Courses in this catalog are offered with the understanding that the University may withdraw any course if conditions beyond the institution’s control make it impossible to offer it, or if enrollment in that course is insufficient to justify the course. This catalog is available in alternate formats.

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Graduate Policy Handbook
EMPORIA STATE UNIVERSITY

GRADUATE SCHOOL
EMPORIA STATE UNIVERSITY
Revised June, 2013
GRADUATE SCHOOL

Mission

Vision for Graduate School
The Graduate School strives to provide dynamic and responsive graduate programs through partnerships with schools and colleges, in order to prepare scholars, academic leaders, and professionals committed and empowered as innovators, educators, scholars, and change agents.

Mission for ESU Graduate School
The Graduate School promotes, fosters, and advances graduate education and research and creative endeavors.

ESU Values
Excellence
Respect
Responsibility
Service

Foundation of Excellence in Graduate Student Experiences
Foundation of Excellence in Research and Creative Activities
Foundation of Excellence in Graduate Student and Faculty Support and Services

Graduate School Administration

The Dean of the Graduate School and Distance Education is responsible for carrying out the university policies concerning graduate education. Emporia State University offers programs of study leading to the degrees Master of Science, Master of Arts, Master of Business Administration, Master of Education, Master of Library Science, Master of Arts in Teaching, Master of Music, Specialist in Education and Ph.D. in Library and Information Management.

The Graduate Council

The Graduate Council assists the Dean with review and coordination of all graduate programs, formulation of academic policies governing graduate programs, and with administration of the Graduate School. It meets monthly, additional times if necessary, and is chaired by an elected chairperson. Membership in the Graduate Council consists of the chair of each department offering graduate course work, or a full member of the graduate faculty either designated by the chair or elected by department faculty, and two student representatives who are selected annually by the Graduate Dean.

Departmental Committees

Each department offering graduate programs has a graduate committee. The departmental graduate committee determines departmental graduate policies and procedures as long as they are not in conflict with university/graduate school policy.

GRADUATE ADMISSIONS POLICIES

Applications may be submitted online.

Graduate School - Box 4003
1200 Commercial St.
Emporia, KS 66801-5087
FAX number: 620-341-5909
telephone: 620-341-5403 or 1-800-950-GRAD
e-mail: gradinfo@emporia.edu

Application for admission to graduate study should be submitted to the Graduate School no later than two weeks before the first day of an enrollment period. Some programs require earlier application or additional application forms prior to admission. Students should check with individual departments for additional application requirements.

Students who have not enrolled for three-years and have been inactivated will be required to obtain a new departmental approval/eligibility before they can continue in their degree program.

Undocumented persons (must provide documentation of citizenship application) or resident aliens (must provide a copy of permanent residency card) who do not hold an F1 or J1 visa may apply for graduate study, through Graduate School.

Application fees are not refundable and application materials are non-returnable.

We strongly encourage students to familiarize themselves with all graduate student policies and procedures. All correspondence from the graduate school (e.g., admissions information, eligibility, degree analysis, instructions for graduation) will be directed to your ESU email account. Please contact Instructional Technologies (IT) at 341-5555 or toll free at 877-341-5555 if you have any questions regarding your email account.

Registration Disclosure--
"Emporia State University is registered as a Private Institution with the Minnesota Office of Higher Education pursuant to sections 136A.61 to 136A.71. Registration is not an endorsement of the institution. Credits earned at the institution may not transfer to all other institutions."

Arkansas Higher Education Coordinating Board certification does not constitute an endorsement of any institution, course or degree program. Such certification merely indicates that certain minimum standards have been met under the rules and regulations of institutional certification as defined in Arkansas Code §6-61-301.

State Authorizations can be viewed at:
http://www.emporia.edu/distance/state-authorization/

GRADUATE ADMISSIONS CATEGORIES

Non-degree/Licensure Seeking Student
Students with at least a baccalaureate degree from a regionally accredited institution who desire to enroll in graduate course work but are not seeking a degree or certificate are classified as non-degree or licensure students. Students are required to pay a $25 application fee and submit proof of baccalaureate degree (copy of unofficial transcript, official letter from a university registrar, or copy of diploma) from a regionally
accredited institution by the end of the first semester. Faculty reserve the right to decide on the applicability of course work taken prior to formal admission into a degree program. A non-degree or licensure student, who wishes to enter a degree program at a later date, must submit a new application and go through the admission review process. A maximum of 12 approved hours earned under this status may be applied to a degree program.

Students should check the graduate degree listing or contact the Teacher Licensure Coordinator in the Teachers College (620-341-5412) for specific licensure programs offered at ESU. Some departments do require official transcripts from licensure applicants.

Certificate Seeking
Students with at least a baccalaureate degree from a regionally accredited institution who desire to enroll in graduate course work for the purpose of obtaining a certificate are classified as certificate seeking students. Students should check the graduate degree listing for specific certificate programs offered at ESU. Students are required to pay a $40 application fee.

Master’s Degree (MA, MAI, MAT, MBA, MED, MLS, MM, MS)
The following are admission requirements for degree seeking students.

Please note, students in distance programs must submit a copy of the valid government-issued photo identification (ID) that is acknowledged by the student’s signature below. Government-issued ids include such things as driver’s license, passport, military id, permanent resident card. The form can be found at http://www.emporia.edu/dotAsset/f7c328df-dbed-4131-a56c-39d6955646d5.pdf.

1) A bachelor's degree from a regionally accredited institution. Verification of undergraduate degree completion must be sent to the Graduate School before student may enroll in classes. (Documents of degree completion include an unofficial transcript, copy of diploma or letter from undergraduate institution registrar. The documents can be faxed to 620-341-5909, emailed to gradinfo@emporia.edu or mailed to: Emporia State University, Campus Box 4003, 1200 Commercial St., Emporia KS 66801).

2) Adequate preparation in the proposed area of specialization (to be determined by the department of specialization).

3) A grade point average of not less than 2.5 in the last 60 semester hours of study or an overall grade point average of no less than 3.0 for a completed master’s degree. This admission does not constitute admission to a specific program.

4) Probationary* admission to the Graduate School is permitted if the student has a grade point average between 2.2 and 2.49 on the last 60 hours of study. The student must achieve a 3.00 grade point average in his or her first nine semester hours of graduate study. If the student does not meet this condition, she or he will not be permitted to continue in graduate study.

5) Satisfactory completion of the entrance examinations required by the major department. Specific information about these examinations may be obtained from the department in which one wishes to study or from the Graduate School.

6) Submission of official transcripts from each institution attended. Transcripts are considered official only if they are received from the institution in a sealed envelope or are received through a secure transcript service. Official transcripts from a regionally accredited institution must be received by the end of the first semester or students will not be allowed to enroll in a second semester.

7) Students who have obtained a degree from a foreign university/college must have a transcript evaluation from a recommended external source that is a member of NACES (National Association of Credential Evaluation Services). Students will not be allowed to enroll until the evaluation has been received in the Graduate School.

8) Payment of a non-refundable $40 application fee.

* Probationary refers to permitting graduate students into a graduate program if they do not meet regular admission criteria. Conditional refers to permitting undergraduate seniors to take graduate classes for graduate credit.

Specialist in Education Degree (Ed.S.)
Please contact the Department of Psychology and Special Education for information. Students are required to pay a non-refundable $40 application fee. Official transcripts from a regionally accredited institution must be received by the end of the first semester or students will not be allowed to enroll in a second semester.

Please note, students in distance programs must submit a copy of the valid government-issued photo identification (ID) that is acknowledged by the student’s signature below. Government-issued ids include such things as driver’s license, passport, military id, permanent resident card. The form can be found at
Doctor of Philosophy (Ph.D.)
Please contact the School of Library and Information Management for information. Students are required to pay a non-refundable $50 application fee. Official transcripts from a regionally accredited institution must be received by the end of the first semester or students will not be allowed to enroll in a second semester.

Please note, students in distance programs must submit a copy of the valid government-issued photo identification (ID) that is acknowledged by the student’s signature below. Government-issued ids include such things as driver’s license, passport, military id, permanent resident card. The form can be found at http://www.emporia.edu/dotAsset/f7e328df-dbed-4131-a56c-39d6955646d5.pdf.

GRADUATE ASSISTANTSHIP AWARDS
Emporia State University provides assistance for graduate students through three primary sources in addition to the regular student financial aid programs.

Graduate Assistantships
Graduate assistantships are available in most departments offering graduate degree programs. Types of assistantships available are teaching, research, and administrative. To qualify for an assistantship, an applicant must have a minimum undergraduate (four-year) grade point average of 2.5 or 2.75 for the last two years of undergraduate study, based on a 4.0 system, or 3.0 for at least 6 credit hours of graduate level course work (gpa requirement cannot be waived). The minimum course load for graduate assistants is six (6) hours during regular terms and three (3) hours for a summer term.

Courses that count toward the 6 credit hour enrollment requirement for graduate assistants must consist of graduate level courses. Once the 6 credit hour requirement has been fulfilled, the student may take additional courses (either graduate or undergraduate). A waiver of the minimum enrollment requirement may be granted by graduate school with the approval of the department and graduate dean.

Graduate assistant positions are contingent upon a successful criminal background check.

Graduate assistantships for the purpose of a tuition waiver must be awarded on the basis of 20 hours worked per week for a full semester. To be eligible for a tuition waiver during the summer, graduate assistants must hold an assistantship for at least one month during the summer term. If a graduate assistant’s award is terminated prior to the end of the contract, the student will be required to repay the tuition waiver on a prorated basis. Courses taken for audit credit do not count in computing minimum course load requirements. Non-resident assistants are eligible for resident fees during each full semester in which they hold an assistantship appointment for at least 20 hours duty per week. Graduate assistants will be responsible for paying the campus and technology fees each semester.

All graduate assistants are expected to work half-time (20 hours per week). Work given them is expected to fit within a 20-hour work week. In emergency or otherwise exceptional circumstances (e.g., the illness of a colleague), a graduate assistant, with the approval of the department chair, dean, and graduate dean, may be paid additional compensation for additional and temporary work. Such compensation will be provided only in rare and unusual circumstances. Graduate assistants will not be compelled to work when the university is closed nor will they be docked in pay.

A graduate student may hold an assistantship funded via university allocations for a maximum of six semesters (excluding summers) while working on a single graduate degree. Ph.D. students may hold an assistantship for a maximum of eight academic semesters (excluding summers). Departments may grant extended funding beyond these limits up to 8 semesters respectively for research assistantships if such funds are provided via external (non-university-allocated) sources. Graduate students in a 60 hour program can hold a graduate assistantship for up to three years. (Revised by the Graduate Council January 20, 2011).

Students are required to show normal academic progress (3.00 grade point average) each semester (fall and spring semesters only). When a student’s semester grade point average (GPA) falls below 3.0, the student will be placed on academic probation and may be dismissed from her/his graduate assistantship position at the discretion of the department. Two consecutive semesters of a GPA below 3.0 will result in termination of the graduate assistantship. When a student’s semester GPA falls below 2.5, the graduate assistantship will be terminated; the department may reappoint the student to a graduate assistantship when the student’s cumulative GPA is 3.00 or better and the most recent semester GPA is 3.0 or better.

Graduate Assistant Categories and Job Descriptions
All first-year graduate assistants are required to attend the New Graduate Student Orientation, which is scheduled at the beginning of the fall term.

Graduate Teaching Assistant
A Graduate Teaching Assistant (GTA) serves an instructional role in a class or laboratory offered by an academic unit for credit. The GTA need not be the instructor of record. Duties may include actual instruction in a classroom setting; leading discussion sessions; conducting help and/or tutoring sessions;
assisting with laboratory setup; helping faculty prepare lectures and course materials; grading papers, exams, laboratory reports, projects, and class homework; coaching; and performing other duties pertaining to the instructional mission of ESU.

All teaching assistants are required to complete course work, or equivalent, in instruction provided by their respective department to assure knowledge of the teaching processes and effective instruction. This factor is a condition of employment. Exemptions may only be granted by the Dean of the Graduate School (contact the Graduate School to clarify exemption guidelines).

Master’s level GTA’s may teach courses at the 100-200 level. With department chair approval, GTA’s may also teach courses at the 300 level. GTA’s may not teach courses at the 400-500 level without approval from the Department Chair, College/School Dean, and Graduate Dean.

GTAs are eligible for full tuition waivers. This waiver does not include waiver of any fees and is for the actual semester of appointment only. GTAs must work twenty hours per week for a complete semester in order to be eligible for the tuition waiver.

Graduate Research Assistant

The primary function of a Graduate Research Assistant (GRA) is to assist a faculty member in an academic department with her/his scholarly and/or creative activities. Duties may include maintaining and operating scientific instruments and/or computer equipment; locating, reading, and summarizing pertinent research articles; performing laboratory experiments and assisting with fieldwork; calculating and analyzing results of research; and assisting musicians and artists in their creative endeavors.

GRAs are eligible for full tuition waivers. This waiver does not include waiver of any fees and is for the actual semester of appointment only. GRAs must work twenty hours per week for a complete semester in order to be eligible for the tuition waiver.

Graduate Administrative Assistant

The primary function of a Graduate Administrative Assistant (GAA) is to assist in non-teaching and non-research activities. A GAA should perform more than the usual receptionist/secretary duties. Duties should augment a student’s academic program and provide opportunities to apply knowledge gained through the program. Duties may include entering computer data, maintaining records, preparing reports and surveys, and interpreting and correlating administrative data. GAA responsibilities may also include interacting with students, faculty, administrators, alumni, and visitors to the University. Departments will be expected to explain briefly on the actual award form how the GAA duties augment the student’s academic program.

GAAs are eligible for full tuition waivers. This waiver does not include waiver of any fees and is for the actual semester of appointment only. GAAs must work twenty hours per week for a complete semester to be eligible to receive the tuition waiver.

Student Health Insurance

Graduate students holding a full-time (20 hours per week) graduate teaching, research, or administrative assistantship for a complete semester are eligible for student health insurance with the university contributing toward the monthly premium. Eligible graduate assistants can enroll for the health insurance through the Office of Human Resources, Plumb Hall 211. Insurance applications and brochures can be downloaded at https://www.uhcsr.com/.

Graduate Assistant Technology Policy

Each graduate assistant must have access to a dedicated computer and work station with appropriate software and network connection to support his/her graduate assistant work within his/her department (approved November, 2004).

Graduate Assistant Awards for International Graduate Students

International graduate students cannot be offered a graduate assistantship until they have completed all the admission requirements of the Office of International Education and have been accepted to Emporia State University and have been found eligible for a graduate program of study.

Once these requirements are met, an offer can be made contingent upon successful clearance of a background check. The department will be required to provide the student with a letter stating they have been offered a position. This proof of employment is a requirement in order to obtain a Social Security number. The student cannot begin work until Human Resources has received all the required employment documents and the background check has cleared.

Required Tests for International Graduate Teaching Assistants

In addition to English Proficiency requirements for admission to graduate study, graduate teaching assistants being considered for any employment having classroom or laboratory instructional responsibility and/or direct tutorial responsibilities and whose first language is not English must meet the following requirements PRIOR to being awarded a graduate teaching assistantship.

1. Present a TOEFL score of at least 550.
2. To be eligible for an appointment without spoken English language remediation conditions, all prospective graduate teaching assistants, whose first language is not English, shall be required to achieve a minimum score of 50 on the Speaking Proficiency English Assessment Kit (SPEAK), or equivalent, or a minimum score, set by Board staff in consultation with the Council of Chief Academic Officers and with the approval of the Board Academic Affairs Standing Committee, on the Speaking section of the Test of English as a Foreign Language internet Based Test (TOEFL iBT) by the third Monday in July for the fall semester or by December 1 for the spring semester or take the SPEAK exam at ESU before the appropriate deadline.

3. Must be interviewed and have their competency in spoken English assessed by no fewer than three institutional personnel, one of whom shall be a student. The interview can be conducted either face-to-face or by mediated means.

4. Prospective graduate teaching assistants who do not meet the above requirements shall not be assigned teaching responsibilities nor other tasks requiring direct instructional contact with students.

International Graduate Teaching Assistant requirements taken from the Kansas Board of Regents Policy and Procedures Manual.

International students requiring testing for teaching assistantships must be on campus and available for testing two weeks prior to the date classes begin.

DEGREE REQUIREMENTS

Master’s/Ed.S./Ph.D.

Master’s Degree

1. All requirements for the degree must be completed within a period of seven (7) years from the first enrollment date. In the case of compelling circumstances, the department offering the degree may consider a petition for a one-year extension of all requirements. The Graduate Council may consider a petition, with departmental approval, to validate course work in the ninth or tenth year, dating from the first enrollment. Validation may be accomplished by examination or additional approved work. No transfer work can be validated. No work over ten years old can be used to satisfy the requirements for graduate degrees.

2. A graduate degree plan must be signed by the advisor and filed with the Graduate School by the end of the first semester of graduate study.

3. The student must be admitted to degree candidacy by the major department. Usually a student is admitted to degree candidacy at the same time the degree plan is filed.

4. The student must complete the required number of semester hours of graduate level course work set by their department.

5. A minimum of 60 percent of credit hours must be earned in courses numbered 700 and above.

6. Satisfactory grades must be maintained as defined in the section titled “Grades.”

7. Graduates may participate in the commencement preceding completion of all degree requirements or in the first commencement following completion of all degree requirements.

The Specialist in Education Degree

The Specialist in Education (EdS) is an advanced degree involving a year of study beyond the master’s degree. This degree program is designed to be independent of any further graduate study. It is wholly within the province of an institution offering the doctorate to determine whether or not any part of the specialist program may partially fulfill requirements for the doctorate.

1. A master's degree from a regionally accredited institution with a GPA of 3.5 on the most recent master's degree.

2. If the master's degree was awarded by Emporia State University and the student completed the Graduate Essay Examination (GEE) of The Teachers College during his/her master's degree, the student will not be required to retake the GEE.

3. All requirements for the degree must be completed within a period of seven (7) years from the first enrollment date. In the case of compelling circumstances, the department offering the degree may consider a petition for a one-year extension of all requirements. The Graduate Council may consider a petition, with departmental approval, to validate course work in the ninth or tenth year, dating from the first enrollment. Validation may be accomplished by examination or additional approved work. No transfer work can be validated. No work over ten years old can be used to satisfy the requirements for graduate degrees.
4. A specialist degree plan must be signed by the advisor and filed with the Graduate School by the end of the first semester of graduate study.

5. The student must complete the required number of semester hours of graduate level course work set by their department. If equivalent courses were completed at the undergraduate level, graduate courses must be taken to fulfill the graduate hour requirements.

6. One academic year of supervised experience (internship) is required before the student may be recommended for full approval as a school psychologist certified by the Kansas Department of Education.

7. Students must pass a thesis defense or oral examination over their thesis area and research.

8. Satisfactory grades must be maintained as defined in the section titled “Grades.”

9. Graduates may participate in the commencement ceremonies preceding completion of all degree requirements or in the first commencement following completion of all degree requirements.

The Ph.D. Program
The curriculum of the Ph.D. program is designed to produce effective teachers and skilled researchers in fields related to library and information management.

1. All requirements for the degree must be completed within a period of eight (8) years from the first enrollment date.

2. A graduate degree plan must be signed by the advisor and filed with the Graduate School by the end of the first semester of graduate study.

3. Students will advance to degree candidacy after passing qualifying exams. These exams must be taken within a six-month period.

4. Students must complete the required number of semester hours of graduate level course work set by their department.

5. Students must be enrolled in a class each semester in order to be active in the program (continuous enrollment).

Ph.D. students who are forced to interrupt their studies for a period of one or more years should request a leave of absence from the university. In consultation with their graduate advisor, students should define the program modifications that the leave of absence requires and complete the leave of absence form. This form needs to be signed and approved by the graduate advisor, department chair, and Graduate Dean. Requests shall indicate the reason for leaving and the expected date of return to the university. The leave of absence is designed to suspend the requirement for continuous enrollment. It does not affect the maximum time limitation set for a degree program as documented in the time limitation section.

6. Students must complete at least 15 hours of dissertation credit. If dissertation has not been completed in 15 hours they must enroll in at least three credits each semester until the dissertation is completed.

7. Students must complete a minimum of 90 graduate hours beyond the baccalaureate degree.

8. Students must maintain a satisfactory level of work as determined by the doctoral faculty.

9. Graduates may not participate in the commencement ceremonies before acceptance of the dissertation by the committee, SLIM dean, and Graduate School dean.

APPLICATION PROCEDURES/REQUIREMENTS FOR GRADUATE CERTIFICATE PROGRAMS

Application Procedures and Program Requirements

1. A graduate application for admission and payment of the application fee must be submitted to the Graduate School.

2. Official transcripts from all universities attended must be on file in the Graduate School or submitted directly to the Graduate School.

3. The Department/School will determine the eligibility of the student for the Certificate Program and notify the Graduate School of the determination.

4. A Certificate Plan listing all courses used to fulfill the Certificate Program requirements must be submitted to the Graduate School and approved by the Graduate Dean.

5. Students completing the Geospatial Analysis Certificate Program must complete all courses for the certificate with a 3.0 GPA. Students completing the
Information Management Certificate Program and Legal Information Management Certificate Program must complete all courses for the certificate with a 3.5 GPA.

6. A Certificate Completion Notification should be submitted to the Graduate School by the student mid-semester prior to the semester in which the student anticipates completing the Certificate Program requirements. The Certificate Completion Notification form can be found online or in pdf format at http://www.emporia.edu/grad/graduate-forms/.

7. Completion of a graduate certificate program does not guarantee acceptance into a master's degree program.

8. The information on the transcript will read as follows:


Date: (Same as degree conferral dates for degree-seeking graduate students)

Check with the School of Library and Information Management, Music Department, Department of Physical Sciences, Department of Health, Physical Education, and Recreation or Elementary Education for additional information/requirements.

GRADUATE POLICIES
Eligibility to study in a graduate program is determined by a graduate committee in each department and by the Dean of the Graduate School and Distance Education. Classifications for eligibility are either unconditional, conditional (seniors earning graduate credit), or probationary. Students will receive notification from the Graduate School of their eligibility status. Admission to graduate study does not imply admission to candidacy for an advanced degree.

Degree Candidacy
After having been admitted to graduate study with the objective of earning an advanced degree, the student must apply for and be admitted to candidacy for the degree sought. Candidacy is the formal approval for pursuit of a graduate degree after it is determined that all specified preliminary requirements have been met. Procedures and requirements for admission to candidacy are determined by the department in which the student is specializing, including the following general requirements:

1. The student must have met the entrance or candidacy requirements of the major department, and the results must be on file in the Graduate School.

2. If a student was admitted on probation, a release from probation must be processed before or concurrently with degree candidacy.

3. The student must have filed a degree plan in the Graduate School during the first semester of graduate study and the plan must have been approved by the Dean of the Graduate School and Distance Education.

4. The student must have completed at least six hours of course work on the graduate program of study before being admitted to degree candidacy.

Admission to degree candidacy is based not only on the minimal standards stated above, but also includes an appraisal of the student's record and potential. The Graduate School has a responsibility to maintain a standard of excellence determined by the graduate faculty.

A student may be removed from degree candidacy (termination) based on academic progress. Notification of termination must come from the department that is terminating the student. The student must receive an official letter of termination with the reasons for the termination from the department chair/dean. If the student disagrees with the decision of termination, the student may appeal this decision in writing within thirty days from receipt of the letter. The written appeal should be sent to the Dean of the Graduate School and Distance Education. The Dean will review the appeal and may consult with other colleagues in this review. The decision of the appeal is final. Notification to the student and his/her department will occur in writing within ten business days of receipt of the appeal request.

Graduate Examinations
Departments offering a graduate program may require one or more examinations for admission to degree candidacy or for graduation. The nature of these examinations varies among departments. Students should confer with their graduate advisor concerning this requirement.

Advisory Committee
Each candidate who is writing a thesis must have the work supervised by an advisory committee. A department may require an advisory committee for the supervision of research papers or projects, which are part of a degree program. The candidate will select a chair of the thesis committee in consultation with the candidate’s advisor. One member of the
committee must be from outside the candidate's area of specialization. Students are required to complete and submit the Thesis and Dissertation Committee Declaration Form the semester prior to completing the thesis or dissertation.

Degree Plan
Degree-seeking graduate students must submit a degree plan signed by their advisor and department chair and approved by the Dean of the Graduate School and Distance Education to the Graduate School by the end of the first semester of graduate study.

Intent to Graduate
Notice of intent to graduate must be received by the Graduate School the semester preceding graduation. The Intent to Graduate form is due March 1 for summer graduates, July 1 for fall graduates, and November 1 for spring graduates. Failure to give notice of intent to graduate may cause a delay in graduation. The intent to graduate form must be submitted online at http://www.emporia.edu/grad/graduate-forms/.

Grades
Candidates for the Specialist in Education degree may use no grade lower than B or P in meeting degree requirements.

Candidates for the Master of Arts, Master of Business Administration, Master of Education, Master of Science, Master of Music, and Master of Library Science degrees must earn a grade point average of B (3.0) in all courses used for the degree. A grade of A, B, or P (no C, D or F grades) may be used in 500 and 600 level courses, and no grade lower than C may be used in other graduate classes. P grades will not be calculated in the GPA. Courses in which grades of C, D or F are earned may be retaken. Only those courses in which a grade of B or higher has been earned may be transferred from another institution. Courses in which P grades have been earned may be transferred from another accredited college or university, but the total of transfer P grades and P grades earned at ESU used to meet degree requirements cannot exceed two-fifths of the total credit hours for the degree. Although transfer credit may be accepted and used on the degree plan, no grades earned on transfer credit may be used in determining grade point averages. (Revised by the Graduate Council January 20, 2011).

In-Progress Grades
In Progress (IP) grade extensions are used in graduate classes identified by the College/School as requiring graduate work that extends beyond one semester. "IP" grades may be extended each semester at the discretion of the faculty member in charge. A final course grade must be submitted for the course(s) by the end of the semester the student graduates. Upon the graduate student’s completion of a non-thesis degree program, any thesis credit hours for which a grade has not been received will be transformed from “IP” to “W” grades. (FSB 03007)

Incomplete Grades
The grade “I” (incomplete) is given only for personal emergencies which are verifiable and when the student has done passing work in the course. The student has the responsibility to take the initiative in completing the work and the student is expected to make up the “incomplete” as soon as possible during the following semester.

Except for graduate research, thesis, or the equivalent, all incomplete work must be finished by the end of the following full semester (summer sessions are not considered a full semester for purposes of this deadline.) During the initial extension period, a student may submit a written petition for an extension of one additional semester during which an incomplete grade may be removed. In the most exceptional cases, the faculty member with the written approval of the department chair, may grant the request for an extension. An extension beyond two semesters will require the approval of the dean of the school or college in which the course was offered. (The granting of an extension will not be routine.) Individual instructors may establish earlier deadlines for completion of the work. Students who do not complete the unfinished work by the established deadline will have the grade of "F" entered on the transcript and will be required to re-enroll to earn credit in the course.

Definition of Semester Hours
All credits on official transcripts are certified in terms of the semester hour. A semester hour consists of a minimum of 750-800 minutes of classroom contact on lecture courses or its equivalent in independent study during the semester.

Transfer Credit
Graduate credit earned in regionally accredited institutions may be transferred for credit toward the Master's, Specialist in Education, or Ph.D. degrees subject to the following conditions:

1) No more than nine (9) semester hours of credit may be transferred into an ESU program requiring fewer than 40 hours of graduate coursework, or fifteen (15) into an ESU program requiring 40 or more hours of graduate coursework. Individual programs may reduce this limit at their discretion.

2) A grade of B or higher must have been earned in all such transfer credit.

3) Official transcripts of all transfer work must be on file in the Graduate School prior to submitting degree plans.
Completing a formal application for graduate study and submitting an official transcript.

Having a minimum overall undergraduate GPA of 2.5.

Completing a Request for Graduate Credit card for each course for enrollment. The approval of the advisor, course instructor, and Dean of the Graduate School and Distance Education, and Registrar is required. The Senior Request for Graduate Credit card must be presented to Registration at the time of enrollment.

Not needing or using the courses to meet undergraduate degree requirements. Graduate courses taken may not be used to meet undergraduate requirements. Undergraduate students who take graduate credit may only enroll for a total of 17 semester hours during the fall/spring or a total of 10 hours for the summer term (undergraduate/graduate). No more than 12 semester hours of graduate credit can be accumulated in this way. Only those courses numbered 500-799 will be considered for graduate credit before the undergraduate degree has been awarded. Undergraduate students may not enroll in 800 or 900 level graduate classes.

Transfer courses must be approved by the chair of the major department and the Dean of the Graduate School and Distance Education.

The transfer credit must be applicable toward a graduate degree at the university at which the course work was taken.

Students who have completed graduate level course work at accredited international universities must submit their transcripts to an approved foreign credential evaluation service which is a member of the National Association of Credential Evaluation Services. Students with questions should consult with the Office of International Education, Registration Office, or the Graduate School. All of the usual criteria for transfer credits apply (approved by Graduate Council March, 2005).

Seniors Earning Graduate Credit
College seniors at Emporia State University, or other four-year institutions, may earn graduate credit during the term in which the undergraduate degree is received and the term immediately preceding the final term by accomplishing the following:

1) Completing a formal application for graduate study and submitting an official transcript.

2) Having a minimum overall undergraduate GPA of 2.5.

3) Completing a Request for Graduate Credit card for each course for enrollment. The approval of the advisor, course instructor, and Dean of the Graduate School and Distance Education, and Registrar is required. The Senior Request for Graduate Credit card must be presented to Registration at the time of enrollment.

4) Not needing or using the courses to meet undergraduate degree requirements. Graduate courses taken may not be used to meet undergraduate requirements. Undergraduate students who take graduate credit may only enroll for a total of 17 semester hours during the fall/spring or a total of 10 hours for the summer term (undergraduate/graduate). No more than 12 semester hours of graduate credit can be accumulated in this way. Only those courses numbered 500-799 will be considered for graduate credit before the undergraduate degree has been awarded. Undergraduate students may not enroll in 800 or 900 level graduate classes.

A dissertation is required for the Doctor of Philosophy in Library and Information Management. Please check with SLIM for the deadline for receiving the finalized dissertation in their school. One copy of the dissertation in final form and approved by the department with committee signatures is due in the Graduate School one week before graduation. The dissertation guide is available online on the graduate web site (Policies). Dates by which dissertations must be received in the Graduate School are listed in the dissertation guide booklet. Exceptions to the rules governing the typing of dissertations may be permitted, but only with the written consent of the Dean of the Graduate School and Distance Education and the chair of the candidate's committee.

