# Stephen F. Austin State University Secondary Education (SED) Graduate Programs Handbook

For more information about our programs, contact
SedGrad@sfasu.edu
Handbook drafted by Dr. Heather Olson Beal

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**1. Two unique programs**

Thank you for your interest in pursuing a graduate degree in education at Stephen F. Austin State University (SFASU).  We offer several exciting and innovative graduate programs that prepare teachers for careers in the secondary school setting.  By exploring the roles of teacher as researcher, scholar-practitioner, student-advocate, and community member, our Master's Programs cultivate a learning community of faculty and students through dialogue and critical inquiry.

While graduate programs can be designed to meet students' individual needs, most students choose one of the following three degree plans:

**Master of Arts in Teaching (MAT) with Teacher Certification**

This 30-hour program is designed for students who have earned an undergraduate degree but are **not certified to teach**.  In addition to courses that explore educational research, curriculum, and instructional design, students receive certification through a certification sequence.  The first 18 hours includes coursework that prepares you to become certified in the state of Texas.  The remaining 12 hours includes coursework that will further your knowledge and skills and help you improve your classroom practice.

Coursework for the MAT program is fully online.

In addition to completing the 30 graduate hours, you must either:
   a. secure a full-time, paid teaching position (SED 541/542) during which you will be supervised by a field supervisor from SFA OR
   b. complete the traditional clinical teaching semester (SED 544), often called "student teaching," during which you will work alongside a certified practicing teacher and will also be supervised by a field supervisor from SFA.  The student teaching semester is not a paid position.

**Master of Education (M.Ed.) Degrees**

I.     **Master of Education (M.Ed.) in Teaching and Learning (36 hr.)**

This program is designed primarily for experienced teachers who wish to further their education and improve their teaching practice or for teachers who wish to qualify for leadership positions within their schools or districts (i.e., curriculum/instructional specialist).

Students in this program will all take an 18-hour core, which will provide them with the knowledge and skills to better serve the needs of the diverse EC-12 student population in Texas.  Beyond the core, students will choose from three tracks (i.e., ESL/Bilingual, Online Teaching, and Gifted/Talented) in which to specialize and will be able to choose 6 hours of

electives from inside or outside the College of Education to further expand their knowledge base.

Students in this degree program will complete a capstone project in conjunction with a 3-hour graduate course (SED 595).

## II.      Master of Education (M.Ed.) with Content Area Minor (18/18)

This 36 hour program includes 18 hours in secondary education (SED) and 18 hours in the student's chosen teaching field.  The degree is aimed at students that wish to teach at a community college and/or for high school teachers who wish to teach dual credit courses. Other important details about this degree plan:
- This degree cannot be done in conjunction with the teacher certification sequence. They are two separate degrees.
- You must take 18 hours of 500-level coursework in a second content area.  All 18 hours must come from the same secondary content area.  For example, you cannot take 6 hours from three different content areas.
- Students in this degree program will complete a capstone project in conjunction with a 3-hour graduate course (SED 595).

## 2. Admission Process

### MAT Program

### Admission Requirements:
- Completed Bachelor's degree from an accredited university
- Minimum cumulative grade-point average of 2.75 or higher on the last 60 hours of undergraduate coursework (on a 4.0 scale)
- Passing score on the PACT (see below)
- The GRE is not required

If you are interested in applying to this program, please follow these steps:

1) Please be sure to verify that Stephen F. Austin State University is approved by TEA to issue a certification in the content area that you are seeking.  The content areas in which you can become certified via this program are listed here.
2) Apply online to the Graduate School.  *Make sure to choose Master of Arts in Teaching (MAT) as the degree you seek—**not** Master of Education (M.Ed.) in Secondary Education*. There will be a $50.00 application fee charged to your account at SFASU. The Graduate School will calculate your GPA to determine eligibility.
3) You will have to submit official transcripts to the graduate school as part of the admissions process.

4) Take and receive acceptable scores reports on the Pre-Admission Content Test (PACT). As the applicant, you are responsible for registering and taking the PACT test on your own.  You can get more information about the test here: http://www.texes.ets.org/epp/epppact/
   You MUST pass the PACT before you can be admitted into the MAT program.  There are no exceptions to this rule.  Submit your PACT scores to edcert@sfasu.edu.

