

# *University of Delaware*

*School of Education*

*Master of Instruction*

## *Program Policy Statement*

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### ***A. Purpose Statement***

The Masters of Instruction degree is a program for practicing teachers who want to improve their instructional practice. The program strengthens teachers' capacity to study and improve their own practice through reflection and focus on individualized goals.

This program is designed to serve current teachers who wish to enroll in a graduate program on a part-time basis. Because many of the courses are offered in the summer, it would be difficult for a student to enroll in the program on a full-time basis.

The capstone project is a portfolio that is based on the individual teacher's practice and goals. The purpose of the portfolio is to exhibit teacher actions related to instruction, to seek out feedback from informed sources about each exhibit, and to reflect upon how the exhibits hold implication for improving subsequent, similar actions. The MI portfolio is aligned with National Board Certification through NBPTS, but is not equivalent. Teachers should view the MI portfolio as a step towards National Board Certification.

### ***B. Origin of the Program***

The Master of Instruction program was first developed and offered in the 1978-1979 academic year as a masters degree that practicing teachers could complete during summers and in the evening during the academic year. Teachers from all academic disciplines were accommodated in the program, as were teachers from all grade levels (PK-12). The program was originally offered only in Sussex and Kent Counties and was subsequently offered in Newark as well. Specializations in areas such as literacy, social studies, mathematics, science, and special education are offered. Additionally, a concentration in School Library Media was added in 2004 and a concentration in Agriculture Education was added in 2007.

### ***C. Administration and Faculty***

The Committee on Graduate Studies in Education (CGSE) is the SOE-level committee that administers all the graduate programs, including the Master of Instruction. The committee is composed of five faculty members from the School of Education, a graduate student member selected by the Education Graduate Association, and the Assistant Director of the School of Education who serves as the Graduate Coordinator for the School of Education.

The SOE is committed to the recruitment, support, and retention of full-time faculty members. Faculty members who teach graduate courses and advise graduate students in the School of Education must have a doctorate or equivalent. In some instances, faculty members with a master's degree and special expertise in an area of Education as a result of concentrated study, employment experience, or service may be recommended for graduate teaching. In such cases, the faculty member must have a record of successful teaching in a specialized area of Education, proven scholarly ability, and the endorsement of the full-time faculty and the Director of the School of Education.

Faculty members in the School of Education review candidates for admission to the Master of Instruction, serve as advisors to candidates admitted to the program, teach courses, and evaluate candidates' portfolios.

### ***D. Degrees Offered***

The degree awarded to candidates who complete this program will be a Master of Instruction.

## ***Part II. Admission***

### ***A. University Policy on Admission***

Admission to the graduate program is competitive. Those who meet stated minimum requirements are not guaranteed admission, nor are those who fail to meet all of those requirements necessarily precluded from admission if they offer other appropriate strengths.

### ***B. University Admission Procedures***

Admission decisions in this program are made three times each year. Applications are due by November 1 for spring semester admission, February 1 for summer session admission, or April 1 for fall semester admission. Admission application forms are available from the Office of Graduate Studies, from the departments, and online (<http://www.udel.edu/admissions/appinfo.html>).

Applicants must submit all of the following items to the Office of Graduate Studies before admission can be considered. Incomplete applications are automatically rejected on the first business day after the deadline; however, applicants may reapply for a future semester by beginning the application process again.

- A nonrefundable application fee must be submitted with the application. Checks must be made payable to the University of Delaware. Applications received without the application fee will not be processed.

Foreign students may utilize either a check or an International Postal Money Order to remit payment in U.S. currency.

- An official transcript of all previous college records must be sent directly from the institution to the Office of Graduate Studies. Students who have attended the University of Delaware need not supply a transcript from Delaware. Transcripts issued in a language other than English must be accompanied by an official translation into English. If the rank of the student is not displayed on the transcript or diploma, an official letter of explanation and ranking from the institution where the degree was earned is required.
- Applicants must submit at least three letters of recommendation.
- International student applicants must demonstrate a satisfactory level of proficiency in the English language if English is not their first language. The Test of English as a Foreign Language (TOEFL) is offered by the Educational Testing Service in test centers throughout the world. TOEFL scores more than two years old cannot be validated or considered official. International students must be offered admission to the University and provide evidence of adequate financial resources before a student visa will be issued. The University has been authorized under federal law to enroll nonimmigrant alien students. International students are required to purchase the University-sponsored insurance plan or its equivalent.
- It is a Delaware State Board of Health Regulation and a University of Delaware mandate that all entering graduate students born after January 1, 1957 give proof of proper immunization for measles, mumps, and rubella. If immunization requirements are not met, the student will not be eligible to register. Specific information may be obtained from the Student Health Service (302) 831-2226.