An original copy with departmental signatures is due in the Graduate School no later than 3 weeks prior to the close of the semester for review by the Graduate School. All dissertations must have the approval of the student's dissertation committee, the chair of the dissertation committee, and the department chair or the dissertation will not be accepted by the Graduate School. An electronic copy of the finalized, corrected dissertation must also be provided at the time the final, corrected hard-copy manuscript is submitted to the Graduate School. Finalized corrected hard copy with payment is due in the Graduate School one week prior to the close of the semester. The cost for the required bound copy is $15 and personal copies can be bound for $25 each plus applicable tax.

A thesis is required for certain degrees and is an option in others. Students are required to complete and submit the Thesis and Dissertation Committee Declaration Form the semester prior to completing the thesis or dissertation. A copy of the thesis must be submitted to the major department no later than three weeks prior to the day on which the degree is to be conferred. Some departments may have earlier deadlines. One copy of the thesis in final form is due in the Graduate School one week prior to the close of the semester. A candidate may not apply more than six hours of thesis credit toward a master's degree.

A candidate may not apply more than six hours of thesis credit toward a master's degree.

An original copy with departmental signatures is due in the Graduate School no later than 3 weeks prior to the close of the semester for review by the Graduate School. All theses must have the approval of the student’s thesis advisory committee, the chair of the thesis advisory committee, and the department chair or the theses will not be accepted by the Graduate School. An electronic copy of the finalized, corrected thesis may be permitted, but only with the written consent of the Dean of the Graduate School and Distance Education and the chair of the candidate's committee.

A candidate may not apply more than six hours of thesis credit toward a master's degree.

A dissertation is required for the Doctor of Philosophy in Library and Information Management. Please check with SLIM for the deadline for receiving the finalized dissertation in their school. One copy of the dissertation in final form and approved by the department with committee signatures is due in the Graduate School one week before graduation. The dissertation guide is available online on the graduate web site (Policies). Dates by which dissertations must be received in the Graduate School are listed in the dissertation guide booklet. Exceptions to the rules governing the typing of dissertations may be permitted, but only with the written consent of the Dean of the Graduate School and Distance Education and the chair of the candidate's committee.

An original copy with departmental signatures is due in the Graduate School no later than 3 weeks prior to the close of the semester for review by the Graduate School. All theses must have the approval of the student’s thesis advisory committee, the chair of the thesis advisory committee, and the department chair or the theses will not be accepted by the Graduate School. An electronic copy of the finalized, corrected thesis must also be provided at the time the hard-copy manuscript is submitted to the Graduate School. The electronic copy (in pdf format) should be sent as an attachment to
Courses enrolled for audit credit do not count in computing minimum course load requirements for graduate assistants. Any exception to these regulations must be requested by the chair of the major department and approved prior to enrollment by the Dean of the Graduate School and Distance Education.

Time Limit
Requirements for the master’s and specialist in education graduate degrees must be completed within seven (7) years from the date of the first enrollment. Requirements for the Ph.D. program must be completed within eight (8) years from the date of the first enrollment. In the case of compelling circumstances, the Department offering the degree may consider a petition for a one-year extension of all requirements. The Graduate Council may consider a petition, with Departmental approval, to validate course work in the ninth or tenth year, dating from the first enrollment. Validation may be accomplished by examination or additional approved work. No transfer work can be validated. No work over ten years old can be used to satisfy the requirements for graduate degrees.

Post-Baccalaureate Certification
Holders of baccalaureate degrees who wish to obtain certification for teaching at the elementary or secondary level should contact the teacher licensure specialist in the Office of Professional Education Services in The Teachers College for initial advisement, phone 620-341-5447.

Requirements for a Second Master’s Degree
Should a student wish to secure a second master’s degree at ESU, a department or school may approve a degree plan, which includes a maximum of ten semester hours of credit from the first degree. Any exception to this ten-hour limit must be requested by the chair of the major department and approved by the Dean of the Graduate School and Distance Education. The second degree program must fulfill all of the requirements for that particular master's degree.

Laurence C. Boylan Scholar Award
The Laurence C. Boylan Scholar Award was created by a special fund drive to honor Dr. Boylan, Dean of Graduate Studies from 1958-66. The Laurence C. Boylan Fund provides awards for distinguished scholarship in graduate study at ESU by honoring outstanding scholars. Degree-seeking graduate students must submit an application and demonstrate a financial need.

Harold Durst Graduate Research Award
The Harold Durst Graduate Research Award is presented annually to provide financial support for creative activities and research by a graduate student completing a thesis. Students are required to submit a proposal including introduction, background, significance of proposed research/creative...
activity, methodology, expected outcomes, literature cited, budget, and include a vita. Proposals are reviewed by a sub-committee of the Graduate Council.

Graduate Teaching Assistant University Award for Excellent Teaching
The Graduate Council established two awards to recognize excellence in teaching, defined as instruction in both traditional classroom and technology-assisted formats. Two awards of $500 each are awarded annually. Nominations must be submitted by faculty members, department chairs, or graduate teaching assistants. Nominations are reviewed by a sub-committee of the Graduate Council.

Exceptions to these Policies
All questions concerning possible exceptions or the interpretations of these policies, procedures, and requirements should be directed to the Dean of the Graduate School and Distance Education.

ACADEMIC DISHONESTY POLICY
3D.0701 ACADEMIC DISHONESTY POLICY (FSB 95002 approved by President 1/31/96; FSB 03002 passed by Faculty Senate 1/20/04; approved by President 2/9/04; FSB 05002 passed by Faculty Senate 1/17/06; approved by President 2/7/06; title update approved by President of the Faculty 8/22/2010; FSB 10007 passed by Faculty Senate 3/15/2011; approved by President 3/21/2011).

Academic dishonesty, a basis for disciplinary action, includes but is not limited to activities such as cheating and plagiarism (presenting as one’s own the intellectual or creative accomplishments of another without giving credit to the source or sources).

The faculty member in whose course or under whose tutelage an act of academic dishonesty occurs has the option of failing the student for the academic hours in question, or for any components or requirements for that course. Departments, schools, and colleges may have provisions for more severe penalties. Emporia State University may impose penalties for academic dishonesty up to and including expulsion from the student’s major or from the University. In addition, acts of academic dishonesty shall be grounds to deny admission to a department or program.

In addition to the penalties above, the faculty member shall notify in writing his/her department chair and the registrar of the infraction. The department chair shall forward a report of the infraction to the Provost and Vice President for Academic Affairs and Student Life. The registrar shall block the student from withdrawing from the course to avoid the penalties that result from the infraction. The Provost and Vice President for Academic Affairs and Student Life shall act as the record keeper for student academic infractions. The Provost and Vice President for Academic Affairs and Student Life will notify the student in writing that an infraction has been reported and inform the student of the right to appeal and of the appropriate appeal procedures. The Provost and Vice President for Academic Affairs and Student Life shall notify the student, the department chair, and the faculty member that initiated the proceedings, of any additional action taken beyond those already imposed by the faculty member. Should a single infraction be so egregious, or should a student have a record of multiple infractions, the Provost and Vice President for Academic Affairs and Student Life may impose additional penalties, including expulsion of the student from the University.

The student has the right to appeal the charge of academic dishonesty (see Student Conduct section in the University Policy Manual). If after an appeal it is found that the student did not commit an act of academic dishonesty, no penalties will be imposed on the student.

A chair of a department of director of a program may request from the Provost and Vice President for Academic Affairs and Student Life a list of all currently enrolled ESU students within that major or program who have committed acts of academic dishonesty. This request may be a standing request to be filling automatically during each semester until the request is rescinded by the chair or director. In addition, a chair of a department or director of a program may submit to the office of the Provost and Vice President for Academic Affairs and Student Life a list of applicants to a program or major and the chair or director may be informed if any of the applicants has committed any acts of academic dishonesty.

Prior to the beginning of the next academic year, the office of the Provost and Vice President for Academic Affairs and Student Life shall send to the Chair of the Academic Affairs Committee of the Faculty Senate a list containing nonspecific student identifiers, such as Student 1, Student 2, etc., their specific academic infraction(s) reported to the Provost’s office, the total number of infractions that have been reported for each student, and any actions taken by the Provost and Vice President for Academic Affairs and Student Life.
BIOLOGICAL SCIENCES

R. Brent Thomas, Chair
Scott S. Crupper, Graduate Coordinator

Web: http://www.emporia.edu/biosci/biology.htm
Phone: 620-341-5311

Graduate Faculty
Associate Professors: Tim Burnett, William Jensen, Brenda Koerner, Yixin Yang.
Assistant Professors: Melisa Bailey.

The graduate program of the Department of Biological Sciences is designed to qualify persons for teaching biology in community college, and liberal arts colleges; for continued graduate work at the doctoral level; and for employment in various fields of biology, including certain fields of applied biology.

Lecture rooms, teaching laboratories, a greenhouse, and research facilities of the department are located in Breukelman Hall. Constant-temperature chambers for plant and animal studies, centrifuges of various kinds, and electrophoretic, spectrographic, chromatographic, electrophysiological, and immunochemical instruments, as well as field-operated In addition to the Application For Admission To Graduate Study, the Department of Biological Sciences uses a special application that is online and available upon request from the Graduate Coordinator of the department. We encourage a visit to the department and require the applicant to submit references and a personal background statement detailing goals and experiences in biology. International students must apply for graduate studies through the International Student Office. The department's admission committee will make a decision based upon the applicant's undergraduate grade point average, the application materials, and a willing advisor. The applicant can be accepted unconditionally, with condition, on a probationary basis, or the applicant can be denied.

Degree Candidacy Requirements
If the academic record, English proficiency examination, proposed plan of research and degree plan are satisfactory, the Degree Candidacy Card will be signed by the Graduate Coordinator of the department and forwarded to the Graduate School. If the record is unsatisfactory, the student will not be admitted to degree candidacy and can be asked to terminate graduate study.

In the event that the application is denied, the student can appeal the case by letter to the Department of Biological Sciences Graduate Committee for review. The committee, after consulting with the advisor, can require that the student discontinue graduate study or suggest that the student complete additional course work.

Master’s Degree, Biology
Students must pass an English proficiency examination given by the department during the first semester of enrollment and physioecological monitoring equipment are extensively used by graduate students. There is also equipment for modern molecular biology (e.g. DNA sequencer), animal facilities, a herbarium, and research microscopes. A natural history museum, with specimens mounted by internationally recognized taxidermist Richard H. Schmidt, contains hundreds of species of birds, mammals, fish mounts, and hand-painted molds of Kansas snakes. The museum also has more than a thousand other vertebrate study specimens. A field station, The Ross Natural History Reservation, consisting of laboratory buildings, ponds, and 200 acres of native grassland and located ten miles northwest of the main campus is extensively used in conjunction with class work, research, and science education. In addition, the students in our graduate programs have access to two Ozarkian wooded areas, two wetlands, a 40 acre tall grass prairie area in the Flint Hills with a spring, stream and pond, and several Federal and State reservoirs within a short drive. The Kansas Department of Wildlife and Parks has a research office on campus, and often interacts with the department.

Admission Requirements
Students who plan to do graduate work in biology should have an adequate background of undergraduate courses suitable to the area of biology in which they are interested. If such a background is lacking or incomplete, the student may be asked to make up these deficiencies in addition to pursuing the normal graduate program.

prior to enrolling GB 752. The student must present a public seminar and take an oral examination over the research at the completion of the thesis or research problem.

Master of Science (M.S.)
For those students considering graduate work beyond the master's degree, or employment as professional biologists, the M.S. program of study is strongly recommended. This program is designed to provide students with a more sophisticated research experience. The major in biology with a thesis requires not less than 30 hours of graduate credit.

Required Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>GB 750 Research Design and Analysis</td>
<td>3</td>
</tr>
<tr>
<td>GB 752 Scientific Writing</td>
<td>2</td>
</tr>
<tr>
<td>GB 770 Biology Seminar (2 hrs. credit, 2 hrs. non-credit)</td>
<td>2</td>
</tr>
<tr>
<td>GB 890 Thesis, MS</td>
<td>5</td>
</tr>
<tr>
<td>Electives above 500 level (may include no more than 7 hrs of Research)</td>
<td>18</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>30</strong></td>
</tr>
</tbody>
</table>

Master of Arts Degree, Biology
The M.A. in Biological Sciences will emphasize broad graduate training, designed to educate and train students with specific professional goals. As such, a restrictive curriculum will not be specified. Instead, individualized programs will be designed according to the needs and career objectives of the individual student, in consultation with the student and Department faculty members with expertise in the chosen area of study. The program of study must be approved by both the student’s major advisor and by the Graduate Coordinator. The M.A. program will require 35 hours of course work and an oral examination. Up to nine hours of approved graduate
course work outside the department will be accepted towards the graduate course work requirements.

All students enrolled in the M.A. program must select an exam committee of at least three faculty members that will administer the oral examination. If the student fails the exam on the first attempt, a second attempt must be made the following semester (including summer semesters). Failing the comprehensive oral exam a second time will require a formal petition for a third attempt. Denial of the petition will result in dismissal from the program.

BUSINESS
Web:  http://www.emporia.edu/business
Phone:  620-341-5685

Ronald Freeze, Chair
William Barnes, MBA Director
Nancy Groneman Hite, MSBE Director

Graduate Faculty:
Professors:  Kalyan Chakraborty, Mohammad Chowdhury, George Durler, Dipak Ghosh, Kevin Johnson, Peggy Lane, James Waeglein.
Associate Professors:  Ronald Freeze, Sharath Sasidharan.
Assistant Professors:  Xiaoyan Bao, Marian Riedy, Terence Saldanha.

The Master of Accountancy
Admission Requirements

• Bachelor’s degree with a grade-point average of at least 2.75 (A = 4.0).
• GMAT score of not less than 450 (depends on your grade-point average). The GMAT requirement for applicants graduating from an AACSB-accredited program with a 3.50 or better GPA will be waived.
• International students must score at least 550 on the TOEFL.

Degree Candidacy Requirements
a. Must have overall 3.0 GPA to graduate.
b. Allow no more than two “C’s” in courses taken at the 800-level. Note: students must earn a minimum of a “B” in all 500-level courses.
c. Allow no more than one “C” and one “D/F” in courses taken; the course with a “D/F” grade must be retaken and replaced with a minimum “B” grade to meet the previous standards. Students who earn a second “D” or “F” will be dismissed from the program. Students who earn a second “C” in the same course or a second “D” or “F” in any course will be considered for dismissal from the program.

Students who fall below these standards will be dismissed from the program. Students who have been dismissed from the program may submit a written petition for reinstatement to the School of Business Graduate Committee. As part of the reinstatement petitioning process, the committee reserves the right to examine the student’s academic record and reserves the right to speak to any previous instructor who has taught the student. This information may be used in the reinstatement
decision. Information provided by previous instructors will not be shared with the student. Reinstatement is a privilege and few students who are dismissed will be reinstated. Students who have been reinstated will serve a probationary period of the committee’s discretion and must meet reinstatement conditions as determined by the committee. Students not achieving the probationary or reinstatement conditions will be automatically dismissed from the program without recourse. The decision of the School of Business Graduate Committee is final.

Graduation Requirements

Required Courses

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>AC 853</td>
<td>Accounting Theory</td>
<td>3</td>
</tr>
<tr>
<td>AC 833</td>
<td>Advanced Auditing</td>
<td>3</td>
</tr>
<tr>
<td>AC 840</td>
<td>Advanced Management Accounting</td>
<td>3</td>
</tr>
<tr>
<td>AC 853</td>
<td>Accounting Theory</td>
<td>3</td>
</tr>
<tr>
<td>AC 860</td>
<td>Advanced Accounting Information Systems</td>
<td>3</td>
</tr>
<tr>
<td>Electives</td>
<td>(15 hours or 5 courses)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>At least nine of these hours must be at the 800 level.</td>
<td></td>
</tr>
<tr>
<td>AC 523</td>
<td>Federal Income Tax Accounting II</td>
<td>3</td>
</tr>
<tr>
<td>AC 533</td>
<td>Governmental and Not-for Profit Accounting</td>
<td>3</td>
</tr>
<tr>
<td>AC 563</td>
<td>Advanced Financial Accounting</td>
<td>3</td>
</tr>
<tr>
<td>AC 805</td>
<td>Special Topics in Accounting</td>
<td>3</td>
</tr>
<tr>
<td>AC 820</td>
<td>Federal Income Taxation of Corporations and Shareholders</td>
<td>3</td>
</tr>
<tr>
<td>AC 830</td>
<td>Fraud Examination</td>
<td>3</td>
</tr>
<tr>
<td>IS 813</td>
<td>Information Technology Project Management</td>
<td>3</td>
</tr>
<tr>
<td>IS 823</td>
<td>Systems Analysis and Design</td>
<td>3</td>
</tr>
<tr>
<td>IS 853</td>
<td>Business Analytics</td>
<td>3</td>
</tr>
<tr>
<td>IS 863</td>
<td>Enterprise Resource Planning Foundations</td>
<td>3</td>
</tr>
<tr>
<td>IS 873</td>
<td>Info Systems for Managerial Decision making</td>
<td>3</td>
</tr>
<tr>
<td>IS 883</td>
<td>Enterprise Resource Planning Configuration</td>
<td>3</td>
</tr>
<tr>
<td>*BC 807</td>
<td>Managerial Economics</td>
<td>3</td>
</tr>
<tr>
<td>*BC 820</td>
<td>International Economics</td>
<td>3</td>
</tr>
<tr>
<td>**BU 573</td>
<td>Law of Commerce</td>
<td>3</td>
</tr>
<tr>
<td>**BU 820</td>
<td>Quantitative Analysis for Business Decisions</td>
<td>3</td>
</tr>
</tbody>
</table>

Total Hours: 30

* Necessary for CPA exam if student did not take an upper level economics as undergraduate.
** Necessary for CPA exam if student did not take Law of Commerce and/or a Quantitative methods course as an undergraduate.

Students may concentrate their elective courses in an area if they desire to do so, and the necessary courses are available.


MBA Program

MBA Faculty

Professors: Kalyan Chakraborty, Mohammad Chowdhury, Raffaele DeVito, George Durler, Dipak Ghosh, Kevin Johnson, Peggy Lane, Donald Miller, Thomas Slocombe, James Waeglein.

Associate Professors: Ronald Freeze, Dan Kennett, Sharath Sasidharan, Tanja Steiner, Jun Yu.

Assistant Professors: Xiaoyan Bao, Andy Pore, Marion Riedy, Terence Saldanha, Joyce Zhou.

REQUIREMENTS FOR ADMISSION

a. Bachelor’s degree from an accredited college or university.
b. Require a minimum GPA of 2.75 GPA or higher (4.0 system) on all courses taken.
c. Require a minimum GMAT of 450 or GRE equivalent score. Applicants who have an overall GPA of 3.50 or better from an AACSB-accredited undergraduate program are exempt from taking the GMAT or GRE.
d. Meets the formula of 200 X undergraduate GPA + GMAT score = 1050.
e. GMAT must be successfully completed before starting any graduate course.

REQUIREMENTS FOR PROVISIONAL ADMISSION

The MBA Committee will evaluate all applicants who do not meet the conditions for Unconditional Admission and who present either a minimum GPA of 2.65 or a 420 GMAT for Provisional Admission status. The formula of 200 X undergraduate GPA + GMAT score = 1100 will be used for Provisional Admission. There is no guarantee of Provisional Admission simply because the indicated scores have been achieved. If granted Provisional Admission, the student must earn grades of “B” or above in the first nine hours of MBA classes. Students not meeting this standard are subject to dismissal from the program.
REQUIREMENTS FOR DEGREE CANDIDACY

a. Must have an overall 3.0 GPA to graduate.
b. Allow no more than two “Cs” in courses taken at the 800-level. Note: students must earn a minimum of a “B” in all 500-level courses.
c. Allow no more than one “C” and one “D/F” in courses taken; the course with a “D/F” grade must be retaken and replaced with a minimum “B” grade to meet the previous standards. Students who earn a second “D” or “F” will be dismissed from the program.
d. Students who earn a second “C” in the same course or a second “D” or “F” in any course will be dismissed from the program.
e. Students who fall below these standards will be automatically dismissed from the program.

Students who have been dismissed from the program may submit a written petition for reinstatement to the MBA committee. As part of the reinstatement petitioning process, the MBA committee reserves the right to examine the student’s academic record and reserves the right to speak to any previous instructor who has taught the student. This information may be used in the reinstatement decision. Information provided by previous instructors will not be shared with the student. Reinstatement is a privilege and few students who are dismissed will be reinstated. Students who have been reinstated will serve a probationary period of the MBA committee’s discretion and must meet reinstatement conditions as determined by the MBA committee. Students not achieving the probationary or reinstatement conditions will be automatically dismissed from the program without recourse. The decision of the MBA committee is final.

BACKGROUND COMPETENCY REQUIREMENTS

Background - All MBA students must have a background in the following areas prior to enrolling in courses for which the background is necessary.

A. Accounting (including Financial and Managerial)
B. Business Law (United States)*
C. College Algebra (or equivalent)
D. Computing
E. Economics (including Micro and Macro)
F. Finance
G. Statistics

*This requirement may be met by taking an undergraduate- or graduate-level law course approved by the MBA Director.

Some or all of the background requirements may be met through academic credit or professional experience. Students otherwise admitted may take any courses for which they have met the background requirement.

GRADUATION REQUIREMENTS

1. REQUIRED MBA CORE
   - MG 853    Behavioral Aspect of Management 3
   - FI 850    Advanced Financial Management 3
   - MK 864    Marketing Management 3
   - BU 820    Quantitative Analysis of Business Decisions 3
   - MG 899* Business Policy & Strategic Management 3
   - IS 873    Information Systems for Managerial Decision Making 3
   - BC 807    Managerial Economics 3
   Total 21

*The capstone course is taken in the last semester.

2. REQUIRED ACCOUNTING COURSE
   - AC 843    Accounting Information for Management 3

3. MBA ELECTIVES - At least 6 of the 12 required elective credit hours must be in 800-level courses

Total Required Graduate MBA Hours 36

MBA ACCOUNTING CONCENTRATION

The MBA Program provides an optional accounting concentration. This concentration is for those interested in fulfilling the 150-hour admission requirement for the Uniform CPA Examination and for those interested in developing a more in-depth background in accounting.
ADMISSION REQUIREMENTS

Applicants must meet the admission and degree candidacy requirements listed previously.

BACKGROUND COMPETENCY REQUIREMENTS

In addition to Background Requirements (A) - (G) listed above, MBA Accounting Concentration students must have a minimum of a “C” grade in the following areas prior to enrolling in the accounting courses for which the background is necessary.

H. Intermediate Financial Accounting
I. Cost Accounting
J. Income Taxation
K. Auditing
L. Accounting Information Systems

Some or all of the background requirements may be met through academic credit or professional experience.

GRADUATION REQUIREMENTS

1. REQUIRED MBA CORE (listed previously) 21

2. REQUIRED ACCOUNTING COURSE
   AC 853 Accounting Theory 3

3. ACCOUNTING ELECTIVES 9
   (A minimum of six credit hours must be 800-level.)
   AC 503 Managerial Accounting II
   AC 505 Special Topics in Accounting
   AC 523 Federal Income Tax Accounting II
   AC 513 Management Control Systems
   AC 563 Advanced Financial Accounting
   AC 805 Special Topics in Accounting
   AC 820 Federal Income Taxation of Corporations and Shareholders
   AC 821 Federal Tax Research
   AC 830 Fraud Examination
   AC 833 Advanced Auditing
   AC 840 Advanced Management Accounting
   AC 843 Accounting Information for Management
   AC 850 International Accounting
   AC 853 Accounting Theory
   AC 860 Advanced Accounting Information Systems

4. BUSINESS ELECTIVES 3
   (May be at the 500-level)

Total Required Graduate MBA Hours 36

*Students interested in sitting for the CPA Examination in Kansas must have two courses in business law, a course in accounting systems, and eleven hours in written and/or oral communications.

MBA ENTERPRISE RESOURCE PLANNING CONCENTRATION (ERP)

Enterprise Resource Planning (ERP) systems refer to integrated software that incorporates best practices to manage data from all organizational departments resulting in one true picture of a company’s operational picture. It changes the nature of decisions made in a company to be more strategic in nature instead of routine. The ERP concentration prepares students to understand and configure the basic processes within an ERP system utilizing SAP software.

ADMISSION REQUIREMENTS

Applicants must meet the admission and degree candidacy requirements listed previously.

BACKGROUND COMPETENCY REQUIREMENTS

All ERP concentration students must have the Background Requirements (A) - (G) as stated above.

REQUIRED MBA CORE (listed previously)

ADDITIONAL REQUIRED COURSES

AC 843 Accounting Information for Management 3
IS 863 Enterprise Resource Planning (ERP) Fundamentals 3

*REQUIRED ERP ELECTIVES 6

IS 853 Business Analytics
IS 883 Enterprise Resource Planning (ERP) Configuration

*3 hours must be 800-level

*REQUIRED BUSINESS ELECTIVES 3

*This class may be at the 500 level

Total Required Graduate MBA Hours 36
MBA INFORMATION SYSTEMS CONCENTRATION

The MBA Program provides an optional Information Systems concentration. This concentration provides students with additional knowledge and expertise to effectively manage IT projects and assess an organization’s IT capabilities.

ADMISSION REQUIREMENTS

Applicants must meet the admission and degree candidacy requirements listed previously.

BACKGROUND COMPETENCY REQUIREMENTS

Background Requirements A-G as listed above.

GRADUATION REQUIREMENTS

1. REQUIRED MBA CORE (listed previously) 21

2. ADDITIONAL REQUIRED COURSES
   AC 843 Accounting Information for Management 3
   IS 823 Systems Analysis and Design 3

3. INFORMATION SYSTEMS ELECTIVES 6
   (A minimum of three of these hours must be 800-level.)
   IS 503 Telecommunications & Networking
   IS 853 Business Analytics
   IS 805 Special Topics in Information Systems
   IS 813 Information Technology Project Management
   IS 833 Knowledge Management
   IS 843 Electronic Commerce
   IS 863 Enterprise Resource Planning (ERP) Fundamentals

4. BUSINESS ELECTIVES 3
   (This course may be at the 500-level)

Total Required Graduate MBA Hours 36

Admission Requirements

Individuals wishing to pursue the master's degree in Business Education must meet all admission standards of the Graduate School. Additional requirements are a minimum undergraduate GPA of 2.70 in the last 60 hours and at least 15 undergraduate hours from the following areas: information systems, accounting, finance, management, and marketing.

A student may be admitted on probationary status with an undergraduate GPA of 2.50 - 2.69. The student must achieve a 3.00 GPA in the first eight hours of study and meet all other admission requirements including completion of deficiencies in the 15 undergraduate hour requirement to receive regular admission status.

Degree Candidacy Requirements

The candidate must achieve a 3.00 GPA in the first eight hours of study.

Graduation Requirements

A minimum of 35 hours of graduate work is required for the degree. All 35 hours are offered via the Internet over a three-year period.

Required Courses (23 hours required) Hours
BE 540 Electronic Communications 3
BE 701 PC Troubleshooting 1
BE 702 Methods of Teaching Computer Studies 2
BE 710 Designing Computer Presentations 2
BE 840 Instructional Technology Selection & Facility Design 3
BE 850 Emerging Issues in Computer & Business Education 3
BE 882 Business & Computer Curriculum Development 3
BE 884 Business Education Teaching Methods & Materials 3
BE 890 Research in Business/Computer Education 3

Graduate Electives (12 hours required) Total Hours 35

The Master of Science in Business Education Degree

The graduate program for the Master of Science degree in Business Education is designed for teachers seeking advanced preparation in the area of business, computers, and education. These individuals are currently or wish to be business teachers in a junior high school, high school, technical college, or community college, or they may wish to become training program specialists in business and industry.
COUNSELOR EDUCATION

Web: http://www.emporia.edu/ce/
Phone: 620-341-5220

James Costello, Chair

Graduate Faculty:
Professors: Dennis M. Pelsma, Katrina Miller.
Associate Professors: James Costello, Colleen Etzbach, Ann M. Miller, Michael Richard, Gaelynn P. Wolf Bordonaro.
Assistant Professors: Russell Fulmer, Jessica Woolhiser Stallings
Instructors: Eric Beeson, Julie Elson, Libby Schmanke.

The Department of Counselor Education offers graduate work leading to the Master of Science degree in Art Therapy Counseling, Mental Health Counseling, Rehabilitation Counseling, and School Counseling. There is also a dual degree in Art Therapy Counseling and Mental Health Counseling.

The department, which is housed in The Earl Center, 1601 State St., has a state-of-the-art counseling clinic which includes digital audio-visual equipment, individual and group counseling session rooms, and other facilities essential to the preparation of counselors.

All Counselor Education applicants are reviewed by the program relevant faculty committee as soon as their applications are complete and will be notified within two weeks of the committee’s decision.

Degree Candidacy Requirements
Candidacy is the formal approval for pursuit of the master's degree after it is determined that all specified criteria have been met. Upon completion of six to twelve hours, students should make application for Degree Candidacy through their advisor. Requirements for degree candidacy are as follows:

Degree plan filed through student's advisor.
Maintain a B average with no grade lower than B in core courses.

Graduation Requirements
In order to receive a master's degree from this department the student must accomplish the following:

1. Complete an approved program of study as developed and approved by your faculty advisor.
2. Apply for Degree Candidacy.
3. Pass a written comprehensive examination (taken during the final semester of enrollment). Art Therapy Counseling students complete either a Masters Project or Thesis. Comprehensive examinations are coordinated by the department’s administrative assistant. Therefore, students need to sign-up for this examination during their final semester of internship.

An alternative to the comprehensive examination is completion of a master’s level thesis. Students pursuing the dual degree in Art Therapy Counseling and Mental Health Counseling have to complete the comprehensive examination for Mental Health Counseling and either the Masters Project or Thesis for the Art Therapy.

4. Complete an Intent to Graduate Form (submit to the Graduate Office).
5. Pay commencement fee.

ART THERAPY COUNSELING ADMISSION REQUIREMENTS
Applicants must have:

1) Letter of application.
2) A B.S., B.A., B.F.A., or B.S.E. degree.
3) An overall 3.00 grade-point average on a four-point scale or a 3.25 on the last 60 semester hours for the undergraduate degree.
4) Graduate Record Examination (181 verbal and math) or Miller Analogies Test (400).
5) Three letters of recommendation.
6) A one-page statement describing interest in the field of Art Therapy Counseling, and interest in being trained in this profession.
7) A portfolio with 12 to 20 examples of artwork showing competence in a range of media (electronic portfolios are preferred).
8) Eighteen (18) semester hours of psychology to include abnormal psychology, developmental psychology, and other psychology courses.
9) Eighteen (18) semester hours of studio art courses (may include art therapy based coursework).

