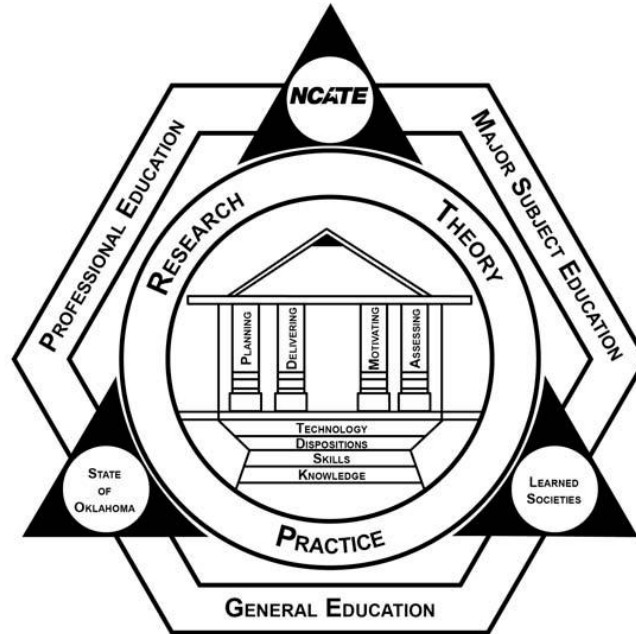


100  
**SOUTHEASTERN**  
A CENTURY OF BUILDING FUTURES



**PROFESSIONALS FOR THE 21ST CENTURY**  
**COMPETENT • COMMITTED • ETHICAL**

# **Graduate Studies Handbook**

## **Master of Education Mathematics Specialist Degree Program**

Revised: November, 2009

## LOGO EXPLANATION

The hexagon-shaped plane of the logo consists of three components--general education, major subject education, and professional education.

The three points of the triangle, defined by NCATE standards, the state of Oklahoma, and the learned societies, rest on the remaining three sides of the hexagon.

This plane serves as the foundation for the development of the theme *Professionals for the 21st Century: Competent, Committed, and Ethical*. Each component is essential and contributes to the creation of the final product: an educator who is prepared to effectively utilize technology in planning and delivering instruction for diverse students while motivating and assessing all students.

The circle symbolizes the ongoing interdependence of accepted theory, cumulative and current research, and wisdom of practice. These guiding influences serve in the selection of content to be included in the conceptual framework for general education, major subject education, and professional education.

The structure inside the circle represents Morrison Hall. Traditionally, this campus landmark has been closely associated with teacher education. The structure has three parts: the steps, the columns, and the pediment. The steps represent the knowledge, skills, dispositions, and technology information and skills candidates need to develop while they are in the program. The unit expects teacher candidates to demonstrate evidence of these attributes when they complete the program. The steps, therefore, denote both the beginning of the learning process and the maturation of the final product as the teacher candidates prepare to become professionals in the field. The columns represent the teaching behaviors that are acquired in the program. Candidates will be able to effectively utilize technology in planning and delivering instruction to diverse students while motivating and assessing all students.

**Graduate Student Handbook  
Department of Mathematics  
Southeastern Oklahoma State University**

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## **Introduction**

Welcome to the Master of Education Mathematics Specialist program at Southeastern Oklahoma State University! It is our goal to provide a challenging, rigorous, and relevant program that equips students to serve in their schools as leaders of Mathematics Education. The *Graduate Student Handbook: Master of Education Mathematics Specialist Degree Program* has been developed to support your pursuit of this degree from application to graduation. In the *Handbook* you will find copies of all needed forms, general information for organizing your program of studies with your advisor, as well as some suggestions for streamlining the process of earning your master's degree. If at any time during your studies you encounter questions not addressed in the *Handbook* or on the Department of Mathematics website, please feel free to contact Dr. Linda Kallam, Program Coordinator for the M.Ed. Mathematics Specialist Program, 1-800-435-1327 extension 2682, 580-745-2682, or via e-mail: [lkallam@se.edu](mailto:lkallam@se.edu).

## **Vision Statement**

The teacher education unit at Southeastern Oklahoma State University strives to be an exemplary provider of high quality teacher education programs in southeastern Oklahoma and northern Texas for the development of educational practitioners.

## **Mission Statement**

The mission of the Southeastern Oklahoma State University teacher education unit is to produce graduates who demonstrate academic and practical excellence in their respective fields. Through quality instruction grounded in current research and supported by diverse field and clinical experiences and technology usage, graduates will develop the professional competencies necessary to become lifelong learners who are competent, committed, and ethical practitioners.

