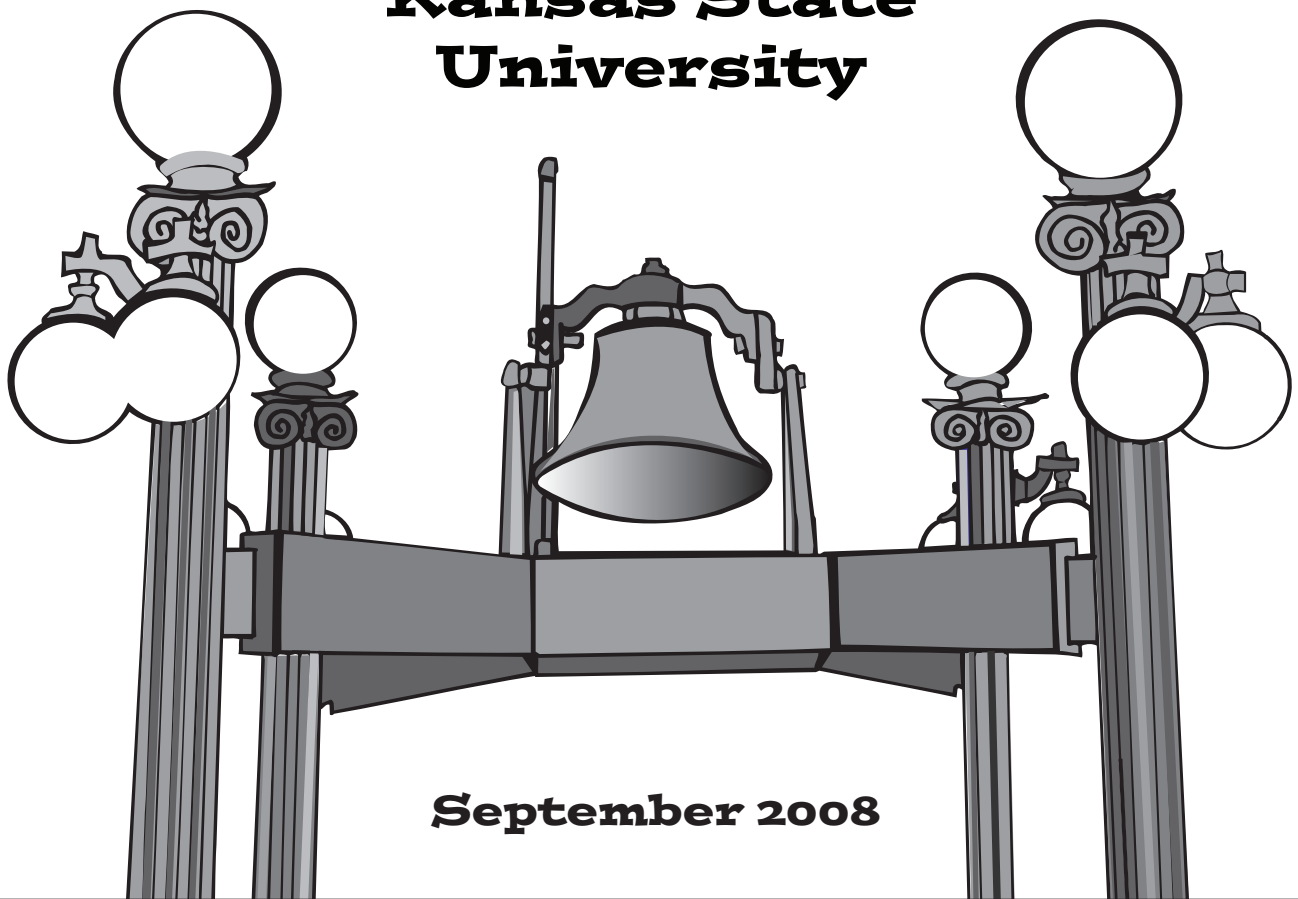


# **Master of Science in Curriculum and Instruction**

**College of Education  
Kansas State  
University**



**September 2008**

# **Master of Science Degree in Curriculum and Instruction**

**31-36 credit hours**

## **College of Education Kansas State University**

*Preparing Educators to be Knowledgeable, Ethical,  
Caring Decision Makers*

### **Mission Statement**

The College of Education is dedicated to preparing educators to be knowledgeable, ethical, caring decision makers through excellence in the:

- delivery of exemplary instruction to students at the undergraduate and graduate levels;
- production, interpretation, and dissemination of sound and useful research and scholarship and
- provision of leadership, collaboration, and service within the profession
- promotion, understanding, and celebration of diversity.