It is recommended that applicants have previous experience with various special populations in volunteer work, summer jobs, etc. Please mention such experience in the letter of application. Art Therapy Counseling students have an option of either a Thesis or Master’s Project track.

MS DEGREE, ART THERAPY COUNSELING

First Fall Semester  Hours
AT 708 Art Media & Materials Use in Art Therapy  3
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>AT 800</td>
<td>Art Therapy Foundations</td>
<td>3</td>
</tr>
<tr>
<td>AT 801</td>
<td>Art Therapy Group Dynamics and Special Populations</td>
<td>2</td>
</tr>
<tr>
<td>AT 802</td>
<td>Developmental Treatment Models in Art Therapy</td>
<td>3</td>
</tr>
<tr>
<td>AT 804</td>
<td>Art Therapy Advanced Assessment and Techniques in Relationships and Families</td>
<td>3</td>
</tr>
<tr>
<td>AT 810</td>
<td>Introduction to Art Therapy Research</td>
<td>1</td>
</tr>
<tr>
<td>AT 812</td>
<td>Applied Art Therapy Research</td>
<td>2</td>
</tr>
<tr>
<td>AT 835</td>
<td>Art Therapy Internship</td>
<td>6</td>
</tr>
<tr>
<td>AT 849</td>
<td>Master’s Project Seminar</td>
<td>3</td>
</tr>
<tr>
<td>OR</td>
<td></td>
<td></td>
</tr>
<tr>
<td>AT 850</td>
<td>Master’s Thesis Seminar</td>
<td>3</td>
</tr>
<tr>
<td>CE 708</td>
<td>Multicultural Issues in Counseling &amp; Related Fields</td>
<td>3</td>
</tr>
<tr>
<td>CE 893</td>
<td>Ethical, Legal, and Professional Issues in Counseling and Related Fields</td>
<td>3</td>
</tr>
<tr>
<td>ER 851</td>
<td>Research Design and Writing</td>
<td>3</td>
</tr>
<tr>
<td>CE 830</td>
<td>Group Processes in Mental Health Counseling</td>
<td>3</td>
</tr>
<tr>
<td>CE 835</td>
<td>Theory and Practice of Appraisal in Counseling</td>
<td>3</td>
</tr>
<tr>
<td>MH 770</td>
<td>Relationship and Family Counseling</td>
<td>3</td>
</tr>
<tr>
<td>PY 520</td>
<td>Statistics I (Thesis Option)</td>
<td>3</td>
</tr>
<tr>
<td>CE 833</td>
<td>Diagnosis and Treatment of Mental Disorders</td>
<td>3</td>
</tr>
<tr>
<td>CE 825</td>
<td>Counseling Theories</td>
<td>3</td>
</tr>
</tbody>
</table>

**Electives** 4

**Total for Thesis** 57

**Total for Non-Thesis** 54

Students must complete the art therapy and counselor education courses with a “B” grade or better.

Direct art therapy experience under A.T.R. supervision is required in Art Therapy Internship. The combined experience must total at least 750 supervised hours of internship which may be divided over two or more semesters at approved sites. Internship often begins Spring or Summer semester of the first year. Students are required to work with at least two different populations for a minimum of 100 hours. A student must be a degree candidate before enrolling in internship.

**Length of Program**
The M.S. in Art Therapy Counseling is designed to be completed in two academic years including summer internship but part-time study is possible which will increase the length of the program. Students with background deficiencies and those beginning the program in the spring semester should plan for extra time to complete degree requirements.

**OPTIONS**
1) Because the curriculum parallels that of a Master of Science in Clinical Psychology and Master of Science in Mental Health Counseling, students may choose to complete the additional hours and internship for a second master’s degree.

2) Additional education hours and student teaching may also qualify students for postgraduate teacher licensure in Art Education or Special Education with the state of Kansas.

**DUAL DEGREE PROGRAM, M.S. IN ART THERAPY COUNSELING AND MENTAL HEALTH COUNSELING**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
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<td>AT 800</td>
<td>Art Therapy Foundations</td>
<td>3</td>
</tr>
<tr>
<td>MH 700</td>
<td>Introduction to Mental Health Counseling</td>
<td>3</td>
</tr>
<tr>
<td>CE 810</td>
<td>Pre-Practicum Counseling Skills Development</td>
<td>2</td>
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<tr>
<td>CE 830</td>
<td>Group Process in Counseling</td>
<td>3</td>
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<tr>
<td>AT 801</td>
<td>Art Therapy Group Dynamics and Special Populations</td>
<td>3</td>
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<tr>
<td>CE 825</td>
<td>Counseling Theories</td>
<td>3</td>
</tr>
<tr>
<td>AT 810</td>
<td>Introduction to Art Therapy Research</td>
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</tr>
<tr>
<td>CE 833</td>
<td>Diagnosis and Treatment of Mental Disorders</td>
<td>3</td>
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<tr>
<td>AT 802</td>
<td>Development and Treatment Models in Art Therapy</td>
<td>3</td>
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<tr>
<td>CE 893</td>
<td>Ethical, Legal, and Professional Issues in Counseling and Related Fields</td>
<td>3</td>
</tr>
<tr>
<td>MH 898</td>
<td>Supervised Practicum in MHC (6 student max-option Spring or Summer)</td>
<td>3</td>
</tr>
<tr>
<td>CE 708</td>
<td>Multicultural Issues in Counseling and Related Fields</td>
<td>3</td>
</tr>
<tr>
<td>AT 812</td>
<td>Applied Art Therapy Research</td>
<td>2</td>
</tr>
<tr>
<td>CE 835</td>
<td>Theory and Practice of Appraisal in Counseling</td>
<td>3</td>
</tr>
<tr>
<td>MH 770</td>
<td>Relationship and Family Counseling</td>
<td>3</td>
</tr>
<tr>
<td>AT 804</td>
<td>Art Therapy Advanced Assessment and Techniques in Relationships and Families</td>
<td>3</td>
</tr>
<tr>
<td>RE 670</td>
<td>Alcohol and Drug Abuse in Counseling</td>
<td>3</td>
</tr>
<tr>
<td>PY 520</td>
<td>Statistics I (Thesis Option Only)</td>
<td>3</td>
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<tr>
<td>AT 835</td>
<td>Art Therapy Internship</td>
<td>6</td>
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<tr>
<td>MH 899</td>
<td>Mental Health Counseling Internship</td>
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<td>MH 899</td>
<td>Mental Health Counseling Internship</td>
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<td>RE 832</td>
<td>Psychosocial Development &amp; Disability</td>
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<td>CE 820</td>
<td>Career Counseling</td>
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<td>MH 890</td>
<td>Administration of Mental Health Programs</td>
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<td>ER 851</td>
<td>Research Design and Writing</td>
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<td>AT 708</td>
<td>Art Media and Material Use in Art Therapy</td>
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<tr>
<td>AT 849</td>
<td>Master’s Thesis Seminar</td>
<td>3</td>
</tr>
<tr>
<td>OR</td>
<td></td>
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</tr>
<tr>
<td>AT 850</td>
<td>Master’s Project Seminar</td>
<td>3</td>
</tr>
</tbody>
</table>
Electives
Electives (non-thesis additional electives) 3
Advisor Approved Electives (thesis and non-thesis) 5

TOTAL 85

Length of Program
The dual degree program, in Art Therapy Counseling and Mental Health Counseling is designed to be completed in approximately three academic years, depending upon individual credit load per semester. However, part-time study is possible but will increase the length of the program. Students with background deficiencies and those beginning the program in the spring semester should plan for extra time to complete degree requirements.

MENTAL HEALTH COUNSELING ADMISSION REQUIREMENTS

The following requirements must be met for admission into the mental health counseling program:

1) an overall 3.00 grade-point average on a four-point scale or a 3.25 on the last 60 semester hours for the undergraduate degree.
2) three letters of recommendation. If you are employed, a reference from your current or recent employer/supervisor is desired.
3) Graduate Record Examination (181 verbal and math) or Miller Analogies Test (400).
5) A letter of application that responds to the following areas: the factors in your personal and professional background and experience that have led you to seek an advanced degree in mental health counseling, your professional goals, the type of work setting and the client population with whom you desire to work after graduation, and the kind of person you believe yourself to be presently (personal qualities or characteristics).
6) Abnormal psychology is the only undergraduate prerequisite.

M. S. DEGREE, MENTAL HEALTH COUNSELING

The purpose of the mental health counseling program is to prepare counselors to work in various mental health settings, pastoral counseling, private practice, and other settings. While a common core of counseling courses is required in this program, students have an opportunity to receive special preparation in marriage counseling and community counseling as well as group counseling. The program is one of four Mental Health Counseling programs in Kansas accredited by the Council for the Accreditation of Counseling and Related Educational Programs (CACREP).

Core Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>MH 700 Introduction to Mental Health Counseling</td>
<td>3</td>
</tr>
<tr>
<td>MH 770 Relationship and Family Counseling</td>
<td>3</td>
</tr>
<tr>
<td>MH 830 Group Processes in Mental Health Counseling</td>
<td>3</td>
</tr>
<tr>
<td>MH 890 Administration of Mental Health Counseling Programs</td>
<td>2</td>
</tr>
<tr>
<td>RE 832 Psychosocial Development and Disability</td>
<td>3</td>
</tr>
<tr>
<td>CD 833 Diagnosis &amp; Treatment of Mental Disorders</td>
<td>3</td>
</tr>
<tr>
<td>CE 708 Multicultural Issues in Counseling and Related Fields</td>
<td>3</td>
</tr>
<tr>
<td>CE 835 Theory and Practice of Appraisal in Counseling</td>
<td>3</td>
</tr>
<tr>
<td>CD 810 Pre-PRACTICUM: Counseling Skills Development</td>
<td>2</td>
</tr>
<tr>
<td>CE 820 Career Counseling and Development</td>
<td>3</td>
</tr>
<tr>
<td>CE 825 Counseling Theories</td>
<td>3</td>
</tr>
<tr>
<td>CE 893 Ethical, Legal &amp; Professional Issues in Counseling and Related Fields</td>
<td>3</td>
</tr>
<tr>
<td>RE 746 Psychopharmacology II</td>
<td>3</td>
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<tr>
<td>RE 670 Alcohol and Drug Abuse Counseling</td>
<td>3</td>
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</tbody>
</table>

Practicum

MH 898 Practicum in Mental Health Counseling 3

Internship

MH 899 Internship in Mental Health Counseling 6

Research

Non-thesis option: ER 752 Analysis of Research 3
OR
Thesis option: ER 851 Research Design and Writing 3
MH 880 Thesis in Mental Health Counseling 3

Electives

Thesis option: Electives 5
Non-thesis option: Electives 8

Total (non-thesis option) 60
Total (thesis option) 60

The Counseling Internship

Interns will complete a 900 clock hour experience at a site or sites that offer opportunities for working with individuals served by institutions and agencies offering mental health counseling services. The intern will engage in both individual and group counseling as well as a variety of other activities that a regularly employed staff member in the setting would be expected to perform.
REHABILITATION COUNSELING

The purpose of the program is to prepare masters level counselors to work in a variety of human service settings, including public and private rehabilitation agencies, community based rehabilitation programs, mental health centers, correctional programs, alcohol and drug programs, independent living centers, employee assistance programs, educational settings, school to work transition programs, life-care planning programs, halfway houses, and group homes. Rehabilitation counselors provide or coordinate assessment; individual, group, and family counseling, vocational/career counseling, job development and placement; medical services; educational training; and follow-along services. Graduates are eligible for national rehabilitation counselor certification and may meet the requirements for counselor licensure in Kansas upon completion of the program. The program is the only one of its type in Kansas, and it is nationally accredited by the Council on Rehabilitation Education (CORE).

Each student follows the same core curriculum. The unique academic background and work experience of each student is taken into account in planning a program of study. All programs require 100 hrs. of practicum experience and 600 hrs. of supervised internship experience. Students interested in completing a THESIS may enroll in 3 hours of thesis credit essentially eliminating the elective requirement. Students will be required to pass an oral defense of the thesis in lieu of writing and passing the comprehensive examination. All other course requirements for the degree are the same. (refer to the graduate policies for more information on thesis requirements.)

Admission Requirements for the M.S. degree in Rehabilitation Counseling

1) Complete Department of Counselor Education Graduate Student Application. Available on the Counselor Education web-site, or by contacting the Department at 620/341-5220.
2) An overall 3.00 grade-point average on a four-point scale or a 3.25 on the last 60 semester hours for the undergraduate degree.
3) Three letters of recommendation. If you are employed, a reference from your current or recent employer/supervisor is desired.
4) Graduate Record Examination (181 verbal and math) or Miller Analogies Test (400).
6) A letter of application that responds to the following areas: the factors in your personal and professional background and experience that have led you to seek an advanced degree in rehabilitation counseling, your professional goals, the type of work setting and the client population with whom you desire to work after graduation, and the kind of person you believe yourself to be presently (personal qualities or characteristics).
7) Personal interview with rehabilitation counseling program faculty.

MS DEGREE IN REHABILITATION COUNSELING

Required Courses

<table>
<thead>
<tr>
<th>Courses</th>
<th>Hours</th>
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<tr>
<td>RE 701 Foundations of Rehabilitation Counseling</td>
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<tr>
<td>RE 640 Disability Policy</td>
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<tr>
<td>CE 708 Multicultural Issues in Counseling &amp; Related Fields</td>
<td>3</td>
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<tr>
<td>CE 810 Pre-Practicum: Counseling Skills Development</td>
<td>2</td>
</tr>
<tr>
<td>CE 835 Theory and Practice of Appraisal in Counseling</td>
<td>3</td>
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<tr>
<td>CE 820 Career Counseling and Development</td>
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<td>CE 825 Counseling Theories</td>
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<tr>
<td>CE 830 Group Processes in Counseling</td>
<td>3</td>
</tr>
<tr>
<td>CE 893 Professional, Ethical &amp; Legal Issues in Counseling &amp; Related Fields</td>
<td>3</td>
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<tr>
<td>RE 695 Employment Issues in Rehabilitation</td>
<td>3</td>
</tr>
<tr>
<td>RE 732 Psychosocial Development and Disability</td>
<td>3</td>
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<tr>
<td>RE 855 Supervised Practicum in Rehabilitation Counseling</td>
<td>3</td>
</tr>
<tr>
<td>RE 730 Medical Aspects of Disabilities</td>
<td>3</td>
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<tr>
<td>CE 833 Diagnosis &amp; Treatment of Mental Disorders</td>
<td>3</td>
</tr>
<tr>
<td>RE 751 Advanced Case Management</td>
<td>3</td>
</tr>
<tr>
<td>RE 875 Trends &amp; Issues in Rehabilitation Counseling</td>
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<tr>
<td>ER 752 Analysis of Research</td>
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<td>OR</td>
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<tr>
<td>ER 851 Research Design and Writing</td>
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</tr>
<tr>
<td>MH 880 Thesis</td>
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<tr>
<td>RE 899 Internship in Rehabilitation Counseling</td>
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<td>Electives (Thesis Option)</td>
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<tr>
<td>Electives (Non-Thesis Option)</td>
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<tr>
<td>Total Thesis</td>
<td>60</td>
</tr>
<tr>
<td>Total Non-Thesis</td>
<td>60</td>
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</tbody>
</table>

M.S. DEGREE, SCHOOL COUNSELING

The purpose of the school counseling program is to prepare counselors to function at the elementary, middle, or secondary school level. There are three ways to enter the school counseling program.

1. Students hold a teaching certificate and have two years of teaching experience in order to meet school counselor licensure requirements in Kansas.
2. Students have a degree in a counseling related field and enroll in the Alternative Route to Restricted Licensure program.
3. Parallel Pathways is a new initiative developed by the Kansas State Department of Education to license
additional School Counselors to serve in high need areas of Kansas. The requirements of teaching license and two years teaching experience are waived under the new Parallel Pathways legislation allowing people with a Bachelors degree in other fields to enter a Masters program in School Counseling. The additional requirements needed to complete a Parallel Pathways degree will include six (6) hours of field experience to gain first hand knowledge of the school environment and the responsibilities necessary to provide School Counseling services.

Persons wishing to pursue a master's degree in the department are required to make application through the Graduate School as well as be admitted by the department. Applicants should complete all of the necessary admission requirements prior to, or during, their initial enrollment in courses in the department.

A departmental admissions committee composed of three faculty members will consider the following criteria in deciding whether or not to recommend an applicant for admission to the department:

1. Complete Department of Counselor Education Graduate Student Application. The application is available on the Counselor Education web-site (http://www.emporia.edu/ce/), or by contacting the Department at 620/341-5220.
2. Undergraduate (3.0) and/or graduate (3.0) grade-point averages.
3. Graduate Record Examination (181 verbal and math) or Miller Analogies Test (400).
4. Writing style and content of application letter.
5. Experiences (education and employment history).
6. Three Personal References (forms provided by department, at least one must be completed by a current or former supervisor).
7. Personal interview with program faculty.

The department reserves the right to waive some admission requirements for students with special needs.

**Procedure for Teacher Licensure**

Upon completion of the requirements, the student is responsible for applying for licensure by contacting the Certification Office of Emporia State University. The Certification Officer then recommends to the Kansas State Department of Education that the student be endorsed in the appropriate area as a teacher of learners with behavior disorders, learning disabilities, mental retardation, or gifts and talents.

The department will recommend a student for full licensure when all the requirements for the program have been completed. A grade of B or better must be earned in both practicum courses to receive a recommendation.

The program is one of only two CACREP (Council for the Accreditation of Counseling and Related Educational Programs) accredited School Counseling programs in Kansas.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>SC 700</td>
<td>Introduction to Secondary School Counseling</td>
<td>3</td>
</tr>
<tr>
<td>SC 805</td>
<td>Professional and Ethical Issues</td>
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<td>SC 705</td>
<td>Introduction to Elementary/Middle School Counseling</td>
<td>3</td>
</tr>
<tr>
<td>SC 710</td>
<td>Multi-Cultural Counseling</td>
<td>3</td>
</tr>
<tr>
<td>SC 715</td>
<td>Consultation and Collaboration</td>
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<tr>
<td>CE 810</td>
<td>Pre-Practicum, Counseling Skills Development</td>
<td>2</td>
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<tr>
<td>SD 815</td>
<td>Assessment in Schools</td>
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<tr>
<td>CE 820</td>
<td>Career Counseling and Development</td>
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<td>CE 825</td>
<td>Counseling Theories</td>
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<td>CE 830</td>
<td>Group Process in Counseling</td>
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<td>SC 860</td>
<td>Leadership and Advocacy</td>
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<td>SC 871</td>
<td>Supervised Practicum in School Counseling</td>
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<td>SC 881</td>
<td>School Counseling Internship</td>
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<td>RE 732</td>
<td>Psychosocial Development and Disability</td>
<td>3</td>
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<td>ER 752</td>
<td>Analysis of Research</td>
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<td>SC 895</td>
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**Total** 48

Parallel Pathways Candidates must take the additional 6 credit hours of field experience listed below:

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<th>Course Title</th>
<th>Hours</th>
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<tr>
<td>SC 701</td>
<td>Field Experience (concurrent with Professional and Ethical Issues In Counseling)</td>
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<tr>
<td>SC 706</td>
<td>Field Experience (concurrent with Multicultural Counseling)</td>
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<tr>
<td>SC 711</td>
<td>Field Experience (concurrent with Pre-Practicum, Counseling Skills Development)</td>
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<tr>
<td>SC 716</td>
<td>Field Experience (concurrent with Counseling Theories)</td>
<td>1</td>
</tr>
</tbody>
</table>
SC 821  Field Experience (concurrent with Career Counseling & Development) 1
SC 851  Field Experience (concurrent with Theories of Group Counseling) 1

ELEMENTARY EDUCATION/EARLY CHILDHOOD/SPECIAL EDUCATION

Web: http://www.emporia.edu/elecse/
Phone: 620-341-5445

Jean Morrow, Chair
C. Matt Seimears, Associate Chair

Graduate Faculty
Professor: Marjorie Bock, Geraldine Coffman, Lawrence Lyman, Jean Morrow, Carol Russell, Nancy L. Smith, Scott D. Waters, Elizabeth S. Dobler
Associate Professors: Kelly O’Neal-Hixson, Lori Mann, Connie Phelps, Gary Rice, Matt Seimears, Jerald M. Liss
Assistant Professors: Karen Bates, Deborah Larson, Melissa Reed
Instructors: M. Robert Aman, Joyce Clark, Marla Darby, Fred LeMaster.

Graduate Programs
The Department of Elementary Education/Early Childhood/Special Education offers graduate work leading to a Master Teacher degree (Elementary Subject Matter or Reading Specialist), a master’s degree in Early Childhood Unified Education (Birth to Age 8 or Birth to K), and a master’s degree in special education (adaptive or gifted, talented, and creative).

The Master Teacher degree is intended for the teaching practitioner in settings from early childhood through adolescence and young adulthood (EC-YA). The candidate will learn to deal more effectively with diverse candidate learners and move from theory to best practice in the field. The candidate may choose from areas of concentration that include Reading Specialist and Elementary Subject Matter. Licensure is also available in Reading Specialist.

The graduate program in Early Childhood Unified is designed to prepare teachers to work effectively with young children in early childhood settings that are inclusive or noninclusive, as well as teachers working with young children in early childhood special education settings; and to meet the challenges of the present and the future. Current federal mandates and trends in public schools recognize the growing importance of early childhood special education services for children from birth through age 8 and their families. Teachers with advanced training in their field will be in a favored position to usher in best practices for young children. There is an emphasis on early intervention and serving families with infants with special needs. The Master of Science degree in
Early Childhood Education may result in the Kansas License ECU Birth through age 8 or the Kansas License ECU Birth to Kindergarten. The candidate must have a degree in elementary education as an admission requirement for the ECU program for Birth through age 8 License in Kansas. The ECU program for Kansas License Birth to Kindergarten does not require a degree in elementary education as an admission requirement but does require a degree in a related field.

The graduate program in Special Education is dedicated to improving the lives of children and youth with special needs – children and youth with mild/moderate disabilities and/or children and youth who are gifted, talented, and creative. Both programs have a 24 credit hour endorsement program and a 36 credit hour master’s degree. The curriculum of each program meets the endorsement standards for Early Childhood through Late Childhood (Grades K to 6) and Early Adolescence through Late Adolescence (Grades 6 to 12).

MASTER OF SCIENCE – MASTER TEACHER Degree Procedures and Requirements
Candidates must follow the graduate degree procedures of the Department of Elementary Education/Early Childhood/Special Education and the Graduate School. The departmental for admission include the following:

- GPA (a minimum of 3.0 on last 60 undergraduate hours).
- Statement of Introduction
- Two references and two Advanced Candidate Assessment of Dispositions completed by supervising administrators
- Signed disclosure form
- Faculty Evaluation and/or Personal Interview (prerogative of admissions committee).

Admission points are assigned on each of the above elements. The stronger the performance, the greater the number of points assigned. Admission points are totaled and admission is determined by a department graduate committee.

Additional information regarding any of the stated criteria is available upon request. Candidates are urged to begin immediately upon notice of probationary acceptance to make arrangements or complete details to gain degree candidacy. APPLICANTS FOR ADMISSION TO DEGREE CANDIDACY MUST HAVE ALL REQUIREMENTS COMPLETED BEFORE THE COMPLETION OF 12 HOURS.

Admission and Retention Policies
Knowledge and compliance with the requirements for any graduate degree are primarily the responsibility of the candidate. Consequently, careful reading and study of the Graduate Policy Handbook should be a self-imposed prerequisite for all candidates applying for admission to graduate study. The Graduate Policy Handbook is available upon request from the Graduate School.

Application for admission must be made on a form provided by the Graduate School. Official transcripts of all college credit must be supplied. (Transcripts must include the baccalaureate degree and all transfer credit that is to be applied to the master’s degree.)

Upon satisfactory completion of the graduate school and departmental admission requirements, the candidate will be admitted to the program of the degree being sought and will be assigned an advisor. Candidates shall continuously demonstrate personal characteristics appropriate to the profession and maintain a 3.0 GPA or better throughout their program.

Time Requirements
All work must be completed within a seven-year period. The seven-year period begins with the semester in which the first course applied to the degree was taken.

Degree Requirements
Master teacher degrees require the completion of 36 graduate hours.

If courses listed below were taken as an undergraduate, they must be replaced by additional advisor-approved advanced electives.

MASTER OF SCIENCE – MASTER TEACHER – ELEMENTARY SUBJECT MATTER CONCENTRATION

The master teacher program is intended for the teaching practitioner in settings from early childhood through adolescence and young adulthood. A candidate for this program is typically an educator that intends to remain in a general education classroom. The candidate will learn to deal more effectively with diverse student learners and move from theory to best practice in the field. The Elementary Subject Matter is designed for educators who wish to improve their teaching, management, and assessment skills.

Each candidate must complete the six starred (*) introductory
and research courses within the first 15-21 hours before taking the other required courses in the program. A Core Knowledge Examination over those courses will be given. A Core Knowledge Examination over these courses should be taken during the semester following the completion of the 15 core credits. When the introductory core courses are completed, the Core Knowledge Examination is passed, and admission requirements are fulfilled, the candidate will be removed from probation and allowed to enroll in the remaining coursework.

Students who begin the program, effective Fall 2013, are not required to complete the Core Knowledge Examination, but will be required to complete a Capstone course. Students who are half way through the program will need to contact their advisor for assistance.

**Introductory Core Courses**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>EL 751</td>
<td>Applications of Developmental Theories</td>
<td>3</td>
</tr>
<tr>
<td>EL 821</td>
<td>Reading Curriculum Development and Strategy Instruction</td>
<td>3</td>
</tr>
<tr>
<td>ER 752</td>
<td>Analysis of Research</td>
<td>3</td>
</tr>
<tr>
<td>ED/EL 535</td>
<td>Cultural Awareness for Educators</td>
<td>3</td>
</tr>
</tbody>
</table>

Choose two of the following three: (6 hours)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>EL 815</td>
<td>Foundations of Curriculum Development, K-12</td>
<td>3</td>
</tr>
<tr>
<td>EL 833</td>
<td>Foundations of Education</td>
<td>3</td>
</tr>
<tr>
<td>ED/EL 892</td>
<td>Teaching/Learning Models</td>
<td>3</td>
</tr>
</tbody>
</table>

Choose three of the following four: (9 hours)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>EL 801</td>
<td>Improvement of Instruction in Language Arts</td>
<td>3</td>
</tr>
<tr>
<td>EL 802</td>
<td>Improvement of Instruction in Elementary School Math</td>
<td>3</td>
</tr>
<tr>
<td>EL 803</td>
<td>Improvement of Instruction in Science Education</td>
<td>3</td>
</tr>
<tr>
<td>EL 804</td>
<td>Improvement of Instruction Elementary Social Studies</td>
<td>3</td>
</tr>
<tr>
<td>EL 854</td>
<td>Master Practicum: Action Research in the Classroom</td>
<td>2</td>
</tr>
</tbody>
</table>

**Electives (7 credit hours)**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>EL 725</td>
<td>Teaching Reading to Diverse Learners</td>
<td>1</td>
</tr>
<tr>
<td>EL 827</td>
<td>Practicum in Reading: Elementary</td>
<td>2</td>
</tr>
<tr>
<td>EL 828</td>
<td>Practicum in Reading: Secondary</td>
<td>2</td>
</tr>
<tr>
<td>EL 829</td>
<td>Reading Specialist as a Professional</td>
<td>2</td>
</tr>
</tbody>
</table>

**Total Hours For Degree** 36

**MASTER OF SCIENCE – MASTER TEACHER – READING SPECIALIST CONCENTRATION**

The master teacher program, International Reading Association standards, is intended for the teaching practitioner in settings from early childhood through adolescence and young adulthood. The candidate will learn to deal more effectively with diverse candidate learners and move from theory to best practice in the field. The Reading Specialist serves practicing teachers, elementary or secondary, who wish to acquire initial reading specialist licensure with a master’s degree in Kansas. The Masters Degree does not require Kansas state licensure completion and is open to out-of-state applicants.

**Introductory Core Courses (12 credit hours)**

<table>
<thead>
<tr>
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<th>Hours</th>
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</thead>
<tbody>
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</tr>
<tr>
<td>EL 821</td>
<td>Reading Curriculum Development and Strategy Instruction</td>
<td>3</td>
</tr>
</tbody>
</table>

Choose two from the following courses: (6 hours)

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<thead>
<tr>
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<tbody>
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</tr>
<tr>
<td>ED/EL 892</td>
<td>Teaching/Learning Models</td>
<td>3</td>
</tr>
</tbody>
</table>

**Research (3 credit hours)**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ER 752</td>
<td>Analysis of Research</td>
<td>3</td>
</tr>
</tbody>
</table>

**Reading Specialist Concentration (12 credit hours)**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>EL 721</td>
<td>Reading Theory and Literacy Practices: Elementary</td>
<td>3</td>
</tr>
<tr>
<td>EL 723</td>
<td>Reading Theory and Literacy Practices: Secondary</td>
<td>3</td>
</tr>
<tr>
<td>EL 823</td>
<td>Analysis of Reading Assessment and Instruction I</td>
<td>3</td>
</tr>
<tr>
<td>EL 825</td>
<td>Analysis of Reading Assessment and Instruction II</td>
<td>3</td>
</tr>
</tbody>
</table>

**Electives (9 hours)**

The candidate, with assistance and approval from the advisor, will select 9 additional credits of electives. The following hours must be selected in preparation for the Kansas Reading Specialist License.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
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<td>Teaching Reading to Diverse Learners</td>
<td>1</td>
</tr>
<tr>
<td>EL 827</td>
<td>Practicum in Reading: Elementary</td>
<td>2</td>
</tr>
<tr>
<td>EL 828</td>
<td>Practicum in Reading: Secondary</td>
<td>2</td>
</tr>
<tr>
<td>EL 829</td>
<td>Reading Specialist as a Professional</td>
<td>2</td>
</tr>
</tbody>
</table>

**Total Hours 36**

**Reading Specialist Licensure Only**

Application for admission as a non-degree seeking candidate must be made on a form provided by the Graduate School. Licensure only is for candidates who have already completed a master’s degree.

