orals:** Candidates who do not pass the written examination have the option An Orals Committee is composed of a student's advisor and two other members of the Graduate Faculty. In total, the committee will be made up of two C&I faculty members and one non-C&I faculty member. (Each of these faculty members must have Graduate Faculty Status.) If you have already taken but did not pass the written MA Comprehensive Exam and would like to discuss this option of the MA

Examination, please contact your advisor and/or the Associate Department Head for Graduate Programs.

Forms

Forms mentioned in this handbook can be obtained online from the NMSU Graduate School (http://gradschool.nmsu.edu/forms-index.html). The Preliminary Program Plan can be obtained in hard copy format from the Department of Curriculum & Instruction, O'Donnell Hall room 122, on the main campus of New Mexico State University.

Preliminary Program Plan: With your faculty advisor, complete the **Preliminary Program Plan** form, obtain faculty advisor's signature, and submit the plan to the Associate Department Head for Graduate Programs for review and approval within the first semester of enrollment. This is an "in-house" form to assist the student and department to identify which specific degree program is being followed by the student, and outline the course work required for the degree.

Program of Study form ("Application for Admission to Candidacy" form): This form is quite similar to the Preliminary Program Plan and serves as a contract between the student and the department. Once approved, the courses listed on the form become the official courses needed for completion of the degree program. THE GRADUATE SCHOOL REQUIRES THAT THIS FORM BE SUBMITTED IMMEDIATELY AFTER COMPLETION OF 12 CREDITS OF GRADUATE WORK IN RESIDENCE. This form is crucial to graduate on time, do not put it off. Complete the form; it MUST BE TYPED. The form must be approved and signed by your faculty advisor and, if applicable, the advisor in your minor area. The form is then filed with the Department of Curriculum & Instruction and the Graduate School.

Transfer of [Graduate] Credit form: If you wish to transfer graduate credits into your degree program from other accredited universities outside of New Mexico State University, you will need to fill out this form and turn it in to your faculty advisor as soon as possible. In most instances you will need to provide the syllabus and related materials of the course in which you would like considered for transfer. Please also identify the NMSU course equivalent by researching course descriptions in the NMSU Graduate Catalog (http://catalog.nmsu.edu).

Independent Study Enrollment Form/Contract: If you arrange with an instructor to take a course as an independent study course, to do a research project, or participate in the master's thesis option, you will need to file this form with the Department of Curriculum & Instruction after working out detailed and documented arrangements for the course with your instructor of record. The course "contract" must be on file with Grace Martinez in the Department of Curriculum & Instruction.

Application for Permission to Use Human Subjects in Research: If you choose the master's thesis option to conduct original research, which may include the observation or interviewing of children or adults, you must obtain permission of the individuals who are

participating in your research project. This is needed to legally protect the participants and yourself. Paperwork must be filed and approval obtained through the NMSU Institutional Review Board (see http://research.nmsu.edu/compliance.html). See your faculty advisor for further information and to assist you with the IRB process.

Program of Study Change form: If, after filing your Program of Study form, you need to make a change in your degree program course work, you must file this form through the Department of Curriculum & Instruction. See your faculty advisor for assistance.

College of Education Substitution/Waiver form: On rare occasions, a different course may be substituted or waived for a required or listed course in a student's degree program. This form, signed by the Dean of the College of Education and the Curriculum & Instruction Department Head, is required for such a substitution or waiver.

If you have additional questions regarding the Department of Curriculum &Instruction's MA, MAT, and licensure programs, please do not hesitate to contact the department, your faculty advisor, the Associate Department Head for Graduate Programs, or the Department Head.

Thank you for your interest in the Department of Curriculum & Instruction.

This revised MA Handbook has been in effect starting in: January 2013

This MA Handbook was last up-dated on: October 31, 2012