### **STUDENT LEARNING OUTCOMES**

The Office of Assessment and Program Review requires each graduate program at Kansas State University to identify and link Student Learning Outcomes to university learning outcomes, academic missions, and NCATE Standards for the programs in Curriculum & Instruction. Curriculum & Instruction designed ten Student Learning Outcomes for the M. S. program in the areas of Knowledge, Skills, and Attitudes/Professional Conduct. Each of your courses will provide a focus that leads toward accomplishing growth in these areas throughout the program. Access a list of the Student Learning Outcomes aligned with the College of Education Conceptual Framework at [www.coe.ksu.edu/assessment/curin](http://www.coe.ksu.edu/assessment/curin)

### **PROFESSIONAL DISPOSITIONS**

The Professional Dispositions for the College of Education Advanced Programs align with the College of Education Conceptual Framework. These dispositions provide a focus for professional development within the M. S. in Curriculum and Instruction. Access a list of these eight dispositions at [www.coe.ksu.edu/assessment/curin](http://www.coe.ksu.edu/assessment/curin)

### **ADMISSION REQUIREMENTS**

Admission to graduate study is granted by the dean of the Graduate School upon the recommendation of the faculty in the graduate program. To be considered for admission into the degree program the applicant must meet the following requirements.

The **Curriculum and Instruction** faculty have set the following minimum requirements for admission into this program

a. A completed Graduate School application. The application materials may be obtained online at <http://www.k-state.edu/grad/gsprospective/apply/> or from the Office of Graduate Studies, 18 Bluemont Hall.

b. A Statement of Objectives which includes:

- Your reasons for seeking this degree.
- Your intended area of specialization within the program.
- Past and present employment.
- Future professional plans.

If you have a request for a certain advisor, indicate that preference in the statement of objectives.

c. Two OFFICIAL transcripts from the institution awarding your bachelor's degree and two OFFICIAL transcripts from all institutions at which any graduate credits were completed. *Copies that are stamped "issued to student" cannot be accepted.* (If you have credits from KSU, we can obtain a copy of the KSU transcript at no cost to you.)

d. At least a 3.00 grade point average during junior and senior years. Those with GPAs between 2.65 and 2.99 may be considered for *probational* admission if it can be demonstrated there is the potential for success in the graduate program.

e. Three letters of recommendation from colleagues, supervisors, educators or instructors who can attest to the person's potential success in the graduate program. The people who complete the recommendation letters should mail them directly to the Office of Graduate Studies.

f. Graduate School Application Fee

**Domestic Students** A \$40 application fee is required for all domestic students; ***your application will not be processed without this fee.*** Please make a check out to the KSU Graduate School, and include it with your application. If you are applying online, you may pay by credit card.

**International Students** A \$55 application fee is required; ***your application will not be processed without this fee.*** Please pay with an *international cashier's check or money order* (in U.S. funds) to the KSU Graduate School, and include it with your application. We cannot accept cash or personal checks from international students. If you are applying online, you may pay by credit card.

**The application materials are to be submitted to the Office of Graduate Studies, NOT the department.**

Office of Graduate Studies  
College of Education  
18 Bluemont Hall  
1100 Mid-Campus Drive  
Kansas State University  
Manhattan, KS 66506-5301  
785-532-5595  
*coegrads@ksu.edu*

**Application Deadlines.** Although the College of Education accepts applications throughout the year, the following deadlines are established to allow the faculty adequate time to review the completed application. Failure to meet the deadline could delay admission to the program

**Domestic Students**

Fall semester — March 1  
Spring semester — October 1  
Summer semester — February 1

**International Students**

Fall semester — February 1  
Spring semester — August 1  
Summer semester — December 1

**Non-Degree Status ("Special Student").** In some cases, a student may wish to take a course prior to being admitted in a degree program. In these cases, a person must be admitted for non-degree status (often referred to as a “special student”).

