

FERRIS STATE UNIVERSITY

IMAGINE MORE

School of Education

Graduate Handbook

2018-2019

Welcome

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: 1) the Master of Education in Curriculum and Instruction, 2) Master of Science in Educational Leadership and 3) Master of Science in Career and Technical Education. These programs have concentrations to suit your career goals. Courses are offered in a variety of formats to help working students including online, mixed delivery, and face-to face. We offer courses in Big Rapids as well as five off-campus sites around Michigan that allows for a diverse student population and students are able to complete required coursework closer to home.

The office staff at any of our sites are 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 AmyKavanaugh@ferris.edu. I look forward to working with you.

Amy Kavanaugh, Ed.D.
Professor & Graduate Program Coordinator
School of Education

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School of Education Graduate Faculty and Staff

Name	Office	Phone and Email
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Ennis, Mike, Ph.D.	Mott Memorial Building 1105 (Flint campus)	(810) 762-5156 ennisf@ferris.edu
Flachs, Brady, Ph.D.	Bishop 412	(231) 591-3519 bradyflachs@ferris.edu
Ing, Liza, Ed.D.	Bishop 410	(231) 591-5362 lizaing@ferris.edu
Kavanaugh, Amy, Ed.D.	Bishop 408	(231) 591-3518 amykavanaugh@ferris.edu
Manley, Katherine, Ed.D.	Bishop 419	(231) 591-2726 manleyk@ferris.edu
Wyss, Vanessa, Ph.D.	Bishop 414	(231) 591-5377 vanessawyss@ferris.edu
Worrall, Kimisue Secretary	Bishop 421	(231) 591-3511 kimisueworrall@ferris.edu
Kelenske, Michelle, MS Advisor & Vocational Authorization	Bishop 416	(231) 591-3642 michellekelenske@ferris.edu

Campus Locations

Big Rapids
421 Bishop Hall
1349 Cramer Circle
Big Rapids, MI 49307

Grand Rapids
151 Fountain St. NE
Grand Rapids, MI 49503
(616)451-4777

Flint
Mott Community College
MMB Room 1008
1401 E Court Street
Flint, MI 48503
(810)762-0461

Traverse City
Northwestern Michigan College
University Center
2200 Dendrinos Drive, Suite 100
Traverse City, MI 49684
(231) 995-1734

College of Education and Human Services

Mission and Vision

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, communities, and 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
- Supporting positive work experiences.

Outcomes and Assessments

Outcomes

Know – Knowledge for career entry and advancement

Do – Skills and strategies for career entry and advancement

Be like – Dispositions and behaviors for career entry and advancement

Assessments

Know – External tests and examinations, comprehensive exams, capstone projects

Do – Internships, student teaching, field placement, studies related to the workplace

Be like – Internships, etc., problem solving, ethics classes, capstone seminars

School of Education Graduate Program Goals/Outcomes

- Graduates demonstrate competence and application of data driven decision making through scholarly/technical writing, learning analytics, and project design and implementation (EDUC 663).
- Graduates demonstrate critical understanding of the social and political influences upon their respective fields (ECTE 500, EDUC/ECTE 516).
- Graduates will utilize the latest technology in their respective fields to enhance learning and increase productivity (EDUC 540).
- Graduates will demonstrate understanding of cultural competency and diverse learner needs in response to the ever-changing global society (ESPN, EDUC 508, EDUC 518, and EDUC 630).
- Graduates will design and evaluate instructional programs using best practices in their respective fields (EDUC/ECTE 504, EDUC 620, EDLE 520, ECTE 507, EDUC 681).

Master of Education, Curriculum and Instruction (MED C & I) Goals/Outcomes

Options

1. Subject Area
2. Special Education

- Students in the M.Ed. will demonstrate ability to design a project and integrate scholarship in their specific area of inquiry within their field (Graduate Program Outcome 1,2,5).
- Students in the M.Ed. will use technology to support communication, instruction, and learning (Graduate Program Outcome 3).
- Students in the M.Ed. will use instructional practices to support access to quality education for all students (Graduate Program Outcome 4 & 5).

