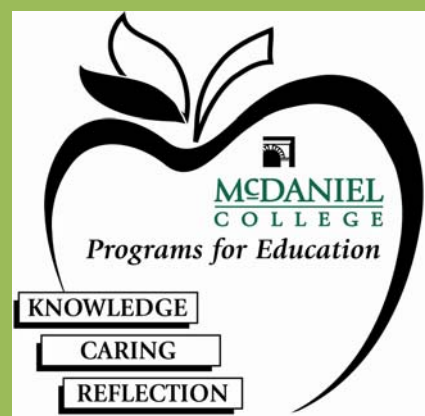


2009-2010

# Curriculum & Instruction Student Handbook



## TABLE OF CONTENTS

Foreword	3
An Overview: The Curriculum and Instruction Program	4
Program Availability	6
Admission and Matriculation Procedures	6
College Policies: Credits, Grading, Transcripts	7
Comprehensive Examination or Thesis	11
Program Exit Procedures and Requirements	11
Program Course Sequences	12
Pre-Matriculation (12)	
Program Plan (13)	
Generalist Focus Area Courses (14)	
Important Contacts (15)	

## **FOREWORD**

Welcome to the Curriculum and Instruction graduate program of McDaniel College. We are looking forward to working with you and assisting you in meeting your professional goals and aspirations.

This handbook is designed to provide you with detailed information about the Curriculum and Instruction program. Candidates in this program will want to consult this Candidate Handbook, the Graduate Catalog, and the web-site for information concerning program sequence, requirements, and policies. (<http://www.mcdaniel.edu/graduate/index.shtml>) These publications are updated regularly so please check the web-site each semester before you register to keep aware of changes. Your Academic Advisor guides the program and is available for consultation, but the final responsibility for knowing and understanding curricular requirements and academic policies rests with each candidate.

We are happy to be working with you and encourage you to contact your Academic Advisor or Program Coordinator if you have questions or need clarification related to your journey through the Curriculum and Instruction program.

Best wishes,

Daria Buese, Ph.D.  
Coordinator of Curriculum and Instruction  
[dbuese@mcdaniel.edu](mailto:dbuese@mcdaniel.edu)  
410-857-2526

# **AN OVERVIEW**

## **GOALS AND OUTCOMES**

The goal of McDaniel College's Curriculum and Instruction Program is to help educators in schools, colleges, and in staff development in businesses and social service organizations increase their knowledge and skills in developing, implementing and evaluating curriculum. It engages educators in designing, implementing, and evaluating curricula. Current theories, research, and technology are applied to the improvement of the learning process at all levels from Pre-K through college and in other educational settings. A critical program objective is to assist educators in making practical applications of recent educational research in their actual classroom practice.

Courses support the attainment of outcomes for McDaniel College's graduate programs and the standards defined by the National Board for Professional Teaching Standards. (<http://www.nbpts.org/index.cfm>)

## **PROGRAM OBJECTIVES**

The Curriculum and Instruction Graduate Program identifies the following as the overarching supporting objectives. Curriculum and Instruction candidates will:

1. Describe and exemplify the essential understandings required in designing and implementing effective curriculum and instruction for diverse learners.
2. Demonstrate critical thinking, creative thinking, reflective thinking, and self-regulation in professional decision-making.
3. Apply effective written and verbal communication techniques to foster active inquiry, collaboration, and supportive interaction in professional settings.
4. Describe and analyze curricular and instructional foundations and issues impacting teaching and learning.
5. Demonstrate the connections between learning theories and instructional practice.
6. Document the effects of instruction on student learning using assessment and research methodologies.
7. Demonstrate and promote the integration of technology to enhance curricular and instructional design, implementation, and evaluation.
8. Analyze and design curricular plans and instructional processes to meet the diverse learning needs of students.

## **ESSENTIAL QUESTIONS**

- A. What should students know and be able to do? (Curriculum)
- B. How do teachers effectively facilitate student learning? (Instruction)
- C. How do we know what students have learned? (Assessment)
- D. Who should be involved in the design, implementation, and evaluation of curriculum and instruction and how should that involvement be facilitated? (Learning Community)
- E. What are effective ways to facilitate continued improvements in the curriculum and instruction for educational organizations and educators? (Reflection)
- F. What are effective ways of incorporating technology in developing, delivering, and evaluating instruction? (Technology)

## **PROGRAM OF STUDY**

All Curriculum and Instruction graduate degree candidates complete eleven (11) courses (33 credits) distributed over two categories; Curriculum and Instruction Core and the chosen Focus Area.