5) Participate in an admissions interview with a faculty member.  This will be done virtually rather than in-person.

6) Receive an acceptance or denial form and degree plan from the corresponding department.

7) If you are accepted, the Certification Office will be notified and you will be entered into the Teacher Education Program. There will be a $100.00 application fee charged to your account at SFASU.

8) After you are admitted into the Teacher Education Program, you will receive a letter stating your eligibility for the one-year teaching internship on a Probationary Certificate. We encourage you to copy this letter and submit it with job applications and present it at job interviews.

9) Please remember that a Texas Standard Teaching Certificate requires individuals to complete the required coursework, required state exams, and a field experience. After you complete the Texas Standard Teaching Certificate, you will have the option to continue coursework in your program area to complete the MAT degree.

If you completed the PBIC program and then took off from coursework to teach or to pursue some other endeavor, you will have to re-apply.  Be sure to choose Master of Arts in Teaching (MAT) (NOT MEd) in Secondary Education as the degree you seek.

**M.Ed. Programs**

**Admission Requirements:**
- Completed Bachelor's degree from an accredited university
- Minimum cumulative grade-point average of 2.5 and a grade-point average of 2.8 on the last 60 hours of undergraduate coursework (on a 4.0 scale)
- The GRE is not required

If you are interested in applying to this program, please follow these steps:

1) Apply online to the Graduate School. There will be a $50.00 application fee charged to your account at SFASU. The Graduate School will calculate your GPA to determine eligibility.

2) Choose Master of Education in Teaching and Learning if you want to complete the degree with the specializations/tracks.  Choose Master of Education in Secondary Education if you want to complete the 18/18 degree.

3) Receive an acceptance or denial form and degree plan from the corresponding department.

## Additional Admissions Issues:

### Application Deadlines

> For a Fall semester start:  August 20; MAT up to the week before the semester begins
> For a Spring semester start:  November 30
> For a Summer start:  April 30

### Admission Status

You can be admitted in two different ways:
1. Clear – this means you have no conditions imposed on your admission; this is the admission status you want.
2. Probationary – You may be admitted on a probationary basis if your GPA is below the minimum.  In this case, you have one semester to bring your GPA up or else you will not be allowed to continue taking classes.  Being admitted on a probationary basis may keep you from receiving financial aid. Contact the Financial Aid office with questions at (936) 468-2403, finaid@sfasu.edu of http://www.sfasu.edu/faid/

### Transfer credit

If you have taken graduate courses at another university, you may be able to transfer those credits to your degree plan at SFASU.  Please order an official transcript and have it sent to the Graduate School.  In addition, please send copies (unofficial is okay) to Dr. Olson Beal at olsonbehk@sfasu.edu for evaluation.

### Completion timeline

You have six years to complete your graduate program.  Courses that were taken more than six years prior will not count towards your degree plan.  Please plan accordingly so that you can graduate within the six year window.

### Meningitis vaccination requirement

Thanks to Texas state law (SB 1107), all Texas public college students are required to get a meningitis vaccine.  Read details here:  www.sfasu.edu/admissions/docs/meningitis.pdf


## 3. Coursework

It is your responsibility to keep track of which courses you have taken and when.  You may keep track on the following checklist or on your degree plan document so that you can plan accordingly.

| Course | When Typically Offered | Semester Taken (or Planning to Take) | Grade | Professor |
|---|---|---|---|---|
| Certification Sequence: | | | | |
| SED 527 | Fall | | | |
| SED 522 SED 523 | Spring Spring | | | |
| SED 525 | Fall | | | |
| SED 541/542 or SED 544 | Fall and Spring | | | |
| SED 543 | Summer | | | |
| Post-Certification Sequence: | | | | |
| SED 515 | Fall | | | |
| SED 560 | Spring | | | |
| SED 591 | Fall | | | |
| SED 592* | Spring | | | |

*capstone course

## Additional information re: MAT coursework:

1. SED 527 students must complete 30 hours of observations during this course: 15 face-to-face and 15 virtual/online/video.  This is a requirement for teacher certification in Texas.
2. SED 591-SED 592:  You must be teaching in a classroom in order to complete the work associated with this course sequence.