*No more than nine credit hours earned as a non-degree student may be applied for an advanced degree if the student is later admitted to a degree program. It is to the student's advantage to apply for admission into the degree program as soon as possible after deciding to pursue a degree.*

**Master's Degree Procedures Handbook.** Once admitted, students should obtain this handbook from the Office of Graduate Studies in the College of Education. This handbook includes information and guidelines about advising, the program of study, enrollment, transfer credits, the final oral/written exam, and required approval forms.

**Graduate Assistantships.** A limited number of graduate assistantships are available in the College of Education. Access [www.educ.ksu.edu/grad/assistantships.htm](http://www.educ.ksu.edu/grad/assistantships.htm) for detailed information. Contact the Office of Graduate Studies for an application. Assistantships are commonly available for the academic year (fall and spring semesters). Completed graduate assistant applications must be sent by April 1 to each department for which the applicant would like to be considered. It is helpful to talk with the appropriate department chair to find out specifics of the assistantships available in the department.

**Financial Aid.** Questions about financial assistance should be directed to the Student Financial Assistance Office, 104 Fairchild Hall, Manhattan, KS 66506, 785-532-6420, [finaid@ksu.edu](mailto:finaid@ksu.edu)

### **Advisor and Program of Study.**

Once admitted to the program, an advisor is assigned. The advisor assists the student in developing the program of courses the student will take to earn the master's degree. A Program of Study listing the courses the student intends to take is submitted to the Graduate School upon completion of nine hours (part-time students) or during the second semester (full-time students)

## **PROGRAM REQUIREMENTS**

### **M.S. in Curriculum and Instruction**

(31-36 hours)

#### **A. Curriculum (3 hours)**

This category addresses all aspects of K-12 curriculum. It is intended that one course in curriculum would address the broad range of these issues.

- The foundations of curriculum (philosophical, historical, psychological, and social foundations; curriculum theory)
- The principles of curriculum (aims, goals, objectives; curriculum design, development, implementation, and evaluation)
- Issues of curriculum (trends and issues; future directions; national standards)

*Recommended courses for this core category:*

EDCI 803 Curriculum Development

EDADL 855 Administrative Leadership in Curriculum

Or a curriculum course approved by the student's advisor and committee.

#### **B. Teaching and Learning (3 hours)**

This category deals with theoretical, practical, and research-based issues associated with the creation of an environment for effective teaching and learning. The following topics are representative of the issues that might affect the creation of the learning environment:

- Teaching strategies (e.g., direct instruction, cooperative learning)
- Learning theory (e.g., sociocultural theory, schema theory)
- Theory and research into practice
- Instructional planning and design
- Assessment
- Learning environments (organization, management, discipline)
- Standards and practices

One course in teaching and learning may address only one of these issues; one course is not intended to provide a survey of all possible issues that affect the creation of a learning environment.

*Recommended courses for this core category:*

EDCI 720 ESL/Dual Language Methods

EDCI 763 Instructional Design

EDCI 831 Contemporary Issues in Teaching and Learning  
EDCI 882 Teaching and Learning Models  
EDCEP 715 Principles of Assessment

Or a teaching and learning course approved by the student's advisor and committee.

### **C. Diversity (3 hours)**

This category addresses the nature of learner differences and the instructional implications of these differences. Teaching students in a pluralistic society entails knowledge of many possible factors that may affect student performance, behavior, and instruction.

Student diversity may be due to factors such as: ethnicity, race, socioeconomic status, gender, exceptionalities, language, religion, sexual orientation, or geographical areas.

One course in diversity may address several of these issues; but one course is not intended to provide a survey of all possible issues that address the nature of learner differences, the instructional implications of these differences, and the nature of the institution of schooling and biases that may exist.