Master of Science, Career and Technical Education (MSCTE) Goals/Outcomes

Options

1. Post-Secondary Education
2. Training and Development
3. Instructor

- Students in the MSCTE will demonstrate ability to design a project and integrate scholarship in their specific area of inquiry within CTE or their work based field (Outcome 1,2,5).

- Students in the MSCTE will use technology to support decision-making, communication, training/instruction, and learning (Outcome 3).
- Students in the MSCTE will utilize data to make decisions on project need, design, implementation and evaluation for education and training (Outcome 1 and 5).

Master of Science, Educational Leadership (EDLE) Goals/Outcomes

- Students in the EDLE program will utilize data and well-designed research to create a shared vision, identify strategic goals, assess organizational effectiveness, and promote continuous school improvement (Graduate Program Outcome 1/ELCC Standard 1).
- Students in the EDLE program will create and sustain a school culture conducive to student learning through the development and supervision of rigorous and coherent curricular and instructional programs (Graduate Program Outcome 5/ELCC Standard 2).
- Students in the EDLE program will manage the operations, personnel, finances, and technology efficiently to optimize educational opportunities and foster community partnerships and relationships that support student and family needs (Graduate Program Outcome 3/ELCC Standards 3 and 4).
- Students in the EDLE program will demonstrate global, critical, and systems thinking and problem solving through intuitively considering ethical, cultural, political, social, economic, and legal contexts when responding to educational issues (Graduate Program Outcomes 2 and 4/ELCC Standards 5 and 6).

Course Delivery

Graduate courses in the School of Education are offered in a variety of formats. Courses may meet face to face on some weekends throughout the semester, some are fully online, and others are a combination of the two, or considered hybrid. To finish the program in the expected five-year period, students are encouraged to travel to various Ferris locations to complete coursework.

Course Registration

Students need to contact their advisors or Graduate Coordinator to request registration for courses. Registration for fall semester usually begins in March, registration for summer semester begins in January, and registration for spring semester begins in October.

Upon admission, you will receive a program check sheet with a list of courses and the semesters they are available. The check sheet will assist you in planning your coursework over the expected timeline for completion. After developing your plan, search for courses at https://banner.ferris.edu:9000/pls/GOLD/bwckschd.p_disp_dyn_sched

It is helpful to provide your student number in communication with the Graduate Coordinators and your advisor. Please note that some courses require an application including ECTE/EDLE 591, ECTE/EDUC 595, and EDUC 681. There are deadlines for these applications. The applications are available at <https://ferris.edu/HTMLS/colleges/educatio/education/Grad-Program-Info.htm>

Semester

Spring
Summer
Fall

Application Deadline

December 1
April 1
August 1

Graduate/Master's Degree Forms

[Online application for admission to Master's Programs](#)
[Graduate/Master's Degree Application - Reference Form](#)
[EDUC/ECTE 591 application](#)
[EDUC/ECTE 595 application](#)
[EDUC 681 Application](#)
[EDUC 681 Information](#)
[EDUC 681 Authorization to Release Information](#)
[EDUC 681 Non-Exclusive Right to Publish](#)
[Program Completion Extension Form](#)

Certification Programs

[Interim Occupational Certificate \(Vocational\)](#)
[Adding an endorsement - Certification Office](#)

Ferris Library for Information Technology and Education

A full range of online library services is available through Ferris State University's FLITE (Ferris Library for Information, Technology, and Education). A good place to begin is the [Education Research Guide](#). Students will use their MyFSU log in to access library materials from off campus. If you need help with research or have questions about using the library, please call the FLITE Reference Desk at (231)591-3602 or use the Research Consultation Request Form linked below. The Reference and Instruction Librarians serve the Ferris State University community by providing assistance with all levels of general and research-related information needs.

[Research Consultation Request Form](#)

[Graduate Education Library Help Page](#)

Technology Assistance

Graduate students will use Blackboard for discussions and submitting assignments in many of their courses. This learning platform is located within MyFSU so once admitted, establish your password and log in. The School of Education and Professors use Ferris email for correspondence. If you need assistance with technology, whether it is email, software, or Blackboard, The Technology Assistance Center (TAC) is the place to contact. They are available through evenings and weekends to help. In fact, phone support is available 24/7/365: 877-779-4822. Please visit this site for more information at <https://ferris.edu/it/about/itsc.htm>.