### **CURRICULUM and INSTRUCTION CORE:** Seven (7) REQUIRED Courses

These courses provide the candidate with the foundations for curriculum evaluation and implementation and skills in designing instruction and assessment. These courses are listed in the order we would prefer they be taken.

*Should be two of the first three courses taken*

CUR:501 Curriculum Trends and Issues

EDU:550 Introduction to Research Methodology

*Should be taken after CUR:501 and EDU:550*

CUR 503 Learning and Instruction

CUR 505 Differentiation and Technology

CUR:509 Monitoring and Aligning Curriculum, Instruction, and Assessment

*Should be the last two CUR courses taken*

CUR:512 Curriculum Analysis and Planning

CUR 515 Seminar in Curriculum and Instruction

### **FOCUS AREA:** Four courses *selected with the Academic Advisor* (See page 13).

The Focus Area is intended to extend the candidate's abilities to apply the concepts and skills in a pedagogical or content area of interest. Candidates should discuss their Focus Area with their Academic Advisor prior to registering for any Focus Area courses.

The Focus Areas include, but are not limited to:

**Adaptations for Special Needs** (EDU, PSY, SED),

**Computer Applications in the Instructional Program** (EDU, SLM),

**Leadership in Curriculum and Instruction** (ADM),

**Online Teaching and Learning** (OTL),

**Reading and Language Arts** (\*\*RDG),

**Science** (\*\*BIO, \*\*PHY),

**Social Sciences** (\*\*HUM, PSI, SOC),

**Teaching Strategies for Students of Limited English Proficiencies** (EDU, TSL)

(the course prefixes which are appropriate for these Focus Areas are in parentheses)

\*\* available on campus ONLY

Throughout the program, candidates must save key projects from their courses in their personal file on Blackboard. These projects will be periodically viewed by Program Coordinators, Academic Advisors, and Liaisons for program monitoring and end of program evaluation.

### **CAPSTONE EXPERIENCES:**

Candidates will complete CUR 515 as the last course in the sequence of the Curriculum and Instruction Core. This course will encompass all previous academic work in the required Core.

A Comprehensive Examination or a Thesis is required for completion of the degree. The Comprehensive Examination is intended to assess candidates' understanding of the content of the core courses in the Curriculum and Instruction Program, their ability to apply knowledge attained from those courses, and their ability to communicate their understanding in a comprehensive and professional manner.

## **PROGRAM AVAILABILITY**

### **Open Enrollment – On & Off Campus**

The Curriculum and Instruction Program may be completed on-campus or off-campus as an Open Enrollment candidate. The Curriculum and Instruction graduate program is currently offered each academic year at selected sites in these geographical areas:

On Campus, Westminster	Anne Arundel Community College at Arundel Mills
Calvert County	Charles County
Prince George's County	

There are some limitations as to which Focus Area Courses you may take at off-campus locations. The Curriculum and Instruction Core is available in the Prince George's County, Calvert County, and Charles County Open Enrollment locations. Focus Area Courses are available in Leadership (Administration & Supervision) at these same off-campus sites. Other Focus Area courses (not in Leadership) are available at these off-campus locations and On-Line.

Administration Certification courses are available at the AACC at Arundel Mills.

All Focus Area options are available at the on-campus location.

### **Cohorts**

Cohort programs are available in five Maryland Counties: Anne Arundel, Carroll, Cecil, Howard, and Montgomery. Cohorts begin once a year in each county. All classes are offered at locations within the specific county. The cohort option is available only for those employed by the counties with which McDaniel College has cohort agreements. Students may not join a cohort after it has begun its sequence of classes and may not take classes with other cohorts in the event that they miss a particular class in the cohort's sequence of classes. Make up classes for any cohort student who must miss a course in the cohort's sequence must be arranged through the academic advisor/liaison. Make up classes must be taken at an open enrollment location.

## **ADMISSION AND MATRICULATION POLICY**

### **Degree Seeking Candidates**

An applicant for admission to the degree programs should understand that graduate candidates are expected to demonstrate a higher level of scholarship, creativity, and professional competence than an undergraduate. Graduate candidates are also expected to show corresponding increases in initiative and responsibility.

The workload for a given course averages 120 hours. This includes 35 hours of actual class time. Some courses utilize On-Line instruction for a portion of these required hours. Those candidates with a marginal background for a given course may need to devote more time in independent study of the prerequisite skills. Candidates with extensive background in a given course will require less time to meet the course expectations.