*Recommended courses for this core category:*

EDCI 730 Education of the Disadvantaged  
EDCI 733 Curriculum Materials for Ethnic Diversity  
EDCI 735 Curriculum Materials for Nonsexist Teaching  
EDCI 740 Curriculum Materials for Dual Language Learners  
EDCI 755 Multicultural Issues in Teaching  
EDSP 710 Education of Exceptional Individuals

Or a diversity course approved by the student's advisor and committee.

### **D. Educational Technology (3 hours)**

This category examines two or more of the following, with a focus on K-12 and lifelong learning:

- Issues in technology (social, equity, ethics, legal, professional development, planning)
- Skills and understanding of use of technologies (e.g., authoring; design; programming; use of different kinds of productivity or information management software; software for instruction, learning, and communication)
- Learning theory and technology (e.g., understand and apply contemporary learning to, for example, help build a community of learners, or a constructivist environment)
- School restructuring and the role of technology
- Research on effectiveness of learning with technology
- Familiarity with a broad range of educational software, modes of use, resources, and major curriculum projects

*Recommended courses for this core category:*

EDCI 718 Learning Technologies  
EDCI 750 Contemporary Issues in Instructional Technology  
EDCI 768 Enhancing Instruction Through Technology

Or an educational technology course approved by the student's advisor and committee.

### **E. Research and Scholarship (3 hours)**

This category deals with interpreting, using, and conducting research and scholarly activities. Scholarship might include analysis, position papers, essays, research into practice, and other creative endeavors. Scholarship is broader and more inclusive than research. Research is a specific form of scholarship.

This category addresses:

- The many forms of scholarship
- Scientific and naturalistic research
- Analysis, interpretation, and application of research and scholarship to improve teaching and learning
- Designing and conducting research and scholarship
- How research relates to practice

It is intended that one course in research and scholarship would address the broad range of these issues.

*Students must complete the research course before starting the master's degree project, report, or thesis (see category F).*

*Recommended courses for this core category:*

EDCI 760 Teachers as Researchers

EDCEP 816 Research Methods

Or a research and scholarship course approved by the student's advisor and committee.

### **F. Project, Report, or Thesis (1 - 6 hours)**

Students must complete a research course in Category E before starting this project, report, or thesis. The results of the project, report, or thesis are to be reported to the student's supervisory committee in the oral exam in the last semester of the degree program.

#### **Project (1 hour)**

*The master's project is conducted under EDCI 890 (Master's Project).*

The objective of the project is to provide documentation of the improvement of the student's teaching and his/her impact on student learning as a result of the M.S. program.. Students select a theme pertinent to their own practice. This includes the construction of a professional portfolio to represent the student's learning throughout the master's degree program. Access the M.S. Program Completion Portfolio Outline online at [www.coe.ksu.edu/assessment/curin](http://www.coe.ksu.edu/assessment/curin)

#### **Report (2 hours)**

*The master's report is conducted under EDCI 898 (Master's Report).*

A master's report is generally shorter than a thesis, and it may present the results of a more limited research investigation. Alternatively, it may review the state of a particular scholarly or scientific problem, or—especially in the case of professional programs or applied disciplines—it may describe a project appropriate to the disciplines.

### **Thesis (6 hours)**

*The master's thesis is conducted under EDCI 899 (Master's Thesis).*

The master's thesis presents the results of an original investigation of a problem or topic approved by the candidate's supervisory committee. Its purpose is to demonstrate the candidate's ability to conduct original research of a type appropriate to the academic discipline, to analyze the information obtained from the research, and to present the results in a form acceptable to the supervisory committee.

All students must provide a copy of the **report** or **thesis** to each member of the supervisory committee before the scheduled final examination. Following a successful final examination, the student must provide an electronic copy to the Graduate School. Access [www.k-state.edu/grad/etdr/overview](http://www.k-state.edu/grad/etdr/overview) for a detailed explanation of the ETDR requirement.

