



COLLEGE OF

Education, Health & Aviation

SCHOOL OF TEACHING, LEARNING & EDUCATIONAL SCIENCES

GRADUATE HANDBOOK

MASTER OF ARTS IN TEACHING

Option Areas:

Elementary Education (Grades 1-8)

Secondary Mathematics Education (Grades 6-12)

Secondary Science Education (Grades 6-12)

INTRODUCTION

The College of Education, Health & Aviation is organized into Schools (rather than departments). The School of Teaching, Learning & Educational Sciences offer both a Master of Science (M.S.) Degree in Teaching, Learning and Leadership and a Master of Arts in Teaching (MAT) Degree. This handbook applies only to the MA in Teaching degree.

Within the MAT there are three options: Elementary Education, Secondary Mathematics Education, and Secondary Science Education. This handbook will note areas where you need to refer to your program option for guidance on option-specific policies and procedures.

The Master of Arts in Teaching (MAT) degree is designed to help prospective teachers to understand teaching as a profession, understand characteristics of diverse learners and strategies for addressing their needs, and how to effectively manage a classroom. The MAT also helps future teachers to develop rigorous, research-based instructional understanding of content and pedagogy that is important to future elementary, secondary, and K-12 teachers.

Finally, in order to promote confidence and accelerate professional development, MAT students begin a carefully planned sequence of intensive field experiences in their first semester of their program that continues throughout their coursework and culminates with student teaching.

ADMISSION INFORMATION

To apply for admission to the MAT in Education program, complete an online application to OSU Graduate College, [Application](#) . Indicate your preference for the Master of Arts in Teaching and choose a program option (i.e. elementary education, secondary mathematics education, or secondary science education). Next, submit the following materials online to your application for review by an admissions committee:

- Transcripts from all institutions of higher education indicating completion of a bachelor's degree (Note: a minimum GPA of 3.0 for undergraduate and 3.5 for graduate work is required).
- A statement of professional goals and objectives including how the degree supports your goals/interests (approximately 500 words)
- Resume or Curriculum Vitae (CV) that includes your educational background, professional experience, professional awards and honors, publications (if any), professional service, and references.
- OSU Check Sheet to ensure that student's undergraduate coursework meets the requirements for Certification (contact Kathy Boyer at Kathy.boyer@okstate.edu in order to have this filled out). Students may be required to submit a high school transcript showing foreign language proficiency has been met.
- A passing score of 240 on the Oklahoma General Education Test (OGET) and Oklahoma Subject Area Test (OSAT) must be on file with EHA Graduate Student Services prior to admission. Applicants can obtain more information on the OGET <http://www.ceoe.nesinc.com/>.
 - Elementary option - the OSAT must be in file for elementary education subarea I and II. If you plan to teach Middle Level, you must pass the OSAT in the subject area you are planning to student teach.

- Secondary science option - the OSAT must be in file for one of the five science fields (Biological Sciences, Chemistry, Earth Science, Physical Science or Physics).
- Secondary mathematics option - the OSAT must be in file for advanced mathematics.
- A personal interview may be required as part of the admissions process, depending on the program option area.

Note: Non-degree seeking students can apply no more than 9 graduate hours to a degree program.

International applications must also submit TOEFL scores if English is a second language.

<http://gradcollege.okstate.edu/content/application-process-0>

Each program option will review admission materials once a month, make admission recommendations, and assign a temporary advisor to students admitted into the program option. The review process may take from 2-6 weeks during the fall and spring semesters or longer during the summer session.

SCHOLARSHIPS AND FINANCIAL AID

There are numerous scholarships available for which graduate students can apply. For information about College of Education, Health & Aviation Scholarships, call 405-744-3646 or visit

<https://education.okstate.edu/scholarships/index.html>

Graduate students may apply for teaching and research assistantships for half time (20 hours/week). For information about graduate assistantships, contact the program coordinator for your desired option.

For information about [financial aid](#), contact the OSU Scholarships & Financial Aid Office at 405-744-6604.

PROGRAM COMPONENTS

The MAT in Education program consists of coursework, comprehensive exam, a creative component (Portfolio), and professional examinations. The coursework component of the program consist of the following:

- Core Courses common to all options within the MAT (12 hours)
- Specialization Courses specific to each option area
- Internship

See Appendix A for option area degree sheets.

PROGRESS THROUGH THE DEGREE PROGRAM

This section highlights important steps to take after admission and during the early coursework semesters of your program.