## **Conceptual Framework**

The conceptual framework of the teacher education unit of Southeastern Oklahoma State University establishes the shared vision that directs the preparation of candidates to work effectively as professionals in P-12 schools. The intent and function of the conceptual framework is to provide direction for the programs courses, instruction, candidate performance, service, and accountability for the teacher education unit.

The conceptual framework is consistent with the mission of the university and is based upon research about best practices in education. The fifteen Oklahoma competencies, the INTASC Standards, NBPTS principles, and the standards of various national learned societies provide the context for establishing candidate learning outcomes. (<http://www.se.edu/teacher-education/documents/doc-conceptual-framework.pdf>).

## **Master of Education Program Administration and Advisors**

The faculty of the Master of Education Mathematics Specialist program is approved by the Graduate Council and provides quality instruction supported by involvement in and consumption of current research and work experience in a variety of clinical situations, particularly in public schools. The following partial list is provided to help current and prospective students learn more about programs of interest.

## Master of Education Mathematics Specialist Program Administration and Advisors

Name	Title	Contact Information
<b>Dr. Bryon Clark</b>	<b>Dean, School of Graduate and University Studies</b>	<b>580-745-2064</b> <a href="mailto:bkclark@se.edu">bkclark@se.edu</a>
<b>Ms. Carrie Williamson</b>	<b>Administrative Assistant to Executive Vice President</b>	<b>580-745-2200</b> <a href="mailto:cwilliamson@se.edu">cwilliamson@se.edu</a>
<b>Dr. Lucretia Scoufos</b>	<b>Dean, School of Arts and Sciences</b>	<b>580-745-2552</b> <a href="mailto:lscoufos@se.edu">lscoufos@se.edu</a>
<b>Dr. Will Mawer</b>	<b>Dean, School of Education and Behavioral Sciences</b>	<b>580-745-2622</b> <a href="mailto:wmawer@se.edu">wmawer@se.edu</a>
<b>Dr. Vivian Guarnera</b>	<b>Director of Teacher Education Services</b>	<b>580-745-2608</b> <a href="mailto:vguarnera@se.edu">vguarnera@se.edu</a>
<b>Ms. Susie Wilson</b>	<b>Certification Officer</b>	<b>580-745-2652</b> <a href="mailto:swilson@se.edu">swilson@se.edu</a>
<b>Dr. Melanie Price</b>	<b>M.Ed. Coordinator</b>	<b>580-745-2602</b> <a href="mailto:mprice@se.edu">mprice@se.edu</a>
<b>Dr. Charles Matthews</b>	<b>Chair, Department of Mathematics</b>	<b>580-745-2358</b> <a href="mailto:cmatthews@se.edu">cmatthews@se.edu</a>
<b>Dr. Gerrie Johnson</b>	<b>Chair, Department of Educational Instruction and Leadership</b>	<b>580-745-2032</b> <a href="mailto:grjohnson@se.edu">grjohnson@se.edu</a>
<b>Dr. Linda Kallam</b>	<b>Program Coordinator, M.Ed. Mathematics Specialist Program</b>	<b>580-745-2682</b> <a href="mailto:lkallam@se.edu">lkallam@se.edu</a>

### Admission to the School of Graduate Studies

Admission to the Master of Education Mathematics Specialist program is a two step process. The first step is admission to the School of Graduate Studies. The second step is to apply for admission to the Master of Education Mathematics Specialist program. Application for admission to the School of Graduate Studies may be made online at [www.se.edu/graduate-and-university-studies/](http://www.se.edu/graduate-and-university-studies/). Hard copy applications are submitted to the School of Graduate Studies office, room 307 of the administration building. Complete instructions for admission to the School of Graduate Studies and to the Master of Education Mathematics Specialist program are detailed in *Bulletin: School of Graduate Studies 2007-2009*, which is available online at [www.se.edu/graduate-programs](http://www.se.edu/graduate-programs).

### Admission to the Master of Education Mathematics Specialist Degree Program

Students wishing to pursue a Master of Education Mathematics Specialist degree are required to complete an Application for Admission to the Master of Education Mathematics Specialist degree and submit it to the Program Coordinator M. Ed. Mathematics Specialist. This application form is available online at [www.se.edu/departments/math](http://www.se.edu/departments/math), from the Department of Mathematics office (Mathematics Building, room 116, and in the appendix of this handbook. The Application for Admission to the Master of Education Mathematics Specialist Program can be submitted to the Program Coordinator, M.Ed. Mathematics Specialist as a hard copy (Dr. Linda Kallam, Program Coordinator, M.Ed. Mathematics

Specialist, Southeastern Oklahoma State University, 1405 N. 4<sup>th</sup>, PMB 4178, Durant, OK 74701) or as an e-mail attachment ([lkallam@se.edu](mailto:lkallam@se.edu)).

