



Master of Arts in Education

Program Description: Cumberland University offers two 36-hour Master of Arts in Education degree programs. The online Teaching & Learning degree is focused on improving classroom teaching. Students may also earn Elementary Education licensure through the Master's program by successfully completing additional requirements. (Other endorsements may be available. See pages 2 and 3 for details.) Initial Tennessee teacher licensure is available through the traditional route (i.e., student teaching) or by qualifying for the State's Transitional Licensure program.*

Cumberland has an Instructional Leadership program that is a two-year lockstep cohort design. For information on that program, you may request the Instructional Leadership application packet.

- Both programs have an online component, which **REQUIRES** Internet access and an e-mail address.
- All **degree-seeking and/or licensure** students must purchase LiveText and complete an electronic portfolio for review.
- All **degree-seeking** students must complete a comprehensive exam in the last semester of work.
- Students seeking **initial teacher licensure** must either complete student teaching or be working on Transitional license.
- Financial assistance through student loans may be available for **degree-seeking** students.
- All **degree-seeking** students must complete an Intent to Graduate form at least one full semester prior to graduation.

*To earn initial Tennessee teacher licensure through this program, the student may enter through Track II (student teaching) or Track III (Transitional licensure). All licensure-seeking students must obtain a Program of Studies from the Dean of the School of Education. See the page entitled **IMPORTANT INFORMATION FOR MAE STUDENTS SEEKING INITIAL TEACHER LICENSURE**.

Admission Requirements:

- Submit application, along with \$50 application fee.
- Have official transcripts sent from **ALL** colleges and universities attended.
- Submit copy of teaching certificate, if applicable.
- Submit **OFFICIAL** copy of Graduate test scores. These must be sent **directly from the Testing Service:** Graduate Record Examination (GRE-general) 800, Miller Analogies Test (MAT) 363.
- Three confidential recommendation forms must be sent **directly to us from the recommenders**.

Note: Applicants for any program, including add-on endorsements only, must submit ALL of the documents listed above. Transient students – check with Admissions for requirements.

TEACHING & LEARNING (36 hours)**

MAE 5070 Advanced Classroom Management (3)
MAE 5010 Innovative Instructional Technologies (3)
MAE 5050 Advanced Educational Psychology (3)
MAE 5180 Education: The Profession and the Professional (3)
MAE 5080 Diverse Populations (3)
MAE 5250 Building Classroom Literacy (3)
MAE 5060 Strategies for the 21st Century Classroom (3)
MAE 5030 Curriculum Design (3)
MAE 5040 Contemporary Issues (3)
MAE 5090 Educational Research Methods (3)
MAE 5020 School Law (3)
MAE 5120 School Public Relations (3)

Substitution Courses for Licensure

MAE 5220 Book Sel/Lit for Children/Adolescents (3)
MAE 5221 Eval & Remed of Reading Problems (3)
MAE 5222 Methods of Classroom Teaching (3)
MAE 5223 Educational Assessment (3)
MAE 5287 Enhanced Student Teaching PreK (6 hrs.)
MAE 5286 Enhanced Student Teaching K-6 (6 hrs.)
MAE 5288 Enhanced Student Teaching 7-12 (6 hrs.)
MAE 5012 Early Childhood Curr/Assessment (4)
MAE 5014 Education for the Developing Learner (4)
MAE 5015 Support for Early Childhood Learning (4)
ED 5200 Motor Learning & Development (2 hrs.)
Any of the above courses may be substituted for licensure-seeking students, at the Dean's discretion.

****Transitional License Coursework: The courses bolded under Teaching & Learning are required for CU's Transitional License program., PLUS MAE 5390 Practicum (3-6 hours). Additional coursework is required to complete the Masters degree.**

IMPORTANT DATES:

Summer Semester Orientation: Saturday, April 25 (Priority Application Date: March 25)

CU 2/2009

IMPORTANT INFORMATION FOR MAE STUDENTS SEEKING INITIAL TEACHER LICENSURE

The Master of Arts in Education program has two routes to teacher licensure:

- (1) Traditional route requiring Student Teaching semester and
- (2) Transitional licensure where the student is hired to teach on the State's Transitional license.

Requirements are different depending on which route you take, so please read carefully as you are responsible for fulfilling all requirements for licensure.