### **G. Area of Specialization (15 hours)**

Students must select one of the following areas of specialization (details for each are on the following pages):

- G-1 Elementary/Middle-Level Curriculum and Instruction
- G-2 Reading/Language Arts
- G-3 The Reading Specialist Endorsement
- G-4 Middle Level/Secondary Curriculum and Instruction
- G-5 Educational Computing, Design, and Online Learning\*
- G-6 Classroom Technology\*
- G-7 English as a Second Language
- G-8 Learning Skills/School Improvement
- G-9 Community/Junior College

\* *Programs undergoing curriculum changes.*

#### **G-1 Elementary/Middle Level Curriculum and Instruction (15 hours)**

This specialization is intended for elementary teachers who teach a variety of subjects and middle-level teachers who teach in more than one subject field. Core and elective courses for this specialization are intended to focus on curricular issues of the subjects that elementary/middle level teachers teach (e.g., math, science, social studies, science, language arts, reading).

#### *Recommended Courses:*

- EDCI 776 Teaching in Middle Schools
- EDCI 816 Approaches to Reading Instruction
- EDCI 820 Contemporary Issues in Language Arts
- EDCI 821 Advanced Methods in the Teaching of K-12 Mathematics
- EDCI 822 Contemporary Issues in Social Studies
- EDCI 834 Improving Science Teaching

Or other courses approved by the advisor.

#### **G-2 Reading/Language Arts (15 hours)**

Master's degree candidates may specialize in reading/language arts course without taking the particular courses for the reading endorsement (that endorsement can be obtained with specialization G-3). Students may choose any 15 hours of approved elementary/middle level

and/or secondary courses that emphasize reading and the language arts. Some of the courses may have prerequisites; see the catalog for that information.

*Recommended Courses:*

EDCI	715	Reading in the Content Areas
EDCI	756	Tradebooks across the Curriculum
EDCI	816	Approaches to Reading Instruction
EDCI	820	Contemporary Issues in Language Arts
EDCI	840	Literacy Assessment
EDCI	841	Supporting Struggling Readers
EDCI	878	The Language Arts Curriculum

Or other courses approved by the advisor.

**G3. Reading Specialist Endorsement (15 hours)**

Special licensure requirements exist for K-12 school teachers of special reading classes in Kansas. In addition to degree certification and 2 years of verified teaching experience, a planned sequence of graduate reading courses are required for licensure endorsement. Students seeking this endorsement must hold a valid Kansas Professional teaching license.

Required courses (15 hours):

EDCI	816	Approaches to Reading Instruction
EDCI	818	Theoretical Models of Reading
EDCI	840	Literacy Assessment
EDCI	841	Supporting Struggling Readers
EDCI	930	Leadership in Literacy

Required Practicum (3 hours):

EDCI	945	Clinical Practicum in Reading
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Additional Requirements:

After completing the required courses and practicum, the applicant must fulfill these additional requirements to obtain a conditional reading specialist license:

1. Hold a valid professional teaching license.
2. Present a score of 560 or above on the Praxis II exam for the Reading Specialist (test number 0300).
3. Hold a masters degree. (It is permitted but not necessary to include the required courses as part of the masters degree.)

Required Internship (4 hours)

To be eligible to take the internship, the applicant must first complete the required courses and practicum and complete the additional requirements to obtain a conditional reading specialist license. Once the conditional reading specialist license is obtained, the applicant must enroll in 2 hours of internship per semester for one year as a full-time employee.

EDCI	975	Internship in Reading*
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*\*Note On July 18, 2008, the Kansas Department of Education is in the process of deleting the requirement for Reading Internship. Access the KSDE website (ksde.org) or contact Dr. Laurie J. Curtis (ljcurtis@ksu.edu) for the latest information on alternative school district requirements to replace the Internship.*

#### **G-4 Middle Level/Secondary Curriculum and Instruction (15 hours)**

This specialization is intended for middle-level and secondary teachers who teach in one subject field. This specialization is intended to enhance one's knowledge and skills about their teaching field (e.g., education in math, science, social studies, language arts, family and consumer sciences, agriculture, vocational fields).

*A curriculum course in the teaching field (3 hours)*

*Electives (12 hours)*

These courses may relate to the content being taught, the curricular program, or instructional aspects of the teaching field.