### **Admission**

#### **Degree Seeking Candidates**

McDaniel College has an open enrollment policy admitting all students at a **Pre-Matriculated** status requiring only an application, an official transcript and one Reference Form. Official entrance to the program is completed at the time of **Matriculation**.

To become a **Pre-Matriculated** graduate candidate:

- A. Submit an *Application for Graduate Study* form with the application fee, currently \$50.
- B. Submit an official transcript from the accredited institution of higher education granting the candidate's baccalaureate degree.
- C. Submit one *Applicant Reference Form* to the Graduate Records Office that has been completed by a professional colleague.

Each candidate will receive a Pre-Matriculation Program Plan (see Appendix) indicating the two

**required** courses and providing guidelines for your selection of the third course that is needed for matriculation.

### Non-Degree Category

Anyone with an undergraduate degree may enroll in any course that does not have a prerequisite.

The non-degree category is designed for individuals who are not interested in earning a graduate degree, but who wish to enroll in or attend graduate classes. Examples of the individuals who may seek non-degree status include:

- \* Persons who already hold an advanced degree and wish or need to take additional courses in their own field or in another area of study,
- \* Graduate candidates who are in good standing at other accredited institutions and wish to enroll temporarily at McDaniel College and then return to their home institution,
- \* Persons who wish to take graduate level courses to meet certification requirements, but who are not seeking a graduate degree, and
- \* Individuals who hold a bachelor's degree and are interested in intellectual enrichment.

Non-degree seeking individuals submit the *Application for Graduate Study* form with the one-time, non-refundable fee as indicated on the application form.

**Please understand that if a student decides later to enroll in a program, the courses already taken may not apply.** The Program Coordinator/Academic Advisor will determine which courses are appropriate. One criterion for this determination relates to when the course was taken. All courses to be included or transferred into the C&I program must be completed no more than six years prior to enrollment into the program.

### Matriculation (Official entrance into the program)

Open enrollment C&I candidates will contact the assigned Academic Advisor at the time pre-matriculation requirements have been satisfied in order to prepare a Program Plan. Cohort candidates do not need to contact their liaison/advisor. To be fully admitted into the Curriculum and Instruction Program, the candidate must complete the following:

- A. Assure that the Graduate Records Office has received all required documents for admission.
- B. Complete nine credits of graduate course work at McDaniel College with a grade of "B" or better in each. Two of these three courses must be:
  - CUR 501: Curriculum Trends and Issues**
  - EDU550: Introduction to Research Methodology**

*Note: You may complete more than three courses prior to matriculation; however, the candidate can not become matriculated without completing CUR 501 and EDU 550.*
- C. Conference with the assigned Academic Advisor to develop a Program Plan. It is the candidate's responsibility to contact the Academic Advisor after completion of CUR 501, EDU 550, and at least one other course.
- D. From the date of the first course completed in the C&I program at McDaniel College, candidates have six years to complete the program. Any extension of this six year time must be approved by the Graduate Affairs Committee.

## **COLLEGE POLICIES: CREDITS, GRADING, TRANSCRIPTS**

Official College policies regarding the transfer of credit, grading policies, and the limitations on academic loads are outlined below.

### Academic Advisement

Degree-seeking candidates must be in contact with their assigned academic advisor/liaison. The purpose of this contact is to plan one's program of study and to assess one's prior academic work. The *Program Plan*, completed in this discussion, must be followed by the candidate unless subsequent adjustments are

*approved in advance* by the academic advisor/liaison or the Program Coordinator. Periodic contacts with one's assigned academic advisor/liaison are encouraged. A candidate's academic advisor/liaison guides the program and is available for consultation, but the final responsibility for knowing the curriculum requirements and academic policies rests with the candidate.

### **Academic Load**

The typical full-time student load is 9 credits per semester. It is recommended that students employed full-time take no more than 6 credits per semester. It is recommended that 6 credits be the maximum accumulated during any one 3 or 4 week summer session, to a maximum of 12 credits during the entire summer period. Students who wish to take more than 9 credits per semester or 6 credits per summer semester must obtain the permission of their academic advisor/liaison.

