

School of Education Graduate Programs Handbook



Ferris State University

MICHELLE JOHNSTON, PH.D.

Dean, College of Education & Human Services



On behalf of my colleagues in the School of Education of Ferris State University, I welcome you to explore the great graduate degree programs designed to meet your needs. Two programs, the Master of Curriculum and Instruction and the Master of Science in Career and Technical Education, offer several concentration in various formats, online, mixed delivery or face-to-face, to help you reach your goals. For convenience, students also can enroll in the Ferris State University graduate degree programs and take courses in five locations. Please contact the Graduate Program Coordinator at 231-591-5361 or grdcord@ferris.edu . Again, welcome to programs that will inform your future.

Michelle Johnston, Dean

College of Education and Human Services



Welcome to Ferris State University's School of Education and Graduate degree programs. The School of Education has three master degree programs to meet your needs; The Master of Education in Curriculum and Instruction, the Master of Educational Leadership and the Master of Science in Career and Technical Education. These programs have concentrations to suit your individual needs. Courses are offered in a variety of formats to help working students accomplish their educational goals . We offer courses in Big Rapids as well as five off-campus sites around Michigan which allows for a diverse student population and students are able to complete required coursework closer to home. Our office staff at any of our sites is willing to assist you. For more information you can contact the Big Rapids office at 231-591-5361 and speak to our Graduate Program Coordinator or send an email to grdpcord@ferris.edu. We look forward to working with you.

Liza Ing, Ed.D.,

Graduate Program Coordinator, School of Education

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Master Degree and Degree Options:

Why Choose the Master of Education in Curriculum and Instruction?

The Master of Education in Curriculum and Instruction gives professional educators the advanced professional development necessary to open several career options as well as providing a foundation to improve their instructional practice. Students eligible for admission to the graduate program must hold a bachelor's degree from an accredited college or university. When required, candidates should hold or be eligible for professional licensure, registration or certification to practice in the occupational specialty.

Previous teaching experience is not a requirement. An admissions committee will review all application materials and recommend appropriate action. Upon admission to the graduate program, each student will be assigned a graduate advisor.

Professional Opportunities

The program enables secondary and elementary educators to advance in their district salary schedules and become educational leaders either as administrators, curriculum directors, or department heads .

Admission Requirements

The applicant must possess a baccalaureate degree from an accredited college or university with a 2.75 or higher GPA on a 4.0 scale. Conditional entry may be granted when the 2.75 requirement has not been met. Once a student has been granted conditional entry, he/she must earn a GPA of 2.75 within the first nine (9) hours of graduate level courses. Consult individual program description for other admission requirements.

Graduation Requirements

The Master of Education in Curriculum and Instruction through the School of Education, College of Education and Human Services requires that all students must complete all degree requirements within five (5) years after admission to the M.Ed. Consult individual program descriptions for other graduation requirements.

Concentrations: [Reading Endorsement](#) , [Special Education - Endorsement](#), [Subject Area](#)

Why Choose a Master of Science in Career and Technical Education?

Improved career and technical education competency and refined instructional or administrative skills are the goals of Ferris State University's Master of Science degree program in career and technical education. Students eligible for admission to the graduate program must hold a bachelor's degree from an accredited college or university. When required, candidates should hold or be eligible for professional licensure, registration or certification to practice in the occupational specialty. Previous teaching experience is not a requirement. An admissions committee will review all application materials and recommend appropriate action. Upon admission to the graduate program, each student will be assigned a graduate advisor.

Professional Opportunities

The program enables career and technical instructors in allied health, business, home economics and technical education at secondary and post-secondary levels, as well as industrial training and development personnel, to attain an advanced education by building on previous training and occupational experience.

Advanced Educational Opportunities

Graduate students, who successfully complete the Master of Science in Career and Technical Education, are eligible to pursue their doctorate in education through a collaborative partnership between Ferris State University and Western Michigan University.

Admission Requirements

The applicant must possess a baccalaureate degree from an accredited college or university with a 2.75 or higher GPA on a 4.0 scale. Conditional entry may be granted when the 2.75 requirement has not been met. Once a student has been granted conditional entry, he/she must earn a GPA of 2.75 within the first nine (9) hours of graduate level courses. Consult individual program description for other admission requirements.