Courses are listed in preferred sequence.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
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<td>Reading Theory and Literacy Practices: Elementary</td>
<td>3</td>
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</tr>
<tr>
<td>EL 725</td>
<td>Teaching Reading to Diverse Learners</td>
<td>1</td>
</tr>
<tr>
<td>EL 821</td>
<td>Reading Curriculum Development and Strategy Instruction</td>
<td>3</td>
</tr>
<tr>
<td>EL 823</td>
<td>Analysis of Reading Assessment and Instruction I</td>
<td>3</td>
</tr>
</tbody>
</table>
EL 825 Analysis of Reading Assessment and Instruction II 3
EL 827 Practicum in Reading: Elementary 2
EL 828 Practicum in Reading: Secondary 2
EL 829 Reading Specialist as a Professional 2

Total Hours 22

MASTER OF SCIENCE -- EARLY CHILDHOOD UNIFIED

Admission/Eligibility Requirements
In addition to the requirements of the Graduate School, a formal letter, with admission requirement material, will be mailed to you. All candidates are admitted on a probationary status, pending successful completion of these admission requirements:

(Admission points are earned based on each item.)
- GPA (a minimum of 3.00 on last 60 undergraduate hours)
- Two references and two Advanced Candidate Assessment of Dispositions completed by supervising administrators
- Signed disclosure form
- Admissions essay:
  - Describe your critical thinking and beliefs about the following issues in early childhood education.
  - The need for high expectations in the learning setting while respecting the individual differences of all learners.
  - The importance of forming alliances with families in the education process.
  - Discussion of professionalism and ethical standards for the teacher of young children.
  - Signed acceptance of required professional dispositions

All materials are due February 15 for summer enrollment, June 1 for fall enrollment or September 1 for spring enrollment.

Degree Candidacy
Candidacy is the formal approval for pursuit of a graduate degree after it is determined that all specified preliminary requirements have been met. Requirements for degree candidacy are as follows:
1) The candidate must have met the admission requirements.
2) The advisor must have filed the candidate’s degree plan with the Graduate School.
3) The candidate must have completed at least six hours of course work on the graduate program.
4) When all steps above are completed (1-3), the advisor will inform the Graduate School, and the candidate will be removed from probation.

Clinical Experiences
There are two Clinical Experiences in the Early Childhood Unified Graduate Program:
CD 841: Center-Based Clinical Experience
CD 861: Home Based Clinical Experience

Each Clinical Experience requires completion of 150 clock hours in an approved center-based program (CD 841) or home-based program (CD 861) over a period of at least five weeks.

Permission to Participate in the Clinical Experiences
Even though students are admitted to degree candidacy, enrollment in the two clinical experiences required in this program is not automatic. Permission from the instructor is required for enrollment in the two clinical experiences. Candidates will be evaluated on knowledge, skills and dispositions required for success in the two clinical experiences, CD 841 and CD 861. Students will be given a copy of the dispositions rating form after acceptance into the program. If a student does not meet expectations, he/she will not be allowed to enroll in the Clinical Experiences.

Graduation Requirements
In order to receive a master's degree in early childhood education, candidates must accomplish the following:

1) Complete the program of study outlined below.
2) A grade of B or better must be earned in all Early Childhood courses. This includes prerequisite courses, in order to move forward in the program.
3) Maintain at least 3.00 overall grade point average.
4) Demonstrate dispositions of professional/ethical standards throughout the program.
5) Submit and formally present a final master’s project during the last term of enrollment. Final project must meet expectations for graduate work (to be scored by early childhood faculty and a passing score must be obtained). Directions for the final project assignment and dates for presentation may be obtained from the department or advisor.
6) Submit a final exam during the last term of enrollment. The final exam must meet expectations for graduate work (to be scored by early childhood faculty and a passing score must be obtained). Directions for the final exam, rubrics, and due date will be distributed by the instructor in CD 861.

Degree Requirements
Core Courses (27-29 hours)
CD 830 Characteristics of Inclusive Early Childhood Education 3
CD 838 Methods of Inclusive Early Childhood Education 3
CD 837 Collaboration in Inclusive Early Childhood Programs 3
EL 751 Application of Developmental Theories 3
CD 832 Observation, Assessment and Screening in Inclusive Early Childhood Programs 3
CD 842 Family Involvement in Inclusive EC Programs 3
CD 843 Working With Infants & Toddlers With Special Needs & Their Families 3
CD 839 Validation of Inclusive Elementary Teaching Portfolio (K-3rd only) 2
CD 841 Clinical Experience: Inclusive Early Childhood Practicum: Center Based 3
CD 861 Clinical Experience: Inclusive Early Childhood Practicum: Home Based 3

Electives
4 hours of advisor-approved course work

Research (3 hours)
ER 752 Analysis of Research 3

Total Hours For Degree 36

LICENSURE PROGRAMS (B-K or B-8)

Admission Procedures
Application for admission as a non-degree-seeking candidate must be made on a form provided by the Graduate School. A plan of study will be developed with the assistance of an advisor. It is the candidate's responsibility to follow the plan to be certain all requirements for licensure are met.

PROCEDURE FOR TEACHER CERTIFICATION (B-K or B-8)

Upon completion of the requirements, the candidate is responsible for applying for licensure by contacting the Teacher Licensing Officer of Emporia State University. The candidate must also pass the Educational Testing Service content exam for Early Childhood Unified. The Teacher Licensing Officer then recommends to the Kansas State Department of Education that the candidate be licensed in the appropriate area.

The department will recommend a candidate for full licensure when all of the requirements for the program have been completed. A grade of B or better must be earned in practicum courses to receive a recommendation.

MASTER OF SCIENCE -- SPECIAL EDUCATION

Admissions Requirements
To gain admission to the Adaptive concentration, candidates must possess a cumulative or last 60 semester hour grade-point average of 2.75 based on a four-point scale. Admission to the Gifted, Talented and Creative concentration requires a 3.00 overall or 3.25 on the last 60 hours. In addition,

Adaptive and Gifted applicants must submit three letters of recommendation, three disposition assessments, and a personal letter that addresses goals and interests.

If a candidate has previously received a grade of B or better in a required course, the advisor may approve the substitution of graduate level, degree appropriate electives.

All candidates must be accepted into the degree program before starting the first practicum.

Degree Candidacy Requirements
Candidacy is the formal approval for pursuit of the master's degree after it is determined that all specified criteria have been met. Upon completion of six to twelve hours, candidates should make application through their advisor. Requirements for degree candidacy are as follows:

1.  Degree plan filed through candidate's advisor.
2.  Maintain a B average with no grade lower than B in core courses is required in all courses for the Adaptive Program.

In addition to the requirements of the Graduate School, the Graduate Essay Examination administered by the department must be passed. The Graduate Essay Examination should be completed during the first term of enrollment. The Adaptive Program does not require this.

The candidate must apply for degree candidacy after completing between 6 and 15 hours of course work. A candidate must be a degree candidate before enrolling in thesis or the second practicum.

Other Requirements for Special Education
A degree program must be completed and approved before the second term of enrollment.

Adaptive candidates complete a comprehensive examination if they are in the master’s degree program. Gifted candidates can complete the comprehensive examination or thesis. For candidates selecting the thesis option, a thesis committee consisting of two faculty members from the field and one
member outside the field will need to be selected. Candidates selecting the thesis option are required to take an oral examination over their thesis area and research.

Candidates selecting the non-thesis degree option will be required to take a written comprehensive examination at the end of graduate study covering their course work.

For applicants who have been denied admission: Before reapplying for a graduate program, an applicant must (1) complete all background deficiencies and (2) repeat undergraduate courses to raise the GPA on the last 60 hours to 2.75 for Adaptive and 3.25 for Gifted.

Graduation Requirements
In order to receive a master’s degree from this department the candidate must accomplish the following:
1. Complete an approved program of study as developed and approved by your faculty advisor.
2. Be admitted to Degree Candidacy.
3. Pass a written comprehensive examination during the semester or summer in which one graduates (Sign up in the department office during last enrollment before graduation.) OR complete a master’s level thesis.
4. Complete an Intent to Graduate Form (submit to the Graduate School).

MASTER OF SCIENCE – SPECIAL EDUCATION – ADAPTIVE CONCENTRATION

Required Hours (36 cr. hrs.)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>SD 700</td>
<td>Characteristics of Candidates with Mild/Moderate Disabilities</td>
<td>3</td>
</tr>
<tr>
<td>SD 702</td>
<td>Strategies for Candidates with Mild/Moderate Disabilities</td>
<td>3</td>
</tr>
<tr>
<td>SD 800</td>
<td>Consultation and Collaboration</td>
<td>3</td>
</tr>
<tr>
<td>SD 802</td>
<td>Seminar in Behavior Management</td>
<td>3</td>
</tr>
<tr>
<td>SD 820</td>
<td>Assessment in Schools</td>
<td>3</td>
</tr>
<tr>
<td>SD 708</td>
<td>Supervised Practice, Elementary Adaptive</td>
<td>3</td>
</tr>
<tr>
<td>SD 709</td>
<td>Supervised Practice, Secondary Adaptive</td>
<td>3</td>
</tr>
<tr>
<td>SD 808</td>
<td>Supervised Practice Adaptive Elementary II</td>
<td>3</td>
</tr>
<tr>
<td>SD 899</td>
<td>Master’s Capstone Course in Special Education</td>
<td>3</td>
</tr>
<tr>
<td>EL 812</td>
<td>Reading Instruction For Diverse Learners</td>
<td>3</td>
</tr>
<tr>
<td>ER 752</td>
<td>Analysis of Research</td>
<td>3</td>
</tr>
</tbody>
</table>

Electives (6 cr. hrs.)

Total 36

SPECIAL EDUCATION – ADAPTIVE ENDORSEMENT

SD 700 Characteristics of Candidates with Mild/Moderate Disabilities 3
SD 702 Strategies for Candidates with Mild/Moderate Disabilities 3
SD 708 Supervised Practice, Elementary Adaptive OR
SD 709 Supervised Practice, Secondary Adaptive 3
SD 800 Consultation and Collaboration 3
EL 812 Reading Instruction For Diverse Learners 3
SD 802 Seminar in Behavior Management 3
SD 808 Supervised Practice Adaptive Elementary II 3
OR
SD 809 Supervised Practice Adaptive Secondary II 3
SD 820 Assessment in Schools 3

Endorsement PRAXIS II is required.

MASTER OF SCIENCE – SPECIAL EDUCATION – GIFTED, TALENTED, AND CREATIVE CONCENTRATION

Required Courses:

SD 800 Consultation and Collaboration 3
SD 802 Seminar in Behavior Management 3
SD 820 Assessment in Schools 3
SD 850 Characteristics of Individuals With Gifts and Talents 3
SD 851 Education Of Individuals With Gifts and Talents 3
SD 852 Social and Emotional Adjustments With Gifts and Talents 3
SD 864 Creative Teaching and Learning 3
ER 752 Analysis of Research 3
SD 855 Supervised Practice, Gifted Elementary I 3
OR
SD 857 Supervised Practice, Secondary Gifted I 3
SD 856 Supervised Practice, Gifted Elementary II 3
OR
SD 858 Supervised Practice, Secondary Gifted II 3

Electives (6 cr. hrs.)

Total 36
CERTIFICATE IN AUTISTIC SPECTRUM DISORDERS (ASD)

Prerequisites:
Undergraduate degree in a related field of study and admission to the Emporia State Graduate School.

Required courses:
- SD 760  Strategies for Candidates with Autism Spectrum Disorders  3
- RE 730  Medical Aspects of Disability  3

Elective courses: (6 hours required from the following options or equivalent as approved by faculty advisor)
- SD 805  Advanced Behavioral Interventions  3
- SD 720  Assistive Technology  3
- RE 732  Psychosocial Aspects of Development & Disability  3
- CE 702  Behavior Analysis, Art, and Play with the Child with Autism  3
- PY 851  Seminar in Behavior Management  3
- PY 722  Theories of Learning  3
- SD 703  Independent Study: KISN Workshop  1-3

Total Required  12

*This course will be offered through the Art Therapy program.

ENGLISH, MODERN LANGUAGES, AND JOURNALISM

English, Modern Languages, and Journalism Web: http://www.emporia.edu/emlj
Phone: 620-341-5216

Mel Storm, Interim Chair and Graduate Advisor

Graduate Faculty
Associate Professors: Susan Kendrick, Max McCoy, Cynthia Patton, Kevin Rabas, and Roxane Riegler.
Assistant Professors: Chris Blankenship, Daniel Colson, and Gregory Robinson.

MA English

Like other English graduate programs throughout North America, the MA program in English at ESU is in a state of constant change and continuous improvement. New critical theories and new approaches to the study of texts and languages are being brought to bear on both canonical and non-canonical works, and on the practices of teaching, research, and writing. We in the Department of English, Modern Languages, and Journalism are proud to offer a graduate program in English in which students are encouraged not just to learn about these developments, but to engage with the faculty in the ongoing dialogue that creates and renews our fields of study.

For some of our recent graduates, the MA in English has led to such nationally-ranked PhD programs as those at the University of Illinois at Urbana-Champaign, the University of Michigan, the University of Minnesota, the University of Southern California, and the University of California at Riverside. Other MA graduates have chosen to pursue corporate and government employment, secondary teaching, and teaching in community colleges. ESU’s graduate program in English prepares students for this wide range of career paths by combining a flexible, individually-tailored academic program with opportunities for supervised training and experience in the teaching of composition, and for participation alongside faculty in professional conferences and publications.

Through our small classes, careful advising, and strong mentoring relationships, as a graduate student at ESU you will become part of a close-knit and active community of teacher-
scholars. On behalf of the entire English faculty, I welcome you to our community and urge you to explore all the avenues for intellectual and professional development that graduate study opens to you.

Admissions Requirements
In addition to the general admissions requirements of the Graduate School, candidates for the Master of Arts degree in English should have earned at least a 2.75 overall grade-point average or a 3.0 in the major. Applicants with baccalaureate degrees in fields other than English are given full consideration, although they may be required to take additional course work.

All applicants should submit the following: 1) a letter of application stating the applicant's reasons for requesting admission and his or her future plans; 2) three letters of recommendation written by persons with knowledge of the candidate's potential for success in graduate school; and 3) a writing sample--a critical research paper from all applicants and, in addition, a creative work or works from applicants pursuing the creative writing emphasis. Applicants should send GRE scores if they are available, but the GRE is not required.

Applicants who have earned degrees at institutions in countries in which English is not the native language must score at least 575 on the TOEFL (Test of English as a Foreign Language) Examination before being admitted to the MA program in English.

Assistantships, Scholarships, and Fellowships
Most of our full-time graduate students finance their studies by holding graduate teaching assistantships, teaching freshman composition while pursuing their own course work. In addition to teaching assistantships, Emporia State offers several scholarships for English graduate students: the William Lindsay White Scholarships, the Richard Roahen Fellowships, and the Florence Gulde Ruff Teaching Fellowships. In addition, the Department of English sponsors qualified candidates each year in the university-wide competition for Academic Achievement Awards. The recipient of any of these awards may also hold a teaching assistantship. Applicants must have at least a 3.00 G.P.A. in undergraduate studies.

Courses of Study
Students in the MA program in English may elect to follow one of three courses of study--in literature, creative writing, or community college/high-school teaching. Candidates complete 30-33 hours of course work and, in the literature option, may elect either a thesis or a non-thesis option. While some specific courses may be required, depending on the emphasis elected, students must take at least 60% of their course work at the 700- and 800-levels.

Core Requirements
Regardless of the emphasis selected (see below), all graduate students in English take Introduction to Graduate Study (EG 810). Designed to provide the tools and background necessary to undertake scholarly research in English, this course is offered every fall semester.

Beyond EG 810, there are no specific course requirements. However, to ensure a balance of course work, each MA student is required to fulfill an 18-hour area requirement:

- **Area A**: two courses in literature written before 1830,
- **Area B**: two courses in literature written after 1830,
- **Area C**: two courses in language/rhetoric/criticism.

These requirements may be met with a broad variety of courses; specific detailed course descriptions are available each semester before the registration period begins. To complete the remaining course work, students select one of two options:

**Option A**: 9 hours of elective courses plus a scholarly thesis (4 credit hours), normally 40-50 pages--incorporating significantly more research than customarily expected of a graduate course paper--or a creative thesis (4 credit hours), a minimum of 40 pages, in which the student places the creative portion of his or her work within a critical or theoretical framework.

**OR**

**Option B**: 12 hours of elective courses, plus either

1) an independent research project (minimum length: 20 pages), customarily derived from previous course work;

**OR**

2) a 20-minute scholarly paper, customarily derived from previous course work, presented to the public.

Portfolio Assessment
At the end of the final term of study, the candidate will submit a portfolio of work, consisting of (1) an introduction to the contents of the portfolio, including the contexts in which each of the pieces was written (class, semester, instructor, course emphases, etc.); (2) a copy of the writing sample submitted upon application to the program; (3) three papers written for courses in the student’s MA program, representing, as nearly as possible, the first, middle, and final semesters of coursework; (4) a copy of the final thesis or project paper completed for Option A or Option B; and (5) an analysis of the portfolio’s contents.
Literature Emphasis
Students who wish to use their studies for the MA degree to enhance their understanding of and appreciation for literature take a minimum of 30 hours (thesis option) or 33 hours of course work (non-thesis option). While choices are naturally limited by actual course offerings in any given semester, literature MA students may take a broad range of courses in English and American language and literature. To accommodate special interests and needs, up to 6 hours of course work may be taken outside the Department of English, Modern Languages, and Journalism.

Creative Writing Emphasis
Students who wish to pursue the creative writing emphasis must submit a portfolio of original work (at least 10 pages of poetry or 15 pages of fiction) upon application; a creative thesis is written after completion of course work. Students pursuing the creative writing emphasis may take up to 12 hours of creative writing courses.

Rhetoric/Pedagogy Emphasis
Students who wish to pursue careers as community college teachers or who wish to add to their skill as high-school teachers may follow this emphasis, which includes 18 hours of course work in the history and theory of rhetoric and criticism, and in the history and structure of the English language. They may take up to 12 hours of pedagogical courses, 6 of which must be in courses offered in the Department of English, Modern Languages, and Journalism.

Dual Degree in English and Library Information Management
Students may work toward a dual degree in English and in Library Science and apply up to 6 hours from each degree toward the requirements of the other. This program combines the MA degree with a professional degree (MLS), a combination well suited for careers in business, government, and education.

HEALTH, PHYSICAL EDUCATION AND RECREATION
Web: http://www.emporia.edu/hper
Phone: 620-341-5926
Shawna Shane, Interim Chair

Graduate Faculty
Professors: Joan Brewer, Kathy Ermler, Joella Mehrhof, Mark Stanbrough, Vicki Worrell
Associate Professors: Mike Butler, Shawna Shane, Paul Leubbers, Jennifer Thomas
Assistant Professors: Damon Leiss

The Department of Health, Physical Education, and Recreation offers graduate work leading to the Master of Science degree in HPER for students interested in advancing their education and opportunities in the areas of teaching, health promotion, coaching, and research. Most of the graduate faculty members in the department have completed doctoral degrees. Many of the faculty members are nationally recognized in their fields. The department is housed in a facility which includes five gymnasiums, human performance lab, athletic training lab, Olympic size pool, weight room, dance studio, pedagogy lab, and computer lab.

Master Degree Program
The Masters degree offered through the Department of Health, Physical Education, and Recreation at Emporia State University is completed entirely online. This unique program was the first totally online accredited Master’s degree program in HPER in the United States.

Admission Requirements
The applicant is expected to have an undergraduate degree in health, physical education or recreation or a minimum of 12 undergraduate theory hours in physical education (including an exercise physiology course), or a related field representing the same breadth of preparation required for an undergraduate degree at Emporia State University. Students lacking the prerequisites in their undergraduate preparation are required to complete additional courses as prescribed by the advisor and committee.

Persons wishing to pursue a Masters degree in the Department of Health, Physical Education and Recreation are required to be admitted to the Graduate School and to the Department of Health, Physical Education and Recreation. The graduate committee of the department uses the following criteria for
assessing whether or not to recommend an applicant for admission to the department:

- Undergraduate GPA (on a 4.0 scale) of 2.5 overall GPA, as well as a 2.75 GPA in the last sixty hours of college work
- Completed graduate application
- Written personal references (2)
- Undergraduate professional preparation in physical education (or related field)
- International students must register as an international student

Information, procedures and forms relevant to these criteria may be obtained on the Department of Health, Physical Education and Recreation web site at [www.emporia.edu/hper](http://www.emporia.edu/hper).

Students may be admitted on probationary status. They remain on probation until the following conditions are met:

1. All deficiencies are removed.
2. Nine hours of graduate study with a grade-point average of B or higher are completed.
3. All requirements specified by the Graduate School are met (degree plan on file).

Degree Candidacy Requirements

All degree candidacy requirements specified by the Graduate School must be met. The student must have completed at least nine hours of course work in the graduate program of study at Emporia State University to be placed into degree candidacy.

Students may not take any more than 9 HOURS OF GRADUATE CLASSES without being accepted as a graduate student of the university.

Graduation Requirements

**MS Degree Non-Thesis Option, Physical Education Core Courses**

<table>
<thead>
<tr>
<th>Course</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>PE 858 Ethics in HPER</td>
<td>3</td>
</tr>
<tr>
<td>PE 707 Applied Psychology in Health, Sport, and Movement Science</td>
<td>3</td>
</tr>
<tr>
<td>PE 768 Advanced Exercise Physiology</td>
<td>3</td>
</tr>
<tr>
<td>PE 865 Design and Assessment in HPER</td>
<td>3</td>
</tr>
<tr>
<td>PE 738 Advanced Technology in HPER</td>
<td>3</td>
</tr>
<tr>
<td>PE 868 Research in HPER</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>18</strong></td>
</tr>
</tbody>
</table>

Choose 18 hours of electives which may include a choice of a certificate program:

**Coaching Certificate (Choose 12 credits from the following courses)**

<table>
<thead>
<tr>
<th>Course</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>PE 864 Sociology of Sport</td>
<td>3</td>
</tr>
<tr>
<td>PE 725 Art and Science of Coaching</td>
<td>3</td>
</tr>
<tr>
<td>PE 740 Legal Issues in HPER</td>
<td>3</td>
</tr>
<tr>
<td>PE 745 Leadership in HPER</td>
<td>3</td>
</tr>
<tr>
<td>PE 762 Analysis of Teaching and Coaching</td>
<td>3</td>
</tr>
<tr>
<td>PE 840 Exercise Metabolism</td>
<td>3</td>
</tr>
<tr>
<td>PE 803 Motor Learning and Biomechanics</td>
<td>3</td>
</tr>
</tbody>
</table>

**Health Education Certificate (Choose 12 credits from the following courses)**

<table>
<thead>
<tr>
<th>Course</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>HL 650 School Health Issues and Trends</td>
<td>3</td>
</tr>
<tr>
<td>HL 735 Instruction Strategies in Human Sexuality Education</td>
<td>3</td>
</tr>
<tr>
<td>HL 800 Applied Risk Behavior Education and Strategies</td>
<td>3</td>
</tr>
<tr>
<td>HL 850 Wellness Concepts and Prevention Strategies</td>
<td>3</td>
</tr>
<tr>
<td>PE 740 Legal Issues in HPER</td>
<td>3</td>
</tr>
<tr>
<td>PE 835 Teaching Online Health and PE</td>
<td>3</td>
</tr>
<tr>
<td>PE 840 Exercise Metabolism</td>
<td>3</td>
</tr>
</tbody>
</table>

**Pedagogy Certificate (Choose 12 credits from the following courses)**

<table>
<thead>
<tr>
<th>Course</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>PE 862 Instructional Innovations in PE</td>
<td>3</td>
</tr>
<tr>
<td>PE 762 Analysis of Teaching and Coaching</td>
<td>3</td>
</tr>
<tr>
<td>PE 720 Assessment in K-12 Physical Education</td>
<td>3</td>
</tr>
<tr>
<td>PE 835 Teaching Online Health and PE</td>
<td>3</td>
</tr>
<tr>
<td>PE 745 Leadership in HPER</td>
<td>3</td>
</tr>
<tr>
<td>PE 740 Legal Issues in HPER</td>
<td>3</td>
</tr>
<tr>
<td>PE 803 Motor Learning and Biomechanics</td>
<td>3</td>
</tr>
</tbody>
</table>

**Total Required** 36

**MS Degree Thesis Option, Physical Education Core Courses**

<table>
<thead>
<tr>
<th>Course</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>PE 858 Ethics in HPER</td>
<td>3</td>
</tr>
<tr>
<td>PE 707 Applied Psychology in Health, Sport, and Movement Science</td>
<td>3</td>
</tr>
<tr>
<td>PE 768 Advanced Exercise Physiology</td>
<td>3</td>
</tr>
<tr>
<td>PE 865 Design and Assessment in HPER</td>
<td>3</td>
</tr>
<tr>
<td>PE 738 Advanced Technology in HPER</td>
<td>3</td>
</tr>
<tr>
<td>PE 869 Thesis</td>
<td>5</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>20</strong></td>
</tr>
</tbody>
</table>

Choose 15 hours of electives which may (not required) include a choice of a certificate program:

**Coaching Certificate (Choose 12 credits from the following courses)**

<table>
<thead>
<tr>
<th>Course</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>PE 864 Sociology of Sport</td>
<td>3</td>
</tr>
<tr>
<td>PE 725 Art and Science of Coaching</td>
<td>3</td>
</tr>
</tbody>
</table>
INSTRUCTIONAL DESIGN AND TECHNOLOGY

Web: [http://idt.emporia.edu](http://idt.emporia.edu) or idt@emporia.edu
Phone: 620-341-5829

Professor Marcus D. Childress, Chair
Professor Abdellah Salim Sehlaoui, TESOL Director

Professors: Harvey Foyle, Dusti Howell, Salim Sehlaoui.
Associate Professors: Zeni Colorado, Jane Eberle, Janet Holland, Manjula Shinge.

The Instructional Design and Technology Department offers a Master of Science Degree in Instructional Design and Technology that is delivered both on-campus and online via the Internet. This degree prepares individuals for leadership in the design, development, and integration of technology and online learning into teaching and private sector training.

Individuals obtaining the IDT degree serve as instructional designers/trainers in business, industry, healthcare, military, and post-secondary institutions; charged with training, development, and eLearning programs within their organizations. Others are practicing P-12 educators who wish to improve the quality of curriculum, instruction, and student learning through appropriate integration of technology into the classroom.

Admission Requirements

Persons wishing to pursue a master’s degree in the Department of Instructional Design and Technology are required to be admitted to the Graduate School and to the Department of Instructional Design and Technology. The department graduate committee will use the following criteria for assessing whether or not to recommend an applicant for admission to the department:

- ESU Graduate Application ($40 US; $75 international)
- Application form
- Transcripts
- GPA of 2.75 or more based on the 4-point scale in undergraduate study
- Resume (2 or more pages)**
- Two current recommendations via forms or letters (open or closed)
- Access to the Internet and possess a multimedia capable computer*
- Writing Competency (no fee)
• A 500 to 700 word formal paper** describing your experiences and career goals involving instructional design and technology and your interest in completing an online degree.

The writing competency (without name) will be scored by two faculty members in the IDT Department on writing quality. Items graded will be based on the 6 Trait Analytical Assessment identified by the National Council of Teachers of English.

Only applicants with completed admission packets will be considered. An IDT admissions committee will meet to review admission materials. Those applicants who are not admitted may request that their names be placed on a waiting list for future consideration by the IDT admissions committee.

*Specific requirements available at the department website: idt.emporia.edu
**Resume and paper may be submitted electronically as an email attachment to gradinfo@emporia.edu

Degree Candidacy Requirements
Upon satisfactory fulfillment of the admission criteria and completion of the first 6-12 hours, the student will be admitted to candidacy for the degree sought. Candidacy is the formal approval for pursuit of a graduate degree after it is determined that all specified admission criteria have been met. Students are expected to continuously demonstrate personal characteristics appropriate to the profession, maintain a 3.0 GPA or better through their MS program, and file a degree plan with their advisor.

Graduation Requirements
In order to receive a master's degree from this department, students must accomplish the following:
• Complete the program of study outlined below.
• Maintain a B average (a grade lower than a C cannot be used).

MS Degree - Instructional Design and Technology
As part of the degree requirements, students will complete a comprehensive project. Upon successful completion of program requirements and other requirements outlined in the Graduate Catalog and on this sheet, the student will be awarded the degree Master of Science in Instructional Design and Technology.

Required Courses           Hours
IT 700  Foundations of Instructional Design and Technology  3
IT 710  Web Design  3
IT 800  Instructional Design  3
IT 810  Multimedia Design  3
IT 820  Designing/Developing Web-Based Instruction  3
IT 830  Contemporary Issues in Distance Education  3
PY 805  Psychology of the Adult Learner  3
PY 722  Theories of Learning  3
Total Core  21

Electives
Electives with the approval of advisor  9

Research
ER 752  Analysis of Research  3
PY 520  Statistics  3
OR
IT 899  Masters Project in Instructional Design & Technology  3
Total Research  6
Total Hours for Degree  36

MA TESOL
The graduate program in Teaching of English to Speakers of Other Languages is designed to serve the increasing need for Teaching English as a Second and/or Foreign Language nationally at the college and public school level and internationally in private and public institutions worldwide. This program prepares its graduates to fill many jobs in this area both nationally and internationally. This program is the first of its kind in the state of Kansas.

The program offers 36 hours of in-depth graduate study in the areas of applied linguistics, TESOL Methodology, Language Assessment and Evaluation, Sociolinguistics, Second Language Acquisition, Cross-cultural Communication, TESOL Research Methods, Computer-Assisted Language Learning in TESOL, Composition Theory and Rhetorics, and Literacy/Reading Theory and Practice.

Procedures and Criteria for Admission to the Master of Arts TESOL Program
The following are admission requirements for MA TESOL degree seeking students:
• A bachelor's degree from an accredited college or university.
• Adequate preparation in the proposed area of specialization (to be determined by the program specialized committee members).
● A grade point average of not less than 2.75 in the last 60 semester hours of undergraduate study.
● International Students must submit a 550 TOEFL score as part of the admissions criteria.
● Submission of official transcripts from each institution attended.
● Payment of a non-refundable application fee.
● Three letters of recommendation written by persons with knowledge of the candidate’s potential for success in graduate school.
● A one-page essay career goal statement.
● A copy of an updated résumé
● Admission Essay Writing:
  Topic: “The best method is one which you have derived through your very own careful process of formulation, try-out, revision, and refinement” (Brown, 2002). Write a two-page essay that includes:
  A. First, a critical discussion of this statement.
  B. Second, a description of your own ESOL/EFL methodology which includes your reviews/theory about:
   1) What language is,
   2) How a second language is acquired, and how it can be effectively taught. (20 points: 8 points for discussing/explaining the statement, 12 points for describing your theory and practice)

REQUIREMENTS FOR DEGREE CANDIDACY
Students who have met the admission requirements, submitted an approved degree plan/advisement form, and completed a minimum of six credit hours of course work in the graduate program will be admitted to degree candidacy.