**Candidates may not enroll in courses which have overlapping class meeting times since instructors will not negotiate or accommodate missed class time. It is each candidate's responsibility to check dates and times to avoid any overlap. This overlap includes scheduled make-up dates for missed classes.**

### **Time Limitation**

All course work and degree requirements must be completed within six years of the date of the first course posted on the candidate's transcript. Appeals for an extension of the six-year time limit must be sent in writing to the Graduate Affairs Committee.

### **Auditing**

An individual who has been advised to repeat an out-of-date required program course, and who wishes to attend a course without satisfying the formal course requirements may do so only by:

1. Securing the written permission of the instructor to register for the course;
2. Presenting this approval to the Registrar's Office;
3. Paying the audit fee, which is one-half of the usual tuition rate.

The instructor will determine what course participation is required of the individual. The instructor will require the individual to complete all in-class assignments and activities and any other out-of-class assignments, which are integral to the understanding of the course content. It is expected that individuals completing the audit will attend all class sessions. The audit symbol (AU) will be recorded on the individual's transcript.

### **Attendance**

Instructors set their own attendance policies, with full attendance of all class meetings as the set standard encouraged by the College. Typically, missing any class time will impact the final course grade. Any graded activities completed during the class time the candidate was absent cannot be made up. **PLEASE NOTE that two courses may not be taken on the same day, during the same time period.**

## **GRADING POLICIES**

### **Grades**

A candidate's grades reflect the quality of the individual's scholarly achievement. Letter grades are converted to numerical values on the following scale:

A+ =4; A =4; A- =3.7; B+ =3.3; B =3; B- =2.7; C+ =2.3; C =2; C- =1.7.

A total grade point average of 3.00 (B) must be maintained.

An Incomplete (I) grade may be given only for emergency reasons acceptable both to the Instructor and the Dean of Graduate and Professional Studies. The date of completion may not be longer than one year from the date the original Incomplete grade was issued. Any Incomplete grade which extends beyond the one year time limit will automatically become a grade of "F". An *Incomplete Grade Request* form must be completed and signed by both the candidate and the instructor. The Request Form will be submitted as part of the final grade roster.

### **Change of Grade**

Grades submitted by the instructor are considered final and may be appealed only if:

1. A reporting or arithmetic error occurred which resulted in an incorrect grade. The Instructor will submit a *Change of Grade Form* to the Dean of Graduate and Professional Studies.
2. The candidate believes the grade was prejudicial or capricious. In such cases, the candidate will first discuss the grade with the Instructor. If the candidate is not satisfied with the outcome of that discussion, then he or she will discuss the grade with the Program Coordinator. If an agreement cannot be reached, the candidate may then appeal the grade to the Graduate Affairs Committee. The deadline for appealing a grade is the last day of classes of the semester following the term in which the course was completed.

### **Withdrawal from a Course**

It is assumed that a candidate will not withdraw from the College during a term. In the event that such a withdrawal is necessary, the candidate must complete an *Official Withdrawal Form* (obtained from the Registrar) or submit a written request for withdrawal to the Registrar. Failure to attend class or failure to pay a bill at the time of expected payment does not constitute an official withdrawal. The grade of “W” will be recorded if the withdrawal occurs before the midpoint of the course. Withdrawal after the midpoint of the course will result in a grade of “F”.

**Please Note:** Withdrawals will not be accepted by phoning the Registrar’s Office, the Curriculum and Instruction Office, the Course Instructor, the Academic Advisor, or the Program Coordinator.

Candidates who need to withdraw from a class after having attended any portion of a class will be billed according to the refund policy of the College. Candidates must submit a written request to the Registrar’s Office to officially withdraw. (The fax number for the Registrar’s Office is 410-857-2752.) If a refund is due the candidate at the time of withdrawal, it will be prorated based upon the percentage of the course that has been attended. The following refund policy will apply:

- \* less than 5 hours attended = 80% refund
- \* 5 to 8 hours attended = 60% refund
- \* 9 to 12 hours attended = 40% refund
- \* 13 to 15 hours attended = 20% refund
- \* over 15 hours attended = NO REFUND

### **Dropping a Course**

Prior to the start of a class, candidates may drop a class using the Archway. The drop period varies for each class. Classes can be dropped on the Archway until the message, “you are unable to drop at this time,” appears. At which time, candidates must contact the Registrar’s Office ([sdeane@mcdaniel.edu](mailto:sdeane@mcdaniel.edu)). Please include your name, student ID number, the title, number, and section for the class or classes to be dropped and a daytime phone number. Financial obligations may apply if the class is dropped after it has started.