Graduation Requirements

The career and technical education program leads to a Master of Science degree through the School of Education, College of Education & Human Services. Students must complete all degree requirements within five (5) years after admission to the MSCTE program. Consult individual program description for other graduation requirements.

Concentrations: [Postsecondary Administration](#), [Training & Development](#), [Instructor](#)

Why Choose a Master of Educational Leadership?

The reputation of Ferris State University's School of Education was strengthened as its Master of Science in Educational Leadership was approved by the Michigan Department of Education. The approval allows program graduates to apply for kindergarten through 12th grade administrative certification in the state of Michigan.

"The process of developing the program has reaffirmed the practices and philosophies I held as a high school principal, and has allowed me to continue to grow professionally in order to more successfully mentor my graduate students," said Cheryl Thomas, an associate professor in Ferris' School of Education who was instrumental in the program's development.

A team of faculty, staff and former administrators collaborated to develop an innovative master's degree program that would examine K-12 administrative issues through four lenses: leadership, management, risk management and the future.

Ferris' Master of Science in Educational Leadership includes a structured six-credit internship that students complete in two semesters. As part of this internship, students apply the administrative concepts and skills that they have acquired through their coursework at their local district under the supervision of both local administrators and a university supervisor. The internship integrates projects and concepts from all courses. The degree program blends Web-based learning with face-to-face work inside classrooms for students.

"The faculty, particularly Cheryl Thomas, worked very hard to develop this innovative principal certification program which prepares school leaders for the 21st century," said Michelle Johnston, dean of the College of Education and Human Services. "Graduates from this program will be effective principals with the skills, knowledge and strategies to make a difference in their schools."

Ferris programs have been well reviewed by students for, among other aspects, their quality and flexibility.

"I started the journey towards a master's degree at Ferris State University with the vision of becoming a more informed educator," said Brady Flachs, a graduate of the Master of Education in Curriculum and Instruction. "Not only did I walk away feeling more knowledgeable but also with a feeling of empowerment and enlightenment. I was greeted with a program that allowed me to customize my education to meet my needs and interests."

[Application for EDLE 691](#)

Course Descriptions and Delivery:

The following link contains a catalog listing of the courses and additional program information. Always double check with a program advisor for clarification on any course or how it is delivered.

[Course Descriptions:](#)

[Semester Course Search:](#)



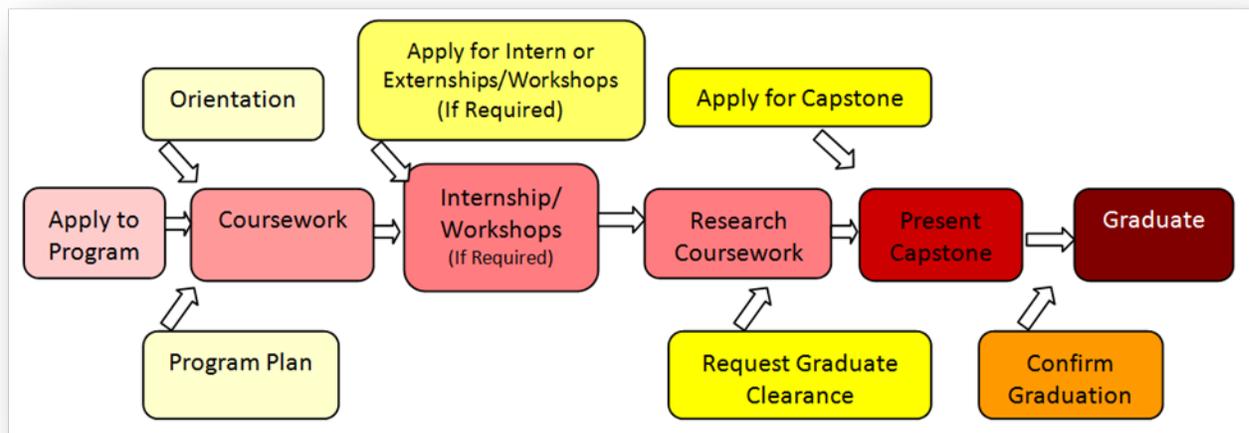
Course Delivery Formats:

Ferris State University delivers program courses in a variety of formats including the traditional face to face classroom, a combination of face to face and internet based delivery (Ferris Connect) and fully online courses. The links in this section below provide information on when and how the courses are delivered.

