ADMISSION PACKET

Master of Arts in Teaching Option: Elementary Education
(Grades 1-8)

Admission Pack Contents:

- Admission Procedures
- Program Faculty
- Degree Requirements
- General Program Information
- Required 4 by 12 Content and Foreign Language Check Sheet

Program Coordinator:

Dr. Donita Shaw
918-594-8481
donita.shaw@okstate.edu
https://education.okstate.edu/mat/
ADMISSION PROCEDURES

Apply to the master’s program using the Graduate College online application found here: https://gradcollege.okstate.edu/content/application-process-0.

When asked to choose the program area, you will select “Master of Arts in Teaching with an Option in Elementary.” For additional information on the application process, go to: http://gradcollege.okstate.edu/faq/faq.html

The following items are required for a complete application and are uploaded during the application process:

- **Resume/CV**
  - Your resume/vita should include at minimum: educational background, professional experience, professional awards and honors, publications (if any), professional service, and references.

- **Statement of Goals**
  - Your statement of goals should include your reasons for pursuing a master’s degree and why this degree will help you with your career goals in approximately 500 words.

- **Official Transcripts**
  - Submit all official transcripts from all institutions of higher education directly to the Graduate College. (Note: A minimum grade point average in graduate coursework of 3.50 on a 4.00 scale is required.)

Students can apply no more than 9 transfer graduate hours to a degree program.

Once admitted to the program you should download the STLES Graduate Student Handbook at: https://education.okstate.edu/site-files/docs/stles_grad_handbook.pdf

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

The members of the Elementary Education faculty are experts in their respective disciplines who have appropriate school teaching experience and maintain close, current contact with public schools. The Elementary Education faculty work with professionals, including classroom teachers, to provide elementary education majors with the pedagogy and experiences necessary to connect general education, subject area specializations, and other professional course work to practice and become successful teachers.

Faculty Directory

MASTER OF ARTS IN TEACHING (MAT) Option: Elementary

REQUIRED OF ALL STUDENTS FOR ADMISSION:

- GPA of 3.0 in a Bachelor’s degree
- Written goals statement (about 500 words) consistent with mission of teacher certification
- Resume
- Foreign Language certification requirement (consistent with undergraduate certification programs)
- Passing score on the Oklahoma General Education Test (OGET) and on the Oklahoma Subject Area Test (OSAT) for their option area
- Equivalent of 4 by 12 content coursework (12 hours in math, science, social studies and English as required for the undergraduate degree) and completion of a basic art or music course (history, appreciation or survey) (should be evaluated prior to the admission process);

Program coordinators will review admissions materials once a month, make admissions recommendations, and assign a temporary advisor to students admitted in that program option. The review process may take 4-6 weeks fall and spring semesters or longer during summer session.
DEGREE REQUIREMENTS

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)
Elementary Education Graduate Initial Certification General Information

As a graduate student, it is your responsibility to keep up with each of the following and make sure they are taken care of as you proceed through your program.

Tests

For each of the following tests you will want to have your test scores sent to Oklahoma State University. Study Guides can be found at http://www.ceoe.nesinc.com/PageView.aspx?f=GEN_PreparationMaterials.html, OSAT, and OPTE. Additionally, at this site you can find out information on test dates and how to register.

**Oklahoma General Education Test**
You must have a passing score on this test prior to being admitted to the professional education unit. You must be admitted to the Professional Education Unit prior to being allowed to student teach.

**Oklahoma Subject Area Test**
You will take the Elementary Education subarea tests I and II. You must have passed both subarea tests prior to being allowed to student teach. If you intend to student teach at the Middle Level, you must pass the OSAT in the subject area you are planning to student teach. The Professional Education Unit must have these results prior to the Intent to Student Teach Meeting. This meeting is held early during the semester prior to your student teaching semester. No exceptions will be made to let you student teach.

**Oklahoma Professional Teaching Examination**
You will take the PK-8 examination. You will take this test during your student teaching experience. You must pass this examination before OSU can recommend you for certification in elementary education.

**Oklahoma Reading Examination**
The purpose of the Oklahoma Reading Test is to help ensure that all candidates seeking certification in Oklahoma have the knowledge and skills of reading necessary to perform the job of an entry-level educator in Oklahoma public schools. The test consists of 50 selected response items that assess teacher candidates’ understandings of the five essential elements of reading: phonemic awareness, phonics, fluency, vocabulary, and comprehension. You will take the Oklahoma Reading Examination during your literacy assessment course. You must pass this examination before OSU can recommend you for certification in elementary education. For more information on this examination and to view the study guide see http://education.okstate.edu/linksandresources/624-readingtest
Other Requirements

**Early Field Experience (minimum 45 clock hours)**
As a part of your literacy methods course, you will spend 45 hours in an elementary classroom observing and working with children.

**4 by 12 Content Course Requirements**
You will work with your advisor to examine all of your college transcripts for courses that will work towards meeting the 4 by 12 content requirements. You are required to have 12 hours each of mathematics, science, English/language arts, and social studies with grades of “C” or better. Your advisor will help you determine what coursework you will need to take to meet this requirement. This must be completed before you can be recommended for initial certification in elementary education. You should have a copy of your transcripts for the advisor to put into his/her files. This must be completed prior to being admitted to the master’s program.

**Art/Music History/Appreciation/Survey Course Requirement**
You must have successfully completed, with a grade of “C” or better, an Art or Music History/Appreciation/ or Survey course prior to admission into the MAT program. You will need to provide transcripts to document this requirement. This must be completed prior to being admitted to the master’s program.