#### **G-5 Educational Computing, Design, and Online Learning (15 hours)**

This area of concentration is for educators from all walks of life who want to learn about how and why to best use technologies for learning. In this program area, you will study the research and theories behind technology choices, learn new skills, and become involved in projects with such themes as constructivist learning environments, online learning and teaching strategies, problem- and project-based learning, integrated curriculum and cross-curricular projects, technology's role in school reform, telementoring and telecollaboration, ethical and social issues in technology, and informal and intentional learning projects (e.g. on the Web or in a museum or park). Graduates of this program area have become technology coordinators in schools or technology leaders in other educational settings; have opened up new job possibilities (such as multimedia support staff); and have continued with doctoral study in this area.

Students who choose this specialization should also take EDCI 718 Learning Technologies as their educational technology core (D) course.

*Required (6 hours)*

EDCI 887 Proseminar I: Educational Computing, Design, and Distance Education

EDCI 888 Proseminar II: Technology Change, Research, and Theory

*Electives (select at least 9 hours from the following)*

EDCI 723 Computer Applications in the subject areas: Cognition & Technology (may be repeated in another subject area)

EDCI 763 Instructional Design

EDCI 764 Foundations of Distance Education

EDCI 786 Topics (Recent topics include: Design of Web-based Courses, Web Curriculum Projects, Multimedia Project, Project-based Learning with Technology)

EDCI 863 Interactive Systems Design

EDCI 865 Hypermedia for Educators

EDCI 886 Seminar (Recent seminar topics include: Research Issues in Educational Technology, Ethical Issues in Technology)

EDCI 889 Cognitive Issues in Educational Computing

*Note: Specialization G-5 is undergoing changes with new course titles and updated course content to align with ongoing changes in the field of technology. Contact Dr. Rosemary Talab ([talab@ksu.edu](mailto:talab@ksu.edu)) for the latest information of these updated course requirements.*

### **G-6 Classroom Technology (15 hours)**

Courses in this specialization will be offered in the Manhattan area on weekends in short formats or by distance education. To enter the Classroom Technology specialty, an educator must have: a current teaching certificate and classroom teaching experience or equivalent; experience in using a contemporary desktop or personal computer; word processing applications appropriate to grade level being taught; regular access to a computer; access to the internet; and have a commitment toward developing strategies to enhance curriculum and resulting student learning experiences through various uses of information technologies.

*Required* (at least 8 hours)

EDCI	750	Contemporary Issues in Instructional Technology (3 hrs.)
EDCI	851	Research and Practice in Classroom Technology (2 hrs.)
EDCI	858	Classroom Technology Project/Portfolio (2 hrs.)
EDADL	770	Educational Change and Technology (2 hrs.)

*Electives*

A variety of 786 topics courses or 886 seminar courses are regularly planned to address classroom applications of emerging technologies such as IBM-compatible or Macintosh multimedia, electronic research, desktop publishing, integrated technology curriculum, web technologies for the classroom, and electronic portfolios.

*Additional Note:*

In addition to the courses listed for this specialization, students should choose the following course from Category D of the degree program:

EDCI 768 Enhancing Instruction Through Technology

Or another course approved by the advisor.

*Note: Specialization G-6 is undergoing changes with new course titles and updated course content to align with ongoing changes in the field of technology. Contact Dr. Rosemary Talab ([talab@ksu.edu](mailto:talab@ksu.edu)) for the latest information of these updated course requirements.*

### **G-7 English as a Second Language (ESL endorsement) (15 hours)**

EDCI	720	ESL/Dual Language Methods
EDCI	731	ESL/Dual Language Linguistics
EDCI	740	Culture and Language in Classroom Practice
EDCI	742	ESL/Dual Language Assessment
EDCI	745	ESL/Dual Language Elementary Practicum
EDCI	746	ESL/Dual Language Secondary Practicum

(For students seeking the ESL endorsement, any substituted course must closely address the content of the course it is replacing.)

### **G-8 Learning Skills/School Improvement (15 hours)**

This area is appropriate for subject matter teachers who teach reading, study skills, or writing skills as a part of the accreditation and school improvement processes.