REQUIREMENTS FOR PROGRAM COMPLETION
• Satisfactory completion of TESOL PRAXIS CONTENT TEST (Code 0361) with a minimum score of 138 or above immediately after the completion of fifteen (15) core credit hours is a program completion requirement.
• Completion of 36 credit hours in the MA TESOL program.
• Students who choose not to do the 6 hour Thesis, have the option of working with their academic advisor to select 6 credit hours from the elective courses.
• Required internships and practica – After a candidate has successfully completed Admission to Program of Study requirements and has been approved by the appropriate chair or graduate coordinator, the candidate is permitted to participate in practical field experience in TS 735 (either section A or Section B, depending on whether they are education majors eligible to obtain an ESOL certification or not). Candidates who are eligible to seek an ESOL certification are supervised by ESU and school supervisors and are placed in a public school settings. Otherwise, they will take section B of TS 735 which will prepare them with practical and hands-on experiences in, for example, the Intensive English Program at ESU or a similar program.
• For students seeking a certification through their MA TESOL program in TS 735 Section A and based on the candidate’s performance and input from the University supervisor and off-campus supervisor, if applicable, the University supervisor assigns a grade for the field experience. The candidate is required to have a minimum grade of “B” in the field experience before being allowed to proceed to the Program Pre-completion decision point.
• For students who are NOT seeking a certification in their MA TESOL program, based upon the candidate’s performance and input from the University Practicum Instructor (in section B) and on-campus supervisor, if applicable, the instructor assigns a grade for this hands-on experience that will involve on-campus class observation/teaching (both via videotaped lessons and via Distance Education Tools). The candidate is required to have a minimum grade of “B” in the field experience before being allowed to proceed to the Program Pre-completion decision point.

Master of Arts in Teaching English to Speakers of Other Languages (TESOL)

MA TESOL CURRICULUM
Core Courses: Hours
FL 519 Language Assessment & Evaluation 3
FL 532 Teaching English as a Second/Foreign Language 3
FL 600 Linguistics for Language Teachers 3
FL 720 Second Language Acquisition 3
FL 735: Practicum in Teaching ESL 3
ED 535 Cultural Awareness for Educators 3
Total Core Courses Credit Hours: 18

Program Electives: 9
FL 730 Cross-cultural Communication 3
FL 710 Sociolinguistics 3
IT 700 Foundations of Instructional Technology 3
EG 715 Seminar in Rhetoric 3
EG 770. Seminar in Linguistics 3

Open Electives: 3
EL 721 Reading Theory and Literacy Practices: Elementary
EL 723 Reading Theory and Literacy Practices: Secondary 3
ED 837 Brain-based learning for educators 3
EG 790 Teaching CollegeComposition 3
EL 725 Teaching Reading to Diverse Learners 1
EL 821 Reading Curriculum Development and Strategies 3
Thesis: 6
FL 800 Thesis Hours 6
Total Required Credits: 36

NOTE: Students who choose not to do the 6 hour thesis, have the option of working with their academic advisor to select 6 credit hours from the elective courses.

MATHEMATICS, COMPUTER SCIENCE, AND ECONOMICS

Web: http://www.emporia.edu/mathcsecon
Phone: 620-341-5281
Joe Yanik, Chair

Graduate Faculty
Professors: Marvin Harrell, Brian Hollenbeck, Connie Schrock, Elizabeth Yanik, Joe Yanik.
Associate Professors: Essam Abotteen, Daniel Miller, Larry Scott, Qiang Shi.
Assistant Professors: Rob Catlett, Art Janssen, Chad Wiley.

The graduate program in mathematics is designed to promote a high level of competence and understanding in the field of mathematics. The graduate course offerings are such that an individualized program may be designed emphasizing various areas of mathematics, mathematics education, statistics, or computer science.

This program is beneficial to teachers in secondary schools and community colleges, persons interested in applying mathematics, statistics, or computer science to problems in industry or government, and those preparing for further graduate study or research in these areas.

Admission Requirements
To be accepted in the graduate program in mathematics, a student must present work essentially equivalent to 20 hours of undergraduate mathematics, including at least two semesters of calculus and one course with a substantial focus on mathematical proofs, or gain consent of the graduate advisor.

MS Degree, Mathematics
Students receiving the Master of Science degree in mathematics must have successfully completed at least one course in each of the following areas:

Algebra:

<table>
<thead>
<tr>
<th>Course</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>MA 727 Groups, Rings and Fields</td>
<td>3</td>
</tr>
<tr>
<td>MA 728 Vector Spaces</td>
<td>3</td>
</tr>
<tr>
<td>MA 740 Number Theory</td>
<td>3</td>
</tr>
<tr>
<td>Or any approved graduate level course in this area</td>
<td></td>
</tr>
</tbody>
</table>

Analysis:

<table>
<thead>
<tr>
<th>Course</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>MA 715 Topology</td>
<td>3</td>
</tr>
<tr>
<td>MA 734 Complex Variables</td>
<td>3</td>
</tr>
<tr>
<td>MA 735 Advanced Calculus I</td>
<td>3</td>
</tr>
<tr>
<td>MA 736 Advanced Calculus II</td>
<td>3</td>
</tr>
</tbody>
</table>
Statistics and Applied Mathematics:
MA 532 Mathematical Statistics I 3
MA 581 Math Modeling 3
MA 731 Statistics Using SAS 3
MA 733 Mathematical Statistics II 3
MA 764 Regression Analysis 3
CS 760 Numerical Analysis 3
CS 762 Optimization Techniques 3
CS 763 Simulation Techniques 3
CS 765 Numerical Linear Algebra 3

Or any approved graduate level course in this area

In addition, at least six hours must be chosen from each of two of the three areas of algebra, analysis and statistics/applied math. No more than six hours of graduate work can be counted from outside the standard mathematics curriculum and this is subject to the approval of the graduate committee. Students in this degree program can select either a thesis option or a non-thesis option.

The Thesis Option
To fulfill the requirements for this option the student must complete 32 hours of acceptable graduate work including a thesis. The thesis will be worth either 3 or 5 credit hours.

The Non-Thesis Option
The student must take 34 hours of acceptable graduate work including at least one hour of MA 810, Seminar in Mathematics, which would involve the presentation of a seminar.

Written Examination
All students are required to take a written examination. The examination can be taken after 18 hours of graduate work, but no later than the fourth week of the final semester (or the second week if the final semester is a summer semester.) For the non-thesis option the examination will be over four graduate courses that the student has completed in the Department of Mathematics, Computer Science, and Economics. Under the thesis option, in addition to a defense of the thesis, the student will also be required to take an examination over three courses. Under either option the student will select the courses for the examination, but the selection must include at least one course from two of the three areas of algebra, analysis, and statistics/applied mathematics and is subject to the approval of the Graduate Committee.

MUSIC
Web: [http://www.emporia.edu/music/muhome.htm](http://www.emporia.edu/music/muhome.htm)
Phone: 620-341-5431
Allan Comstock, Chair, Graduate Music Performance Advisor
Andrew Houchins, Coordinator of Graduate Studies
Gaile Stephens, Coordinator of Music Education, Graduate Music Education Advisor

Graduate Faculty
Professor: Martín Cuéllar, Andrew Houchins, Gary Ziek.
Associate Professors: Allan Comstock, Tracy Freeze, Dawn McConkie, Penelope Speedie.
Assistant Professors: Dennis Basset, Nathan Gay, Carol Krueger, Jeremy Starr, Gaile Stephens.

Graduate education in music at Emporia State University is based upon a tradition that nurtures scholarship, promotes performance, and encourages creativity. Graduate programs in music seek to address the professional and practical needs of post-baccalaureate students and prepare them for active careers and post-graduate study in music. Emporia State University offers the Master of Music with a Concentration in Music Education or a Concentration in Music Performance.

Admission Requirements
In addition to the general admission requirements listed by the Graduate School, the Department of Music requires all new prospective graduate students to submit a resume. Prior to admission to the Department of Music, students wishing to pursue the M.M. Performance Emphasis will submit a repertoire list and present a live audition of approximately 20 minutes in length. If a live audition creates an undue hardship, a DVD may be submitted, but a live audition will be required at the beginning of the first semester of study. Students wishing to pursue the M.M. Music Education Emphasis will submit a DVD of their classroom teaching, student teaching, or conducting and submit a formal statement of their music education philosophy. The M.M. Music Education Emphasis does not lead to certification by the State of Kansas.

First Semester Requirements
All applicants for graduate study in music shall demonstrate at least a baccalaureate-level competence in those areas common to all undergraduate music study. Competence in those areas shall be determined by first semester graduate students.
completing the entrance assessments listed below:

**Entrance Assessments**
- Music History
- Music Theory

**Assessment Results**

**Music History**
Students not passing the required entrance assessment in Music History will be required to enroll in MU 628 and/or MU 629, dependent upon the deficiency noted by the assessment results. MU 628 and MU 629 will not fulfill the Music History/Literature requirements.

**Music Theory**
Students not passing the required entrance assessment in Music Theory will be required to enroll in MU 618. This course will not fulfill the Music Theory requirements.

**Degree Candidacy**
Degree candidacy in the Department of Music is formal approval to pursue the Master of Music degree. This approval cannot be sought until all departmental first semester requirements in Music Theory and Music History have been met.

Following the completion of 12 - 14 hours of study which include the completion of departmental preliminary Music Theory and Music History requirements as stated above, the graduate student will make application for Degree Candidacy to the Master of Music program. The application process will include the following:

- Letter to Department of Music Graduate Committee requesting degree candidacy;
- Statement of educational philosophy or professional goals;
- Interview with the Music Graduate Committee.

The Music Graduate Committee will review the materials submitted, the student's grades and degree progress, and the student's potential for program completion. The committee will make one of the following recommendations:

- Provisional approval and course recommendation(s). Following the completion of the recommendations, the student will reapply for Degree Candidacy.
- No approval of Degree Candidacy.

**Graduation Requirements**
All graduate students in music must complete the Graduate Comprehensive Exam:

The Graduate Comprehensive Examination will consist of 6 questions solicited from the candidate's committee; 3 from the major professor, and 1 from each of the areas of history, theory, and research. The candidate must pass 5 out of 6 of the questions. This examination will be administered during the final semester of graduate study.

**Master of Music**
**Music Performance Emphasis**
**Degree Requirements**

<table>
<thead>
<tr>
<th>Hours</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>MU 838 Introduction to Research in Music</td>
</tr>
<tr>
<td>3</td>
<td>MU 772 Techniques of Analysis</td>
</tr>
<tr>
<td>3</td>
<td><strong>Music History – 3 hours – select one course</strong></td>
</tr>
<tr>
<td>3</td>
<td>MU 733 Music in the Medieval Period</td>
</tr>
<tr>
<td>3</td>
<td>MU 734 Music in the Renaissance Period</td>
</tr>
<tr>
<td>3</td>
<td>MU 735 Music in the Baroque Period</td>
</tr>
<tr>
<td>3</td>
<td>MU 736 Music in the Classical Period</td>
</tr>
<tr>
<td>3</td>
<td>MU 737 Music in the romantic Period</td>
</tr>
<tr>
<td>3</td>
<td>MU 744 Music of the Twentieth Century</td>
</tr>
<tr>
<td>3</td>
<td><strong>Music Theory or Music History Elective – 3 hours</strong></td>
</tr>
<tr>
<td>6</td>
<td>Applied Music at 800 level</td>
</tr>
<tr>
<td>2</td>
<td>Music ensembles – at 600 level</td>
</tr>
<tr>
<td>2</td>
<td>Instrument specific pedagogy course</td>
</tr>
<tr>
<td>2</td>
<td>MU 800 – Graduate Recital</td>
</tr>
<tr>
<td>2</td>
<td>MU 804 – Graduate Performance Research Project</td>
</tr>
<tr>
<td>7</td>
<td><strong>Elective Studies (7 hours)</strong></td>
</tr>
<tr>
<td>32</td>
<td><strong>Total Hours For Degree</strong></td>
</tr>
</tbody>
</table>

**Music Performance Content – 14 hours**
## Master of Music

### Music Education Emphasis

**Degree Requirements**

<table>
<thead>
<tr>
<th>Course</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>MU 838 Introduction to Research in Music</td>
<td>2</td>
</tr>
<tr>
<td>MU 772 Techniques of Analysis</td>
<td>3</td>
</tr>
<tr>
<td><strong>Music History – 3 hours, select one course</strong></td>
<td></td>
</tr>
<tr>
<td>MU 733 Music in the Medieval Period</td>
<td>3</td>
</tr>
<tr>
<td>MU 734 Music in the Renaissance Period</td>
<td>3</td>
</tr>
<tr>
<td>MU 735 Music in the Baroque Period</td>
<td>3</td>
</tr>
<tr>
<td>MU 736 Music in the Classical Period</td>
<td>3</td>
</tr>
<tr>
<td>MU 737 Music in the Romantic Period</td>
<td>3</td>
</tr>
<tr>
<td>MU 744 Music of the Twentieth Century</td>
<td>3</td>
</tr>
<tr>
<td><strong>Music Theory or music History Elective – 3 hours</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Music Education – 11 hours</strong></td>
<td></td>
</tr>
<tr>
<td>MU 839 Research in Music Education</td>
<td>3</td>
</tr>
<tr>
<td>MU 846 History and Philosophy of Music Education</td>
<td>3</td>
</tr>
<tr>
<td>MU 848 Learning Theories in Music</td>
<td>3</td>
</tr>
<tr>
<td>MU 880 Capstone Research</td>
<td>2</td>
</tr>
<tr>
<td><strong>Music Education Computer Proficiency – select one</strong></td>
<td></td>
</tr>
<tr>
<td>MU 810 Digital Audio Techniques</td>
<td>2</td>
</tr>
<tr>
<td>MU 812 Navigating Computers in Music</td>
<td>2</td>
</tr>
<tr>
<td><strong>Capstone – 2 hours – select one</strong></td>
<td></td>
</tr>
<tr>
<td>MU 882 Graduate Instruction Practicum</td>
<td>2</td>
</tr>
<tr>
<td>MU 879 Thesis</td>
<td>2</td>
</tr>
<tr>
<td>MU 871 Special Project</td>
<td>2</td>
</tr>
<tr>
<td><strong>Elective Studies – 6 hours</strong></td>
<td></td>
</tr>
<tr>
<td>Applied music not to exceed 2 hours</td>
<td></td>
</tr>
<tr>
<td><strong>Total Hours for Degree</strong></td>
<td>32</td>
</tr>
</tbody>
</table>

### Certificate in Music Technology

This certificate is designed to provide graduate students practical experiences integrating appropriate technology into their curriculum and/or music applications. Students will create MIDI sequences, digital audio recordings, work with notation and other instructional software, and develop a capstone project incorporating the technologies they have used.

<table>
<thead>
<tr>
<th>Course Requirements:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>MU 812 Digital Audio</td>
<td>2</td>
</tr>
<tr>
<td>MU 870 Applied Digital Audio</td>
<td>4</td>
</tr>
<tr>
<td>MU 872 Applied MIDI</td>
<td>2</td>
</tr>
<tr>
<td>MU 814 Technology for the Classroom</td>
<td>2</td>
</tr>
<tr>
<td>MU 815 Projects in Technology</td>
<td>2</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>12</td>
</tr>
</tbody>
</table>

**Note:** Students can enroll in applied music courses (Applied Digital Audio and Applied MIDI) for repeated semesters. These courses are a one-to-one instructional setting; each student continues to progress individually following the course content.

### Prerequisites:

1 year of music theory and ear training.

### Application Process:

A letter of application addressing goals for the program.

### Certificate in Music Performance

This certificate is designed, primarily, for graduate international students with an undergraduate degree in music wishing to pursue graduate level studies in the United States. Duration of the course is one year and any studies undertaken during that year can apply toward completion of a Master of Music degree at Emporia State University.

<table>
<thead>
<tr>
<th>Course Requirements:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>800 level Applied Music</td>
<td>4</td>
</tr>
<tr>
<td>700-800 levels Performance area literature course</td>
<td>3</td>
</tr>
<tr>
<td>600-800 levels Music electives</td>
<td>5</td>
</tr>
</tbody>
</table>

**Prerequisites:**

1 year of music theory and ear training.

### Application Process:

A letter of application addressing goals for the program.
Total 12

Note: Students can enroll in applied music courses (Applied Piano) for repeated semesters. These courses are a one-to-one instructional setting; each student continues to progress individually following the course content.

Prerequisite:
Undergraduate degree or its equivalent in a field of music.

Application Process:
A basic performance audition of intermediate to advanced literature.
A letter of application addressing personal goals for the certificate.
Completion of ESU admission requirements.

Certificate in Piano Pedagogy
The purpose of the certificate is for private teachers needing more training or strengthening of the quality of their teaching.

Course Requirements:
- MU 728 Piano Pedagogy 1 2
- MU 729 Piano Pedagogy 2 2
- MU 830 Performance Practices in Music 2
- MU 740 Piano Literature 2
- MU 851 Applied Piano 4
Total 12

Note: Students can enroll in applied music courses (Applied Piano) for repeated semesters. These courses are a one-to-one instructional setting; each student continues to progress individually following the course content.

Application Process:
Basic playing audition of intermediate to advanced literature.
Letter of application addressing personal goals for the certificate.

International Student Music Performance Certificate
This certificate is designed to provide international graduate students with an opportunity to study music and further develop English skills in the United States.

Prerequisites
- TOEFL score meeting ESU requirements
- Permission of applied instructor

Course Requirements:

Semester 1 (6 credit hours)
- Intensive English courses as needed
- Applied Music at 800 level
- Music Elective

Semester 2 (6 credit hours)
- Applied Music at 800 level
- Music Literature Course in applied area
- Music Elective

Total hours for certificate 12

NOTE: Students can enroll in applied music courses for repeated semesters. These courses are a one-to-one instructional setting; each student continues to progress individually following the course content.
PHYSICAL SCIENCES

Web: http://www.emporia.edu/physci
Phone: 620-341-5330
Richard Sleezer, Chair
Eric Trump, Graduate Advisor for Chemistry
Michael A. Morales, Graduate Advisor for Earth Sciences
Jorge L. Ballester, Graduate Advisor for Physics
Kenneth W. Thompson, Graduate Advisor for Physical Sciences (teaching)

Graduate Faculty
Assistant Professors: Diane Nutbrown, Andrew Miller, Alivia Allison.

Introduction
Graduate study with concentrations in chemistry, earth science, physics, and physical sciences is offered within the Master of Science degree.

The requirements for each of these concentrations are described separately. Each is designed to promote a high level of competence and understanding of the subject matter. These programs prepare a student to continue graduate studies at the doctoral level and obtain or maintain employment in the chosen field with government agencies, industry or education.

General Admission Requirements and Qualifying Entrance Examinations
At the time of application a degree aspirant’s previous academic work is evaluated. Upon admission to the program any existing deficiencies are identified and recommendations are made to address them by the graduate advisor for the applicant’s program concentration of choice. All students are required to pass the qualifying exam(s) for their discipline prior to the completion of 12 hours of graduate degree program work. If one or more parts of the exam are not passed, the student may be given another opportunity either by additional testing or coursework to satisfy this requirement. Specific qualifying exam requirements vary depending on the program concentration; therefore, students should consult with the appropriate graduate advisor for details. Admission requirements specific to the various concentrations within the Physical Sciences are outlined under the Admission Requirements headings for each concentration (Chemistry, Earth Science, Physics, and Physical Sciences).

General Degree Requirements
These degree program concentrations require that the student write either a thesis or a research report addressing a selected topic. The thesis option requires successful completion of a minimum of 30 semester hours of approved graduate work. The research report option requires successful completion of a minimum of 32 semester hours of approved graduate work. Both options require successful completion of 15-25 semester hours in the major field(s). Specific course requirements will be determined by the individual candidate in consultation with the candidate’s advisor and graduate committee. The candidate must pass an oral examination over the thesis or research report. The following summarizes the requirements.

Thesis Option

- Thesis and Research: 3-8
- (only 6 credit hours of thesis allowed)
- Major field courses (see each concentration): 15-25
- Approved electives: 5-10
- Total (minimum): 30

Research Report Option

- Graduate Research: 3-6
- Major field courses (see each concentration): 15-25
- Approved electives: 5-12
- Total (minimum): 32

MS Degree, Physical Science, CHEMISTRY CONCENTRATION

The MS concentration in chemistry is designed to prepare graduates for employment in industrial or governmental sectors, for continued graduate work at the doctoral level, or for teaching. Program variations may be tailored to emphasize biochemistry/biotechnology, environmental chemistry or chemistry education in addition to a more traditional chemistry curriculum.

Admission Requirements
Accepted applicants must have completed a bachelor’s degree (BA or BS) from an accredited college or university with a major in chemistry or closely related field. If an applicant does not have a major in chemistry, then course work equivalent to six lecture courses and four laboratory courses in chemistry are expected. Exceptions will be considered on an individual basis, and applicants may be admitted on a provisional status.

Qualifying Examinations Requirement
Qualifying examinations will be scheduled during the first five
class days of the semester. Each student must pass a qualifying examination in two of the four following principal areas of chemistry: biochemical, inorganic, organic or physical chemistry; see Core Requirements for analytical chemistry. Students will have two opportunities to pass each area examination. If an examination is failed twice, the requirement must be satisfied by completing the department’s designated course work in the appropriate area with a minimum grade of “B.”

If an examination is failed on the first attempt and the designated substitute course is offered that semester, the student may elect to waive a second attempt to pass the examination and satisfy the requirement by completing the designated course with a minimum grade of “B-.” Any course(s) taken to satisfy qualifying examination requirements will not count toward the hours required for the MS degree. Meeting the Qualifying Examinations Requirement, either by passing the examination or completion of the designated substitute course, will make the student eligible for degree-candidacy status. The courses designated to substitute for Qualifying Examinations are the following:

CH 500 Topics in Chemistry: Survey of Organic Chemistry 3 hrs
CH 525 Descriptive Inorganic Chemistry 3 hrs
CH 560 Fundamentals of Biochemistry 3 hrs
CH 620 Elements of Physical Chemistry 3 hrs
Course substitutions may be considered by the chemistry faculty in individual cases.

Degree Requirements
Per University Graduate School guidelines, a student must earn a cumulative 3.0 grade point average in all courses used for the degree. A minimum of 60 percent of the credit hours must be in courses numbered 700 or higher. For complete degree requirements consult the current graduate policies at http://www.emporia.edu/grad/pol.htm.

Two degree options are available. The thesis option requires a minimum of 30 credit hours and the report option requires a minimum of 32 credit hours. The Core Requirements are the same for both options. Due to prerequisites that may not have been met with courses in a student’s background, more than 30 or 32 hours may be required.

A student is expected to select her/his research advisor no later than the end of her/his first semester. The committee should be selected by mid-term of the second semester. Prior to graduation a student will submit a satisfactory written thesis or report and make a public oral presentation and defense of the thesis or report.

Core Requirements (total of 8 hours)
CH 728 Chemical Literature 2 hrs
(This course serves as the departmental orientation course and should be taken during the first semester.)
CH 730 Chemistry Seminar (first 2 semesters as graduate student, 1 hr/semester) 2 hrs
CH 676 Analytical Chemistry 4 hrs
(If the student’s record includes successful completion of an undergraduate course in quantitative analysis, including laboratory, and the student passes the departmental Analytical Chemistry Qualifying Examination, the student will be awarded passing credit on the transcript for CH 676.)

Thesis option  Total of 30 hours
Core requirements (described above) 8 hrs
Research 8 hrs
CH 829 Graduate Research (3-5 hrs) 3-5 hrs
CH 875 Thesis M.S. (3-5 hrs) 3-5 hrs
Chemistry electives (see below) 8-14 hrs
Cognate electives 0-6 hrs

Report option  Total of 32 hours
Core requirements (described above) 8 hrs
Research 6 hrs
CH 829 Graduate Research (6 hrs maximum) 6 hrs
Chemistry electives (see below) 12-18 hrs
Cognate electives 0-6 hrs

Chemistry electives
CH 500 Topics in Chemistry (*except Survey of Organic) 1-5 hrs
CH 506 Environmental Chemistry 3-4 hrs
CH 508 Industrial Chemistry 1-3 hrs
CH 578 Water Analysis 3 hrs
CH 627 Intermediate Chemistry 3 hrs
CH 745 Nuclear Techniques 3 hrs
CH 660 Biochemistry I 3 hrs
CH 661 Laboratory Methods in Biochemistry 2 hrs
CH 662 Biochemistry II 3 hrs
CH 700 Advanced Topics in Chemistry(*) 1-5 hrs
CH 720 Physical Chemistry I 3 hrs
CH 721 Physical Chemistry Laboratory 2 hrs
CH 722 Physical Chemistry II 3 hrs
CH 723 Advanced Physical Chemistry Laboratory 2 hrs
CH 724 Topics in Physical Chemistry: (*) 3 hrs
CH 725 Advanced Inorganic Chemistry 3 hrs
CH 726 Advanced Inorganic Chemistry Laboratory 1-3 hrs
CH 760 Nucleic Acids Biochemistry 3 hrs
CH 765 Advanced Biotechnology Laboratory 4 hrs
CH 772 Topics in Organic Chemistry: (*) 1-3 hrs
CH 773 Qualitative Organic Analysis 3 hrs
CH 776 Topics in Biochemistry: (*) 1-3 hrs
CH 777 Instrumental Methods of Analysis 5 hrs
CH 778 Topics in Analytical Chemistry: (*) 1-3 hrs
CH 801 Trends in High School Chemistry Curricula 3 hrs
CH 802 Modern Developments in Chemistry 3 hrs
CH 826 Topics in Inorganic Chemistry: (*) 1-3 hrs
CH 871 Topics in Advanced Physical Chemistry 1-3 hrs

*The topic in a given semester will be announced in the course schedule. The courses may be repeated for credit when different topics are offered.

Other chemistry courses may be considered for inclusion in a student’s program on an individual case basis.

Cognate Electives
Up to 6 hours of cognate courses (numbered 500 and above) relevant to a student’s educational goals may be included in the MS degree plan. Such courses may be selected from those offered in earth science, geology, physics, physical science, biological sciences, mathematics, computer science, education, or other disciplines. The selection of Cognate Electives must be approved by the student’s academic advisor prior to enrollment in the cognate course.

MS Degree, Physical Science, EARTH SCIENCE CONCENTRATION

The graduate earth science concentration is designed to provide a broad, flexible, and interdisciplinary background in the earth, environmental, and geological sciences. It is especially well-suited for candidates with career goals in government service, teaching, and/or industry. It can also prepare one for entry into doctoral study.

Admission Requirements
The minimum expected undergraduate preparation in earth science is course work equivalent to the BSE degree with certification in earth/space science, or a BA or BS degree with an earth science, physical geography, geology, or physical science major. Deficiencies in course background may be addressed concurrent with degree program course work.

Application for Admission

To apply for admission to the earth science concentration, applicants are required to do the following:

1) Submit an application for admission; see [http://www.emporia.edu/grad/appinstr.htm](http://www.emporia.edu/grad/appinstr.htm) for an electronic application form.
2) Provide official transcripts from each undergraduate institution attended. Transcripts must be sent to: Graduate School, Campus Box 4003, Emporia State University, Emporia, Kansas, 66801.
3) Provide a statement of relevant background, fields of interest in earth science, and career goals. This should be sent to: Graduate Advisor, Earth Science Department, Campus box 4030, Emporia State University, Emporia, KS, 66801.
4) The priority date to submit applications for the upcoming academic year is March 1. Later applications may be considered.
5) A faculty committee will review applications and select candidates for admissions. Each candidate will be matched with a prospective faculty advisor.
6) Students admitted into the degree program will be expected to maintain continuous enrollment during the academic year (Fall and Spring semesters). Students may petition for a leave of absence for special circumstances, e.g., military service, medical conditions, family emergencies, or other extraordinary situations.
7) In some cases these procedures and their schedule may be modified for students with special circumstances.

Qualifying Examinations
At the time of application a degree aspirant’s previous academic work is evaluated. Upon admission to the program any existing deficiencies are identified and recommendations are made to address them by the graduate advisor for the applicant’s program. All students are required to pass the qualifying exam(s) for their discipline prior to the completion of 12 hours of graduate degree program work. If one or more parts of the exam are not passed, the student may be given an additional opportunity either by additional testing or coursework to satisfy this requirement. Additional information is available from a graduate advisor or the Physical Sciences Office, Cram Science Hall room 133.

Graduation Requirements
Students are required to either 1) complete a minimum of 30 credit hours including a thesis (a maximum of 8 hours may be research and thesis combined), or 2) complete a minimum of 32 credit hours including a research project (a maximum of 6 hours may be research). A minimum of 60 percent of the credit hours must be in courses numbered 700 or higher. Students must complete at least 15 hours of courses in earth science (ES or GO courses) exclusive of the thesis or research project. At least six hours of graduate credit must be taken from the following allied sciences: biology, chemistry, computer science, geography, mathematics, or physics.
Graduate Committee
Each individual who is pursuing a graduate degree in earth science must have his/her work approved and supervised by a graduate committee. This graduate committee is appointed by the recommendation of the department, and is generally chaired by the student's research advisor. A student's graduate committee must approve the program of study, including the outline of the research topic. Before the degree is awarded, the committee will examine the candidate orally over the thesis or research report and related topics.

Presentation of Research
A student is expected to present his/her research at a professional scientific conference or meeting. The presentation may take the form of a poster display, oral lecture, field-trip guide, workshop or other suitable format.

MS Degree, Physical Science, PHYSICAL SCIENCE CONCENTRATION
The physical science concentration is an option for in-service teachers or non-teaching professionals. If an in-service teacher, the physical science concentration is designed to provide graduate work to enhance the chemistry, earth/space science, physics and/or physical science background of a licensed teacher. This concentration can also be preparatory for additional graduate work at the doctoral level in science education. A non-teaching physical science concentration is designed to provide graduate work to those professionals for whom a broad foundation in the physical sciences is appropriate.

Admission Requirements
For in-service teachers, the required undergraduate preparation is completion of course work equivalent to the Departments of Physical Sciences undergraduate requirements for secondary teaching licensure in one of chemistry, earth/space science, physics, or closely allied field. For non-teaching professionals, the required preparation is a bachelor’s degree with similar preparation from an accredited institution.

Program Options
Two program options are available for students wishing to pursue this degree concentration.

Program Option A is designed for those individuals who want to take the maximum number of hours of course work within the disciplines and who will be full-time graduate students during the academic year.