## M.Ed. in Teaching and Learning – 36 hr.

| Course *=required | When Typically Offered | Semester Taken (or Planning to Take) | Grade | Professor |
|---|---|---|---|---|
| 18-hour required core: | | | | |
| SED 534 | Fall | | | |
| SED 588 | Fall | | | |
| SED 570 | Spring | | | |
| SED 582 | Spring | | | |
| SED 586 | Fall | | | |
| SED 595 | Spring | | | |
| One of the following three 12-hour tracks or specializations: | | | | |
| ESL/Bilingual: | | | | |
| ELE 515 | Summer | | | |
| ELE 505 | Summer | | | |
| ELE 506 | Summer | | | |
| ELE 507 | Summer | | | |

| Tech/Online Teaching: | | | | |
|---|---|---|---|---|
| SED 552 | Summer | | | |
| SED 554 | Summer | | | |
| SED 556 | Summer | | | |
| SED 558 | Summer | | | |
| Gifted/Talented: | | | | |
| SED 562 | Summer | | | |
| SED 564 | Summer | | | |
| SED 566 | Summer | | | |
| SED 568 | Summer | | | |
| 6 graduate-level elective hours inside or outside SED: | | | | |
| 1. | | | | |
| 2. | | | | |

### M.Ed. in Secondary Education – 18/18

| Course *=required | When Typically Offered | Semester Taken (or Planning to Take) | Grade | Professor |
|---|---|---|---|---|
| 18-hour required core: | | | | |
| SED 534 | Fall | | | |
| SED 588 | Fall | | | |
| SED 570 | Spring | | | |
| SED 582 | Spring | | | |
| SED 586 | Fall | | | |
| SED 595 | Spring | | | |
| 18 graduate-level hours in one content area | | | | |
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### 5. Registration & Advising Procedures

You will be assigned an advisor when you enroll in the program. The advisor will contact you each semester for advising.

Once the course schedule for an upcoming semester becomes available, you have been advised, and you have acknowledged your advising, you log in and register yourself for the courses you need.  For summer and fall semesters, the course schedule typically becomes

available in April.  For spring semester, the course schedule typically becomes available in November.  Please register as soon as you can so that we can plan appropriately.

## 6.  Certification Testing Procedures

***Certify Teacher Exam***: You must pass the Certify Teacher PPR exam during SED 543 before the College of Education clears you to take the actual PPR certification test. No fees are required; students will be provided with a login after the course begins. A student who does not achieve the minimum required score will be given a grade of WH in the course until agreed upon requirements are completed.

A student who does not make the minimum required score will be required to work independently with the SED 543 instructor. At this time, the student will receive a WH in the course. A student who does not pass on that attempt must complete one or more of the following options:
   1.  Repeat SED 453 with instructor and department chair approval.
   2.  Attend a paid, appropriate professional review session approved by the instructor and department chair.
   3.  Demonstrate readiness to test on the next regularly scheduled Mastery Exam.
   4.  Other, as determined by the SED 543 instructor and the department chair.

## 7.  Practicum / Field-based Requirements

MAT Field-Based Experiences (required by the state of Texas:  see TAC 228.35):

- SED 527 students must complete 30 hours of observations during this course:  15 face to face and 15 virtual/online/video.  This is a requirement for teacher certification in Texas.
- SED 591-SED 592:  You must be teaching in a classroom in a public, accredited K-12 Texas school in order to complete the work associated with this course sequence.
- If you have a question about your clinical practice placement, contact Ms. Katie Snyder Martin, the Perkins College of Education Certification Officer (edcert@sfasu.edu).