### **Transfer Credit**

With the approval of the academic advisor/liaison or the Program Coordinator, a maximum of six (6) graduate level transfer credits may be accepted from other accredited institutions of higher learning. Credit earned at other institutions should be presented for consideration at the time the candidate applies for matriculation. Specific restrictions include:

1. The work must be equal in scope and content to that offered at McDaniel College. The candidate must provide a copy of the course description from the official catalog of graduate studies from the institution attended.
2. Only grades of “A” or “B” may be transferred. The candidate is required to request and provide an official transcript from the accredited institution granting the graduate credit.
3. A maximum of six credits from an existing master’s degree may be applied where appropriate to a second master’s degree at McDaniel College.
4. Courses must be approved by the academic advisor/liaison for inclusion into your program.

Credits which are initially transferred for application to the degree may become inapplicable to the degree if six years has elapsed since the completion of those credits.

5. All courses to be transferred into the C&I program must be completed no more than six years prior to enrollment into the program.

### **Academic Probation and Dismissal**

Graduate candidates must maintain a 3.0 grade point average for all course work. If the grade point average drops below 3.0 or a grade of “C” is received, the candidate will be placed on academic probation. By action of the Graduate Affairs Committee, candidates may be academically dismissed if:

1. Academic probation extends beyond the completion of nine additional credits; or
2. The candidate receives two grades of “C” or lower or one “F” at any time during their graduate study at the College.

A candidate has the right to appeal an academic dismissal. A written appeal must be sent to the Graduate Affairs Committee within 30 days after the notice of dismissal. The Graduate Affairs Committee will review the appeal in a timely fashion.

Dismissal may also result from failure to observe the College’s Honor Code, from unethical or unprofessional conduct, or from unsuitability for one’s field of study. The Graduate Affairs Committee may be asked by faculty or administrators to review candidates for dismissal. A candidate has the right to appeal such a dismissal to the Dean of Graduate and Professional Studies within 30 days after the notice of dismissal. The Dean will review the appeal in a timely fashion.

### **Grade Repeat**

Graduate candidates may repeat only one graduate course. This course may be repeated once and must be retaken within one year of receiving the original grade. Both grades for the course will be averaged to compute the transcript grade point average.

## **TRANSCRIPTS**

An official transcript will be sent upon written request from the candidate. A \$5.00 fee is charged for each official transcript requested. Transcript requests will not be honored if the candidate has any outstanding accounts with the College.

Transcript requests must be received in writing. *Transcript Request* forms are available from the Registrar’s Office or the candidate may mail or fax their written request to the Registrar’s Office with credit card information. The written request should include: candidate’s name, ID #, dates of attendance, academic level, and the name and address where the transcript is to be sent. Any special notations, such as hold for degree posting or hold for current semester’s grades, should also be included in the request. The Registrar’s Office fax number is 410-857-2752. Normally, once a written transcript request is received it may take up to 3 days to process the request. However, at the end of each term, due to the volume of requests, the processing time is longer. **Please Note:** The Registrar’s Office WILL NOT accept transcript requests via the Internet since a signature is always required.

## **TEXTBOOKS**

Most textbooks are available in the College Bookstore prior to the beginning of the first class. Off-campus candidates ONLY may order textbooks from MBS Direct prior to the first class session. You may order textbooks by calling 1-800-325-3252 or by contacting their website at <http://www.mbsdirect.net>. Books are shipped within 24 hours of ordering. Refer to the appropriate course region, course number and section, using the information on the confirmation letter to order the correct texts. MBS Direct will provide used texts when available and provides a buy back service for texts still in circulation.

## COMPREHENSIVE EXAMINATION or THESIS

Comprehensive Examinations are administered in the Curriculum and Instruction graduate program three times each year – in March, July, and October. The comprehensive exam is intended to assess candidates' understanding of the content of the core courses in the Curriculum and Instruction Program, their ability to apply knowledge attained from those courses, and their ability to communicate their understanding in a comprehensive and professional manner. A candidate must take the Comprehensive Examination after study in the area of concentration is completed, preferably during the last term before graduation.

The Comprehensive Examination should be scheduled after consultation with the academic advisor/liaison. The candidate must have completed all the Curriculum Core courses and at least three (3) of the four (4) focus area courses, **prior to the examination date**. The only possible exception may be that the fourth (4) Focus Area Course is being completed in the same semester as the scheduled Examination. In other words, the expectation is that candidates must have completed all coursework, or candidates will be in their last semester of study for this master's degree. Candidates register for the Comprehensive Examination (CUR 555) on Archway, just as they do for all course registrations.