[Review the Online: Ferris Connect Tutorial](#)

Masters Degree Program Flowchart:

Graduate Program Sequence



Application and Admission Process:

- Step 1: [Complete Online Application](#)
- Step 2: [Complete Professional Reference Forms](#)
- Step 3: Submit Official Academic Transcripts
- Step 4: Send Resume
- Step 5: Send Essay on an Educational Issue
- Step 6: [Attend Graduate Program Orientation](#)

Mail all Materials to:

*School of Education,
421 Bishop Hall, Cramer Circle,
Ferris State University, Big Rapids, MI 49307*

College of Education and Human Services Mission Statement, Philosophy and Goals

MISSION

The College of Education and Human Services strives to graduate students who will secure careers as knowledgeable, participatory and collaborative professionals; who adapt to, serve, and participate meaningfully in a diverse and rapidly changing state, nation, and world; and who model life-long learning and integrity in their professions, their communities, and their lives.

VISION

To create and maintain an environment in which the faculty, staff and students thrive by:

- Recognizing that we do important and meaningful work;
- Promoting excellence;
- Encouraging personal and professional development; and
- Supporting positive work experiences.

OUTCOMES AND ASSESSMENTS

| <i>Outcomes</i> | <i>Assessments</i> |
|--|---|
| Know – Knowledge for career entry and advancement | Know – External tests and examinations, portfolios, comprehensive exams, capstone projects |
| Do – Skills and strategies for career entry and advancement | Do – Internships, student teaching, field placement, studies related to the workplace |
| Be like – Dispositions and behaviors for career entry and advancement | Be like – Internships, etc., problem solving, ethics classes, capstone seminars |

Masters Program Outcomes:

Upon completion of a master's program at Ferris State University, graduates will be able to:

1. **Transformative:** Articulate the status and trends in education, within the context of historical developments and current socio-political factors, in the proposal of educational, administrative, class management or educational practice processes designed to enhance the quality of education.
2. **Experiential:** Apply theories, models, concepts, and research findings in programs of education, teaching practices, or administration, based upon a critical analysis of their relevance to and probable effect on education.
3. **Assessment Driven:** Use the research process to develop education's body of knowledge, extend its sphere of influence, and identify and propose resolutions to educational concerns, based on an analysis of the trends and needs within the profession.
4. **Collaborative:** Exercise leadership in education through activities that provide stability and facilitate needed change and progress toward meeting collaboratively-established goals for education.
5. **Holistic:** Contribute to the development and implementation of educational knowledge and effectiveness through various forms of communication to numerous publics, including the teaching profession, the educational system, and society in general.

Conceptual Framework

Transformative - **E**xperiential - **A**ssessment Driven - **C**ollaborative- **H**olistic

T.E.A.C.H

Academic Policies:

CONTENTS:

- Academic Advising
- Academic Dishonesty
- Academic Misconduct
- Academic Probation
- Academic Probation and Dismissal
- Academic Program Changes
- Academic Total Withdrawal From the University
- Animals and Learning Environment
- Attendance
- Attendance Policy Appeals
- Cell Phone Policies
- Class Schedule Change (Drop/Add 4-Part Form)
- Complaint Policy
- Copyright
- Credit for Non-Credit
- Dean's List
- Disciplinary Probation
- Dismissal Appeal and Readmission
- Disruptive Behavior
- Examination Week
- Fund-Raising Policy
- Grade Change Appeals
- Grading System
- Graduation Clearances
- Graduation Information
- Guest Application, FSU (For Students Wishing to be a FSU Guest and For Students to Attend a Different Institution)
- Inclement Weather Policy
- Incomplete, Requirements for a Grade of
- Overrides, Permits, Authorizations
- Program Checksheets after Interrupted Enrollment
- Student Information (Release of)
- Transfer Credits for Various Grades Policy
- University Grade Change Appeals policy

Responsibilities:

At the time of admission to a specific program, the student is provided with a check sheet/ program plan listing all of the courses needed to complete the degree. This check sheet/ program plan is an agreement between FSU and the student. Although faculty advisors are responsible for advising students regarding degree requirements, it is the student who is ultimately responsible for choosing the correct courses and for following the correct program.