Unconditional admission to the M.Ed. Mathematics Specialist program requires the following:

1. The applicant must be admitted to the School of Graduate and University Studies
2. The applicant must have a Bachelor's Degree and a teaching certificate in elementary, secondary, or special education.
3. Prior to completion of all program requirements, the applicant must expect to complete three years of classroom teaching where teaching mathematics is part of the assignment.
4. The applicant must have completed at least 12 hours of undergraduate mathematics coursework with a GPA of at least 3.0 on a 4-point scale.

Conditional admission to the M.Ed. Mathematics Specialist program may be offered on a case-by-case basis at the discretion of the M.Ed. Mathematics Specialist Admissions Committee.

All applications for admission to the program will be reviewed by the Admissions Committee. Following the submission of a complete application, each applicant will receive a letter from the Program Coordinator informing him or her of the admissions decision and, for those admitted to the program, the name and contact information of the applicant's appointed advisor. The Admissions Committee may choose to admit students unconditionally (all requirements met at acceptable levels), admit students conditionally, or deny admission.

Students who are admitted conditionally to the M.Ed. Mathematics Specialist program will be given instructions detailing what must be done to ensure unconditional admission and the necessary timeline for securing unconditional admission from the Program Coordinator. Students who are denied admission will be provided with conditions for re-application in their denial letter.

Students may complete up to 12 graduate hours under conditional admission while completing the requirements for unconditional admission. Students admitted conditionally to the M.Ed. Mathematics Specialist program must maintain a minimum of a 3.00 GPA to remain in the program. (See further information in the Retention and Dismissal Conditions section.)

**Students who have completed 12 graduate hours, but who have not completed the necessary requirements for unconditional admission to the M.Ed. program will not be allowed to matriculate further in the program until unconditional admission is secured.**

### Advisement

After you have been admitted the Graduate School, you will be sent a letter that identifies your program advisor. It is the student's responsibility to contact the advisor to schedule the initial advising meeting. During your initial meeting with your advisor you should receive an overview of the program of study required for the degree you seek. At the meeting you should discuss which courses you will be required to take and the particular order (if a specific order is required) in which your courses should be taken. ***Particular attention should be paid to courses that have prerequisites and to courses that are offered only once per year.*** By planning the order of courses in concert with the advisor, students should be able to avoid creating scheduling difficulties. The advisor also needs to discuss procedures to be accomplished along the way such as Admission to Candidacy, the Comprehensive Examination, and Graduation Check. Students pursuing advanced certification (Reading Specialist, School Administration, and School Counseling) also need to discuss requirements for the Advanced Certificate

Portfolio with their advisor. Please note that applications for advanced certification submitted to the State Department of Education must be signed by the Director of Teacher Education Services.

## **Academic Regulations**

### **Academic Load**

A regular term graduate student is classified as full-time if he/she is enrolled in nine (9) or more hours. A summer term graduate students is classified as full-time if he/she is enrolled in five (5) or more hours. Normally, a graduate student may not enroll in more than fourteen (14) semester hours during any regular semester or nine (9) hours in semester hours during any summer session. Overloads must be approved by the Dean of the School of Education and Behavioral Sciences.

### **Academic Time Limitations**

A graduate student has a six (6) year time period, dating from the first enrolled class, in which to complete a master's degree program. All applicable course work taken during that six year period will be applied toward the master's degree at full credit. If the graduate student has not completed the requirements for graduation in that six (6) year period, course credit for graduation expires on all coursework that exceeds the 6 year limit. Students may recover lost credit by repeating courses or taking additional, graduate level courses relevant to the student's degree, subject to the approval of the Program Coordinator, M.Ed. Mathematics Specialist. Courses repeated or added for recovery of lost credit must be documented in the Department of Mathematics office and the Office of the Dean of the School of Graduate Studies.

### **Advanced Standing Credit**

No graduate credit earned by advanced standing may be applied toward a master's degree.

### **Grade-Point Average**

Graduate students must maintain a 3.00 average or better in all graduate work attempted with a least 80% of the total program passed with a grade of A or B. A grade below a C is not acceptable at the graduate level.

### **Retention Policies**

A graduate student is required to maintain a minimum grade point average of 3.00 in all graduate course work attempted in order to be considered in good standing in a graduate program. If a student's cumulative graduate grade point average falls below a 3.00, the student is automatically placed on probation. A student on probation must accomplish both of the following to return to good standing in the graduate program:

1. Achieve a minimum of 3.00 grade point average each term of enrollment while on probation, and
2. Achieve a cumulative graduate grade point average of 3.00 after completion of the next 9 hours of graduate course work from the time the probationary status commenced.