I. Traditional Route Requiring Student Teaching

Students must:

- (1) Have the dean review transcripts to develop a program of studies. The transcript analysis determines if any substitutions or additional coursework are required. You must send the dean all transcripts AND tell him in what area you wish to be endorsed (Elementary, PreK, Special Ed, Middle, or secondary content area, such as History, English, etc.) You may make an appointment to visit the dean for the review or scan/e-mail all college/university transcripts to Dr. Charles Collier at ccollier@cumberland.edu OR fax to his attention at 615-444-2569.
- (2) Be fully admitted into the MAE program.
- (3) Submit Fingerprinting and Background Check results. The student should do this **BEFORE** completing any classroom observations in any classes which require field experiences (i.e., MAE 5070, MAE 5250, etc.) for licensure-seeking students.
- (4) Complete the TEP II application to enter the TEP II process, which is explained in detail at the CU School of Education website at http://www.cumberland.edu/undergrad/school_of_education/teacher_edII. Generally, the requirements for TEP II are as follows:
 - a. Pass all required **Praxis II** tests BEFORE the TEP II interview. (See website for TEP II interview dates in September and March.) You may obtain information on which Praxis tests are required by visiting www.ets.org or the <http://state.tn.us/education/lic/> website. NOTE: Students holding a baccalaureate degree are not required to take Praxis I Series (PPST) tests.
 - b. Complete a LiveText portfolio and submit it for review by the deadline (two weeks before interview date). (Sections I and II completed by the TEP II interview date.)
 - c. Submit recommendations for Student Teaching.
 - d. Meet all coursework and GPA requirements.
 - e. Submit evidence of tort liability insurance coverage (through membership in STEA).
 - f. Complete a formal interview with the Teacher Education Committee.

II. Transitional Licensure

1. Be fully admitted into the MAE program.
2. Obtain an *Intent to Hire* form from the school system and present it to the Dean/Certification Officer at Cumberland. (Your school system will probably request a letter from Cumberland.)
3. Complete an application for Transitional licensure with the State of Tennessee. The application may be downloaded at <http://state.tn.us/education/lic/>.
4. Have the dean review transcripts to develop a program of studies. The transcript analysis determines if any substitutions or additional coursework are required. You must send the dean all

transcripts AND tell him in what area you wish to be endorsed (Elementary, PreK, Special Ed, Middle, or secondary content area, such as History, English, etc.) You may make an appointment to visit the dean for the review or scan/e-mail all college/university transcripts to Dr. Charles Collier at ccollier@cumberland.edu OR fax to his attention at 615-444-2569.

5. Submit Fingerprinting and Background Check results. The student should do this **BEFORE** completing any classroom observations in any classes which require field experiences (i.e., MAE 5070, MAE 5250, etc.) for licensure-seeking students.
6. Register for the Practicum course, which serves as the University's mentoring obligation.
7. Complete a LiveText portfolio and submit it for review as part of the comprehensive exam.
8. **TAKE** all required Praxis tests in the first year of teaching on the Transitional license in order to renew license. You must **PASS** all required Praxis tests before advancing to the Apprentice License. You may obtain information on which Praxis tests are required by visiting www.ets.org or the <http://state.tn.us/education/lic/> website. NOTE: Students holding a baccalaureate degree are not required to take **Praxis I** Series (PPST) tests.

MAE Frequently Asked Questions

(Information subject to change at any time.)

Any and all exceptions to standard policies must be requested **in writing** and should be directed to the Dean of the School of Education, Dr. Charles Collier, via the program coordinator: dwhitaker@cumberland.edu.

Read the online Graduate Catalog at www.cumberland.edu/graduate/resources. It contains important information you need to know about the MAE program.

Must I have a teacher license to enroll in the MAE program? A teaching license is not required to enroll in or graduate from the program. However, if you wish to obtain a teaching license, you may do so through Track II (with student teaching) or Track III (Transitional licensure) of our program. This may require you to take some undergraduate courses; a transcript analysis is required to determine a program of studies. *While a teaching license is not required to enter or graduate from either of the programs, a teaching license IS required in order to obtain an administrator's license in the State of Tennessee.*

Do you have programs for teachers on the Transitional license? Yes, Cumberland has a Transitional licensure program to assist holders of Tennessee's Transitional license, where students obtain a teaching job in lieu of student teaching. See <http://state.tn.us/education/lic/> for more information. The university requires an "Intent to Hire" form from the school system.