EDCI	715	Reading in the Content Areas
EDCI	721	Study Skills Instruction
EDCI	730	Education of the Disadvantaged
EDCI	991	Internship in C & I: Learning Skill

EDADL 865 Administrative Leadership in Staff Development  
Or other courses approved by the advisor.

**G-9 Community/Junior College (15 hours)**

*Recommended Courses:*

EDCI 832 The Role, Organization, and Function of Community Colleges  
EDCI 879 The Community College Curriculum and Instructional Services  
EDCI 886 Seminar: Roles and Responsibilities of College Teaching  
EDCI 943 Principles of College Teaching

Or other courses approved by the advisor.

## **M. S. FIELD EXPERIENCE**

The M. S. in Curriculum & Instruction requires a field experience in a diverse setting based on your professional experience. Entry 8 of the M. S. Program Completion Portfolio focuses on “impact on student learning” data collected during this experience. Access [www.coe.ksu.edu/assessment.curin](http://www.coe.ksu.edu/assessment.curin) to provide several choices for fulfilling this requirement. Consult with your advisor by the midpoint in your program (12 hours) to determine the type, location, and focus of your field experience.

## **M. S. IN CURRICULUM & INSTRUCTION PROGRAM COMPLETION PORTFOLIO**

The M. S. in Curriculum and Instruction requires a Final Examination/Program Completion Portfolio and concurrent enrollment in EDCI 890 Master’s Project. During a 50 minute scheduled session, a student must present a Program Completion Portfolio with documentation reflecting Student Learning Outcomes of the master’s program. Committee member questions extend from the portfolio content reflecting the Student Learning Outcomes in the areas of **knowledge, skills, and attitudes and professional conduct/dispositions** developed during the M. S. program. All portfolio requirements align with the Conceptual Framework for Kansas State University’s Professional Education Program.

Your MS in C & I Completion Portfolio will be accompanied by a well-organized presentation of your entries revealing both course/program synthesis and application of learning to practice.

**Access the Portfolio Framework with its specific entries at**  
[www.coe.ksu.edu/assessment/curin](http://www.coe.ksu.edu/assessment/curin) .

See the Coordinator of Graduate Programs in Curriculum & Instruction (Bluemont 246) for printed copies of the required portfolio entries.

## **STUDENT/PROGRAM ASSESSMENT**

M. S. students are required to self-assess their knowledge, skills and dispositions upon admission to the program, at the mid-point of the program (completion of 12 hours), and as they exit the program. The purpose of these surveys is to document student growth throughout the program and to assist with program evaluation focused on continuous improvement of the M. S. in Curriculum and Instruction. In addition, advisors and committee members are required to complete a final examination rubric prior to signing the M. S. ballot at program completion.

### **M. S. Graduate Admission Survey**

The M. S. in Curriculum and Instruction requires that each newly admitted student access the C & I Graduate Admission Survey online and complete it upon admission to the program. An email will be sent from the Office of Graduate Studies providing directions for accessing, completing, and submitting the Graduate Admission Survey during your first semester of coursework.

### **M. S. Midpoint Self-Assessment Survey**

The M. S. in Curriculum and Instruction requires that each student access and complete the M. S. Midpoint Self-Assessment Survey upon completing 12 hours of M. S. coursework. An email will be sent from the Office of Graduate Studies providing directions for accessing, completing, and submitting the Midpoint Self-Assessment Survey at this transition point in your program. Students *must* make an appointment with their advisor at program mid-point to verify program progress (see Midpoint Checklist for Advisor below).

### **M. S. Graduate Exit Survey**

The M. S. in Curriculum and Instruction requires that each student access and complete the M. S. Graduate Exit Survey prior to their scheduled Final Examination/Masters Project. As soon as the Final Examination is scheduled, an email will be sent from the Office of Graduate Studies providing directions for accessing, completing, and submitting the M. S. Survey prior to final program completion.

In addition to student surveys, your advisor is also required to access and complete two assessment forms at the midpoint and conclusion of your program.

### **Midpoint Checklist for Advisor**

At the mid-point of each M. S. student's program, the advisor must submit a checklist to assure the Office of Graduate Studies that you are making adequate progress toward program completion. Items include narrative statements in response to Student Learning Outcomes, a Field Experience Plan, verification of a filed Program of Study, Program Completion Portfolio progress, and an unofficial transcript of course grades.