### ***C. Specific Requirements for Admission into the Master of Instruction***

Admission decisions are made by the full-time faculty in the School of Education.

Students will be admitted to the program based upon enrollment availability and their ability to meet the following minimum entrance requirements.

- Baccalaureate degree from an accredited college or university.
- Transcripts showing an undergraduate GPA of **3.0 or higher**. Applicants with lower than expected performance are not automatically disqualified, but should provide an explanation for their prior performance and describe the experiences, skills, and dispositions they believe indicate the ability to succeed at the graduate level.
- Transcripts showing a minimum GPA of 3.0 for all graduate courses completed (if applicable). This GPA applies to graduate level courses taken through continuing education or graduate programs at the University of Delaware and other institutions.
- Three letters of recommendation from individuals who are able to assess the applicant's academic potential. One letter must come from the applicant's principal. The other two letters should come from teaching supervisors or professional colleagues who can comment on the candidate's professional commitment and experience. Letters from family and friends are strongly discouraged.
- For students whose native language is not English, an officially reported minimum TOEFL score of 600 (paper-based test) or 250 (computer-based test).
- Completion of the MI Application Supplement three components, as outlined below. The supplement is in addition to the three-question essay response that is part of the standard Graduate Studies application.
  - A self-analysis of a teaching strength based on the National Board for Professional Teaching Standards core propositions.
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  - A written statement of professional goals that will be addressed by completing the MI program.
  - A timeline indicating how many credits the applicants plans to complete each semester. The timeline should clearly show the program will be completed with the 10-consecutive semester time limit.

### ***D. Admission Status***

Students admitted into the Master of Instruction will be admitted with regular status. Regular status is offered to students who meet all of the established entrance requirements and who have the ability, interest, and commitment necessary for successful study at the graduate level in a degree program.

### ***Part III. Degree Requirements for the Master of Instruction***

## ***A. Course Requirements***

The Master of Instruction requires a minimum of **33 credits** of graduate-level coursework. The required coursework includes:

### **I. Required Core Courses (12 credit hours)**

EDUC 600 (Teacher as Researcher) or EDUC 629 (Psychology of Teaching)

EDUC 658 (Discipline and Classroom Management) or EDUC 681 (Techniques for Behavior Change)

EDUC 627 (Models of Instruction) or EDUC 640 (Introduction to Curriculum)

EDUC 605 (Measurement Applications in Education) or EDUC 680 (Educational Diagnosis)

*Candidates in the School Library Media concentration complete EDUC 607 (Education Research Procedures) or EDUC 863 (Program Evaluation in Education) in place of EDUC 605 or EDUC 680.*

### **II. Specialization Courses (18 credit hours)**

Candidates in the School Library Media concentration complete EDLM 621, EDLM 622, EDLM 625, EDLM 628 and special sections of EDUC 602 and EDUC 603. Additionally, candidates who are seeking certification in School Library Media must complete **EDUC 746**, Internship in School Library Media.

**Candidates in the Agriculture Education concentration complete STAT 608, FREC 682, AGED 626, AGED 667 (Working with Advisory Councils), and 6 credits of AGED 666 OR CANR special update courses OR graduate online courses approved by the Agriculture Education faculty.**

All other program candidates select coursework, approved by their university advisor, that align with the professional goals they submitted as part of the MI Application Supplement.

### **III. Portfolio Courses (3 credit hours)**

EDUC 648 (Master's Portfolio: Standards and Framework, 1 credit)

**EDUC 669 (Master's Portfolio: Evaluating Effectiveness, 2 credits)**

## ***B. Non-Registered Degree Requirements***

Upon completion of all course requirements, each candidate presents for evaluation a portfolio that illustrates their ability to evaluate their effectiveness in the classroom based on their students' understanding.