Getting started in the Program

You will be informed of your admission via an email from the Graduate College. Upon acceptance, you will be assigned a temporary advisor. Contact your temporary advisor for an initial conversation about your degree plan. Newly admitted students have an automatic advising hold that needs to be lifted before you can register for your first semester of courses, and your temporary advisor will lift the hold after your initial meeting or phone conversation.

While your advisor will provide assistance, there is much you can do to inform yourself of the requirements for your degree and program option. Each degree option has a program description with course choices on its website. Consult the [University Catalog](#) and [Graduate College](#) for the most up-to-date information applicable to all academic programs. The [Registrar](#) will have registration and enrollment instructions.

Faculty Directory

You can access the College of Education, Health & Aviation faculty contact information here

[Faculty Directory](#) .

Assignment of Temporary Advisor

The admissions review process takes several weeks. The Graduate College will send an admissions letter with the admissions committee recommendation and the name of your temporary advisor. Contact your temporary advisor to discuss enrollment, formation of an advisory committee, and the required formal Plan of Study. The temporary advisor will remove the advisor hold and guide you in the selection of courses for the first semester. Your temporary advisor will also explain the process of forming your *Graduate Committee* and *Plan of Study* by the end of your second semester.

Non-Degree Seeking Students

Once admitted to the OSU Graduate College, you may take up to 9 hours as a non-degree seeking student that may count toward degree requirements before being admitted to a degree program. If you have been admitted as a non-degree seeking student, you must complete a new application to the degree option of your choice in order to be admitted into the MA in Teaching program.

Continuous Enrollment Requirements

The Graduate College requires that graduate students maintain continuous enrollment throughout the degree program. The specific requirements for continuous enrollment and progress to degree can be found on the Graduate College website at <http://gradcollege.okstate.edu/enrollment>.

Leave of Absence Provisions

If you are unable to maintain continuous enrollment, you should consider requesting a Leave of Absence. The Graduate College policies on Leave of Absence can be found at [LOA Policy](#). Approval of a student Leave of Absence from the MAT is contingent upon good academic standing as defined by the Graduate College. In order to be reinstated at the end of the Leave of Absence, you must meet the admissions criteria in place at the time of your initial admission to the program. In addition, you must meet the conditions set forth by your graduate advisory committee (or academic advisor in the case that the committee has not yet been formed) as indicated in the letter from the committee/advisor that must be attached to the Leave of Absence Request Form. Students whose military orders call for deployment are automatically approved for a leave of absence for the duration of their deployment. Students with military orders that prevent them from continuous enrollment do not need Leave of Absence approval but do need to notify their academic advisor/advisory committee members. Their Leave of Absence will not be counted toward their time-to-degree limits.

Graduate College Requirements

Each milestone in the graduate program (e.g., Plan of Study & Graduate Clearance Form) requires a specific procedure to notify the Graduate College of your progress. These requirements must be electronically signed by your advisor and/or advisory committee. The OSU Graduate College website contains links to the most current versions of the required forms, including the online [Plan of Study](#). Other helpful forms can be found here [Graduate College Forms](#). As a master's student, it is your responsibility to initiate and follow through on these processes and insure that these measures are appropriately completed and submitted to the Graduate College in a timely manner.

Master Advisory Committee

The Master Advisory Committee serves to assist you in planning the most appropriate coursework and related program experiences. The committee should be composed of three faculty members who hold Graduate Faculty membership. Your temporary advisor will help you identify the committee chair and committee members, all of whom must be full members of the [Graduate Faculty](#). The committee chair's primary duty is to monitor the progress of the student toward the degree. Other committee members' duties include participating in examinations per Graduate College and program requirements, attending regular meetings of the advisory committee, and interacting regularly with committee members and the student to monitor progress toward the degree. The student and the members of the advisory committee should consult regularly to review the progress of the student's work.

You have the option of changing the membership of your advisory committee at any time. However, a written request for changing a committee's membership must be signed digitally by all old and new committee members and submitted to the School Head using the Committee Change Request link on the [Graduate College Forms](#). The request should include a clear rationale for the proposed change (e.g., faculty member retirement, etc.). Pending the School Head's approval, the appropriate notification will be forwarded to the Graduate College.