Failure to accomplish either of these requirements will result in an automatic suspension from graduate studies for one semester (Fall, Spring, or Summer). Reinstatement requires re-application for admission to graduate study at Southeastern. A second such suspension results in permanent dismissal of the student from graduate study at Southeastern Oklahoma State University.

### **Appeal of an Assigned Grade**

The Graduate Council acts upon appeals received in writing from faculty or students who seek to have grades or records altered. The decision of the Graduate Council will be final. The procedure for submitting a grade appeal is as follows:

1. Request an **Application for Graduate Appeal** from the office of the School of Graduate Studies, Administration Building, Room 307.
2. Submit the application form along with a letter stating the reason for the appeal to the office of the School of Graduate Studies (the student may attach any documentation he/she believes could be helpful to the Graduate Council).
3. After the application is received, the office of the School of Graduate Studies will inform the student in writing of the meeting date. The Graduate Council usually meets several times during each semester.
4. The student has the option of appearing before the Graduate Council.
5. The final decision of the Graduate Council will be submitted to the student by mail.
6. Decisions of the Graduate Council may be appealed to the Dean of Graduate Studies.

The Graduate Council is composed of 14 members: seven graduate faculty members, two graduate students, the Dean of the School of Graduate Studies (ex-officio), and the coordinators of the five graduate programs. The administrative liaison for the Graduate Council is the Dean of the School of Graduate Studies.

### **Thesis**

A thesis option may be undertaken at the recommendation of the department involved. Guidelines for thesis preparation may be obtained from the Office of the School of Graduate Studies or the Office of the M. Ed. Coordinator.

### **Residence Requirement**

A minimum of twenty-four (24) semester hours, including the last four hours of the program, must be completed in residence at Southeastern.

## **Transfer of Credit**

A maximum of nine (9) hours from another accredited school of graduate studies toward the master's degree at Southeastern Oklahoma State University. These hours, or any part thereof, may be applied when in the judgment of the Dean of the School of Graduate Studies and the student's advisor, they contribute to the program of the student. Transfer credit must also meet the time limit regulation.

## **Arranged Courses**

Courses offered in the M.Ed. Mathematics Specialist program are offered on a cohort basis only. In very rare instances, graduate students may be permitted to take courses by arrangement for credit toward the M.Ed. Mathematics Specialist degree. All arranged courses must prior approval by the Program Coordinator, M.Ed. Mathematics Specialist, the Admission Committee, and the Dean of Graduate and University Studies.

## **The Advanced Certificate Portfolio**

Each student pursuing an advanced certificate (e.g., Reading Specialist, School Administration, School Counseling) is required by Oklahoma state statute (H.B. 1549, passed in 1995) to compile a portfolio during his/her graduate studies. The purpose of developing a portfolio is for the student to create a collection of artifacts that provides tangible evidence of his/her growth and learning during the course of the master's program. Linn and Miller (2005) describe a portfolio as a "self portrait" that "benefits from guidance and feedback" (p. 290). The *Advanced Certificate Portfolio Guidelines* are available online on the Department of Mathematics website ( <http://www.se.edu/departments/math>).

Master of Education students who are seeking advanced certification should read the *Advanced Certificate Portfolio Guidelines* prior to their initial advisement meeting. The first section of the *Guidelines* provides a detailed list of required components for compiling the portfolio. Among the requirement elements for the portfolio are:

1. letters of recommendation from members of the graduate faculty, and
2. a selection of credentials, awards, and diplomas held by the student.

It is required that students begin the process of developing their portfolios at the beginning of graduate study and meet regularly with their advisors to ensure that the portfolio is being developed properly.

The Advanced Certificate Portfolio divides the advanced certificate programs into three modules. For each module of the program of study, each student is required to use artifacts produced in class as evidence of progress toward general and program specific competencies. The *Advanced Certificate Portfolio Guidelines* provide checklists and corresponding matrices in which the student is required to list the artifacts included for each class, and to document competencies demonstrated by each artifact. There are checklists and matrices for each module for general competencies and for specific program competencies. Both general competency and the program competency checklist and matrix for Module 1 must be on file with the Program Coordinator, M.Ed. Mathematics Specialist before a student can be admitted to candidacy. Checklists and matrices for Modules 1 and 2 must be on file with the Program Coordinator, M.Ed. Mathematics Specialist before a student can be cleared to write his/her comprehensive examination. A completed *Advanced Certificate Portfolio* is required for graduation.