## ***Part V. General Information***

### ***A. Financial Assistance***

Most students in the MI program are part-time students who work fulltime as teachers in public and private schools. Since Delaware public school educators receive free tuition in the summer, a significant effort will be made to offer many of the MI courses in the summer. Additional tuition assistance is often available through tuition reimbursement from the teacher's school district. Very occasionally, a student enrolls in the MI program on a full-time basis, and these individuals are eligible to apply for a graduate assistantship.

Financial assistance for full-time students in the M.I. program is obtained from a variety of external sources and will therefore vary in form and availability. Assistance will be awarded on a competitive basis to applicants best fitting the needs of the granting agencies and sponsoring faculty. Students receiving full stipends will be expected to work up to 20 hours per week on faculty projects and students are expected to maintain full-time status.

### ***B. Application for Advanced Degree***

To initiate the process for degree conferral, candidates must submit an "Application for Advanced Degree" to the Office of Graduate Studies. The application deadlines are February 15 for Spring candidates, May 15 for Summer candidates, and September 15 for Winter candidates. The application must be signed by the candidate's adviser and by the Director or the Assistant Director of the School of Education. There is an application fee of \$50 for master's degree candidates and a \$95 fee for doctoral degree candidates. Payment is required when the application is submitted.

### ***C. Graduate Grade Point Average***

Students must have a minimum overall cumulative grade point average of 3.0 to be eligible for the degree. In addition, the grades in courses applied toward the degree program must equal at least 3.0. All graduate-numbered courses taken with graduate student classification at the University of Delaware are applied to the cumulative index. Credit hours and courses for which the grade is below "C-" do not count toward the degree even though the grade is applied to the overall index. Candidates should see that their instructors have submitted all final grades.

### ***D. Time Limits for the Completion of Degree Requirements***

Time limits for the completion of degree requirements begin with the date of matriculation and are specifically expressed in the student's letter of admission. The University policy for students entering a master's degree program is ten consecutive semesters to complete the degree requirements. Students who change their degree plan and have transferred from one degree program to another degree program are given ten consecutive semesters from the beginning of the first year in the latest program.

### ***E. Extension of the Time Limit***

An extension of time limit may be granted for circumstances beyond the student's control. Requests for time extensions must be made in writing and approved by the student's adviser and the Director or Assistant Director of the School of Education. The Director/Assistant Director will forward the request to the Office of Graduate Studies. The Office of Graduate Studies will determine the student's eligibility for a time extension and will notify the student in writing of its decision to grant an extension of time.

### ***F. Transfer of Credit Earned as a Continuing Education Student at the University of Delaware***

Students who complete graduate credits with the classification of CEND (Continuing Education Nondegree) at the University of Delaware may use a maximum of 9 graduate credits earned with this classification toward their graduate degree. The CEND credits, grades, and quality points become a part of the student's academic record and grade point average. CEND credit can be transferred provided that: (a) the course was at or above the 600 level (excluding EDUC 700-729), (b) the course was taken within the time limit appropriate for the degree, (c) the course was approved by the student's adviser and the Director/Assistant Director of the School of Education, and (d) the course was in accord with the requirements for the degree.

### ***G. Transfer of Credit from Another Institution***

Graduate credit earned at another institution will be evaluated at the written request of the student. Such a request should be submitted first to his or her advisor using a Request for Transfer of Graduate Credit form. A maximum of 9 credits required for the degree will be accepted provided that such credits: (a) were earned with a grade of no less than B-, (b) are approved by the student's adviser and the Director/Assistant Director of the School of Education, (c) are in accord with the requirements of the degree, (d) are not older than five years, and (e) were completed at an accredited college or university. The credits, but not the grades or quality points, are transferable to University of Delaware graduate records. Graduate courses counted toward a degree received elsewhere may not be used. Credits earned at another institution while the student was classified as a continuing education student at that institution are not eligible to be transferred to one's graduate degree at the University of Delaware. Credits from institutions outside of the United States are generally not transferable to the University of Delaware.

### ***H. Transfer of Credit from the Undergraduate Division at the University of Delaware***

Students who wish to transfer credits from their undergraduate record to their graduate record may transfer a limited number by arranging with the department to have these courses approved by their instructors before the courses are taken. These courses must be at the 600-level, and the student must perform at the graduate level. They must be in excess of the total required for the baccalaureate degree, must have grades of no less than B-, and must not be older than five years. The credits, grades, and quality points will transfer.