Comprehensive Examinations are graded using an anonymous review process. This review can result in a pass, a failure, or a request for a conference in which responses will be explained or justified. Notification about results will be sent no more than three weeks after the examination is completed. The Comprehensive Examination may be taken no more than three times.

Passing the Comprehensive Examination is required as the final step to earning a master's degree in the off-campus program. Open enrollment Curriculum and Instruction students must either pass the Comprehensive Examination or complete a capstone experience (Thesis) in order to earn their master's degree. Cohort students must pass the Comprehensive Examination to earn their degree.

## THESIS OPTION

Candidates on campus may elect to write a Thesis as the capstone for their degree program. This option exempts candidates from completing the Comprehensive Examination.

Candidates who elect to write a thesis should discuss this option with the Program Coordinator early in their program. The Program Coordinator and the candidate will submit an abstract of the thesis proposal and suggested names of Thesis Committee members to the Dean of Graduate and Professional Studies. After approval is received, the candidate will register for the thesis, using the code EDU:590.

## PROGRAM EXIT PROCEDURES AND REQUIREMENTS

As candidates near the end of their program, they must notify the Graduate Records Office of their intended date of graduation. All candidates must complete and submit the *Graduate Application for Graduation* Form. This form may be obtained from the Program Coordinator, the Registrar's Office, or the Graduate Office. Formal commencement exercises are held on campus, once each year in May.

To be eligible for graduation, a candidate must:

- 1) be matriculated as a McDaniel College graduate candidate,
- 2) have completed all courses required on the *Program Plan of Study* (at least 33 credits are required with specific courses in the Curriculum Core and the Focus Area),
- 3) have successfully completed a capstone experience, either a Thesis or the Comprehensive Examination, and
- 4) receive the approval of the Program Coordinator.

## PROGRAM COURSE SEQUENCES

### Pre-Matriculation Plan

McDaniel College

**Curriculum and Instruction**

### **PRE-MATRICULATION PROGRAM PLAN**

*This is the program plan for all candidates applying after August 1, 2002. After completion of the first three courses make an appointment with your advisor for development of your personalized Program Plan for the remainder of the program.*

**Name:**

**Date:**

IP#  
Sample Document

#### **COURSES TO TAKE:**

**CUR 501: Curriculum Trends and Issues**

**EDU 550: Introduction to Research Methodology**

**One additional course:** *(See guidelines below)*

Phil Arbaugh \_\_\_\_\_  
Advisor: On-Campus and Carroll County Cohorts Advisor  
443-605-9420  
[parbaugh@mcdaniel.edu](mailto:parbaugh@mcdaniel.edu)

Andrew Barshinger \_\_\_\_\_  
Advisor: Southern Maryland, PG County, Howard and Calvert  
County Cohorts  
410-730-8025 or 410-386-4652  
[abarshinger@mcdaniel.edu](mailto:abarshinger@mcdaniel.edu)

#### **Program Planning and Matriculation Process:**

The program planning process for Curriculum and Instruction is a **two-part process**. The program has an open admissions policy enabling all who have completed an undergraduate program to enroll regardless of previous GPA or any test scores. After applicants complete a minimum of three courses, two of which must be EDU 501-Curriculum Trends and Issues and EDU 550 – Introduction to Research Methodology with a grade of “A” or “B” and one additional course for a total GPA of 3.0 or better, they will then be eligible for matriculation, official entrance into the program. Program enrollees will then meet with their academic advisor to develop a Program Plan personalized for their needs. **This is the second and final program plan.**

Every attempt will be made to assure that you will have access to the two required courses (EDU 501 and EDU 550) regularly. If per chance you can not take one of these (i.e. class is full, schedule is not feasible for you), you may find yourself completing more than three courses before you become matriculated. Consider the guidelines provided for selection of the third course and use these for selection of alternative courses. You may complete more than three course before matriculation, but you can not be matriculated until completing EDU 501 and EDU 550. Also note that you will not complete the official Program Plan until after you complete EDU 501 and EDU 550 so be careful about taking courses within the following guidelines to assure that they will be credited in your program.