## **Admission to Candidacy**

Students must apply for Candidacy in the Master of Education Degree in Mathematics Specialist upon completion of 12 hours of course work. Students may not enroll for more than 12 hours in the program until they are granted Admission to Candidacy. The qualifications for Admission to Candidacy are:

1. Unconditional admission to the M.Ed. Mathematics Specialist Program
2. Completion of at least 12 semester hours of graduate study at Southeastern
3. Completion of EDUC 5203, Introduction to Educational Research
4. An approved Plan of Study (Degree Plan) has been filed with the School of Graduate and University Studies
5. A GPA of 3.00 or better on all graduate work taken toward the Master's Degree
6. Module I of the Advanced Certificate Portfolio completed and checklist filed with the Program Coordinator

To secure admission to candidacy, students must submit an application for admission to candidacy to the Program Coordinator, M.Ed. Mathematics Specialist. A copy of the application is provided in the appendix of this handbook or can be accessed online at [www.se.edu/departments/math](http://www.se.edu/departments/math). An approved application for admission to candidacy must be on file in the Office of the Dean of the School of Graduate Studies no later than the semester *prior to* the student's anticipated graduation.

## **The Comprehensive Examination**

Candidates for the Master of Education Degree in Mathematics Specialist must perform satisfactorily on a Comprehensive Examination administered after completion of all but nine hours of the degree program requirements. Candidates must receive a passing score on the Comprehensive Examination prior to enrollment in EDUC 5683, Field Project/Practicum. The comprehensive examination is offered at the beginning of the 5<sup>th</sup> semester of the cohort program, or as needed. The time, date, and place of the examination are posted on the Department of Mathematics website.

The purpose of the comprehensive examination is for the student to demonstrate the ability to discuss and apply concepts and skills from his/her program to situations representative of the leadership roles for which the student is preparing. To qualify to take the comprehensive examination, students must:

1. complete all but nine hours of the program
2. have copies of all checklists for modules 1 and 2 on file with the Program Coordinator.

The comprehensive examination is comprised of essay questions relating to the completed courses on the student's program of study. Comprehensive examination questions are graded using the rubric in Appendix D. Students must score at least "Acceptable" on each component of each question to pass the exam. Questions with ANY component scored "Unacceptable" must be rewritten. If a student is not successful on the second written attempt, policy requires that the student take an oral examination before a panel of graduate faculty members over the question not passed. If the student performs unsatisfactorily on the oral examination, additional requirements shall be added to his/her degree program. Requirements may include but are not restricted to assigned papers, auditing portions of or entire courses, and taking an additional course(s) for credit.

## Certification Examinations

Mathematics Specialist certification is not currently available in the State of Oklahoma. Southeastern is currently working with representatives of the State to create such a certificate. Updates will be provided as they become available. Students are urged to consult the office of Teacher Education Services (105 Morrison Hall) for the most recent information concerning advanced certification.

**IMPORTANT NOTE:** Oklahoma statute (70 O.S. § 3-104 and § 3-104.1) states that no person shall receive a certificate for instructional, supervisory or administrative position in an accredited school of this state who has been convicted of a felony, any crime involving more turpitude or a felony violation of the narcotic laws of the United States or the State of Oklahoma, provided the conviction was entered within the preceding ten-year period.

## Graduation

During the semester in which the candidate will complete the requirements for his/her degree, plans for graduation must be finalized. Before a master's degree can be conferred (awarded), the Certification for Graduation form must be completed, signed by the student's advisor, and submitted to the School of Graduate Studies. Completion of this form certifies that all requirements have been or by the end of the semester will be met for the degree sought.

Completion of an advanced degree is a major accomplishment. Public acknowledgement of this accomplishment occurs at commencement when the Dean of the School of Graduate Studies presents the candidate with his/her academic hood. All students are urged to participate in commencement exercises to allow family, friends, and faculty to publicly participate in celebrating this milestone. Southeastern holds commencement exercises each spring (May) and each fall (December). Students completing degrees during the summer are invited to participate in the following fall commencement. In some circumstances, a student may be permitted to participate in commencement exercises prior to completion of his/her degree. A Graduate Petition for Early Participation in Commencement Exercises (available in the appendix of this handbook) must be completed and approved by the Dean of the School of Graduate Studies and the Vice President for Academic Affairs. **Early participation in commencement exercises does not alter in any way the requirements for the degree sought.**

# **APPENDIX A**

## **APPLICATIONS**

**Application to the M.Ed. Mathematics Specialist Program**

**Application for Candidacy**

**Application for Comprehensive Exam**



**SOUTHEASTERN OKLAHOMA STATE UNIVERSITY**  
**Master of Education: Mathematics Specialist**  
**Application for Admission to Candidacy**

**INSTRUCTIONS:** Complete the application form, sign, and submit to Dr. Linda Kallam after completing 12 semester hours of graduate study.