Required Courses/Degree Requirements

<table>
<thead>
<tr>
<th>Course</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Physical Sciences (CH, ES, GO, PH, or PS)</td>
<td>15-25</td>
</tr>
<tr>
<td>Nature of the Scientific Enterprise</td>
<td>2</td>
</tr>
<tr>
<td>CH, PH, ES, PS Thesis hours</td>
<td>3-5</td>
</tr>
<tr>
<td>or</td>
<td></td>
</tr>
<tr>
<td>CH, PH, ES, PS Research hours</td>
<td>3-5</td>
</tr>
<tr>
<td>Approved electives, if needed, to bring the total hours to 30 (thesis) or 32 (research report) will be decided by the graduate committee and candidate.</td>
<td></td>
</tr>
</tbody>
</table>

Minimum hours required, thesis option: 30
Minimum hours required, research report option: 32

Program Option B is designed for those individuals who want to do course work within the disciplines and also gain additional competence in science education techniques and curriculum development. This program is specifically designed to be completed during summer sessions, and potentially augmented with academic-year course work.

Required Courses/Degree Requirements

<table>
<thead>
<tr>
<th>Course</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nature of the Scientific Enterprise</td>
<td>2</td>
</tr>
<tr>
<td>Workshop in Physical Science Teaching</td>
<td>1-3</td>
</tr>
<tr>
<td>Modern Developments in the Physical Sciences</td>
<td></td>
</tr>
<tr>
<td>Approved Electives</td>
<td></td>
</tr>
<tr>
<td>First Physical Science Discipline</td>
<td>12</td>
</tr>
<tr>
<td>Second Physical Science Discipline</td>
<td>6</td>
</tr>
</tbody>
</table>

Thesis Option

<table>
<thead>
<tr>
<th>Course</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Thesis (offered under several course numbers e.g., CH, ES, PH, and PS)</td>
<td>3-5</td>
</tr>
</tbody>
</table>

Minimum hours required, thesis option: 30

Research Report Option

<table>
<thead>
<tr>
<th>Course</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Graduate Research or Research Problem (offered under several course numbers)</td>
<td>3-6</td>
</tr>
<tr>
<td>Analysis of Research</td>
<td>3</td>
</tr>
</tbody>
</table>

Minimum hours required, research report option: 32

MS Degree, Physical Science, PHYSICS CONCENTRATION
The physics concentration is designed to serve the needs of those planning to advance in a teaching career, enter industrial or governmental work, or continue graduate education at the doctoral level. Students benefit from small classes, a student-oriented faculty, research opportunities, and a flexible curriculum.

Admission Requirements
For admission to the physics concentration program, the
applicant must have completed at least two physics courses for which introductory physics is a prerequisite and must have a demonstrated proficiency in calculus. Students may be admitted on a provisional status, and will be informed upon admission of any specific deficiencies which must be addressed.

**Qualifying Examination**

Students are required to pass a qualifying examination covering specific topics in physics including classical mechanics, electromagnetism, waves, optics, thermodynamics, atomic physics, subatomic physics and special relativity. (Two semesters of introductory physics and one semester of modern physics can provide adequate preparation for the exam.) This examination will be administered prior to the completion of 12 graduate credit hours. More information on the qualifying examination is available from the Physical Science Office, Cram Science Hall, Room 133.

**Graduate Committee**

Students pursuing a graduate degree must have their work approved and supervised by a graduate committee. This graduate committee is appointed by the recommendation of the department. The student’s research advisor will generally serve as the chairperson of the committee. A student’s graduate committee must approve the program of study including the outline of the research topic.

**Degree Requirements**

Two degree options are available. In the more research-intensive thesis option, students are required to complete a minimum of 30 credit hours including a thesis (a maximum of 8 hours may be research or thesis). Per university Graduate School requirements, the research report option requires a minimum of 32 credit hours (a maximum of 6 hours may be research). Per university Graduate School requirements, a student must earn a cumulative 3.0 grade point average in all courses used for the degree. A minimum of 60 percent of the credit hours must be in courses numbered 700 or higher. Students must present the results of their thesis or research project at a scheduled departmental seminar. Immediately following the seminar, the student’s graduate committee will examine the candidate orally over the thesis or research report and related topics.

**Required Courses**

A master’s degree program with a physics concentration requires a minimum of 15 credit hours in physics courses. Advanced-level courses in classical mechanics, electromagnetism, and an advanced laboratory course are required as a common core for all graduate students, e.g., PH 760, Mechanics I and PH 762, Electricity and Magnetism I are required. The advanced laboratory requirement can be met with any physics laboratory course at the 500-level or above. The degree program will include additional hours of approved electives to meet the minimum number of hours required.

**Seminar Participation**

Students are expected to attend and participate in scheduled physics seminars during the entire period of full-time graduate study, whether enrolled in such seminars for credit or not. A maximum of two credit hours in seminar may be applied toward the degree.
Students completing the thesis option select a thesis committee consisting of two faculty members from the student's field and one member outside the field. Students selecting the thesis option are required to complete both a proposal and defense meeting with their thesis committee. Psychology-Experimental and Psychology-Industrial/Organizational students must complete a thesis.

Non-degree seeking students may not apply more than 9 graduate hours taken as a non-degree student to a graduate program in the department. In addition, these courses must also meet the seven year time limit established by the Graduate Council.

For letters of recommendation, at least two must be from faculty who had you in class, conducted research with you, and/or are familiar with your academic performance.

Applicants who have been rejected for admission must complete all background deficiencies and repeat undergraduate courses to raise their undergraduate GPA on the last 60 hours to a 3.25 or a cumulative GPA of 3.00 before reapplying.

Degree Candidacy Requirements
A degree program must be completed and approved before the second term of enrollment. The student should apply for degree candidacy after completing 15 hours of course work. A student must be a degree candidate before enrolling in thesis, practicum, internship or sitting for the comprehensive examination.

CLINICAL PSYCHOLOGY ADMISSION REQUIREMENTS
The following requirements must be met for admission into the Clinical Psychology program:
1) An overall 3.00 grade-point average on a four-point scale or a 3.25 on the last 60 semester hours for the undergraduate degree.
2) Three letters of recommendation.
1) Graduate Record Examination or Miller Analogies Test scores.
4) A personal letter that addresses the following: research experience (presentations, lab work, conference attendance), work/volunteer experience especially jobs relating to your area of interest in psychology, why you want to pursue a Master’s degree, and your future plans with your Master’s degree.
6) A minimum of 24 semester hours of background work in psychology excluding introductory or general psychology. This must include work in developmental psychology, statistics, experimental psychology, psychological testing, abnormal psychology, theories of personality, and foundations of psychology. Courses taken to fulfill undergraduate deficiencies may not be counted toward the Master's degree.

M.S. DEGREE, CLINICAL PSYCHOLOGY—Thesis Option
The degree requires a minimum of 60 credit hours.

Required Courses
I. ASSESSMENT COURSES (12 hours) Hours
PY 806 Personality Assessment and Report Writing 3
PY 807 Projective Assessment and MMPI 3
PY 827 Seminar in Psychopathology 3
PY 841 Assessment of Intelligence 3
Total 12

II. TREATMENT (28 hours)
PY 846 Culture, Assessment, and Treatment 3
PY 847 Techniques of Psychotherapy 3
PY 848 Family and Group Systems Psychotherapy 3
PY 849 Ethics and Professional Practice 3
PY 858 Interdisciplinary Referral and Collaboration 3
PY 859 Internship in Clinical Psychology 6
PY 851 Behavior Modification 3
Electives 9
Total 33

III. SCIENTIFIC FOUNDATIONS 9

IV. RESEARCH (11 hours)
ER 851 Research and Design and Writing 3
ER 857 Statistics Methods for Education and Psychology II 3
PY 800 Thesis 5
Total 11

TOTAL Hours Required 60

M.S. DEGREE, CLINICAL PSYCHOLOGY—Non-Thesis Option
The degree requires a minimum of 60 credit hours.

Required Courses
I. ASSESSMENT COURSES (12 hours) Hours
PY 806 Personality Assessment and Report Writing 3
PY 807 Projective Assessment and MMPI 3
PY 827 Seminar in Psychopathology 3
PY 841 Assessment of Intelligence 3
Total 12

II. TREATMENT (28 hours)
PY 846 Culture, Assessment, and Treatment 3
PY 847 Techniques of Psychotherapy 3
PY 848 Family and Group Systems Psychotherapy 3
PY 849 Ethics and Professional Practice 3
PY 858 Interdisciplinary Referral and Collaboration 3
PY 859 Internship in Clinical Psychology 6
PY 851 Behavior Modification 3
Electives 9
Total 33

III. SCIENTIFIC FOUNDATIONS 9

IV. RESEARCH (11 hours)
ER 851 Research and Design and Writing 3
ER 857 Statistics Methods for Education and Psychology II 3
Total 6

TOTAL Hours Required 60

The Clinical Internship
The internship experience is considered to be an integral and valuable component of the clinical program. The internship placement is a minimum of 750 clock hours in length and serves to provide the student with a wide variety of first-hand experiences in the clinical setting.

PSYCHOLOGY ADMISSION REQUIREMENTS
The following requirements must be met for admission into the desired program:
1) An overall 3.00 grade-point average on a four-point scale or a 3.25 on the last 60 semester hours for the undergraduate degree.
2) Three letters of recommendation.
3) Graduate Record Examination or Miller’s Analogy Test.
5) A personal letter that addresses the following: research experience (presentations, lab work, conference attendance), work/volunteer experience especially jobs relating to your area of interest in
psychology, why you want to pursue a Master’s degree, and your future plans with your Master’s degree.

6) For General and Industrial/Organizational: a minimum of 24 semester hours of background work in psychology excluding introductory or general psychology and including statistics, experimental psychology, developmental or social psychology, learning or cognitive psychology or memory, abnormal psychology or personality, psychological testing or foundations/history of psychology, and any additional 6 hours of other psychology course work.

MS DEGREE, PSYCHOLOGY - EXPERIMENTAL CONCENTRATION

This option is selected by many students who plan to continue their education at the doctoral level in experimental psychology. This program stresses the acquisition of a solid grounding in research methodology and data analytic techniques. Conducting original research projects and preparing convention presentations and journal publications are encouraged. The specific program of study is tailored to meet the individual needs and career goals of each student.

I. CORE COURSES (12 hours) Hours
PY 600 Advanced General Psychology 3
ER 851 Research Design and Writing 3
ER 857 Statistics II 3
Total 9

II. CONCENTRATION (9 hours) Hours
PY 707 Memory 3
PY 811 Seminar in Human Growth and Development 3
PY 827 Seminar in Psychopathology 3
Total 9

Students MUST earn a grade of B or better in each of these courses.

III. ELECTIVES (advisor approved course work) 12
Possible suggestions:
PY 803 Research Problem in Psychology 1-3
PY 709 Introduction to Neuropsychology 1
PY 827 Seminar in Psychopathology 3
Students MUST earn a grade of B or better in each of these courses.

A student must be a degree candidate before enrolling in any of the following courses:

IV. PRACTICUM & FIELDWORK (3 hours)
PY 839 Internship 3

V. RESEARCH (3 hours)
PY 800 Thesis 3

TOTAL 36

M.S. DEGREE, PSYCHOLOGY - INDUSTRIAL/ORGANIZATIONAL CONCENTRATION

In addition to the courses required for admission, the student must have taken and passed Principles of Management and at least 6 hours of undergraduate business/management courses. Suggested courses include accounting, business law, computer programming, information systems, finance, human resources, marketing, management, statistics. If deficient, these courses may be taken concurrently with graduate courses except in the case of a background course being a prerequisite to a graduate course taken in the same semester.

Although majoring in either psychology or business as an undergraduate is not absolutely required, students are urged to arrange undergraduate programs to reflect such a major if at all possible.

I. CORE COURSES (9 hours) Hours
PY 600 Advanced General Psychology 3
ER 851 Research Design & Writing 3
ER 857 Statistics II 3

II. CONCENTRATION (9 hours)
PY 832 Industrial Personnel Psychology 3
PY 833 Organizational Psychology 3
Any 700+ level management course 3

III. ELECTIVES (advisor approved course work 12 hours)
Possible suggestions:
PY 740 Personnel Selection and Testing 3
PY 741 Motivation and Training 3
PY 742 Work Attitudes 3
PY 743 Leadership in Organizations 3
PY 744 Performance Appraisal 3
PY 745 Organizational Issues and Legal Issues 3

IV. PRACTICUM AND FIELD WORK (3 hours)
PY 839 Internship 3

V. RESEARCH (3 hours)
PY 800 Thesis 3
TOTAL Hours Required  36

SCHOOL PSYCHOLOGY (M.S.) ADMISSION REQUIREMENTS
Students seeking acceptance into the graduate degree programs for Master of Science/Specialist in Education in School Psychology must first be admitted to the Graduate School of the University.
This occurs by meeting the following requirements:

• Submission of an "Application for Admission to Graduate Study" form online at http://www.emporia.edu/grad/appinstr.htm.
• Submission of all undergraduate and graduate transcripts.
• Completion of a bachelor’s degree from a regionally accredited college or university.
• A grade point average of not less than 3.0 overall, or a 3.25 on the last 60 semester hours for the master’s program, and 3.50 on the master’s program coursework for admission to the Education Specialist degree.
• Course prerequisites: A minimum of 20 semester hours of background courses in undergraduate psychology (not including introductory psychology), or the content of those courses completed via course equivalents as determined by core program faculty. This must include work in statistics, descriptive and/or experimental methods, developmental, history/foundations, personality theory, and learning theory (or a cognitive or educational psychology equivalent to a learning theory course). Abnormal psychology and psychological testing courses are suggested as part of this background, but are not required. In addition, a 3 semester hour Survey of Exceptionality (sometimes called Introduction to Special Education) course is needed. It is not uncommon that some prerequisite course work is missing for applicants; certain aspects may be met concurrently with School Psychology Program studies.
• Documented supervised work experience in working with, supervising, and/or caring for children and youth in a supervised setting is a required part of the application process for all licensure programs approved in the state of Kansas. Required documentation forms with instructions are available in the Appendix.
• Submission of scores that are, in the least, within the average range on either the Graduate Record Examination or Miller Analogies Test. Applicants with an M.S. in school psychology or a related field such as clinical psychology or special education may meet this requirement if they show exceptional performance in their M.S. course work.
• Three letters of recommendation (form in Appendix) from professionals who can comment on the applicant’s potential for completing advanced graduate studies. Additional letters (e.g., from friends or family members), which address issues you believe relevant may also be submitted, but the application is not complete without the three letters from professionals that provide the information requested in the form.
• Completion of an admissions interview, which may be done via phone, with a member of the School Psychology Program faculty.
• Although applications are accepted year-round, in order to offer applicants an assurance that an admissions decision and enrollment may begin on the desired schedule, applications should meet specified deadlines. Applications should be completed by March 1 to assure that a program of study may begin during the fall semester, and October 1st for a program of study which begins during the spring semester. Materials arriving after those dates will be given due consideration, but an admissions decision may not be completed in time for enrollment during the desired semester.
• Applicants must include a statement of purpose or letter of intent with their materials. It’s purpose is to introduce you to the committee. What do you want to study? Why do you want to study it? What experience or background do you have that is relevant to this area? What do you plan to do with this degree once you have it? It should also explain anything in the application materials that you believe should be elaborated upon, make clear you understand and care about the professions of school psychology, and demonstrate that you have the academic background, maturity, and diligence to succeed in the program. Some helpful suggestions as to what such a letter might contain can be seen at http://www.unm.edu/~olit/pdf/letterOfIntentGuidelines.pdf. Applications are not accepted without a letter of intent, as providing one helps the admission committee understand the context of the application and can facilitate admissions decisions.
SCHOOL PSYCHOLOGY (Ed.S.) ADMISSION REQUIREMENTS

Admission requirements for the Ed.S. program are the same as M.S. above except 20 instead of 24 hours of undergraduate psychology course work is required including either Experimental Psychology or Foundations of Psychology. If applicants are not licensed as a regular classroom teacher, they must complete the Survey of Exceptionality course and an approved field experience with exceptional students concurrently while taking course work in the MS program. Admission to the Ed.S. program requires the following:

1. A master's degree from an accredited college or university with a GPA of 3.5 on the most recent master's degree.
2. A letter of educational goals and professional interests unless written for a School Psychology master's degree at ESU.
3. One recommendation for graduate study by an individual who can attest to the candidate's capacity for advanced study.
4. If the master's degree was awarded by Emporia State University, then the student will not be required to repeat the Graduate Essay Examination of The Teachers College. The student is encouraged to consult the Graduate Catalog for additional details pertaining to the Specialist in Education degree, as well as all other graduate programs offered by ESU.
5. Achieve a state of Kansas passing score on the Praxis II series School Psychologist examination. Full results, including subscores for all content areas, must be made available to the Program Director.

A grade of “B” or above must be earned on the entire Ed.S. School Psychology program to receive a recommendation to the Kansas State Department of Education for certification as a school psychologist.

Other Requirements for School Psychology

A degree program must be completed and approved before the second term of enrollment.

A thesis committee consisting of two faculty members from the student's field and one member outside the field will need to be selected. Students are required to take an oral examination over their thesis area and research. Candidates who choose the non-thesis option must select a school psychology faculty member to serve as an Ed.S. project advisor prior to enrolling in the PY 844 Ed.S. project option.

For Non-Degree Seeking Students: A student may not apply more than 12 graduate hours taken as a non-degree student to a graduate program in the department. In addition, these courses must also meet the seven year time limit established by the Graduate Council.

Applicants who have been rejected for admission must complete all background deficiencies and repeat undergraduate courses to raise the GPA on the last 60 hours to 3.25 before reapplying to the graduate program.

Degree Candidacy Requirements

The student must apply for degree candidacy after completing between 6 and 15 hours of course work. A student must be a degree candidate before enrolling in thesis, practicum, or internship.

M.S. DEGREE, SCHOOL PSYCHOLOGY

Required Courses

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>SC 810</td>
<td>Pre-Pract Counseling Skills Development</td>
<td>2</td>
</tr>
<tr>
<td>ER 851</td>
<td>Research Design &amp; Writing (thesis track)</td>
<td>3</td>
</tr>
<tr>
<td>OR</td>
<td>ER 752</td>
<td>Analysis of Research (project track)</td>
</tr>
<tr>
<td>PY 722</td>
<td>Theories of Learning</td>
<td>3</td>
</tr>
<tr>
<td>PY 812</td>
<td>Foundations of Assessment in Special Education and Student Support</td>
<td>3</td>
</tr>
<tr>
<td>PY 835</td>
<td>Seminar in School Psychology</td>
<td>3</td>
</tr>
<tr>
<td>PY 836</td>
<td>School-Based Prevention and Intervention</td>
<td>3</td>
</tr>
<tr>
<td>PY 841</td>
<td>Assessment of Intelligence</td>
<td>3</td>
</tr>
<tr>
<td>PY 860</td>
<td>Leading Processes to Meet Diverse Student/Needs</td>
<td>3</td>
</tr>
<tr>
<td>SD 700</td>
<td>Characteristics of Students with Mild/Moderate Disabilities</td>
<td>3</td>
</tr>
<tr>
<td>PY 714</td>
<td>Assessing Young Children with Special Needs</td>
<td>3</td>
</tr>
<tr>
<td>PY 801</td>
<td>School Psychological Consultation</td>
<td>3</td>
</tr>
<tr>
<td>EA 885</td>
<td>Human Relations/Group Processes</td>
<td>2</td>
</tr>
<tr>
<td>PY 709</td>
<td>Introduction to Neuropsychology</td>
<td>1</td>
</tr>
</tbody>
</table>

TOTAL 35

Ed.S. DEGREE, SCHOOL PSYCHOLOGY

Required Courses

<table>
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<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>PY 838</td>
<td>Supervised Practice in School Psychology</td>
<td>6</td>
</tr>
<tr>
<td>PY 844</td>
<td>Project, Ed.S. (project track)</td>
<td>3</td>
</tr>
<tr>
<td>SD 850</td>
<td>Characteristics of Individuals with Gifts &amp; Talents</td>
<td>3</td>
</tr>
<tr>
<td>CD 838</td>
<td>Advanced Methods for Inclusive Education</td>
<td>3</td>
</tr>
<tr>
<td>PY 820</td>
<td>Response to Intervention in School Psychology</td>
<td>3</td>
</tr>
<tr>
<td>ER 857</td>
<td>Statistical Methods for Education/Psychology II</td>
<td>3</td>
</tr>
<tr>
<td>PY 843</td>
<td>PsychoEducational Assessment</td>
<td>3</td>
</tr>
<tr>
<td>PY 851</td>
<td>Seminar in Behavior Modification</td>
<td>3</td>
</tr>
<tr>
<td>Elective 1 credit hour (thesis track)</td>
<td>1</td>
<td></td>
</tr>
</tbody>
</table>
OR
Elective 3 credit hours (project track) 3
TOTAL 30

Internship (4 hours required post EdS)
PY 910 Internship in School Psychology I 2
PY 920 Internship in School Psychology II 2
TOTAL 4

These courses or approved equivalents or substitutes must be taken. If equivalent courses were completed at the undergraduate level, graduate courses must be taken to fulfill the graduate hour requirements.

One academic year of supervised experience (internship) is required before the student may be recommended for full licensure as a school psychologist. The student may be given recommendation for provisional licensure as a school psychologist after completion of the Ed.S degree. This includes completion of all MS and Ed.S course requirements. If a provisionally licensed student takes a position as a school psychologist in a school system that also employs a fully licensed and experienced school psychologist, this year may serve as a paid internship. This arrangement is possible only if the student takes a position in Kansas where adequate supervision can be maintained by the university. At least 50% of the internship must be completed in a public school setting.

Procedure for Licensure
Recommendation to the State Department of Education is made by Emporia State University. Recommendation for initial approval cannot be obtained until all courses except the internship on the degree and certification plan have been completed. Grades of B or above must be earned to receive the recommendation. Final approval for full licensure requires the completion of one school year's internship.

Non-Degree Early Childhood School Psychology (licensure only)
This licensure program is only for licensed kindergarten through 12th grade school psychologists who want to add the early childhood level to their certification. Applicants should contact the school psychology faculty for specific requirements.

SCHOOL LEADERSHIP/MIDDLE & SECONDARY TEACHER EDUCATION

Web: http://www.emporia.edu/sleme
Phone: 620-341-5776
Paul Bland, Interim Chair

Graduate Faculty
Professors: Nancy Albrecht, Paul Bland, Jerry D. Will.
Associate Professors: Clim Clayburn, Kirsten Limpert, Mike Shimeall.
Assistant Professor: Verneda Edwards, Neal Luo.

Graduate Programs
In general, the graduate programs in the department of School Leadership/Middle & Secondary Teacher Education are designed to prepare personnel to assume leadership roles as lead teachers, building-leadership team members, coordinators, supervisors, principals, superintendents, and other central office personnel.

The Master of Science and non-degree programs in Educational Administration qualify students for Building-Level Leadership license/licensure endorsement in the levels at which they are certified. District Leadership-level license/licensure is also available.

The Master of Science degree in Curriculum and Instruction concentrations prepare teachers to become staff development coordinators, curriculum specialists, practitioners, and helps prepare teachers for National Board License/licensure. Specific concentrations are 1) Curriculum Leadership, 2) Effective Practitioner, and 3) National Board.

The Master of Science degree in Instructional Leadership is specifically designed for individuals who have obtained a Bachelor’s degree in teaching and wish to pursue graduate work in the area of teacher leadership.

The Master of Education-Teaching degree provides two options: 1) a master’s program that complements the Alternate Route/Restricted Licensure program allowing an opportunity for students to pursue a master’s degree after completing the initial teacher license at the secondary level and 2) a master’s program for those who are already licensed teachers or are in another profession but want a master’s degree in teaching.
Admission and Retention Policies
Application for admission to all graduate programs listed must be made on a form provided by the Graduate School. Copies of official transcripts of all college credit must be supplied. An advisor will be assigned upon final acceptance into the program as a degree-seeking student.

Students in the master's degree program must pass a final comprehensive examination over courses completed and are non-thesis programs.

Admission Requirements for MS Degree in Educational Administration-Building Level and District Leadership licensure programs:

The minimum standards for admission to graduate study leading to a master's degree/building license/licensure offered by the faculty of the Department of School Leadership/Middle & Secondary Teacher Education include the following:
1. GPA of 3.0 on the last 60 hours of college course work or last 30 graduate hours for non-degree for building level; for district level, grade point average of 3.25 on the first 30 hours of graduate work.
2. Completion of either the Graduate Record Exam or Miller Analogies Test.*
3. Official transcripts of all college work completed must be on file.
4. Satisfactory completion of the Departmental Graded Application Form.
5. The applicant must be certified as a teacher/administrator (to perform a professional role in Kansas public schools; for district level, must be eligible for Kansas license/licensure as a building administrator).
6. The applicant must have a minimum of one (1) year of accredited experience in a certified role in the public schools. (Three (3) years of accredited professional experience are required for license/licensure for building and district level.)
7. Two recommendations from supervising administrators on approved university forms must be on file; for district level, three references.
8. A resume or vita of the applicant's professional experience must be on file.
9. A statement of the applicant’s goals for school administration must be on file.
10. Completion and return of the disposition form.
11. Final determination based on a Graduate Admissions Rating Form score.

Admission Requirements for MS Degrees in Curriculum & Instruction and Master in Education-Teaching:

1. Undergraduate GPA of 2.5 or better on the last 60 semester hours of work.
2. Submission of official transcripts of all previously completed courses.
3. Submission of two supportive references from supervisors.
4. Satisfactory completion of the Departmental Graded Application Form.
5. Satisfactory completion of the Graduate Record Examination or Miller Analogies Test.*
6. Completion and return of the Disposition form.
7. Final determination based on “Graduate Admissions Rating Form” score.

Admission Requirements for MS Degree in Instructional Leadership:

1. Undergraduate GPA of 2.5 or better on the last 60 semester hours of work.
2. Submission of official transcripts of all previously completed courses.
3. Submission of three supportive references from supervisors.
4. Satisfactory completion of the Departmental Graded Application Form.
5. Satisfactory completion of the Graduate Record Examination or Miller Analogies Test.*
6. Completion and return of the Disposition form.
7. Final determination based on “Graduate Admissions Rating Form” score.
8. The applicant must be certified as a teacher/administrator (to perform a professional role in Kansas public schools;)

*Department faculty have not established a cut/minimum score for either the GRE or MAT, but reserve the right to deny admission to any student who has an aggregate academic background which is not predictive of success in a graduate program.

COMPLETION OF THE ABOVE STANDARDS DOES NOT NECESSARILY GUARANTEE ADMISSION TO A DEGREE OR LICENSE/LICENSURE PROGRAM AT EMPORIA STATE UNIVERSITY.

Additional information regarding any of the stated criteria is available upon request. Students are urged to begin immediately to complete all admission procedures so that their application for admission may go before the faculty committee.
for final consideration/approval. Any course work taken after the first six (6) hours, but before the student has been approved for admission will count toward fulfillment of requirements for the master's degree program only with permission of the department chair. Students are expected to continuously demonstrate personal characteristics appropriate to the profession, maintain a 3.0 GPA or better through their MS program and file a degree plan with their advisor.

Full Admission Requirements
Educational Administration/Building Leadership
Masters of Science - Educational Administration – Pre-K12
Required Courses Hours
ER 752 Analysis of Research 3
ED 833 Beliefs, Values & Issues in Educational Practice 3
ED 820 Curriculum Leadership: Models and Strategies 3
EA 773 Advanced Educational Psychology for Teacher and Administrators 3
EA 750 Technological Applications in School Leadership 1
EA 811 Supervision and Evaluation 3
EA 885 Human Relations and Group Processes in Education 2
EA 830 School Leadership Theory 3
EA 849 Educational Law & Regulations 3
EA 888 School Systems Management 3
EA 896 Practicum I in Educational Administration: Building Level - Fall 4
EA 897 Practicum II in Educational Administration: Building Level – Spring 4
Total 35

Administrator License/licensure Programs
The Department of School Leadership and Middle/Secondary Teacher Education offers three graduate administrator endorsement programs. They are the Masters Building Leadership, Non-Degree Building Leadership, and Non-Degree District Leadership. As a prerequisite, graduate students must have a master’s for the Non-Degree Building Leadership program and completion of the Building Level Leadership is required for the Non-Degree District Leadership program.

Building Administrator (91-1-128a)
Admission requirements for the non-degree building administrator license/licensure program are the same minimum standards detailed under the "Admission Requirements for MS Degree in Educational Administration." Kansas State Board of Education standards and program competencies for endorsement of non-degree building-level administrators are taught in the Required Courses of the educational administration program. As a prerequisite the Building Leadership licensure program requires a master’s degree.

Other requirements as a part of a program planned by the institution and student to improve administrator effectiveness may be required. Transfer and substitute courses must have prior approval of the department chair and/or program advisor.

District Leadership School Administrator (91-1-129a)
Kansas State Board of Education standards and program competencies for endorsement of district-level administrators require a total of 60 graduate hours for the endorsement. The minimum standards for admission to the district level license/licensure program in educational administration are detailed under the Master’s Degree Admission Requirements.

COMPLETION OF THE MINIMUM STANDARDS DOES NOT NECESSARILY GUARANTEE ADMISSION TO A LICENSE/LICENSURE PROGRAM AT EMPORIA STATE UNIVERSITY.

The applicant must have completed 60 approved graduate hours beyond the bachelor's degree to qualify for license/licensure as a district administrator.

As part of the 60 hours, the following courses must be successfully completed:

<table>
<thead>
<tr>
<th>Course Description</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>EA 941 Business Administration in School Leadership</td>
<td>3</td>
</tr>
<tr>
<td>EA 984 Educational Buildings and Facilities</td>
<td>3</td>
</tr>
<tr>
<td>EA 986 District School Leadership</td>
<td>3</td>
</tr>
<tr>
<td>EA 942 Leadership of Special Programs</td>
<td>3</td>
</tr>
<tr>
<td>EA 997 Practicum I in Educational Administration</td>
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</tr>
<tr>
<td>District Level-Fall</td>
<td>3</td>
</tr>
<tr>
<td>EA 998 Practicum II in Educational Administration</td>
<td></td>
</tr>
<tr>
<td>District Level-Spring</td>
<td>3</td>
</tr>
</tbody>
</table>

Other requirements as a part of a program planned by the institution and student to improve administrator effectiveness may be required. Transfer and substitute courses must have prior approval of the program advisor.

PROCEDURE FOR LICENSE/LICENSURE
Upon completion of the program requirements, the student is responsible for applying for license/licensure by contacting the Licensure Office of Emporia State University. The License/licensure Officer then recommends to the Kansas State Department of Education that the student be endorsed in the appropriate area.