#### **Guidelines for Selecting the Third Course for Matriculation:**

CUR 503: Learning and Instruction is recommended as the third course for matriculation. When you complete your Program Plan, you will select a Focus Area. The most frequently selected area is in Leadership (Educational Administration). Since the initial course for Educational Administration is ADM 501: Introduction to Educational Administration, this would be a good choice for a third course for those interested in the Leadership Focus Area. Consult your Academic Advisor if you have any questions about the selection of your third course for matriculation.

**McDaniel College**  
**Graduate Program Plan - Curriculum and Instruction**  
**(This Program of Study Requires 33 Credit Hours)**  
 This Program will be effective on August 1, 2007.

Name: \_\_\_\_\_

E-mail: \_\_\_\_\_

Address: \_\_\_\_\_

Phone (H): \_\_\_\_\_

\_\_\_\_\_

Phone (W): \_\_\_\_\_

Student ID: \_\_\_\_\_

**Location of Program:**

- Main Campus – Westminster
- Southern Maryland – Calvert and Charles Counties
- Prince George’s County

**Focus Area**

**Candidate will select Administration OR Generalist**

<b>Curriculum and Instruction Core</b> <i>Candidate must complete all seven (7) listed courses</i>	<b>Focus Area - ADMINISTRATION</b> <i>Candidate must complete all four (4) listed courses.</i>	<b>Focus Area - GENERALIST</b> <i>Candidate must complete four (4) courses from the identified FOCUS AREAS listed on page 2 of this document.</i>
<p>CUR 501 (replaces CUR 510) Curriculum Trends and Issues</p> <p>EDU 550 Introduction to Research Methodology</p> <p>CUR 503 (replaces EDU 518) Learning and Instruction</p> <p>CUR 505 (New Course) Differentiation and Technology</p> <p>CUR 509 Monitoring and Aligning Curriculum, Instruction, and Assessment</p> <p>CUR 512 (replaces CUR 511) Curriculum Analysis and Planning</p> <p><b>CAPSTONE: This course must be taken after all Curriculum Core courses are completed.</b></p> <p>CUR 515 (New Course) Seminar in Curriculum and Instruction</p>	<p>ADM 501 Introduction to Educational Administration</p> <p>ADM 504 Supervision and Evaluation of School Personnel</p> <p>ADM 505 School Leadership for the Twenty-First Century</p> <p>PSI 527 School Law</p> <hr/> <p><b>ADM 552 (Four-Credit Course)</b>                      Candidates completing the Administration Focus Area must also complete an Internship in Educational Administration for Maryland Certification. This course can not be completed until all degree requirements have been fulfilled.</p> <hr/> <p>An MSDE Requirement for Administrator I Certification in Maryland is completion of a course in Special Education. McDaniel College offers an online course, SED 572 – Issues in Inclusive Education, which will fulfill this certification requirement. Students are advised to check with their Certification Office.</p>	<p>Course #1 _____</p> <p>_____</p> <p>Course #2 _____</p> <p>_____</p> <p>Course #3 _____</p> <p>_____</p> <p>Course #4 _____</p> <p>_____</p> <hr/> <p><b>CUR 555 - COMPREHENSIVE EXAM</b>                      All students must take the Comprehensive Exam after all coursework is completed. The exam is offered in March, July, and October.</p>

**NOTES:**

**Matriculation Requirements**

- Official Transcript Received
- One (1) Reference Form
- Successful Completion of CUR 501, EDU 550, and one additional course

**Required Completion Date:** \_\_\_\_\_

**Transfer Credits (maximum 6 credits):**

Institution	Course	Equivalent	Hours	Semester
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

**Academic Advisor’s Signature:** \_\_\_\_\_ **Date** \_\_\_\_\_

*White copy: Campus*

*Yellow copy: Advisor*

*Pink copy: Student*

**CURRICULUM AND INSTRUCTION  
GENERALIST – FOCUS AREA COURSES  
(This list is subject to revision.)**

<b>Candidates select any four (4) courses from the list below:</b>						
ADM 501	CED 508	OTL 501	EDU 515	EDU 535	RDG 521	TSL 500
ADM 504	PSI 527	OTL 502	EDU 517	EDU 536	RDG 522	TSL 501
ADM 505	SED 572	OTL 503	EDU 518	EDU 540	RDG 523	TSL 502
	SOC 508		EDU 521	EDU 541	RDG 524	TSL 503
			EDU 528		RDG 532	TSL 520
			EDU 529		RDG 534	

All courses will be offered on campus and/or off campus; however, all courses may not be offered in specific counties. Candidate will select any four (4) courses for an identified Focus Area. Please consult your Academic Advisor if you need assistance in course selection.