Plan of Study Meeting

You must complete a draft of the [Plan of Study](#) (POS) online and also convene a Plan of Study Meeting with your full committee. The purpose of the meeting is to get the whole committee's input on developing a Plan of Study that includes required courses in specific programs, selected elective courses and other related experiences that best support your goals. You are responsible for initiating and arranging the Plan of Study meeting with the assistance of your advisor.

According to the Graduate College policy, the Plan of Study is to be submitted prior to the end of the second semester of enrollment. If you do not have an approved Plan of Study on file by this time, you may face an advising hold that will prevent you from registering for classes. Once approved online by the committee, the Plan of Study goes to the Graduate College for final approval. Changes in the plan can be made using the same online Plan of Study form, and must be approved by the Doctoral Advisory Committee and the Dean of the Graduate College.

Annual Review Process

Faculty in your program option are required to have a process in place to monitor your progress through the program each year. The goal is to identify students encountering difficulties and provide support. Each program option has its own process for conducting the annual review process that must be completed by March 15th of each year. Your advisor will explain the requirements of your program option. Be sure to meet any stated deadlines and provide complete information when requested.

Comprehensive Examinations

The comprehensive examination is designed to measure your proficiency in the field specialization, your understanding of agency and advocacy, knowledge of research in the field of specialization, and knowledge of diversity and working with diverse learners. All MAT students are required to pass a comprehensive exam before the degree is granted. You should take the initiative in communicating with your advisor and registering for the comprehensive exam at <http://education.okstate.edu/masterscomp> very early in the semester in which you plan to take the exam.

Be sure to check with your advisor concerning program-specific guidelines. Masters students typically take comprehensive exams the last semester of their coursework. The content of the comprehensive exam is based on program core coursework, specialization area, and research. It is administered in a take-home format ("open-book" with high expectations for references and writing). Students will have two weeks to complete the exam. Your advisor will set the dates of the exam for you.

The entire responsibility for developing the comprehensive examinations resides with your Advisory Committee. The Advisory Committee has the most pertinent information about your program and objectives. Decisions regarding the examination should, therefore, reside with the Committee. Typically the Advisory Committee chair solicits questions from all committee members and takes responsibility for the evaluation of the examinations. See Appendix B for a copy of the Comprehensive Examination Rubric.

Reporting Results of Comprehensive Examinations

The chair of the Advisory Committee will gather committee member evaluations and make a summary evaluation that will be reported to the Graduate Coordinator, who will report results to the Graduate Studies Office. The chair of the Advisory Committee may choose to report the evaluation results and feedback directly to you as well. The Graduate Coordinator will send you a letter of evaluation results as soon as possible following the examination.

In the event that you do not pass the comprehensive examination on your first attempt, you will be permitted to retake the examination when offered the following semester. You may be required to retake the entire exam or only a portion of it at the discretion of your advisory committee. You must remain enrolled as a degree candidate for at least two semester hours per semester or six credit hours per year until requirements are completed. You must reapply to take the examination and indicate a second retake on the application form. A third and final retake requires approval from the Graduate Dean.

Graduation

A final, accurate and approved [revised] Plan of Study and a Graduation Clearance Form must be filed with the Graduate College by the end of the second week of the semester or summer session in which the degree is to be conferred. The Application to Graduate with the Registrar is also completed.

ACADEMIC INTEGRITY

Responsible Conduct of Research (RCR)

All students in the MAT program are required to pass training in the Responsible Conduct of Research (RCR) in their first semester. Oklahoma State University is making use of the Collaborative Institutional Training Initiative (CITI) as a component of training in the area of Responsible Conduct of Research. This online training program consists of a series of tutorial modules focusing on different aspects of RCR and is intended for anyone engaged in research. The training is appropriate for faculty, staff and students conducting research in the natural sciences, physical sciences, social and behavioral sciences, humanities, and fine arts. Modules include instructional material, case studies, and additional suggested readings. At the end of each module is a short quiz. The results of each quiz are recorded and provided to you and to the Office of University Research Compliance. You must have a cumulative score of 80% to pass/complete the course. Additional information follows. You can access the training modules from the OSU Graduate College website <https://research.okstate.edu/compliance/rcr/index.html> . This must be completed before your Plan of Study can be approved. A copy of your successful completion should be e-mailed to your advisor.