Students *must* make an appointment with their advisor to assure that this form is submitted as a mid-point progress report on your progress in the program.

### **M. S. Final Examination/Program Completion Portfolio Rubric**

The M. S. in Curriculum and Instruction requires that each advisor and committee members jointly complete the M. S. Final Examination/Program Completion Rubric prior to signing the M. S. ballot. The purpose of the rubric is to evaluate student performance throughout the program while utilizing the resulting data for program improvement.

All student and advisor surveys, forms, rubrics, and portfolio guidelines are available at:  
*<https://www.coe.ksu.edu/assessment/curin/>*

## Checklist for Responsibilities and Assessment in the M. S. Program in Curriculum & Instruction

- \_\_\_\_\_ Apply for admission to the degree program. Access (<http://www.coe.ksu.edu/grad/programs.htm> ) for requirements for admission to MS in C&I [pdf file]
- \_\_\_\_\_ Receive an official letter of acceptance from the Graduate School.
- \_\_\_\_\_ Access the *Student Learning Outcomes* of the MS in C&I to provide the projected outcomes from your program participation. ( <https://www.coe.ksu.edu/assessment/curin> )
- \_\_\_\_\_ Create an e-id (K-State email address) to be used throughout the program. ( <http://eid.k-state.edu> )
- \_\_\_\_\_ Complete the online **M. S. Graduate Admission Survey** for Curriculum & Instruction ( <https://www.coe.ksu.edu/assessment/curin> )
- \_\_\_\_\_ Contact the advisor assigned to you for an initial program planning appointment.
- \_\_\_\_\_ Access and follow the *M. S. Program Completion Portfolio Guidelines* [pdf file] (<https://www.coe.ksu.edu/assessment/curin>). Additional support is available from an EGSO (Education Graduate Student Organization) Workshop which provides an overview of required portfolio entries to be completed throughout the program.
- \_\_\_\_\_ File a *Program of Study* (including names of committee members) before/after completing 9 hours of coursework (<http://www.k-state.edu/grad/gscurrent/guideforms/index.htm> )
- \_\_\_\_\_ After 12 hours of coursework, complete the **Midpoint Self-Assessment Survey** for Curriculum & Instruction (<https://www.coe.ksu.edu/assessment/curin> )
- \_\_\_\_\_ After 12 hours of coursework, make an appointment with your advisor so he/she may fill out a **Midpoint Checklist for Advisor** verifying that you have filed program of study, planned a field experience, and are making adequate progress on your portfolio. (<https://www.coe.ksu.edu/assessment/curin> )
- \_\_\_\_\_ During your final semester, enroll in any final course(s) and EDCI 890 Masters Project (Portfolio).
- \_\_\_\_\_ Meet with your advisor to file an *Approval to Schedule Final Examination* form on a date preapproved by committee members. (<http://www.k-state.edu/grad/gscurrent/guideforms/masters.htm>)  
Submit a *Program/Committee Change* form if necessary.

- \_\_\_\_\_ Submit the completed Masters Program Completion Portfolio to your advisor at least one week prior to your scheduled final examination date. Your advisor will circulate it to committee members for viewing prior to the final examination/portfolio presentation.
  
- \_\_\_\_\_ Prior to your Final Examination (portfolio project/report/thesis/), access and complete the **M. S. in C&I Program Completion Survey** (<https://www.coe.ksu.edu/assessment/curin/> ).
  
- \_\_\_\_\_ Present your ***Program Completion Portfolio*** at your scheduled final examination through a PowerPoint presentation and direct references to materials in your portfolio.
  
- \_\_\_\_\_ At your Final Examination, your committee will complete the **MS. Program Completion Rubric** to assess your overall program performance (<https://www.coe.ksu.edu/assessment/curin/> ) and submit it online.
  
- \_\_\_\_\_ Complete the Graduate School Exit Survey, complete all requirements for graduation, and pay graduation fees.
  
- \_\_\_\_\_ Receive the M. S. in Curriculum & Instruction degree.