The tables on the following pages outlines the roles and responsibilities of PBIC interns during the first (SED 541) and second (SED 542) semesters of the internship year.

| Instrument | Candidate Responsibility | Field Supervisor | Mentor / Cooperating Teacher Responsibility |
|---|---|---|---|
| Mental Health Training – D2L | Candidate uploads | Field Supervisor indicates yes/no on PBIC Intern Completion Checklist | |
| Suicide Prevention Training – D2L | Candidate uploads | Field Supervisor indicates yes/no on PBIC Intern Completion Checklist | |
| D2L T-TESS Module | Candidate uploads | Field Supervisor indicates yes/no on PBIC Intern Completion Checklist | |
| Goal Setting Sheet | Candidate uploads | Field Supervisor indicates yes/no on PBIC Intern Completion Checklist | |
| Mentor Training Checklist | | Field Supervisor indicates yes/no on PBIC Intern Completion Checklist | Mentor completes rubric |
| Monthly Contact Logs | | Field Supervisor indicates yes/no on PBIC Intern Completion Checklist | Mentor completes rubrics |
| Pre/Post/Formal Observation 1 | | Field Supervisor completes rubric (3) | |
| Pre/Post/Formal Observation 2 | | Field Supervisor completes rubric (3) | |
| Pre/Post/Formal Observation 3 | | Field Supervisor completes rubric (3) | |

**PBIC Internship - First Semester (SED 541) Requirements and Roles**

| PBIC Internship – Second Semester (SED 542) Requirements and Roles | | | |
|---|---|---|---|
| **Instrument** | **Candidate Responsibility** | **Field Supervisor** | **Mentor / Cooperating Teacher Responsibility** |
| Goal Setting Sheet | Candidate uploads | Field Supervisor indicates yes/no on PBIC Intern Completion Checklist | |
| Suicide Prevention Training – D2L | Candidate uploads | Field Supervisor indicates yes/no on PBIC Intern Completion Checklist | **NOTE: Second Semester Interns Spring 2018 only** |
| Program Evaluation by Candidate | Candidate completes | Field Supervisor indicates yes/no on PBIC Intern Completion Checklist | |
| Final Disposition by Candidate | Candidate completes | Field Supervisor indicates yes/no on PBIC Intern Completion Checklist | |
| Final Dispositions by Field Supervisor | | Field Supervisor completes rubric | |
| Addendum (EC-6, SED, All-Level) | | Field Supervisor indicates yes/no on PBIC Intern Completion Checklist | Mentor completes rubric |
| Final Dispositions by Mentor-Cooperating Teacher | | Field Supervisor indicates yes/no on PBIC Intern Completion Checklist | Mentor completes rubric |
| Candidate Performance Evaluation by Mentor-Cooperating Teacher | | Field Supervisor indicates yes/no on PBIC Intern Completion Checklist | Mentor completes rubric |
| Mentor Training Checklist | | Field Supervisor indicates yes/no on PBIC Intern Completion Checklist | Mentor completes rubric |
| Monthly Contact Logs | | Field Supervisor indicates yes/no on PBIC Intern Completion Checklist | Mentor completes rubrics |

| | | | |
|---|---|---|---|
| Pre/Post/Formal Observation 4 | | Field Supervisor completes rubrics (3) | |
| Pre/Post/Formal Observation 5 | | Field Supervisor completes rubric (3) | |

The tables on the following pages describe the roles and responsibilities during the clinical teaching semester (SED 544):

## Split Placement D2L and FEM Requirements and Roles – Placement 1 (SED 544)

| Instrument | Mentor-Cooperating Teacher/ Candidate Responsibility | Field Supervisor Responsibility |
|---|---|---|
| Mental Health Training | Candidate uploads in D2L | Verified by the Office of Assessment and Accountability |
| D2L T-TESS Module | Candidate uploads in D2L | Verified by the Office of Assessment and Accountability |
| Goal Setting Sheet | Candidate uploads in FEM | Field Supervisor indicates yes/no on Clinical Teaching Completion Checklist |
| Informal Observation 1 | | Field Supervisor completes rubrics (3) |
| Pre/Post/Formal Observation 1 | | Field Supervisor completes rubrics (3) |
| Pre/Post/Formal Observation 2 | | Field Supervisor completes rubrics (3) |
| Final Dispositions by Field Supervisor | | Field Supervisor completes rubric |
| Addendum (EC-6, SED, All-Level) | Mentor/Cooperating Teacher completes rubric | Field Supervisor indicates yes/no on Clinical Teaching Completion Checklist |
| Candidate Performance Evaluation by Mentor-Cooperating Teacher | Mentor/Cooperating Teacher completes rubric | Field Supervisor indicates yes/no on Clinical Teaching Completion Checklist |
| Final Dispositions by Mentor-Cooperating Teacher | Mentor/Cooperating Teacher completes rubric | Field Supervisor indicates yes/no on Clinical Teaching Completion Checklist |