All of the following deadlines will be adhered to, no exceptions.

Graduate Applications - Completed admissions application packets are due on or before the following due dates:

| <u>Semester:</u> | <u>Date:</u> |
|------------------|--------------|
| Fall | July 1 |
| Spring | Nov. 1 |
| Summer | Mar. 1 |

Admissions Requirements

- [Online application for admissions:](#)
- A 3.0 GPA or higher in your undergraduate program is required for regular admittance to any Graduate program.
- Resume
- [3 References](#)
- Essay
Compose a brief essay (100-300 words) expressing your views on educational philosophy or educational reform issues. Please submit your typed essay on a separate sheet of paper

Graduation Clearances must be requested at least one semester prior to the semester you plan on graduating. Failure to do so will cause you to forfeit your opportunity to graduate during the requested semester. This request must be made in writing to the Graduate Program Coordinator. grdpcord@ferris.edu



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Internships and other Courses Requiring Applications:

The following courses have application deadlines: EDUC 591, EDUC 595, ECTE 591, ECTE 595, ESPN 592, EDLE 691, and Capstone EDUC 681.

All Applications, Forms & Links can be found on the Web:

[APPLICATIONS, FORMS & LINKS](#)

Master of Education in Curriculum & Instruction (MEd) :

- [Application](#)
- [Application Referral Form](#)
- [EDUC 591 Graduate Internship Packet](#)
- [EDUC 595 Content/Instructional Workshop & Seminar Request Form](#)
- [EDUC 681 Capstone Information](#)
- [EDUC 681 Capstone Application](#)
- ESPN 590 Directed Teaching

Master of Science in Career & Technical Education (MSCTE):

- [Application](#)
- [Application Referral Form](#)
- [ECTE 591 Graduate Internship Packet](#)
- [ECTE 595 Content/Instructional Workshop & Seminar Request Form](#)
- [EDUC 681 Capstone Information](#)
- [EDUC 681 Capstone Application](#)

Master of Science Educational Leadership:

- [EDLE 691 Application Internship](#)

Application Deadlines for courses above:

Semester:

Date:

Spring

December 1

Summer

April 1

Fall

August 1



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Formatting the Thesis

[Appendix A – Committee Instructions Pages](#)

[Appendix B – Formatting Instructions](#)

[APA Formatting Guide](#)

Ferris State University's Library (FLITE)



Telephone Numbers

| | |
|----------------------------------|---|
| Check Out Desk (231) 591-2669 | Oval Information Desk (231) 591-3602 |
| Computer Help (231) 591-5621 | Staff Directory |

Computer Assistance: (TAC) (231) 591-4822 or (877) 779-4822

Technology Assistance Center (TAC)

The **Technology Assistance Center (TAC)** is the first point of contact for computer support for Ferris State University faculty, staff and students. 231-591-4822

Mission Statement:

The TAC is responsible for increasing the efficiency and productivity of the FSU community by providing a single point of contact for the rapid resolution of IT issues.

We will:

- Answer your computing questions (the best time to call is from 8 a.m. and 5 p.m.,

- Monday through Friday, the TAC is staffed evening and weekend hours also)

- Treat you in a courteous, professional manner.

- Answer phones with an initial wait of 20 seconds (1 minute is the annual average) and resolve 50% of problems without escalation to the technicians (Level 2 and Level 3)

- Forward urgent problems requiring on-site assistance to Level 2 technicians via radio or cell phones.

- Respond to email messages within one business day.

- Make available comprehensive and easy-to-follow instructions on the ferris.edu/tech support web site.

- Engage in effective communication by regularly publishing items on the Tech Support website, sending out University wide notices for faculty and staff using Lotus Notes, using MyFSU channels and announcements, and soliciting feedback through surveys.

- Widely publicize changes in our services or resources and provide training opportunities for new services.



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Additional Institutional Resources:

- [Campus Map](#)
- [Campus Accessibility Map](#)
- [Directions to Campus - Location](#)
- [Maps of Handicapped Accessibility on Campus](#)
- [Phone Book / Faculty-Staff Email Addresses](#)
- [Where Do I Go?](#)

SOE Graduate Committee Oct 2012 rev. fme