Mail to: SOSU, 1405 N. 4<sup>th</sup>, PMB 4178, Durant, OK 74701, OR

Fax to: 580-745-7458, OR

Deliver to: SOSU, Russell Building, Room 317A

DATE OF APPLICATION: \_\_\_\_\_

NAME OF APPLICANT: \_\_\_\_\_

STUDENT ID NUMBER: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

\_\_\_\_\_

TELEPHONE (HOME): \_\_\_\_\_ WORK: \_\_\_\_\_

E-MAIL ADDRESS: \_\_\_\_\_

**CHECK LIST: (Return the Application for Admission to Candidacy after all the following requirements have been met).**

\_\_\_\_\_ I have completed at least 12 semester hours of graduate study at SOSU.

\_\_\_\_\_ I have completed EDUC 5203, Introduction to Educational Research.

\_\_\_\_\_ I have completed Module I of the Advanced Certificate Portfolio and filed an appropriate checklist with the M.Ed. Coordinator.

\_\_\_\_\_ I have filed an approved Plan of Study (Degree Plan).

\_\_\_\_\_ I have completed at least 12 semester hours of graduate study at SOSU to include EDUC 5203, Introduction to Educational Research.

\_\_\_\_\_ I have at least a 3.0 GPA on all work counting towards my Master's Degree.

\_\_\_\_\_ I have been "Unconditionally" admitted to the M.Ed.: Mathematics Specialist Program.

**LIST ALL APPLICABLE TRANSFER WORK:**

Institution	Course Number	Name of Course	Grade	# of Hours	Semester Completed

**LIST ALL COURSEWORK COMPLETED WITH SOUTHEASTERN WHICH WILL BE APPLIED ONLY TO YOUR GRADUATE PROGRAM:**

Course Number	Name of Course	Grade	# of Hours	Semester Completed

**SIGNATURES:**

\_\_\_\_\_

Candidate

\_\_\_\_\_

Date

\_\_\_\_\_

Program Coordinator, M.Ed. Mathematics Specialist

\_\_\_\_\_

Date

\_\_\_\_\_

M.Ed. Coordinator

\_\_\_\_\_

Date

\_\_\_\_\_

Dean, School of Graduate and University Studies

\_\_\_\_\_

Date



# **APPENDIX B**

## **DEGREE PLAN**

**SOUTHEASTERN OKLAHOMA STATE UNIVERSITY  
 MASTER OF EDUCATION  
 MATHEMATICS SPECIALIST**

NAME \_\_\_\_\_ STUDENT ID# \_\_\_\_\_

ADDRESS \_\_\_\_\_

TELEPHONE \_\_\_\_\_ EMAIL \_\_\_\_\_

**Prerequisite:** Candidate must be admitted to the School of Graduate and University Studies; hold a Bachelor's Degree; hold a teaching certificate in Elementary, Secondary, or Special Education; expect to complete three years of classroom teaching where teaching mathematics is part of the assignment; have completed at least 12 hours of undergraduate mathematics coursework with a GPA of at least 3.0 on a 4-point scale.

		PLANNED	COMPLETED
I.	Required Research Component: 3 hours	_____	_____
	A. EDUC 5203 – Introduction to Educational Research	_____	_____
II.	Required Professional Education Component: 9 hours		
	A. EDUC 5223 – Educational Statistics	_____	_____
	B. EDAD 5323 – Supervision of Teaching	_____	_____
	C. SPED 5443 – Diagnosis and Remediation of Math-Related Deficits	_____	_____
III.	Required Specialization Component: 18 hours		
	A. MATH 5513 – The Teaching of Algebra and Functions	_____	_____
	B. MATH 5523 – The Teaching of Number and Operations	_____	_____
	C. MATH 5533 – The Teaching of Geometry and Measurement	_____	_____
	D. MATH 5543 – Mathematical Problem Solving for Teachers	_____	_____
	E. MATH 5553 – The Teaching of Data Analysis, Statistics, and Probability	_____	_____
	F. MATH 5593 – Problems and Issues in Mathematics Education	_____	_____
IV.	Required Field Component: 3 hours		
	A. EDUC 5683 – Field Project/Practicum	_____	_____
V.	TOTAL HOURS REQUIRED FOR THIS DEGREE (33 hours)		

\_\_\_\_\_  
 Candidate Signature Date M.Ed. Coordinator Date

\_\_\_\_\_  
 Program Coordinator Date Dean, School of Graduate & University Studies Date

	Date Completed		Date Completed
Admission to Candidacy	_____	Graduation Check	_____
Comprehensive Examination	_____		

# **APPENDIX C**

## **GRADUATION FORMS**

**Application for Graduation**

**Certification for Graduation**

**Graduate Petition for Early Participation in Commencement Exercises**

## APPLICATION FOR GRADUATION

The process for the application for Graduation is a multi-step process and will take about 1 to 1 ½ hours to complete. It is highly recommended that you contact your major advisor to schedule an interview before coming to campus. Follow the succeeding steps as listed.