Institutional Review Board (IRB)

Before research begins, all research (including thesis, reports, and creative components) involving human subjects must be approved by the Institutional Review Board (IRB). In order to submit an application, you must first successfully complete the IRB training. Please consult the IRB website for details at <https://research.okstate.edu/compliance/irb/index.html>. If your research involves humans, then you will need to complete an IRB application form and include a summary of your research plan with the application. Your IRB application must be approved and signed by your advisor before it is submitted to the

IRB office for approval. Once the IRB begins to review your application, you can expect the process to take about one month (sometimes it is less or more). Be sure to include a signed letter of consent from the administrator in charge if your research will take place in a school/institutional setting or will involve research on teachers or students.

Master of Arts in Teaching (MAT)

The school offers a Masters of Arts in Teaching degree with options in *Elementary Education* (grades 1- 8), *Secondary Mathematics* (grades 6-12), and *Secondary Science* (grades 6-12). The purpose of the Master of Arts in Teaching program are to provide high-quality instruction to graduate students who are seeking to continue their education and seeking initial teaching certification. The objectives are to develop elementary, secondary and K-12 teachers': understanding of the roles and responsibilities of teachers and manage a diverse classroom, ability to design and implement curriculum that addresses the needs of students with special needs and linguistically/culturally diverse students, understanding of a variety of instructional and assessment strategies to meet diverse learners' needs, and confidence in abilities to teach in K-12 classroom through high-quality field experiences. Extensive specialization course work is offered in each discipline area and the program culminates with a full 15-week clinical internship (student teaching) experience through which students work in diverse school settings and demonstrate and strengthen their pedagogical knowledge. Additionally, students participate in at least 60 hours of field experience prior to student teaching. All students complete a Professional Portfolio with three separate submissions. Oklahoma certification also mandates the Certification Examinations for Oklahoma Educators (OGET, OSAT, and OPTE).

The MAT master's degree program requires a minimum of 34 credit hours of course work with the exception of elementary education which requires 39 hours of course work. Students take a comprehensive exam and complete portfolio submission 2, and 3. Students also complete the Impact on Student Learning work sample during their student teaching experience. The student's Advisory Committee (three members) assists the student through all aspects of the program. Application to the Graduate College precedes program admission decisions. For unqualified admission an applicant must have completed the admission criteria prior to application and must submit a curriculum vita and goals statement aligned with the option area chosen. Option areas have minimum grade point requirements for the undergraduate degree and may have additional materials that make up the admissions packet.

Dismissal from the Graduate Program: Graduate students may be dismissed from their program for failure to meet academic standards. In such instances, the students will be notified of the intent to dismiss and informed of their rights for due process and appeal (*See section XII. Appeals Processes*). If a student appeals the decision to dismiss, s/he must be allowed to maintain enrollment and continue working toward the graduate degree in the same manner as any other graduate student in the program during the appeals process. Continued enrollment is not required to appeal. Once the decision of the appropriate appeals panel is made, it will be final.

Helpful Links:

- College of Education, Health & Aviation: <https://education.okstate.edu/>
- MA Teaching homepage: <https://education.okstate.edu/mat/>
- Graduate Faculty Database: <http://graduatefaculty.okstate.edu/Default.aspx>
- Oklahoma State University Guidelines for Best Practices in Graduate Education <https://gradcollege.okstate.edu/best-practices>
- Plan of Study Portal: <http://gradcollege.okstate.edu/planofstudy>
- Checklist for Masters Students: <http://gradcollege.okstate.edu/masters-checklist>
- Graduate Student Appeals: <https://gradcollege.okstate.edu/content/appeals-policy>
- Leave of Absence Policy: <https://gradcollege.okstate.edu/leave-of-absence-policy>
- Responsible Conduct in Research: <https://research.okstate.edu/compliance/rcr/index.html>
- Student Code of Conduct: <https://studentconduct.okstate.edu/code>
- Graduate Assistantships: <http://gradcollege.okstate.edu/assistantship>
- Enrollment Guidelines: <https://gradcollege.okstate.edu/enrollment>
- Student Health Insurance: <http://uhs.okstate.edu/student-health-insurance-plan>
- Graduate College Forms: <http://gradcollege.okstate.edu/FormsPage>

Appendix A:
Option Area Degree Sheets

MASTER OF ARTS IN TEACHING (MAT)

Option: Elementary

A minimum of 39 hours beyond the Bachelor's degree. Degree coursework consists of:

