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TEACHERS

Stephen F. Austin State University
Secondary Education
Masters of Education Handbook

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Table of Contents

1. Introduction	3
Master of Education (M.Ed.) Degrees.....	3
I. Master of Education (M.Ed.) in Teaching and Learning (36 hr.).....	3
II. Master of Education (M.Ed.) with Content Area Minor (18/18).....	3
2. Admission Process.....	4
M.Ed. Programs.....	4
Admission Requirements:	4
Additional Admissions Issues:.....	4
Application Deadlines	4
Admission Status.....	4
Transfer credit.....	5
Completion timeline	5
Meningitis vaccination requirement.....	5
3. Coursework.....	5
M.Ed. in Teaching and Learning – 36 hr.....	5
M.Ed. in Secondary Education – 18/18.....	6
4. Registration & Advising Procedures.....	6
5. Official Program Assessments.....	7
6. Graduation Checklist.....	8
7. FAQs. I have this question. Who do I talk to?	8

1. Introduction

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 two degree plans for the Master of Education:

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 (SEED 5395).

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. If you are interested in certification, please see the MAT Handbook.

- 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 (SEED 5395).

2. Admission Process

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 1

For a Spring semester start: January 1

For a Summer I start: May 15

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 or <http://www.sfasu.edu/faith/>

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 seed.med@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. We recommend that you keep track on the following checklist so that you can plan accordingly.

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:				
SEED 5322	Fall			
SEED 5323	Fall			
SEED 5324	Spring			
SEED 5325	Spring			
SEED 5326	Fall			
SEED 5395	Spring			
One of the following three 12-hour tracks or specializations:				
ESL/Bilingual:				
ELED 5340	Summer			
ELED 5343	Summer			
ELED 5341	Summer			
ELED 5342	Summer			
Tech/Online Teaching:				
SEED 5352	Summer			
SEED 5354	Summer			
SEED 5356	Summer			
SEED 5358	Summer			

Gifted/Talented:				
SEED 5362	Summer			
SEED 5364	Summer			
SEED 5366	Summer			
SEED 5368	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:				
SEED 5322	Fall			
SEED 5323	Fall			
SEED 5324	Spring			
SEED 5325	Spring			
SEED 5326	Fall			
SEED 5395	Spring			
18 graduate-level hours in one content area				

4. Registration & Advising Procedures

Secondary Education graduate students do not need to be formally advised. See Section 4 of this handbook for the courses you should take. If you have an extenuating circumstance, contact the program advisor at seed.med@sfasu.edu.

Once the course schedule for an upcoming semester becomes available, 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 appropriate.

5. 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):

MEd in Teaching & Learning	Assignment	Submitted to D2L AND to:
SEED 5323	Culturally Responsive Teaching Portfolio	LiveText
SEED 5324	Data Analysis and Impact Plan	LiveText
SEED 5325	Stakeholder Policy Impact	LiveText
SEED 5326	Community Research	LiveText
SEED 5395	Capstone Project	LiveText
Gifted/Talented Track/Specialization		
SEED 5366	Gifted/Talented Program Development	LiveText
SEED 5364	Social-Emotional Needs Plan	LiveText
Tech/Online Teaching Track/Specialization		
SEED 5358	Technology Design Project	LiveText
SEED 5352	Campus Technology Portfolio	LiveText

MEd in Secondary Education	Assignment	Submitted to D2L AND to:
SEED 5323	Culturally Responsive Teaching Portfolio	LiveText

SEED 5324	Data Analysis and Impact Plan	LiveText
SEED 5325	Stakeholder Policy Impact	LiveText
SEED 5326	Community Research	LiveText
SEED 5395	Capstone Project	LiveText

6. 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>

7. FAQs. I have this question. Who do I talk to?

Question	Answer
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?	SEED 5395 should be taken close to the end of the program.
How do I know when courses are offered?	See the available course schedule .
Are the courses online or face to face?	All SEED 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 seed.med@sfasu.edu