The department will recommend a student for
license/licensure when all of the requirements for the program have been completed. A grade of B or better must be earned in the practicum course to receive a recommendation.

MASTER OF EDUCATION – TEACHING

Upon completion of the Alternate Route/Restricted Licensure program (course requirements of ED879, ED886, and Internships I & II), the students can pursue a master’s degree.

Required Coursework (24 hours)

<table>
<thead>
<tr>
<th>Course</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ED 886 Designing Instructional Programs</td>
<td>3</td>
</tr>
<tr>
<td>ED 879 Classroom Management Through</td>
<td>2</td>
</tr>
<tr>
<td>Positive Reinforcement</td>
<td></td>
</tr>
<tr>
<td>SD 550 Survey of Exceptional Child</td>
<td>3</td>
</tr>
<tr>
<td>OR</td>
<td></td>
</tr>
<tr>
<td>SD 864 Creative Teaching and Learning</td>
<td>3</td>
</tr>
<tr>
<td>SC 719 Classroom Climate</td>
<td>1</td>
</tr>
<tr>
<td>ED 535 Cultural Awareness for Educators</td>
<td>3</td>
</tr>
<tr>
<td>PY 722 Theories of Learning (not online at ESU)</td>
<td>3</td>
</tr>
<tr>
<td>OR</td>
<td></td>
</tr>
<tr>
<td>EA 773 Advanced Educational Psychology for Teachers and Administrators</td>
<td>3</td>
</tr>
<tr>
<td>ED 887 Developing Authentic Assessments</td>
<td>3</td>
</tr>
<tr>
<td>ED 833 Beliefs, Values and Issues in Educational Practices</td>
<td>3</td>
</tr>
</tbody>
</table>

OR

An advanced content methods course 3
ER 752 Analysis of Research 3

Option 1 (Leads to Licensure)

<table>
<thead>
<tr>
<th>Course</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ED 893 Restricted License Internship I</td>
<td>6</td>
</tr>
<tr>
<td>OR</td>
<td></td>
</tr>
<tr>
<td>ED 890 Teaching Internship</td>
<td>6</td>
</tr>
<tr>
<td>ED 894 Restricted License Internship II</td>
<td>6</td>
</tr>
<tr>
<td>OR</td>
<td></td>
</tr>
<tr>
<td>SC 881 Internship in School Counseling</td>
<td>6</td>
</tr>
</tbody>
</table>

Total Credit Hours Option 1 36

Option 2 (for all other applicants)

<table>
<thead>
<tr>
<th>Course</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ED 895 Practicum/Action Research (to be taken last semester)</td>
<td>3</td>
</tr>
<tr>
<td>Content Area Electives (with advisor approval)</td>
<td>6</td>
</tr>
<tr>
<td>Elective (with advisor approval)</td>
<td>3</td>
</tr>
</tbody>
</table>

Total Credit Hours Option 2 36

MASTER OF SCIENCE – CURRICULUM AND INSTRUCTION

This degree is intended for individuals who teach or lead programs in grades kindergarten through grade 12. The C & I Master’s Degree provides flexibility through three areas of concentration: Effective Practitioner Pre-K-12, National Board Certification Pre-K-12, or Curriculum Leadership Pre-K-12.

Satisfactory completion of admission requirements, the comprehensive examination (completed in one of the final two semesters), and all course work are required to be eligible for graduation.

Required Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ED 535 Cultural Awareness for Educators</td>
<td>3</td>
</tr>
<tr>
<td>ED 805 Restructuring Classrooms with Technology</td>
<td>2</td>
</tr>
<tr>
<td>ED 820 Curriculum Leadership: Models and Strategies</td>
<td>3</td>
</tr>
<tr>
<td>ED 833 Beliefs, Values &amp; Issues in Educational Practice</td>
<td>3</td>
</tr>
<tr>
<td>ED 837 Brain Based Learning for Educators</td>
<td>3</td>
</tr>
<tr>
<td>ED 879 Classroom Management through</td>
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<tr>
<td>Positive Reinforcement</td>
<td></td>
</tr>
<tr>
<td>ED 887 Developing Authentic Assessments</td>
<td>3</td>
</tr>
<tr>
<td>ER 752 Analysis of Research</td>
<td>3</td>
</tr>
<tr>
<td>ED 895 Practicum</td>
<td>3</td>
</tr>
</tbody>
</table>

Students will select one concentration from the following options.

Areas of Concentration:

Curriculum Leadership Pre-K-12 is designed for educators who choose to prepare to coordinate the design, implementation, management, and evaluation of curriculum and instruction in public and private school systems. National Board Certification Pre-K-12 is designed for educators who choose to prepare for and participate in the review process which leads to National Board Certification. The Effective Practitioner Pre-K-12 program is designed for educators interested in improving their own classroom skills and maximizing student achievement. It is also for those who wish to become leaders and resource persons in faculty development projects and activities.

Curriculum Leadership Pre-K-12 (9 credit hours)

<table>
<thead>
<tr>
<th>Course</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>EA 830 School Leadership Theory</td>
<td>3</td>
</tr>
<tr>
<td>ED 865 Advanced Theory &amp; Practice in Teaching</td>
<td>3</td>
</tr>
<tr>
<td>ED 886 Designing Instructional Programs</td>
<td>3</td>
</tr>
</tbody>
</table>

Effective Practitioner Pre-K-12 (9 credit hours)

Nine additional credits of teaching and learning electives as approved by the C & I committee.

National Board Certification Pre-K-12 (9 credit hours)

<table>
<thead>
<tr>
<th>Course</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ED 842 National Board Certification Portfolio Development</td>
<td>3</td>
</tr>
<tr>
<td>ED 843 National Board Certification School Based Project</td>
<td>6</td>
</tr>
</tbody>
</table>
Completion of NBPTS School Site Portfolio
Completion of NBPTS Assessment Center Exercises

**Total Hours in Degree** 34

**MASTER OF SCIENCE – INSTRUCTIONAL LEADERSHIP**

This degree is intended for individuals who teach or lead programs in grades K through 12. The Instructional Leadership Master’s Degree provides flexibility through electives that may be taken in specific areas to enhance the candidate’s area of concentration. This is a 35 hour master’s program.

Satisfactory completion of admission requirements, the comprehensive examination (completed in one of the final two semesters), and all course work are required to be eligible for graduation.

<table>
<thead>
<tr>
<th>Required Courses</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ED 818 Professional Development and the Adult Learner</td>
<td>3</td>
</tr>
<tr>
<td>ED 819 Mentoring and Coaching</td>
<td>3</td>
</tr>
<tr>
<td>ED 535 Cultural Awareness for Educators</td>
<td>3</td>
</tr>
<tr>
<td>ED 820 Curriculum Leadership: Models and Strategies</td>
<td>3</td>
</tr>
<tr>
<td>ED 887 Developing Authentic Assessments</td>
<td>3</td>
</tr>
<tr>
<td>ED 898 Practicum in Instructional Leadership</td>
<td>3</td>
</tr>
<tr>
<td>EA 885 Human Relations and Group Processes</td>
<td>2</td>
</tr>
<tr>
<td>ER 752 Analysis of Research</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total Required Courses</strong></td>
<td>23</td>
</tr>
</tbody>
</table>

**Electives – with advisor approval** 12

- EA 811 Supervision and Evaluation 3
- EA 849 Educational Law and Regulations 3
- EA 773 Advanced Ed. Psych. for Teachers & Admin 3
- ED 833 Beliefs, Values & Issues in Educational Practice 3
- ED 837 Brain Based Learning for Educators 3
- ED 865 Advanced Theory & Practice in Teaching 3
- ED 886 Designing Instructional Programs 3
- EL 721 Reading Theory & Literacy Practices, Elementary 3
- EL 821 Reading Curriculum Development & Strategy Instruction 3
- IT 727 Integrating Technology Uses in Education 2 or 3
- IT 743 Technology Management 3
- PE 740 Legal Issues in HPER 3
- PE 745 Leadership in HPER 3
- PY 743 Leadership in Organizations 3
- PY 860 Leading Processes to Meet Diverse Student Needs 3
- SC 815 Assessment in Schools 3
- SD 864 Creative Teaching & Learning 3

**Total hours in degree** 35

**PROCEDURE FOR LICENSE/LICENSURE**

Upon completion of the program requirements, the student is responsible for applying for license/licensure by contacting the Licensure Office of Emporia State University. The Licensure Officer then recommends to the Kansas State Department of Education that the student be endorsed in the appropriate area.

The department will recommend a student for license/licensure when all of the requirements for the program have been completed. A grade of B or better must be earned in the practicum course to receive a recommendation.

Other requirements as a part of a program planned by the institution and student to improve administrator effectiveness may be required. Transfer and substitute courses must have prior approval of the department chair and/or program advisor.
SCHOOL OF LIBRARY AND INFORMATION MANAGEMENT (SLIM)

Web: http://slim.emporia.edu
Phone: 620-341-5203

Gwen Alexander, Dean
Andrew Smith, Interim Associate Dean
Candace Boardman, Director of Program Administration
Candace Kitselman, Business Manager
Debra Rittgers, Office Manager
Nancy Brown, Kathie Buckman, Katie Hill, Adriane Juarez, Pierina “Perri” Parise, Angeleen Wager, and David Willis, Directors of MLS Programs

Graduate Faculty
Associate Professors: Gwen Alexander, Mirah Dow, Andrew Smith.
Assistant Professors: Janet Capps, Sheila O’Hare, Rajesh Singh, Sarah Sutton, Cameron Tuai.
Instructor: Dale Monobe.

SLIM Mission Statement
The School of Library and Information Management is an interdisciplinary, learning-centered program that prepares leaders for the library and information professions.

SLIM supports the mission and values of Emporia State University for teaching, research, and service, functioning as a distributed community with local, national, and global networks.

The faculty, students, and staff embrace diversity, innovation, and academic excellence in an atmosphere of free, open, and civil intellectual debate.

EMPORIA STATE UNIVERSITY has been teaching library science since 1902 and began regional MLS programs in 1987 at the request of library professionals in areas of the country without schools of library and information studies. The SLIM MLS program provides a flexible delivery method that enables the completion of a Master of Library Science degree in two years for students geographically bound by employment or family responsibilities.

SLIM currently offers MLS programs in Emporia and Overland Park, Kansas; Denver, Colorado; Salt Lake City and Orem, Utah; Portland, Oregon; and Atlanta, Georgia. Each program is offered in a unique combination of face-to-face, weekend-intensive classes combined with online learning.

Although a number of fully-online courses are available, it is not possible to complete the program entirely online.

Each MLS program uses a cohort model. Students are recruited for a particular starting date at a specific location and move through the curriculum together in a six-semester cycle. Classes meet two weekends per course, on Friday evenings and all-day Saturday. Although all of SLIM’s courses are delivered through a web-based course management system, SLIM faculty commute to the various program locations for face-to-face instruction in the traditional classroom format. Each MLS program location has a site director who serves as a student advisor and is available for consultation during class weekends, by telephone and e-mail, and during office hours for individual appointments. The site director also facilitates practicums and works as an advocate in the local area for students.

The rewards for students in the SLIM Regional Education Program are the opportunities to earn the MLS and to develop a network of friends and colleagues. The rewards for SLIM come from the participation and perspective of many more students from multiple backgrounds, cultures, and ways of life than would be possible if the student body were limited only to those able to attend classes on the home campus.

THE MASTER OF LIBRARY SCIENCE CURRICULUM
The SLIM Master of Library Science program curriculum presents a dynamic mix of theory, tools and application courses, and context-sensitive electives. The curriculum reflects an essential core of knowledge for information professionals, including:

- a professional philosophy and ethic of service;
- an understanding of human behavior in terms of information seeking and social interaction;
- an understanding of the information transfer process—how information and knowledge is created, recorded, disseminated, organized, diffused, utilized, preserved, and destroyed;
- comprehension of information engineering—the theories supporting the organization of information for effective use;
- a working knowledge of management theory to enable leadership of an information agency; and
- knowledge of the global information infrastructure as it interfaces with local, regional, and national networks.

This core of knowledge constitutes the theory base of the curriculum and provides the intellectual foundation for courses in information management, which enables the practitioner to
classify information, retrieve and repackage information, diagnose information needs, plan and evaluate information services, and use print and electronic information sources. The theoretical base and working knowledge of information management tools prepares the student to apply his or her learning in elective courses designed for various career paths within the field of library and information management. A capstone course provides an opportunity to synthesize the educational experience in preparation for entering the field.

Prerequisite:
LI 513 Technology Skills for Graduate Students

Required Courses and Course Credit Hours:
LI 801 Foundations of Library and Information Science 3
LI 802 Information-Seeking Behavior and User-Centered Services 3
LI 804 Organization of Information 3
LI 805 Management and Information Organizations 3
LI 810 Research in Library and Information Science 3
LI 815 Information Technology 3
LI 855 Collection Development and Management 3
LI 880 Capstone Course: Assessing the MLS Experience 1

Total Required Course Credit Hours 22

Elective Course Credit Hours: 14
Total of 11 hours from the SLIM MLS course catalog

Total Course Credit Hours for MLS Degree 36

MASTER OF LIBRARY SCIENCE—CONCENTRATION IN ARCHIVE STUDIES

Required Courses and Course Credit Hours:
LI 809 Introduction to Archives 3
LI 818 Archival Arrangement and Description 3
LI 827 Preservation Strategies 3

Total Course Credit Hours for Concentration in Archive Studies 9

MASTER OF LIBRARY SCIENCE—CONCENTRATION IN LIBRARIANSHIP FOR CHILDREN AND YOUNG ADULTS

Required Courses and Course Credit Hours:
LI 831 Resources and Services for Children 3
LI 832 Resources and Services for Young Adults 3
LI 829 Resources and Services for Early Learners 2
LI 857 Designing and Implementing Programs for Children and Young Adults 1

Total Course Credit Hours for Concentration in Librarianship for Children and Young Adults 9

MASTER OF LIBRARY SCIENCE—CONCENTRATION IN LEADERSHIP AND ADMINISTRATION

Required Courses and Course Credit Hours:
LI 850 Leadership and Information Organizations 3
LI 859 Project Management in Information Organizations 3
LI 868 Advocacy and Information Organizations 3

Total Course Credit Hours for Concentration in Leadership and Administration 9

MASTER OF LIBRARY SCIENCE—CONCENTRATION IN ARCHIVE STUDIES

In addition to the core courses, students may choose various courses in special topics, based on their interest and career goals. Some topics have been formalized into nine-credit-hour concentrations, and students may elect to complete a concentration as part of their MLS program. Upon successful completion of the requirements for a particular concentration, a statement is added to the student’s transcript that shows the concentration completed under the degree awarded. (For example: Master of Library Science, Major: Library Science, Concentration: Librarianship for Children and Young Adults.) Only one concentration can be added to a student’s transcript.

The following concentrations are currently available:

1. Articulate a philosophy of ethical and client-centered information services for the library and information professions.
2. Explain and implement the development, maintenance, and management of collections and resources to meet specific information needs.
3. Explain, use, maintain, and develop systems to organize and retrieve recorded knowledge.
4. Employ current and emerging technologies effectively for communication, and to search for, identify, repackage, and deliver information resources.
5. Retrieve, evaluate, and synthesize information resources to fulfill an information needs assessment; evaluate the usefulness of these resources to the user.
6. Evaluate, critique, and discuss new research in the field; assess library or information problems and identify an appropriate research method.
7. Demonstrate a commitment to lifelong learning by participating in professional development activities and disseminating new information to colleagues and patrons.
8. Aid in effective and appropriate change in library and information services through collaboration, communication, and collegiality.

ARCHIVE STUDIES CERTIFICATE

The Certificate in Archive Studies requires 18 credit hours of coursework, including three credit hours of practical experience via a practicum or internship. Nine of its credit hours may be applied to 36 credit hours required for the MLS degree, and the remaining nine credit hours may be taken after completion of the MLS degree. Although it is encouraged to apply for the Archive Studies Certificate program while enrolled in the MLS degree or immediately following its completion, the MLS degree or any other master’s degree is not required for admission to the Archive Studies Certificate program.

**Required Courses and Course Credit Hours**
- LI 809 Introduction to Archives 3
- LI 818 Archival Arrangement and Description 3
- LI 827 Preservation Strategies 3
- LI 873 Archives Studies Certificate Practicum 3
- LI 885 Bibliographic and Research Methods in Archives 3

**Electives Course Credit Hours**
- LI 849 Records and Information Management 3

**Total Hours for Certificate** 18

DUAL DEGREE PROGRAMS

To satisfy the need for library and information management professionals with subject specializations, SLIM has developed coordinated dual master’s degree programs utilizing some courses taken for one degree as electives for a second degree at Emporia State University. For information about cooperative degrees in history, music, business, and English, contact SLIM at 1-800-552-4770 (toll free) or 620-341-5203. Students interested in obtaining dual degrees should discuss their plans with advisors in the respective programs as early as possible to coordinate their schedules effectively.

SCHOOL LIBRARY MEDIA LICENSURE

SLIM and The Teachers College at Emporia State University are authorized by the Kansas State Department of Education to prepare teachers who hold a state Kansas Teaching License to become licensed School Library Media Specialists. School Library Media Licensure requires 29 hours of selected courses within the Master of Library Science curriculum. The admission requirements are the same as for the MLS degree.

**Program Approved by KSDE** 29

School Library Media Licensure

**Required Courses and Course Credit Hours:**

- Theory 9
  - LI 801 Foundations of Library and Information Management 3
  - LI 802 Information-Seeking Behavior and User-Centered Services 3
  - LI 804 Organization of Information 3

**Tools Courses and Course Credit Hours** 5
- LI 855 Collection Development and Management 3
- LI 858 Information Literacy and Instructional Collaboration 2

**Applications Courses and Course Credit Hours** 15
- LI 831 Resources and Services for Children 3
- LI 832 Resources and Services for Young Adults 3
- LI 815 Information Technology 3
- LI 851 Managing the School Library Media Center 3
- LI 876 School Library Media Elementary Practicum 1
- LI 877 School Library Media Secondary Practicum 2

THE MASTER OF LIBRARY SCIENCE WITH SCHOOL LIBRARY MEDIA LICENSURE

One of the Kansas State Department of Education’s requirements to become a School Library Media Specialist, in
addition to holding a Kansas State Teaching License and completing the School Library Media Licensure 29-credit-hour program, is to complete a master’s degree in library science, education, or other approved academic program. To fulfill this requirement, many School Library Media Licensure students choose to complete their Master of Library Science (MLS) degree concurrently with their School Library Media Licensure program.

To complete SLIM’s MLS, students must complete the following requirements in addition to the 29 credit hours of the School Library Media Licensure program:

**Required School Library Media Courses and Course Credit Hours** 29

<table>
<thead>
<tr>
<th>Required MLS Courses and Course Credit Hours</th>
<th>7</th>
</tr>
</thead>
<tbody>
<tr>
<td>LI 810 Research in Library and Information Science</td>
<td>3</td>
</tr>
<tr>
<td>LI 855 Collection Development and Management</td>
<td>3</td>
</tr>
<tr>
<td>LI 880 Capstone</td>
<td>1</td>
</tr>
</tbody>
</table>

**Total Course Credit Hours for MLS Degree with School Library Media Licensure** 36

Students interested in applying for School Library Media Licensure should contact Andrew Smith, Program Coordinator for the School Library Media Licensure Program, at 1-800-552-4770 (toll free), 620-341-5203, or asmith37@emporia.edu.

**DOCTOR OF PHILOSOPHY—LIBRARY AND INFORMATION MANAGEMENT**

**Overview:**
The doctoral program enables students to conduct research that will contribute to society’s understanding of the creation, diffusion, and utilization of information. The program also places special emphasis on developing effective teachers. The program draws upon the strengths of SLIM’s academically diverse faculty, a unique curriculum designed for today’s working scholar, and an environment of faculty-student interaction.

The SLIM doctorate does not require a traditional residency on campus; instead, students meet residency requirements by attending weekend-intensive classes that meet two times per course for a total of 10 hours each weekend. The classes are held at Emporia State University-Kansas City in Overland Park (Kansas City area), Kansas.

**DOCTOR OF PHILOSOPHY CURRICULUM**

The doctoral curriculum is a five-tier process. Coursework in the first tier introduces students to library and information science research and theory. In the second and third tier courses, students examine fields related to their research interests in greater depth. Student may take courses from the three tiers simultaneously. Fourth tier courses prepare students for the qualifying examination, creating research proposals and dissertations, and teaching. Upon successful completion of the qualifying exam and selection of the dissertation chair, students will advance to the fifth tier. The fifth tier is dedicated to proposing and writing the dissertation. After approval of the research proposal, students advance to Ph.D. candidacy status.

Tiers one and two course sequences are:
- LI 900 – First fall semester
- LI 903 – First fall semester
- LI 892 – First fall semester
- LI 890 – First spring semester
- LI 891 – First spring semester
- LI 904 – Second fall semester
- LI 893 – Second fall semester
- LI 905 – Second spring semester
- LI 894 – Second spring semester
- LI 940 – Second summer semester

Tier three courses provide opportunities for students to 1) customize their studies to deepen their knowledge of information science via additional SLIM graduate courses; 2) include concentrations in Instructional Design Technology and Information Systems; or 3) develop an approved specialized course of study. Tier four is preparation for the qualifying exam and the dissertation proposal on a student-centered schedule, which allows enrollment in directed readings for up to nine credit hours. Tier five is dedicated to developing the proposal and writing the dissertation under the guidance of the dissertation committee chair.

**Tier 1: Introduction to Research and Theory (13 credit hours)**
- LI 890 Advanced Research Strategies 3
- LI 900 Introduction to Doctoral Studies 1
- LI 903 Research Philosophy 3
- LI 904 Research Strategies: Quantitative Methods and Theory 3
- LI 905 Research Strategies: Qualitative Methods and Theory 3
Tier 2: Foundational courses (12 hours)
The four foundational fields of the curriculum are: Information Psychology, Information Transfer, Information Organization, and Administrative Theory. Students are required to take all four foundational courses in Tier 2 to ground their doctoral research in theoretical frameworks that support contemporary professional practice.

Tier 2: Foundational Courses
LI 891 Seminar in Information Transfer 3
LI 892 Seminar in Information Psychology 3
LI 893 Seminar in Administrative Theory 3
LI 894 Seminar in Organization of Information 3

Tier 3: Advanced work in concentrations (12 credit hours)
To meet qualifications for the two pre-determined concentrations, students may choose 12 credit hours from the courses offered in this section (below) for Instructional Design Technology or Information Systems. For students who do not elect to pursue one of the two defined concentrations, their diplomas will state “Doctor of Philosophy in Library and Information Management.” For students who elect to pursue one of the two defined concentrations, the diploma will also state “with a concentration in Instructional Design Technology” or “with a concentration in Information Systems,” as appropriate. Students who elect to take 12 credits of 800-level SLIM courses, 700-and-above-level ESU graduate courses from other ESU departments (except Instructional Design Technology or Information Systems), or 700-and-above-level graduate programs in other accredited institutions of higher learning, will not have a concentration on the diploma; however, the concentration will be evident on their transcripts. Courses chosen for Tier 3 must be appropriate for the student’s doctoral studies and approved by the doctoral coordinator and the SLIM dean in advance of registration. Credits and available courses for the Instructional Design Technology Concentration and Information Systems concentrations are listed below:

Instructional Design Technology (choice of 12 credit hours)
IT 800 Instructional Design 3
IT 810 Multimedia Design 3
IT 820 Designing/developing Web-based Instruction 3
IT 830 Contemporary Issues in Distance Education 3
IT 850 Implementation of Corporate Learning Systems 3

Information Systems Concentration (choice of 12 credit hours)
IS 805 Special Topics in Computer Information Systems 1-3
Prerequisite: permission of instructor.

Tier 4: Teaching, readings, and examination (4 hours)
LI 940 Teaching and Learning in Organizations 3
LI 946 Directed Readings 1
Directed readings prepare students for qualifying exams and proposal/dissertation research.

Tier 5: Proposal and Dissertation (15 hours)
Upon successful completion of the qualifying examination units and selection of the dissertation chair or co-chairs, the student will enroll in LI 947 to write the proposal under the supervision of the committee chair/co-chairs. After the proposal has been presented publicly and accepted by the student’s committee, SLIM dean, and the dean of the Graduate School, the student will advance to degree candidacy and will enroll in LI 950 to write the dissertation under the supervision of the committee chair/co-chairs. The dissertation must be approved by the dissertation committee, the SLIM dean, and the Dean of the Graduate School prior to being scheduled for public presentation.

LI 947 Dissertation Proposal 3
LI 950 Dissertation 12
Students must complete at least 12 hours of dissertation credit and enroll in at least three credits each semester until the dissertation is completed or until eight years after admission to the doctoral program has expired. Dissertations are expected to contribute new knowledge to the field through high quality research. Dissertations will be supervised by a committee of at least three qualified members of the doctoral faculty, one of whom must be from outside the School of Library and Information Management and may be from a different university. Students must submit a Thesis/Dissertation Committee Declaration Form from the Graduate School. Students who have a concentration in Instructional Design Technology or Information Systems will have a committee member from that department; students with an approved concentration from another institute of higher education will also have a representative committee member from that discipline/institution. Upon completion of the dissertation, all students will present their research during an oral examination.
conducted and evaluated by the dissertation committee and open to the public.

Continuous Enrollment
Students must be enrolled in graduate courses in fall and spring semesters at ESU or other approved institutions or be enrolled in LI 949 Continuous Enrollment under the direction of the coordinator or committee chair.

LI 949 Continuous Enrollment

Overview of Doctoral Course Requirements

The Graduate School requires that Ph.D. students complete 90 credit hours; 34 credits will be accepted from previous graduate degrees from accredited institutions.

<table>
<thead>
<tr>
<th>Tier</th>
<th>Credit Hours</th>
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<tbody>
<tr>
<td>1</td>
<td>13</td>
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<tr>
<td>2</td>
<td>12</td>
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<tr>
<td>3</td>
<td>12</td>
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<tr>
<td>4</td>
<td>4</td>
</tr>
<tr>
<td>5</td>
<td>15</td>
</tr>
<tr>
<td>Total</td>
<td>56</td>
</tr>
</tbody>
</table>

ADMISSIONS

To begin your studies in the School of Library and Information Management, you must be admitted to the Graduate School at Emporia State University.

Please send all materials directly to the ESU Graduate School at:
Graduate School
Emporia State University
1200 Commercial St.
Campus Box 4003
Emporia, KS 66801-5087

Graduate School Application Process for MLS program, School Library Media Licenseure, and Archive Certificate

Academic requirements are a BA or BS degree from an accredited four-year institution with an undergraduate GPA of 3.0 for full admissions. Applicants with a GPA under 3.0 may be considered for probationary admission. Applicants are expected to demonstrate competence in written and oral communication.

1. Your degree objective is MLS. The major is LIS. If you have a postgraduate degree or have taken graduate course work, you must list those institutions as well. You must apply for admission online at http://www.emporia.edu/grad/appInstr.htm.

2. Transcripts. Arrange to have an official transcript from each institution attended sent directly to the Graduate Office (see address above or on application). The grade point average that is used for admission purposes is always based on your bachelor's degree. Students are expected to have a grade point average of 3.0 overall or in the last 60 hours of course work toward the initial bachelor's degree. We consider a post-graduate degree, or graduate courses taken, to give us a full picture of your academic record.

3. Letter of reference from two people who know you and your work (academic and/or community work) that address your intellectual capability, ability to express thoughts orally, ability to express thoughts in writing, maturity, and motivation. The letters should also include how long the writers have known you and their relationship to you (teachers, colleague, co-worker, etc.). References may be sealed or open.


5. An advising interview.

6. A written two-page statement of objectives, double spaced (details may be found on the SLIM web site http://slim.emporia.edu under Programs: Master of Library Science). Each application will be considered by applying the admissions criteria on an individual basis. Academic requirements, for instance, may be waived in favor of applicants of unusual ability and background where rationale for that waiver can be demonstrated. However, only those applicants showing strong evidence of intellectual promise and leadership potential will be admitted.

Graduate School Application Process for Doctoral Students

It is essential that applicants apply and receive acceptance into the ESU Graduate School prior to being considered for acceptance by SLIM. Following acceptance by the ESU Graduate School, prospective students should begin the SLIM admission process.

The application form is available at
http://www.emporia.edu/grad/appinstr.htm. For the doctoral program application, your degree objective is PhD and the major is LIM (Library and Information Management). You must apply for admission online at http://www.emporia.edu/grad/appinstr.htm.

Other documents to send to the Graduate School are:

- GRE scores (combined score of 340 or more on the verbal and quantitative exam portions)
- Official transcripts sent from each institution you have attended
- TOEFL score as evidence of fluency in English, when appropriate (score of 650) (international students only)

Following admission to the Graduate School, you must submit additional material to the Graduate School for consideration by the SLIM doctoral faculty:

- A sample of written work that demonstrates your scholarly writing ability (published journal article, graduate research paper, etc.)
- A 200-300 word statement outlining your career goals and research interests
- Current resume

In some cases, an applicant who does not meet the above criteria may be admitted on academic probation. Academic probation allows a student the opportunity to demonstrate his/her ability to succeed with graduate level course work.

**SLIM Technology Requirements**

A comfortable skill level with technology is essential for a successful completion of SLIM’s MLS and Doctoral programs. Technology skills are taught throughout the curriculum. All of SLIM’s face-to-face and online classes are hosted on Blackboard, a web-based electronic platform that enables students to connect to their courses wherever they are located. Blackboard provides a bulletin board for discussion, chat rooms, places to post assignments to the instructor, and places for the instructor to post documents to be read.

To make certain that each student is prepared with the relevant skills for participation in the MLS program, SLIM requires a one-credit-hour, online course, LI513 Information Technology Skills for Graduate Students. This course currently includes sections on using Blackboard, online searching, using Microsoft PowerPoint presentation software, and creating a website. For students who are technologically proficient, there is an option to request a waiver of LI513, although even the most competent students find the course valuable.