What if I'm not fully admitted by the date of orientation and can't get my loan? To apply for a loan, you **must**: 1) complete the FAFSA, **and** 2) e-mail financialaid@cumberland.edu for our financial aid packet. You may begin the program with provisional admission but may complete NO MORE THAN six (6) semester hours of work without being fully admitted. However, you must take at least 6 hours AND be fully admitted in a degree program for loan processing to occur. **You cannot get a loan until you are FULLY admitted.** Therefore, if you're not fully admitted by orientation day, you must either pay by check, credit card or sign up for the FACTS monthly payment plan until your loan can be processed. At that time you would be reimbursed for any payments and could cancel your FACTS agreement, if applicable. Easy online FACTS enrollment is available through Cumberland University's website. At the Financial services link, select the e-Cashier link on the right side of the page. You may use your social security number for your student ID number. **After enrollment, any changes or cancellations must be made through the Business Office: 1-800-467-0562. YOU must contact the Business Office to cancel the FACTS plan once your loan is processed!!**

NOTE: Books must be paid for upfront; you will be reimbursed each semester when loan money arrives.

What if I cannot complete the coursework? Notify your instructor. If you have completed most of the work, you may qualify for an Incomplete. In order to withdraw from a class, you must give WRITTEN notice to the instructor and the program coordinator, who will forward to the Registrar for official withdrawal. In order to receive a refund, you must meet established deadlines.

How do I update my license? At the end of the program, you will be given information on how to update your license for the master's degree. To add any other endorsements (initial or add-on), the school's certification officer must submit your application to the State. For assistance with licensure, contact Ms. Karen Hobson at khobson@cumberland.edu.



Master of Arts in Education TUITION AND FEES

| | |
|--|--|
| Tuition: | \$405.00 per semester hour* |
| Application Fee (non-refundable): | 50.00 (one time fee) |
| Graduation Fee: | 225.00 (subject to change; due semester of graduation) |
| Textbooks and Supplies: | Will vary by course |
| Transcript Fees: | \$5.00 for each transcript requested |

*This cost reflects a graduate tuition award which reduces tuition to \$405 per semester hour. The tuition award does **NOT** apply to any undergraduate courses, including those taken for teacher licensure.

All tuition and fees are subject to change at any time and may apply to all students, including those currently enrolled.

MAE Tuition Award

All MAE students are eligible for a tuition award that lowers the cost of the graduate courses from \$685.00 per credit hour to \$390 per credit hour. (Students taking undergraduate courses will pay for those at the normal undergraduate rate.)

Financial Assistance (LOANS)

Students who qualify may obtain a Federal Stafford Loan. The Department of Education will determine if the student qualifies for a subsidized or Unsubsidized Loan. The Department of Education pays for the interest on the subsidized loan, and the student is responsible for the interest on the unsubsidized loan. Students must be enrolled for at least 6 hours per semester to receive a loan.

E-mail financialaid@cumberland.edu for Cumberland's financial aid packet.

To obtain a Federal Stafford Loan, the student must:

1. **Students must complete and submit the Free application for Federal Student Aid (FAFSA)** enclosed in the Financial Aid Packet, or students may file online at www.fafsa.ed.gov. Completed FAFSAs sent back by students to the Cumberland University Office of Financial Aid will be electronically filed. Students must list Cumberland University (I.D. number 003485) on the FAFSA as one of the schools to receive application information. After the form is filed, the Department of Education will send a Student Aid Report (SAR) to the applicant.
2. Students must be **fully accepted** into the Master of Arts in Education program. **Students may not obtain a loan if under an "incomplete" or "provisional" status.**
3. Students must be enrolled for **at least six hours per semester to obtain a loan.**
4. Students must not be in default on a previous student loan or be in an overpayment situation from financial aid received at previously attended institutions.
5. Students must complete the Master Promissory Note for Federal Stafford Loans AND an Active Loan Request form. These forms are enclosed in the Financial Aid Packet. Students must complete lines 1-16 and return the forms to the Student Financial Services Office for certification.

For assistance, call the Cumberland University Student Financial Services Office at 615-547-1243 or extension 1244 or e-mail us at financialaid@cumberland.edu.