ADM 501	Introduction to Educational Administration
ADM 504	Supervision and Evaluation of School Personnel
ADM 505	School Leadership in the Twenty-first Century
CED 508	Group Dynamics
EDU 515	Building Communication and Teamwork in the Classroom
EDU 517 **	Teaching Through Learning Channels
EDU 518	Brain-Based Ways We Think and Learn
EDU 521	Coaching Skills for Successful Teaching
EDU 528	Designing Motivation for All Learners
EDU 529 **	Classroom Management: Orchestrating a Community of Learners
EDU 531	Behavioral, Academic, and Social Interventions for the Classroom
EDU 532**	Educating the Net Generation
EDU 535 **	Successful Teaching for Acceptance of Responsibility
EDU 536 **	Differentiated Instruction for Today’s Classroom
EDU 540 **	Purposeful Learning Through Multiple Intelligences
EDU 541	Meaningful Activities to Generate Interesting Classrooms
EDU 558**	Teaching Algebra to Middle School Students
OTL 501 **	Foundations of Online Teaching and Learning
OTL 502 **	The Technology of Online Teaching and Learning
OTL 503 **	Designing Online Environments: Theory and Application
PSI 527	School Law
RDG 521*	Reading Processes and Acquisition
RDG 522*	Balanced Literacy Instruction
RDG 523*	Assessment for Reading Instruction
RDG 524*	Materials for Reading Instruction
RDG 532*	Reading in the Content Areas: Part I
RDG 534*	Reading in the Content Areas: Part II
SOC 508	Culture and Diversity
SED 572	Issues in Inclusive Education
TSL 500 **	Foundations in English Learner Education
TSL 501 **	Literacy Development in Multilingual Communities Part I: Reading
TSL 502	Literacy Development in Multilingual Communities Part II: Writing
TSL 503 **	Assessment of English Learners
TSL 520 **	Survey of English Learner Education

\* Course is available only on campus

\*\* Course is offered On Line

## Important Contacts List

Dr. Henry Reiff  
Dean of Graduate and Professional Studies  
[hreiff@mcdaniel.edu](mailto:hreiff@mcdaniel.edu)  
410-857-2525

Dr. Daria Buese  
Coordinator for Curriculum and Instruction program  
[dbuese@mcdaniel.edu](mailto:dbuese@mcdaniel.edu)  
410-857-2526

Mr. Philip Arbaugh  
Supervisor of Academic Services  
Academic Advisor for On-campus Students  
Liaison for Carroll and Cecil Counties  
[parbaugh@mcdaniel.edu](mailto:parbaugh@mcdaniel.edu)  
443-605-9420

Dr. Leslie Simpson  
Area Coordinator of Curriculum  
[lsimpson@mcdaniel.edu](mailto:lsimpson@mcdaniel.edu)  
410-386-4672

Dr. Rebecca Gibson  
Area Coordinator of Assessment  
[rgibson@mcdaniel.edu](mailto:rgibson@mcdaniel.edu)  
410-871-3353

Ms. Lisa Twiss  
Area Coordinator of Technology  
[ltwiss@mcdaniel.edu](mailto:ltwiss@mcdaniel.edu)  
410-857-2736

Mr. Andrew Barshinger  
Academic Advisor for Off-campus  
Open Enrollment Students  
Liaison for Howard County  
[abarshinger@mcdaniel.edu](mailto:abarshinger@mcdaniel.edu)

410-386-4652  
410- 730-8025

Dr. Nick Urick  
Liaison for Montgomery County  
Coordinator of Administrative  
Internships  
[nurick@mcdaniel.edu](mailto:nurick@mcdaniel.edu)  
410-871-3100

Ms. Bonnie Reese  
Liaison for Anne Arundel County  
[breesem@mcdaniel.edu](mailto:breesem@mcdaniel.edu)  
410-859-3213

Ms. Randi Shamer  
Program Administrator  
[rshamer@mcdaniel.edu](mailto:rshamer@mcdaniel.edu)  
410-8572514

Ms. Leslie Dennis  
Administrative Assistant  
[ldennis@mcdaniel.edu](mailto:ldennis@mcdaniel.edu)  
410-386-4627

Ms. Phyllis Younkings  
Performance Learning Systems  
Liaison  
[pyounkings@mcdaniel.edu](mailto:pyounkings@mcdaniel.edu)  
301-696-6819