**Hardware, Software & Network Requirements for SLIM Students**

SLIM has specific hardware, software and network requirements for students. Requirements for taking part in SLIM classes include:

**Required Software:**

- **Operating System Software:**
  - Windows: Windows 7 (Professional, Ultimate, or Home Premium) preferred. (Windows XP is OK).
  - Macintosh: Mac OS X 10.6 or newer preferred (OS X 10.5 is OK)
- **Office Suite Software:**
  - Windows: Microsoft Office 2010 preferred (2007 is OK)
  - Macintosh: Microsoft Office 2011 preferred (2008 is OK)
- **Tool to read and create PDFs:** e.g., CutePDF Writer, PDFCreator, or Adobe Acrobat Professional
- **Antivirus Software:** Symantec Antivirus software is available FREE to ESU students via http://techsite.emporia.edu (click on Students > Software > Symantec Anti-Virus for Home Use; you will be prompted to log in using your ESU credentials–be sure to precede your ESU username with “esuad”)
- **Browser for compatibility with Blackboard:** We highly recommend Mozilla Firefox (Firefox 3.5.x or higher) for use with Blackboard on either Windows or Macintosh platforms. Other acceptable browsers are IE 8 for Windows, and Safari 4 or 5 for Mac OS. For more info, see Blackboard’s detailed information on supported browsers. Google’s Chrome browser is not supported at this time.
SOCIAL SCIENCES

Web: http://www.emporia.edu/socsci/
Phone: 620-341-5461

Ellen Hansen, Chair
Amanda Miracle, Director, Graduate Studies
Shannon Hall, Post-Baccalaureate Teacher Certification, Teachers College

Graduate Faculty
Professors: Charles Brown, Philip Kelly, Ellen Hansen, Christopher Lovett, Gregory Schneider, Karen Manners Smith.
Associate Professors: John Barnett, C. Edward Emmer, Deborah Gerish, Darla Mallein, Brian Miller, Michael Smith, Joyce Thierer.
Assistant Professors: Amanda Miracle.

The Department of Social Sciences offers two master’s degrees--the Master of Arts (MA) in History and the Master of Arts in Teaching (MAT) in Social Sciences. We also offer a program for post-baccalaureate teacher licensure in Social Sciences.

MA Degree, History
The MA degree in History is designed for the History student intending to continue on for Ph.D. work in History, for the secondary teacher who desires to take graduate work concentrating in the content area of History, and for the History student intending to pursue a career in public history. Other students also may find the program suitable, depending on their individual aspirations.

The MA degree in History concentrates on three types of learning. The first of these is simple factual knowledge of American and World History: students should enter the program with good undergraduate preparation in this regard, but MA work should add depth in areas of specialty and breadth in other areas. The second type of learning is historiographical: students learn how historians have interpreted the historical record and given it meaning through time. The third type of learning is methodological: students learn how to conduct original research and compose the historical essay, as well as other conventional and innovative forms of scholarly writing in History.

Admission Requirements
- Applicants for the MA program in History must submit to the Graduate Office
  - an application;
- a 1- to 2-page statement of purpose;
- 2 letters of recommendation from college instructors or employers;
- a writing sample.
The statement of purpose should briefly explain why the applicant wishes to pursue a master’s degree and how this degree fits into the applicant’s future goals. Applicants may use the same letters of recommendation for GTA applications (see below). The writing sample of 5–10 pages must come from an upper-division college course, preferably in history, though papers from humanities or social sciences courses are also acceptable.

- Minimum admission requirements (meeting these requirements does not guarantee admission):
  - bachelor’s degree with overall GPA of 2.75;
  - at least 12 hours of coursework in history, with 3.0 GPA in these courses;
  - writing sample deemed “Satisfactory” by Graduate Committee.
- Applicants may petition a waiver of the writing sample if they have not taken college courses in the prior 24 months. They may also add explanatory material if they do not meet other minimum requirements for admission.
- The Graduate Committee will evaluate applications on the basis of the applicant’s capacity for advanced study in history, based on the student’s writing ability, history GPA, and recommenders’ comments.
- Each member of the Committee will independently evaluate the applicant’s admission file, rating the writing sample as “Satisfactory” or “Unsatisfactory” and recommending rejection, full admission, conditional admission, or probationary admission.
  - full admission: no restrictions
  - conditional: used for graduating seniors, who must obtain a bachelor’s degree before admission. Their final GPA must be evaluated, and if necessary they will be admitted on a probationary basis.
  - probationary: students must achieve a 3.0 GPA in their first 6 or first 9 hours of study. The Graduate Committee members should indicate a level of probation in their recommendation.
- The Graduate Committee will then make a decision about the applicant’s status. Members may collectively decide to override the requirement of 12 hours in History or other aspects of the minimum requirements. The MA Coordinator will propose a course of action, which all members will vote upon. The proposed course of action must receive at least 2 out of 3 votes to pass. The MA Coordinator will notify the Graduate School and the applicant of the Committee’s decision.
Graduate Assistantship Awards and Renewals

- The Department of Social Sciences offers teaching assistantships to students in the History MA or Social Sciences MAT programs. Graduate Teaching Assistants (GTAs) usually work with faculty teaching introductory courses in U.S. or world history. Assistantships may extend through the full academic year (fall and spring semesters) or for one semester only. The number of positions and the salary amounts are dependent on annual funding; typically the department has five to seven openings per academic year. Graduate assistantships are limited to 4 semesters and must be renewed each academic year by the Department of Social Sciences.

- GTAs must hold a bachelor’s degree (B.A., B.S., or B.S.E.) from an accredited college or university at the time they take up their duties. They must be admitted and enrolled full-time in either the History MA or Social Sciences MAT program for the duration of their appointment.

- GTAs receive a full tuition waiver for the semesters covered by their contract. GTAs who hold full-time appointments will be eligible for health insurance through the university.

- Award and renewal decisions on Graduate Teaching Assistantships are made every spring semester for the fall and spring semesters of the next academic year.
  - Returning GTAs should notify the MA Coordinator by February 1 if they wish to renew their position. Renewal applications should include a self-reflective letter and a letter of recommendation from a professor who has supervised their assistantship. These materials will be made available to all tenured and tenure-track History faculty.
  - New applicants should submit assistantship applications to the Graduate School by February 1. Applications received after this date will be considered if positions remain unfilled, but priority will be given to those received by the deadline.

- All tenured or tenure-track member of the history faculty will review renewal and new applications.
  - Faculty will consider each renewal application on the basis of the applicant’s graduate coursework and teaching record. They will then vote on each renewal request, which must receive a plurality of votes to be granted.
  - Faculty will consider each new application on the basis of the student’s undergraduate record and graduate record, if any. Each faculty member shall rank new applicants in order of preference.

The MA Coordinator will tabulate the rankings and distribute them to faculty, who will then vote on which applicants will receive full-year or part-year positions. They will also vote on a ranked list of alternates.

- The Graduate Committee will determine on a case-by-case basis whether GTAs on academic probation may retain their positions.

- All GTAs are required to attend the orientation session held just prior to the start of classes in August. All GTAs must take HI893, GTA Training Seminar, as close to the beginning of their assistantships as possible.

Program Structure

Graduate students elect to pursue either the thesis option or the non-thesis option. Beyond the stipulations below, they will have latitude in choosing classes that meet their interests and career goals, with the approval of the MA Coordinator.

MA in History—Thesis Option:

**Historiography seminars 6 hrs. required:**
HI 701 3
HI 702 3

**Research seminars 6 hours required:**
HI 815 6

**Readings seminars 6 hours required:**
HI 710 or HI 740 6

**3 hours required:**
**HI 504** 2
HI 505 1

**Electives:**
*Other Electives (can include courses outside history) 9

**Thesis/MA Project:**
HI 890 6

**Total Required** 36

*Students work with advisor to choose appropriate coursework outside history.
** Students may take HI 504 twice, for up to 3 hours of credit.
MA in History—Non-Thesis Option:

**Historiography seminars 6 hrs. required:**
- HI 701 3
- HI 702 3

**Research seminars 6 hours required:**
- HI 815 6

**Readings seminars 6 hours required:**
- HI 710 or HI 740 6

**3 hours required:**
- **HI 504** 2
- HI 505 1

*Other electives (can include courses outside history) 14

**Master’s Exam 1 hour required:**
- HI 895 1

**Total Required 36**

*Students work with concentration advisor to choose appropriate coursework outside history.

**Students may take HI 504 twice, for up to 3 hours of credit.

MA in History—Public History Concentration:

**Historiography Seminars (6 hours required):**
- HI 701 3
- HI 702 3

**Research seminars (6 hours required)**
- HI 815 6

**Readings seminars (6 hours required)**
- HI 710 3
- HI 740 3
- HI 504 2
- HI 505 1
- HI 590 3
- HI 891 3
- OR
- HI 892 3

**Other electives (can include courses outside history) 12**

**Thesis/MA Project**
- SS 842 3

**Total Required Hours 36**

*Students work with concentration advisor to choose appropriate coursework outside history.

MA in History—Social Sciences Education Concentration

**Historiography Seminars (6 hours required):**
- HI 701 3
- HI 702 3

**Readings seminars (6 hours required)**
- HI 710 3
- HI 740 3
- HI 504 2
- HI 505 1
- HI 590 3
- HI 891 3
- OR
- HI 892 3

**Specialty area(s) 12**
- SS 740 3
- ED/EL 865 3
- IT 700 3

**Thesis/MA Project**
- SS 842 3

**Total Required Hours 36**

*Students choose 12 hours either in one Social Science subject area or 6 hours in each of two areas that will be designated as the student’s specialty area(s). Specialty areas include: geography, political science, anthropology, sociology, and economics.

- Other coursework can include additional readings or research seminars, directed readings courses, internships, or courses outside of History (with MA Coordinator’s approval).
- At the end of the second semester of graduate study, students reach a decision point for the thesis or non-thesis options.
- All students must apply to the Graduate Committee for degree candidacy, indicating their chosen option and their advisory committee. Students must have satisfactorily completed six hours of graduate study toward the degree to be considered for candidacy.
  - The 3 faculty members on the advisory committee will evaluate the student’s thesis/defense or written/oral exams. Students select the chair and members. Only full-time tenured or tenure-track History faculty may serve as chairs.
  - Thesis students should also file a thesis proposal approved and assessed by their advisory committee.
- Students must obtain approval from the MA Coordinator before enrolling in, adding, dropping, or withdrawing
from classes each semester. They must also obtain approval from the MA Coordinator before enrolling in directed readings courses or courses from outside the department.

Satisfactory Progress
- Satisfactory progress entails a minimum GPA of 3.0. The MA Coordinator will inform students who are not making satisfactory progress in writing that they must achieve a 3.0 GPA in coursework taken over the next semester, or they will be denied candidacy and asked to terminate their graduate study.
- After students admitted on probation have completed a minimum of 6 hours of graduate study, the Graduate Committee will decide if they are making satisfactory progress so that probationary status can be repealed.
- Students who fail to achieve a minimum GPA of 3.0 in any semester will be put on probationary status by the Graduate School.

In all cases of probationary status, that status must be repealed before candidacy can be granted.

Graduation Requirements
- Courses taken to fulfill undergraduate deficiencies do not count toward graduate program requirements.
- Students in the non-thesis option will take 3 written and 1 oral examination in their last semester of study to demonstrate their mastery of content, historiography, and research methodology.
  □ By the sixth week of the semester, each member of the advisory committee will submit several questions for these examinations to the committee chair, who will forward them to the student.
  □ Before each written exam, the faculty member responsible for that exam will choose 1 question from those submitted; other questions may be reserved for the oral exam. Students will have 3 hours for each written exam.
  □ Each member of the advisory committee will evaluate all written exams individually before the oral examination, commenting on the student’s performance in terms of content, critical thinking, knowledge of historiography, and clarity of expression.
  □ The advisory committee will then vote on the student’s written performance. At least 2 of the 3 members must vote that the student’s performance was satisfactory and that the student may proceed to the oral examination. If the student’s performance was not satisfactory, the student may retake any unsatisfactory written examinations once, and the committee will re-evaluate them individually as above.
  □ In the oral examination, committee members may ask students to expand upon their written answers and/or ask questions that were not selected for the written exam. Then the advisory committee will evaluate the student’s performance as a group by vote; at least 2 of the 3 members must vote that the student’s performance was satisfactory. The committee will then submit their evaluations to the MA Coordinator. Students must pass both exams to receive the degree.
- Thesis students should choose a topic, prepare a thesis proposal, and select 3 faculty members for their advisory committee by the end of their second semester of study. Only full-time tenured or tenure-track faculty may serve as chair for the advisory committee. When the student has produced a satisfactory version of the thesis, the student and the advisory committee chair will establish a timetable for its defense and final revision. The student will then submit copies to the remaining members of the committee. Committee members will meet with the student for an oral defense of the student’s research, historiographical framework, methodology, and argument. Committee members may suggest final changes for the thesis. The advisory committee will evaluate the thesis individually by commenting on the above areas. They will then vote as a group on whether to accept the thesis pending revisions. At least 2 of the 3 members must vote that the thesis was satisfactory. The committee will then submit their evaluations to the MA Coordinator.

Revalidation of Courses
Graduate students have 7 years to complete their MA degrees. Under exceptional circumstances, students may petition for a 1-year extension. The program will not revalidate courses that fall outside this 8-year deadline.

Dual Degree with Library & Information Management
Students simultaneously pursuing a History MA and an M.L.S. at ESU’s School of Library and Information Management (SLIM) can apply up to 6 hours of SLIM coursework toward the History MA and up to 6 hours of history coursework toward the M.L.S., but the total number of hours shared between the two programs cannot exceed 10 hours.

Archives and Museum Internship
- Students interested in internships should contact the appropriate instructor at least 24 weeks (1.5 semesters)
before the semester in which they intend to start the internship. The instructors need advance notice to place students at an appropriate facility, to coordinate instructors and/or internship supervisors at the facility, and to establish the course parameters in accord with students’ goals and needs.

- Students may apply no more than a total of 6 internship hours from Emporia State University or any other accredited institution toward degree requirements.

MAT Degree, Social Sciences

**Mission Statement:** The multi-disciplinary Master of Arts in Teaching Social Sciences degree, designed specifically for licensed secondary social studies teachers*, allows candidates to concentrate their focus in the areas of American history, world history, political science and geography with elective coursework in the areas of anthropology, sociology, and economics. The program emphasizes mastery of the methods of teaching the social sciences within the professional educational context, with the aim of developing each candidate’s skills as Critical Thinkers, Creative Planners, and Effective Practitioners. The program prepares candidates for enhanced classroom performance by supporting state assessment standards, integrating technology in the classroom, and advancing the professional development of program candidates.

*The Master of Arts in Teaching Social Sciences Program is NOT a licensure program. Candidates who apply for the program must already possess a middle or high school teaching license in the social sciences.*

This program may be pursued full-time during the academic year or during summers only. Most of the requirements can be met with online or hybrid (online and classroom) courses.

Full-time students can apply for graduate teaching assistantships. Decisions are made for the entire academic year in the preceding spring semester; interested students should apply no later than February 1.

**Admission Requirements:**

The following are minimum requirements (meeting these requirements does not guarantee admission):

- Completion of a Bachelor's Degree from an accredited college or university with an overall GPA of not less than 2.5 in last 60 hours
- Grade point average of not less than 3.0 in social science courses which apply to social science teaching fields (GPA less than 3.0 may result in probationary admission to MAT program, as described below)
- License to teach in the secondary Social Sciences (or have completed all the requirements for post-baccalaureate licensure in the secondary Social Sciences)

**The following items must be submitted to the Graduate School before your admission status can be determined:**

- Graduate application to Graduate School
- Official transcripts from all colleges/universities attended (Send to Graduate School)

**The following items must be submitted to the Social Sciences Department (ATTN: Dr. Amanda Miracle) before your admission status can be determined:**

- A one-two page statement of purpose that explains why applicant wants to pursue an MAT and how MAT can develop the applicant's skills as a Critical Thinker, Creative Planner, and Effective Practitioner
- Two letters of recommendation from college instructors or employers
- A sample daily lesson plan that is tied to state standards and includes behavioral objectives, materials needed to teach the lesson, an introductory activity, detailed procedures that explain the learning activities, and a description of how the objectives will be assessed. Applicants should also provide a rationale for their objectives, activities, and assessment.

**Admission Decisions:**

The MAT coordinator will evaluate all application packets on the basis of each candidate's capacity for advanced study in the teaching of social studies.

Candidates may be admitted according to the following status:

- **Accepted:** no restrictions
- **Accepted Conditionally:** used for graduating seniors who must obtain a Bachelor's degree and licensure before admission and/or used for students in process of completing post-baccalaureate licensure. Their
final GPA must be evaluated, and if necessary, they will be admitted on a probationary basis.

- **Accepted with Probationary Requirements:** Candidates must achieve a 3.0 GPA in their first 6 or 9 hours of study, the number to be determined by the MAT coordinator.

**Program Requirements:**
The 36 required hours* are distributed as follows:

- 12 hours either in one Social Science subject area or 6 hours in each of two areas that will be designated as an area(s) of concentration. These concentration areas include: American history, world history, geography, and political science.
- 3 hours in each of two areas other than areas of concentration. These courses can include coursework in anthropology, sociology, and economics.
- 3 hours in SS 740, Advanced Methods for Teaching Secondary Social Studies
- 3 hours in SS 842, Master’s Project
- 6 hours in any of the Social Sciences or (with approval of the MAT adviser) 6 hours in a second teaching field outside the Social Sciences
- 6 hours from the Teachers College which includes:
  - 3 hours in ED/EL 865 Advanced Theory and Practice in Teaching
  - 3 hours in IT 700 Foundations of Instructional Technology

*At least 22 hours must be earned in courses numbered 700 and above.

Candidates must obtain approval from the MAT Coordinator before enrolling in, adding, dropping, or withdrawing from classes each semester. They must also obtain approval from the MAT Coordinator before enrolling in independent studies or courses outside of the department.

**Satisfactory Progress and Degree Candidacy:**
After Candidates have completed a minimum of 6 hours of graduate study, the MAT Coordinator will determine if they are making satisfactory progress so that conditional or probationary status (if any) can be repealed and MAT candidacy granted or denied.

Satisfactory progress entails a minimum GPA of 3.0. Candidates who are not making satisfactory progress will be informed by the MAT Coordinator in writing that they must achieve a minimum GPA of 3.0 in coursework taken over the next semester or they will be denied candidacy and asked to terminate their graduate study.

If degree candidacy can be granted, the MAT Coordinator and the Candidate will complete a degree plan, which the MAT Coordinator will file with the Graduate School. This degree plan must be filed at least two semesters prior to graduation date.

**Advisory Committee:**
After being admitted to candidacy and filing a degree plan, the Candidate and MAT Coordinator will select members of the advisory committee. The MAT Coordinator will serve as the chair for all MAT candidates; however, candidates may select the other two members of the committee. The members of the committee must represent the Candidate’s area(s) of concentration, e.g. if American history and geography are selected as the areas of concentration, then the Candidate must choose a committee member from each of those subject areas. If the Candidate only has one area of concentration, at least one member must be from that subject area. The faculty members on this committee will approve the MAT Project Proposal and evaluate the Candidate’s oral defense of his or her research project.

Candidates should choose a topic and prepare a project proposal by their third semester of study. The advisory committee must approve this proposal. When the Candidate has produced a satisfactory version of the proposal, the Candidate and the MAT director will establish a timeline for its completion, defense, and final revision. Candidates must pass an oral defense on his or her research project when he or she nears completion of the degree. At the time of the oral defense, committee members will vote as a group whether or not to accept the MAT project pending recommended revisions. At least two of the three committee members must vote that the project was satisfactory. The MAT Coordinator will be responsible for submitting the committee’s final evaluation to the Chair of the Social Sciences.

**Graduation Requirements:**
All graduate courses used to meet the requirements for the MAT in Social Sciences must result in a B- grade or higher or a P.

Candidates must compile a portfolio that contains at least
seven papers and/or projects: three from their area(s) of concentration, one form course outside of area of concentration, one from Seminar in Teaching Social Sciences, one from ED865, and one from the required technology course. Candidates will submit the portfolio on the day of defense. Included in the portfolio will be a self-reflective letter that demonstrates an understanding of the integration of the social sciences and describes how the Candidate has met the goals of the program, i.e., how the Candidate has improved his or her skills as a Critical Thinker, Creative Planner, and Effective Practitioner.

Post-baccalaureate Teacher Licensure
Post-baccalaureate students desiring to teach social sciences in the secondary schools should contact Shannon Hall, the Licensure Officer in the Teachers College.

BACHELOR OF SCIENCE
REHABILITATION SERVICES EDUCATION MAJOR
(Changes Effective Fall 2013)
A major in rehabilitation services education is offered under the Bachelor of Science degree. A minor option is also available comprised of 17 approved semester hours. A variety of rapidly expanding human service settings await a rehabilitation services education graduate. The goal of rehabilitation is to help the person with a disability attain the highest level of self-sufficiency, independence, and function that he/she is capable of achieving. The number of individuals in need of rehabilitation services is increasing and the programs being developed to meet those needs are continuing to expand. It is a viable career for those who enjoy “helping others to help themselves.” Persons interested in this area of preparation should contact the Director of Rehabilitation Programs or the Department Chair.

General Education Requirements:
See General Education section of this catalog.

Requirements for Majors and Minors:
Persons wishing to major or minor in Rehabilitation Services Education must meet the following conditions prior to being considered for acceptance in the program:
1. Complete a minimum of 45 undergraduate credit hours, earning a minimum cumulative grade point average of 2.5 or higher.
2. Complete either RE290 Introduction to Rehabilitation Programs (3) or RE291 Survey of Disabling Conditions (3) with a grade of B or better.
3. Students with less than a 2.5 cumulative grade point average may not enroll in more than six credit hours of rehabilitation course work prior to being accepted as a major or minor in the program.

After meeting the previous conditions or during the semester in which the conditions will be met, students seeking admission should submit a completed Admissions Application for the Rehabilitation Services Education program and a copy of their transcript to the Director of Rehabilitation Programs in the Department of Counselor Education.

After admission into the Department of Counselor Education, you will be assigned a faculty advisor.

Non-Major Emphasis:
Non-major Rehabilitation Services Education students desiring to take more than six (6) hours of rehabilitation course work to fulfill the emphasis requirements for other majors must meet the Rehabilitation Services Education program admissions criteria of having completed a minimum of 45 undergraduate
credit hours and earning a minimum cumulative grade point average of 2.5 or higher. The following courses will not be available for non-majors: RE320, Independent Study; RE445, Observation in Rehabilitation; RE 636, Introduction to Group Procedures; and RE699, Internship in Rehabilitation.

Rehabilitation Program Requirements (44 hours):

- RE 290 Intro to Rehabilitation Programs 3 hours
- RE 291 Survey of Disabling Conditions 3 hours
- RE 301 Rehab Research and Report Writing 1 hour
- RE 305 Ethics in Human Services 3 hours
- RE 392 Survey of Mental/Psych Disabilities 3 hours
- RE 510 Helping Relationships in Counseling 3 hours
- RE 636 Introduction to Group Procedures 3 hours
- RE 641 Case Management in Rehabilitation 3 hours
- RE 683 Family Issues and Advocacy 3 hours
- RE 692 Voc Information and Assessment 3 hours
- RE 695 Employment Issues in Rehabilitation 3 hours
- RE 699 Internship in Rehabilitation 9 hours
- RE 700 Seminar in Rehabilitation Services 1 hour
- *Electives (with advisor approval) 3 hours

MINOR IN REHABILITATION SERVICES EDUCATION

(Changes Effective Fall 2013)

A minor in Rehabilitation Services Education requires 17 specified semester hours. A minor in RSE will not participate in the field site experience or do an independent study.

To apply for a minor in Rehabilitation Services a student must have a 2.5 GPA and complete RE290 Introduction to Rehabilitation Programs or RE291 Survey of Disabling Conditions with a B or better.

Required Courses (6 hours):

- RE 290 Intro to Rehabilitation Programs 3 hours
- RE 291 Survey of Disabling Conditions 3 hours

Elective Courses (11 hours):

Students must select a minimum of 11 hours from the following optional classes:

- RE 301 Rehab Research and Report Writing 1 hour
- RE 305 Ethics in Human Services 3 hours
- RE 346 Psychopharmacology I 3 hours
- RE 392 Survey of Mental/Psych Disabilities 3 hours
- RE 510 Helping Relationships in Counseling 3 hours
- RE 636 Introduction to Group Procedures 3 hours
- RE 641 Case Management in Rehabilitation 3 hours
- RE 670 Alcohol and Drug Abuse in Counseling 3 hours
- RE 683 Family Issues and Advocacy 3 hours
- RE 692 Voc Information and Assessment 3 hours
- RE 695 Employment Issues in Rehabilitation 3 hours

BACHELOR OF MUSIC MUSIC MAJOR

(Changes Effective Fall 2013)

The degree Bachelor of Music with a Music Education concentration prepares the student to teach PreK-12 music. The program assumes that nurturing qualified music teachers includes the specialized preparation to develop performance skills; the music educator must be a competent performing musician.

Satisfactory completion of the requirements for this degree entitles the graduate to a license to teach music, issued by the Kansas State Department of Public Instruction to teach PreK-12 Instrumental Music or Pre-K 12 Vocal Music. The music education concentration selects the Instrumental Music Track or the Vocal Music Track. See individual course descriptions for prerequisites and concurrent enrollment requirements. Second area certification is available.

Requirements for admission to teacher education and recommendation for a teaching certificate are outlined under the degree Bachelor of Science in Education-Secondary Education Major. Students must successfully complete all Professional Education Requirements. See the Professional Education requirements for the Bachelor of Science in Education -Secondary Education Major, in the Department of School Leadership/Middle & Secondary Teacher Education section of this catalog.

Students must also complete general education requirements as stated in this catalog.

The degree Bachelor of Music with a concentration in Music Performance is recommended for the student interested in a career as a professional musician or as an independent teacher of music. It is especially appropriate for the student who plans to continue on to graduate study in music. The degree may be elected upon the recommendation of the music faculty after the student has demonstrated ability in his or her area of performance by means of a formal audition performance. This audition performance is generally taken at the end of the second semester of applied study.

The program centers on a core of courses in music theory, music history, and music literature. It is designed to provide a thorough musical education along with a broad expectation in the liberal arts and sciences. Performance requirements include a strong emphasis on solo, chamber, and large ensemble performance opportunities. Students may major in voice, piano, violin, viola, cello, double-bass, flute, clarinet, oboe, bassoon, saxophone, trumpet, trombone, horn, baritone horn, tuba, percussion, and composition.

Students must also complete general education requirements as stated in this catalog.

Music Theory (16 hours):

- MU 108 Ear Training/Sight Singing 1 1 hour
- MU 118 Music Theory 1 3 hours
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Hours</th>
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<tbody>
<tr>
<td>MU 109</td>
<td>Ear Training/Sight Singing 2</td>
<td>1 hour</td>
</tr>
<tr>
<td>MU 119</td>
<td>Music Theory 2</td>
<td>3 hours</td>
</tr>
<tr>
<td>MU 208</td>
<td>Ear Training/Sight Singing 3</td>
<td>1 hour</td>
</tr>
<tr>
<td>MU 218</td>
<td>Music Theory 3</td>
<td>3 hours</td>
</tr>
<tr>
<td>MU 209</td>
<td>Ear Training/Sight Singing 4</td>
<td>1 hour</td>
</tr>
<tr>
<td>MU 219</td>
<td>Music Theory 4</td>
<td>3 hours</td>
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**Music History & Literature (6 hours):**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
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<tbody>
<tr>
<td>MU 328</td>
<td>Music History I</td>
<td>3 hours</td>
</tr>
<tr>
<td>MU 329</td>
<td>Music History II</td>
<td>3 hours</td>
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**Music Professional Studies (2 hours):**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>MU 099</td>
<td>Music Convocation (required each semester)</td>
<td>0 hours</td>
</tr>
<tr>
<td>MU 477</td>
<td>Basic Conducting</td>
<td>2 hours</td>
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</table>

**Music Performance (20 hours):**

- Applied Music-Primary Instrument 8 hours
- Music Ensembles (MU245/318/319) 7 hours
- Group Piano 1 1 hour
- Group Piano 2 1 hour
- Group Piano 3 1 hour
- Group Piano 4 1 hour
- Chamber Music 1 hour
- Senior Recital 0 hours

**Music Education Concentration**

**Instrumental Music Track (17 hours):**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Hours</th>
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<tbody>
<tr>
<td>MU 210</td>
<td>Intro. to Music Education</td>
<td>2 hours</td>
</tr>
<tr>
<td>MU 350</td>
<td>Voice Methods</td>
<td>1 hour</td>
</tr>
<tr>
<td>MU 352</td>
<td>String Methods</td>
<td>2 hours</td>
</tr>
<tr>
<td>MU 354</td>
<td>Woodwind Methods</td>
<td>2 hours</td>
</tr>
<tr>
<td>MU 356</td>
<td>Brass Methods</td>
<td>2 hours</td>
</tr>
<tr>
<td>MU 358</td>
<td>Percussion Methods</td>
<td>1 hour</td>
</tr>
<tr>
<td>MU 372</td>
<td>Marching Band Methods</td>
<td>1 hour</td>
</tr>
<tr>
<td>MU 474</td>
<td>Elementary Music Methods</td>
<td>2 hours</td>
</tr>
<tr>
<td>MU 484</td>
<td>Instrumental Conducting</td>
<td>2 hours</td>
</tr>
<tr>
<td>MU 494</td>
<td>Instrumental Music Methods</td>
<td>2 hours</td>
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**Vocal Music Track (17 hours):**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Hours</th>
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</thead>
<tbody>
<tr>
<td>MU 210</td>
<td>Intro. to Music Education</td>
<td>2 hours</td>
</tr>
<tr>
<td>MU 237</td>
<td>Applied Piano for Vocal Students 1</td>
<td>1 hour</td>
</tr>
<tr>
<td>MU 320</td>
<td>Vocal Diction 1</td>
<td>1 hour</td>
</tr>
<tr>
<td>MU 322</td>
<td>Vocal Diction 2</td>
<td>1 hour</td>
</tr>
<tr>
<td>MU Methods</td>
<td>(3-4 hours)</td>
<td></td>
</tr>
</tbody>
</table>

*Selected from:*

- String Methods 2 hours
- Woodwind Methods 2 hours
- Brass Methods 2 hours
- Percussion Methods 1 hour
- Elementary Music Methods 2 hours
- Choral Methods 2 hours

**Music Performance Concentration**

**Instrumental Track (29 hours):**

- Applied Concentration 16 hours
- Music Ensembles 1 hour
- Pedagogy Course 1 hour
- Chamber Music 1 hour
- Music Electives 9 hours
- Junior Recital 0 hours

**Voice Track (29 hours):**

- Applied Concentration 14 hours
- Music Ensembles 1 hour
- Applied Piano 2 hours
- Vocal Diction 1 1 hour
- Vocal Diction 2 1 hour
- Vocal Pedagogy 1 hour
- The Art Song 7 hours
- Music Electives 7 hours
- Junior Recital 0 hours