Academic Writing

In the graduate program, students will be required to write research papers and develop research-based projects. FLITE databases are useful for accessing historical and current research on topics. Graduate classes in the social sciences require the use of the American Psychological Association (APA) to cite sources. Students can choose to purchase the most current APA Manual, use [FLITE Citations](#), or can use various online sites to support the APA format. One such helpful site is apastyle.org

Ferris State University also offers in person and online services through the Writing Center <http://www.ferris.edu/writingcenter/> The Writing Center has information on avoiding plagiarism, using text references, improving grammar, and other tools.

During the capstone course, in addition to APA, students need to follow the university policy for formatting theses and projects. This is available through the University's Office of Graduate Studies and here:

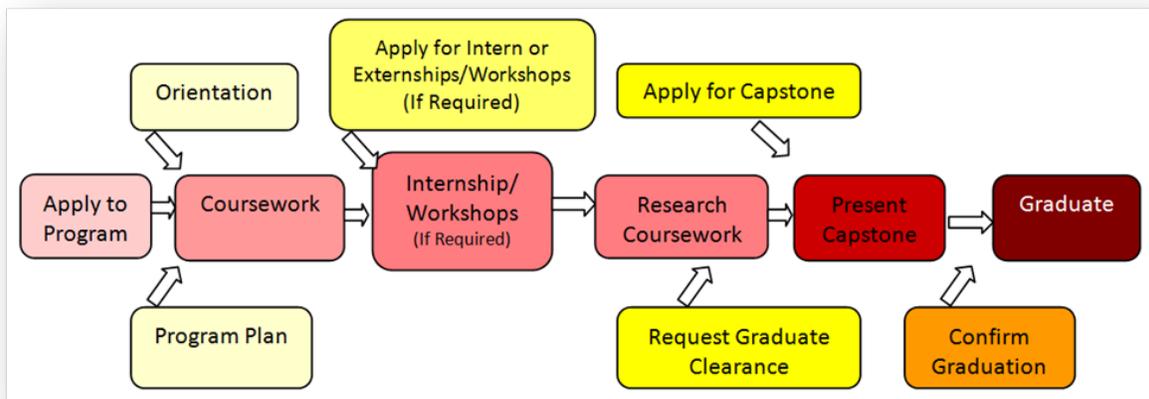
<http://www.ferris.edu/HTMLS/administration/academicaffairs/graduateprograms/documents/formatting-policy.pdf>

Master Degree Program Flowchart

This flowchart describes the process of graduate degrees in the School of Education. Students should work with the Graduate Program Coordinators for questions related to admission and with their advisors as they select and register for courses.

It is important to follow application deadlines for the internship and capstone courses. Students will develop their capstone during the research course, EDUC 663. During this semester students need to apply for a graduation clearance with the Graduate Program Coordinator as it is at least one semester before they plan to graduate.

After applying for the capstone course, EDUC 681, students will complete the project or thesis and present to the selected committee. Once the committee approves the capstone, the student has completed the graduate degree.



College of Education and Human Services Related Academic Policies

A comprehensive list is located here

<http://ferris.edu/HTMLS/colleges/educatio/policies/index.htm>

- [Academic Advising](#)
- [Academic Dishonesty](#)
- [Academic Probation and Dismissal](#)

- [Academic Program Changes](#)
- [Academic Total Withdrawal From the University](#)
- [Attendance](#)
- [Cell Phone Policies](#)
- [Class Schedule Change \(Drop/Add 4-Part Form\)](#)

- [Complaint Policy](#)
- [Dismissal Appeal and Readmission](#)

- [Disruptive Behavior](#)
- [Grade Change Appeals](#)
- [Grading Information including Incompletes](#)
- [Grading System](#)
- [Graduation Clearance](#)
- [Graduation Information](#)
- [Guest Application](#)
- [Program Check sheets after Interrupted Enrollment](#)
- [Transfer Credits for Various Grades Policy](#)