## Split Placement D2L and FEM Requirements and Roles - Placement 2 (SED 544)

| Instrument | Mentor-Cooperating Teacher/Candidate Responsibility | Field Supervisor Responsibility |
|---|---|---|
| Informal Observation 2 | | Field Supervisor completes rubrics (3) |
| Pre/Post/Formal Observation 3 | | Field Supervisor completes rubrics (3) |
| Pre/Post/Formal Observation 4 | | Field Supervisor completes rubrics (3) |
| Final Dispositions by Field Supervisor | | Field Supervisor completes rubric |
| Addendum (EC-6, SED, All-Level) | Mentor/Cooperating Teacher completes rubric | Field Supervisor indicates yes/no on Clinical Teaching Completion Checklist |
| Candidate Performance Evaluation by Mentor-Cooperating Teacher | Mentor/Cooperating Teacher completes rubric | Field Supervisor indicates yes/no on Clinical Teaching Completion Checklist |
| Final Dispositions by Mentor-Cooperating Teacher | Mentor/Cooperating Teacher completes rubric | Field Supervisor indicates yes/no on Clinical Teaching Completion Checklist |
| Program Evaluation by Candidate | Candidate completes rubric | Field Supervisor indicates yes/no on Clinical Teaching Completion Checklist |
| Final Dispositions by Candidate | Candidate completes rubric | Field Supervisor indicates yes/no on Clinical Teaching Completion Checklist |

| Single Placement D2L and FEM Requirements and Roles (SED 544) | | |
|---|---|---|
| **Instrument** | **Mentor-Cooperating Teacher/Candidate Responsibility** | **Field Supervisor Responsibility** |
| Mental Health Training | Candidate uploads certificate in D2L | Verified by the Office of Assessment and Accountability |
| D2L T-TESS Module | Candidate uploads certificate in D2L | Verified by the Office of Assessment and Accountability |
| Goal Setting Sheet | Candidate uploads in LiveText | Field Supervisor indicates yes/no on Clinical Teaching Completion Checklist |
| Informal Observation 1 | | Field Supervisor completes rubrics (3) |
| Pre/Post/Formal Observation 1 | | Field Supervisor completes rubrics (3) |
| Pre/Post/Formal Observation 2 | | Field Supervisor completes rubrics (3) |
| Pre/Post/Formal Observation 3 | | Field Supervisor completes rubrics (3) |
| Pre/Post/Formal Observation 4 | | Field Supervisor completes rubrics (3) |
| Final Dispositions by Field Supervisor | | Field Supervisor completes rubrics (3) |
| Addendum (EC-6, SED, All-Level) | Mentor/Cooperating Teacher completes rubric | Field Supervisor indicates yes/no on Clinical Teaching Completion Checklist |
| Candidate Performance Evaluation by Mentor-Cooperating Teacher | Mentor/Cooperating Teacher completes rubric | Field Supervisor indicates yes/no on Clinical Teaching Completion Checklist |
| Final Dispositions by Mentor-Cooperating Teacher | Mentor/Cooperating Teacher completes rubric | Field Supervisor indicates yes/no on Clinical Teaching Completion Checklist |

| Program Evaluation by Candidate | Candidate completes rubric | Field Supervisor indicates yes/no on Clinical Teaching Completion Checklist |
|---|---|---|
| Final Dispositions by Candidate | Candidate completes rubric | Field Supervisor indicates yes/no on Clinical Teaching Completion Checklist |

## 8. Official Program Assessments

The Secondary Education graduate programs use the LiveText data management system to collect critical assessments for students who are Perkins College of Education majors (undergraduate, graduate, and doctoral) or majors in other colleges seeking educator certification through the Perkins College of Education. Students who do not have an existing LiveText account will receive an access code via the SFA email system within the first week of class. You will be required to register your LiveText account, and you will be notified how to do this via email. If you forward your SFA e-mail to another account and do not receive an e-mail concerning LiveText registration, please be sure to check your junk mail folder and your spam filter for these e-mails.