**Foreign Language Requirement**
To be certified in elementary education, you must have either 5 hours of a single foreign language with a “C” or better or 2 courses in high school with a grade of “B” or better. You will need to work with your advisor to determine whether you meet the foreign language requirement. Please provide transcripts to document this requirement. This must be completed prior to being admitted to the master’s program.

**Portfolio**
In order to complete your portfolio, you will need to purchase a copy of LiveText. You will work with Kathy Thomas (kathy.thomas@okstate.edu) in the Professional Education Unit PEU Home. You should contact Kathy at the beginning of your program to get the specific requirements and timeline for each submission. You will complete two portfolio submissions for elementary education. Instead of the typical three submissions of the undergraduates you will submit your portfolio twice. The first submission must be completed and have earned a satisfactory score by the semester prior to student teaching. Your second submission will occur at the end of your student teaching and will follow the same timeline as the undergraduate student teachers for their submission III. For guidelines and specifics regarding your portfolio, please contact Kathy Thomas within the first week of the semester it is due.
Admittance into the Professional Education Unit (PEU) at OSU

Once you are admitted into the MS program, you need to submit an “Application for Admission to OSU’s Professional Education Unit”. You should do this as soon as you start your graduate program.

To meet the requirements for admission into the PEU, you must

- Have and maintain a 3.00 overall Cumulative Retention GPA in all graduate coursework,
- Pass the Oklahoma General Education Test (OGET),
- Complete CIED 5213: Introduction to Teaching with a “B” or better (includes 24 hours of field experience)
- Complete CIED 5310: Field Experience in the Elementary School

Contact Kathy Boyer (kathy.boyer@okstate.edu) for questions regarding admittance to the PEU.

Clinical Internship (i.e. Student Teaching)

You will need to contact the Professional Education Units field experience office at 405-744-1088 during the first two weeks of the semester prior to the semester you wish to do your student teaching. Kathy Boyer will provide you with information regarding the informational meeting and what you will need to do. Your student teaching experience placement request cannot be done in a school district in which you have worked or are working. Additionally, you may not have any children or relatives in the school district in which you are requesting placement.

Note: In all communication, be sure to indicate that you are seeking graduate level initial certification in elementary education and include your CWID.
Initial Certification 4 by 12/Foreign Language Check Sheet
(Student should work with Kathy Boyer to document completion of this form)

Name ___________________________ Date ____________

Foreign Language Requirement
To be certified in elementary education students must have either 5 hours of a single foreign language with a “C” or better or 2 courses in high school with a grade of “B” or better. Advisor needs necessary transcripts to document this requirement.

(please indicate how student has met this requirement)

Art/Music Appreciation/History or Survey (3 Hours)

<table>
<thead>
<tr>
<th>Course</th>
<th>Grade</th>
<th>Hours</th>
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<tbody>
<tr>
<td>Art 1503,1513 or MUSE 2573</td>
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4 by 12 Content Course Requirements
Requirement: 12 hours each of mathematics, science, English/language arts, and social studies with grades of “C” or better (as indicated below). This must be completed before you can be recommended for initial certification in elementary education. (please list specific course in each box)

English/Language Arts (12 Hours)

<table>
<thead>
<tr>
<th>Course</th>
<th>Grade</th>
<th>Hours</th>
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<tbody>
<tr>
<td>English 1113 or 1313</td>
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<tr>
<td>English 1213 or 1413</td>
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<table>
<thead>
<tr>
<th>Course</th>
<th>Grade</th>
<th>Hours</th>
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</thead>
<tbody>
<tr>
<td>English 2413 or 1923 or my literature survey</td>
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<tr>
<td>Speech 2713</td>
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Analytical & Quantitative Thought (12 Hours)

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<thead>
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<th>Course</th>
<th>Grade</th>
<th>Hours</th>
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<tbody>
<tr>
<td>MATH</td>
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<tr>
<td>MATH or STAT</td>
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<thead>
<tr>
<th>Course</th>
<th>Grade</th>
<th>Hours</th>
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<tbody>
<tr>
<td>MATH 3403 – Geometric Structures</td>
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<tr>
<td>MATH 3503 – Math Structures</td>
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(Students need to choose from MATH 1483, 1493, 1513, 1613, 213, 2144, or higher or STAT 2013)

Natural Sciences (12 Hours)

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<thead>
<tr>
<th>Course</th>
<th>Grade</th>
<th>Hours</th>
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<tbody>
<tr>
<td>Biological Science (BIOL 1114)</td>
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<tr>
<td>Physical Science (CHEM or PHYS Prefix)</td>
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<table>
<thead>
<tr>
<th>Course</th>
<th>Grade</th>
<th>Hours</th>
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</thead>
<tbody>
<tr>
<td>One Course in Earth Science (GEOG 1114 or GEOL 1014 or 1114)</td>
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Social Studies (12 Hours)

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<thead>
<tr>
<th>Course</th>
<th>Grade</th>
<th>Hours</th>
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<tbody>
<tr>
<td>Survey of U.S. History (HIST 1103 or 1483 or 1493)</td>
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<tr>
<td>Political Science (POLS 1113)</td>
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<thead>
<tr>
<th>Course</th>
<th>Grade</th>
<th>Hours</th>
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<tbody>
<tr>
<td>Cultural Geography (GEOG 1113 or 2233)</td>
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<tr>
<td>Psychology 1113 or Sociology 1113</td>
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