COMMON CORE 12 hours

- CIED 5093*** Curriculum Design
- CIED 5213*** Introduction to Teaching (includes 24 hours of field experience)
- CIED 5343*** Teaching Linguistically and Culturally Diverse Learners
- SPED 5633** Behavior Characteristics of Exceptional Individuals

SPECIALIZATION 23 hours

- CIED 4323** Social Studies in the Elementary Curriculum
- CIED 4362** Design and Management of the Elementary Classroom
- CIED 5853*** Teaching Language Arts in the Elementary and Middle School
- CIED 5893*** Teaching Reading in the Elementary and Middle School
- CIED 5973*** Literacy Assessment and Instruction (Take Oklahoma Reading Test during this semester)
- SMED 4153** Teaching Mathematics at the Intermediate Level
- SMED 5013** Mathematics Education: Theory & Practice (Grades 1-4)
- SMED 5083** Teaching Science in the Elementary School (Grades 1-8)

INTERNSHIP 4 hours

- CIED 5310*** Field Experience in the Elementary School (minimum 1 credit hour – must be taken with CIED 4362)
- CIED 5450*** Elementary Education Internship (minimum 3 hours)

IMPORTANT INFORMATION

- All students are required to submit a portfolio commensurate with requirements set forth by the State of Oklahoma for Elementary Certification.
- All students are to complete a capstone project during their internship in the schools course as their creative component.
- This degree does not allow for any course substitutions.
- Faculty Coordinator: Dr. Donita Shaw (donita.shaw@okstate.edu)

MASTER OF ARTS IN TEACHING (MAT)

Option: Secondary Mathematics

A minimum of 34 hours beyond the Bachelor's degree. Degree coursework consists of:

COMMON CORE 12 hours

- CIED 5093*** Curriculum Design
- CIED 5213*** Introduction to Teaching (includes 24 hours of field experience)
- CIED 5343*** Teaching Linguistically and Culturally Diverse Learners
- SPED 5633** Behavior Characteristics of Exceptional Individuals

SPECIALIZATION 18 hours

- SMED 4003** Teaching Fundamental Concepts of Mathematics
- SMED 4053** Teaching Geometry in the Secondary School
- SMED 4723** Senior Seminar in Secondary Mathematics and Science Education
- SMED 5113*** Knowing and Learning in Mathematics and Science
- SMED 5123*** Classroom Interactions in Mathematics and Science (includes 30 hours of field experience)
- SMED 5133*** Problem-Based Learning in Mathematics and Science (includes 36 hours of field experience)

INTERNSHIP 4 hours

- CIED 5710*** Internship in the Secondary Classroom (minimum 4 hours)

IMPORTANT INFORMATION

- All students are required to submit a portfolio commensurate with requirements set forth by the State of Oklahoma for Secondary Teacher Certification.
- All students are to complete a capstone project during their internship in the schools course as their creative component.
- This degree does not allow for any course substitutions.
- Faculty Coordinator: Dr. Jennifer Cribbs (jennifer.cribbs@okstate.edu)

MASTER OF ARTS IN TEACHING (MAT)

Option: Secondary Science

A minimum of 34 hours beyond the Bachelor's degree. Degree coursework consists of:

COMMON CORE 12 hours

- CIED 5093* Curriculum Design**
- CIED 5213* Introduction to Teaching (includes 24 hours of field experience)**
- CIED 5343* Teaching Linguistically and Culturally Diverse Learners**
- SPED 5633 Behavior Characteristics of Exceptional Individuals**

SPECIALIZATION 18 hours

- CIED 4713 Teaching and Learning in the Secondary School**
- SMED 4613 Teaching the Nature of Science through an Inquiry Approach**
- SMED 4723 Senior Seminar in Secondary Mathematics and Science Education**
- SMED 5113* Knowing and Learning in Mathematics and Science**
- SMED 5123* Classroom Interactions in Mathematics and Science (includes 30 hours of field experience)**
- SMED 5133* Problem-Based Learning in Mathematics and Science (includes 36 hours of field experience)**

INTERNSHIP 4 hours

- CIED 5710* Internship in the Secondary Classroom (minimum 4 hours)**

IMPORTANT INFORMATION

- All students are required to submit a portfolio commensurate with requirements set forth by the State of Oklahoma for Secondary Teacher Certification.
- All students are to complete a capstone project during their internship in the schools course as their creative component.
- This degree does not allow for any course substitutions.
- Faculty Coordinator: Dr. Julie Angle (Julie.angle@okstate.edu)