If you have questions about obtaining or registering your LiveText account, call ext. 1267 or e-mail SFALiveText@sfasu.edu. Once LiveText is activated, if you have technical questions, call ext. 7050 or e-mail livetext@sfasu.edu. Failure to activate the account and/or submit the required assignment(s) within the LiveText system may result in course failure.

The table below indicates which courses include official assessments which must be submitted to LiveText and either via paper submission or via D2L (per instructions from the professor of record of the course):

| MAT | Assignment | Submitted to D2L AND to: |
|---|---|---|
| 527 | 30 field-based observation hours | LiveText – FEM (Field Experience Module) |
| 522 | Instructional Design Plan | LiveText |
| 523 | Assessment Portfolio | LiveText |
| 525 | Classroom Management Plan | LiveText |
| 541 | Work Sample | LiveText |
| 591 | Action Research Proposal | LiveText |
| 592 | Action Research Project | LiveText |

| MEd in Teaching & Learning | Assignment | Submitted to D2L AND to: |
|---|---|---|
| 588 | Culturally Responsive Teaching Portfolio | LiveText |
| 570 | Data Analysis and Impact Plan | LiveText |
| 582 | Stakeholder Policy Impact | LiveText |
| 586 | Community Research | LiveText |
| 595 | Capstone Project | LiveText |
| **Gifted/Talented Track/Specialization** | | |
| 566 | Gifted/Talented Program Development | LiveText |

| | | |
|---|---|---|
| 564 | Social-Emotional Needs Plan | LiveText |
| **Tech/Online Teaching Track/Specialization** | | |
| 558 | Technology Design Project | LiveText |
| 552 | Campus Technology Portfolio | LiveText |

| MEd in Secondary Education | Assignment | Submitted to D2L AND to: |
|---|---|---|
| 588 | Culturally Responsive Teaching Portfolio | LiveText |
| 570 | Data Analysis and Impact Plan | LiveText |
| 582 | Stakeholder Policy Impact | LiveText |
| 586 | Community Research | LiveText |
| 595 | Capstone Project | LiveText |

## 9. Graduation Checklist

It is the student's responsibility to apply for graduation the semester before you want to graduate.  Follow the link from the Graduate School webpage for instructions:

http://www.sfasu.edu/graduate/109.asp

## 10.  FAQs.  I have this question.  Who do I talk to?

| Question | Answer |
|---|---|
| How do I set up my student teaching / clinical practice placement? | Ms. Katie Snyder Martin edcert@sfasu.edu |
| What test(s) do I need to get into one of the grad programs? | Ms. Katie Snyder Martin edcert@sfasu.edu |
| How do I get a letter saying I am enrolled in your program so I can get hired? | Ms. Katie Snyder Martin edcert@sfasu.edu |
| Can I take courses in the post-certification sequence while taking certification courses? | Yes. |
| Can I take courses in the post-certification sequence before completing certification? | Yes. |

| | |
|---|---|
| Do I need to be advised? | No. Follow the course sequence listed on pg. 6-8 of this document. |
| Which courses have prerequisites? | SED 591 must be taken before SED 592.<br><br>SED 527, 525, 522, and 523 must be taken before or concurrently with SED 543. |
| How do I know when courses are offered? | See the available course schedule. |
| Are the courses online or face to face? | All SED courses are fully online. Courses have regular virtual class meetings. |
| How do I apply for graduation? | http://www.sfasu.edu/graduate/109.asp |
| When do I apply for graduation? | http://www.sfasu.edu/graduate/109.asp |
| When do I get my books? | Preferably before the semester starts. |
| Other questions? | Contact the program advisor at SEDGrad@sfasu.edu |

Please read the most current SFASU Graduate Bulletin at this link: http://www.sfasu.edu/graduate/290.asp. You are responsible for following all graduate school and university policies and procedures. Pay close attention to these categories in the Bulletin: Graduate Study and University Policies.