- \_\_\_ 1. Visit the Graduate Office (A-307) and obtain a Certification for Graduation sheet. A review of your file will be made at that time to ensure you have completed all requirements for the Masters Degree program. You will be informed of any deficiencies at that time and if a hold will be placed on your diploma. **You are responsible for notifying the Graduate Office that you intend to graduate in that given semester.**
- \_\_\_ 2. Go to the Registrar's Office (A-100) and obtain a faculty-staff copy of your transcript and a copy of your current enrollment.
- \_\_\_ 3. Take the Certification for Graduation slip, your transcript and current enrollment to your advisor for graduation clearance.
- \_\_\_ 4. After your advisor has signed the Certification for Graduation Slip, bring all of the information back to the Graduate Office.
- \_\_\_ 5. If you are eligible for graduation, the Graduate Office will approve your graduation and give you a Diploma Order Card and a clearance to pay the Graduation Fee.
- \_\_\_ 6. Complete the Diploma Order card very carefully. Write your name exactly how you want it to appear on your diploma.
- \_\_\_ 7. Take the Graduate Clearance slip to the Office of Student Financial Aid (A-107) for clearance. (Keep the Diploma Order card at this time.)
- \_\_\_ 8. After the Financial Aid Office has given you clearance, take the Graduate Clearance slip to the Business Office with your Diploma Order card. The Business Office will issue you a receipt for the Registrar's Office.
- \_\_\_ 9. Take the Business Office receipt and the Diploma Order Card to the Registrar's Office. They will record the receipt number on the card.
- \_\_\_ 10. You will receive a letter from the Registrar's Office informing you of graduation practice, graduation time and date, and the purchase of a cap and gown.

You will receive your diploma in the mail approximately 8-10 weeks after graduation if you have met all of the requirements for a Masters Degree at Southeastern Oklahoma State University. If you have any questions, do not hesitate to contact the Graduate Office at (580) 745-2200.

# Certification for Graduation

STUDENT NAME: \_\_\_\_\_ SSN: \_\_\_\_\_

The above student has made application for graduation for the \_\_\_\_\_.  
Please review his/her file to verify that all requirements have been completed for the degree indicated.

DEGREE: *Master of* \_\_\_\_\_

SPECIALIZATION: \_\_\_\_\_

REQUIREMENTS ON FILE:

**Degree Plan** \_\_\_\_\_  
**Application for Candidacy** \_\_\_\_\_  
**GRE Scores** \_\_\_\_\_  
**Comprehensive Exam** \_\_\_\_\_  
**AC Portfolio-Module III** \_\_\_\_\_

Graduate Office Signature: \_\_\_\_\_ Date: \_\_\_\_\_



## TO BE COMPLETED BY GRADUATE ADVISOR:

I certify that the above student has completed or is enrolled in sufficient hours and courses to fulfill the requirements for the indicated master's degree. The student is currently enrolled in the following required courses and /or must complete the additional requirements listed below before graduation

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Graduate Advisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Please return this form to the Graduate Office (A-307) to finalize graduation plans.**

## GRADUATE PETITION FOR EARLY PARTICIPATION IN COMMENCEMENT EXERCISES

This petition requests permission to participate in a graduation ceremony prior to completing the degree requirements for graduation. A student may request to participate in a commencement exercise prior to fulfilling the degree requirements if she/he is in the next to last semester, have met the GPA requirement for graduation, and have a legitimate reason for making such a request. **This petition does not modify the degree plan or the requirements for graduation.**

Step 1: Complete the following information and take petition to your advisor for major degree check and signature.

Step 2: Return petition and copy of "Degree Plan" showing courses completed and courses needed to the Graduate Office (A307). You will then need to schedule a graduation check in the Graduate Office before final approval of this petition can be decided.

Step 3: After finalization of paper is approved in the Graduate Office, you will be notified in writing of the decision.

Name: \_\_\_\_\_ Date Filed: \_\_\_\_\_

Address: \_\_\_\_\_ Phone Number: \_\_\_\_\_

\_\_\_\_\_ Social Security #: \_\_\_\_\_

Advisor: \_\_\_\_\_ Major: \_\_\_\_\_ GPA: \_\_\_\_\_

Hours remaining to completion of degree: \_\_\_\_\_ Commencement Date Requested: \_\_\_\_\_

Reason for requesting early participation in a graduation ceremony:

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**Please note: The names of students approved for early participation will not be printed in the early commencement program nor be released to the media. Student names will be printed and released for the commencement where the student is officially approved for graduation. If you desire a copy of the commencement program in which your name is listed, contact the Registrar's Office.**

Student Signature: \_\_\_\_\_ Advisor Signature: \_\_\_\_\_

Approved for early participation in graduation ceremony:

Comments: \_\_\_\_\_

Dean/Graduate Studies \_\_\_\_\_ Date: \_\_\_\_\_

VP/Academic Affairs: \_\_\_\_\_ Date: \_\_\_\_\_

# **APPENDIX D**

## **RUBRIC FOR COMPREHENSIVE EXAM QUESTIONS**

**MASTER OF EDUCATION  
MATHEMATICS SPECIALIST**

**RUBRIC FOR COMPREHENSIVE EXAM QUESTIONS**

<b>Component</b>	<b>Target</b>	<b>Acceptable</b>	<b>Unacceptable</b>
Clarity of Thought and Organization	Essay uses very precise, skillful language. Strong connections are made. Insights are noted and clear. Several key points are made. Outstanding demonstration of critical thinking. Strong thesis present. All parts of the question are fully answered.	Essay uses appropriate language/vocabulary. Demonstrates adequate connections. Insights are noted and moderately clear. Most key points are made. Critical ideas are included. All parts of the question are answered.	Essay exhibits inadequate and inconsistent facility in the use of language. Demonstrate connections that are few to none. Insights are weak. Key points are few and unfocused. Critical ideas are poorly developed. One or more parts of the question are not answered or answered incorrectly.
Professional Presentation and Functional Skills	The essay is free of errors in grammar, usage, and mechanics. Clear organization is obvious. A scholarly, thoughtful voice is used throughout the entire essay. At least 2 citations are used.	Essay is free of most errors in grammar, usage, and mechanics. Essay is adequately organized and focused. A lapse in using a scholarly voice is occasionally evident.	Essay contains an abundance of errors in grammar, usage, and mechanics and it causes meaning to be obscured. Essay demonstrates little to no organization. No scholarly voice is evident.
Evidence of Background of Information and Integration of Theory and Practice	Essay provides a variety of evidence. Integration of theory and practice is strong. Best practices are demonstrated and connected to theory. Impact and relationship of theory is detailed and clear.	Essay provides some evidence. Integration of theory and practice is present, yet sometimes weak. Best practices are sometimes connected to theory. Impact and relationship of theory is evident, but also sometimes weak.	Essay provides none to very few links to theory and practice. Essay does not provide citations.
Extent to which the discussion was directed to knowledge of essential points in the subject area	Essay strongly and clearly demonstrates appropriate, relevant and timely ideas, concepts, and dispositions from a variety of perspectives.	Essay demonstrates moderately appropriate ideas and concepts. Student uses more than one perspective.	Essay demonstrates irrelevant ideas and concepts, unrelated most of the time. No connections are clear. Student demonstrates one limited perspective.

# **APPENDIX E**

## **ADVISEMENT CHECKLIST**

**Advisement Checklist  
Master of Education Mathematics Specialist  
Southeastern Oklahoma State University**

Student's Name: \_\_\_\_\_

Student ID: \_\_\_\_\_ First Semester of Classes: \_\_\_\_\_

<b>Task To Be Completed With Required Documentation</b>	<b>Date Completed</b>	<b>Advisor's Initials</b>
Admission to the School of Graduate Studies (need copy of letter from Office of Academic Affairs)		
Verification of teaching certificate 1. A copy of student's valid teaching certificate. <b>OR</b> 2. A copy of student's letter from the State Department of Education stating eligibility for the Alternative Placement Program		
Copy of undergraduate transcript		
Approved degree plan (signed by Program Coordinator and Dean of School of Graduate and University Studies)		
Unconditional Admission to the M.Ed. Mathematics Specialist program.		
Successful completion of EDUC 5203, Introduction to Educational Research during first 12 credit hours of study		
Completion of Module I of Graduate Portfolio (to be reviewed upon completion of <u>12</u> graduate credit hours)		
Admission to Candidacy in the M.Ed. Mathematics Specialist Program (to be completed once all of the above tasks have been accomplished and verified; need copy of letter from Office of Academic Affairs to verify admission to candidacy).		
Completion of Module II of Graduate Portfolio (to be reviewed upon completion of 24 graduate credit hours)		
Application for Comprehensive Examination		
Successful completion of Comprehensive Examination after completion of 24 graduate credit hours		
Completion of Module III of Graduate Portfolio (to be reviewed when student files for graduation)		
Verified at least 3 years of classroom teaching where teaching mathematics is part of the assignment		
Completion of Final Application for Graduation		