Master of Arts in Education
GRADUATE ADMISSION APPLICATION

- Check one: [] MAE; Non-licensure
[] MAE; Teacher licensure specify area
[] MAE; Education Leadership Endorsement
[] Non-Degree Seeking; Teacher Endorsement Only specify area
[] Non-Degree Seeking; Education Leadership Endorsement Only

Application for Admission to the: Fall [] Spring [] Summer [] Semester Year _____

APPLICANT INFORMATION (Please print neatly and legibly.)

Name: _____ SS#: _____
(Last) (First) (Middle or Maiden)
Name on transcripts (if different from above): _____
Address: _____ E-mail: _____
City/State/ZIP: _____ Home Telephone: _____
U.S. Citizen: [] Yes [] No Visa Type: _____ County of Residence _____
Date of Birth: _____ Place of Birth: _____
(City/County/State and Country, if other than U.S.)

OPTIONAL DATA (for statistical use only)

Sex: [] Male [] Female Marital Status: [] Single [] Married
Ethnic Origin: [] African American [] Asian American [] Caucasian
[] Hispanic American [] Native American [] Other _____

EMPLOYER INFORMATION

Employer Name: _____ Start Date: _____
Current Position: _____ Current Supervisor: _____
Address: _____
City/State/ZIP: _____ Phone: _____ Fax: _____

EDUCATIONAL HISTORY (Include ALL institutions attended)

Institution: _____ Institution: _____
Location: _____ Dates: _____ Location: _____ Dates: _____
Major: _____ GPA: _____ Major: _____ GPA: _____
Degree: _____ Date Received: _____ Degree: _____ Date Received: _____
Institution: _____ Institution: _____
Location: _____ Dates: _____ Location: _____ Dates: _____
Major: _____ GPA: _____ Major: _____ GPA: _____
Degree: _____ Date Received: _____ Degree: _____ Date Received: _____

Official transcripts from all colleges attended should be mailed directly to: Cumberland University
Graduate Admissions Office
One Cumberland Square
Lebanon, TN 37087-3408

REFERENCES

Please list the name and address of three persons, including your current supervisor, who know of your professional/academic work and are willing to recommend you for this program. Give each person a recommendation form and instruct them to mail it directly to the MAE Graduate Office. Your application will NOT be considered complete until all references have been received. (Loans cannot be processed until your file is complete.)

- 1. _____
- 2. _____
- 3. _____

Do you have a military background? Yes No If yes, check with **Troops to Teachers** as you may be eligible for special education funds: <http://www.state.tn.us/education/lic/troop.shtml>.

REQUIRED ENTRANCE EXAMINATION

Submit **ONE** of the following: GRE OR MAT

Name of Test(s) Taken/Will Take: _____ Date Taken/Will Take: _____

ADDITIONAL INFORMATION

Have you ever applied to Cumberland University before? Yes No If Yes, when? _____

How did you hear about Cumberland’s MAE program _____

Check one regarding your teacher licensure status:

- I have completed a teacher education program and hold a professional teaching license.
- I wish to obtain an **initial** teacher license while earning a master’s degree. Endorsement area desired: _____
- I wish to enter the program on a **Transitional** teaching license. Endorsement area desired: _____
- I do not hold a teacher’s license and do not wish to obtain licensure.
- I have completed a master’s degree and am working toward a second master’s with licensure. Area _____
- Non-degree; seeking Endorsement ONLY: PreK Elementary Other _____

IMPORTANT NOTE: Upon completion of the MAE in Teaching & Learning (online), please note the following:

- 1. Upon master’s degree conferral, graduates are responsible for submitting required documentation to the Tennessee Office of Teacher Licensing to add the Masters degree to the license.
- 2. Any endorsement **other than** the Masters degree must be filed with the state by the university’s certification officer.
- 3. If you are seeking teacher licensure (initial or add-on), contact the Dean of Education for a transcript evaluation and Program of Studies. Upon completion of all licensing requirements, contact Cumberland’s School of Education certification officer for assistance in submitting the application.

STATEMENT OF ACCURACY

I understand withholding information requested in this application or giving false information may make me ineligible for admission to, or continuation in, Cumberland University’s Master of Arts in Education program. I certify that the above statements are correct and complete.

SIGNATURE

DATE

APPLICATION CHECKLIST

- All questions answered and application signed.
- Recommendation forms given to recommenders.
- Transcript requests sent to all colleges attended.
- Request for OFFICIAL test scores submitted to testing service.

Please submit the following documents *with* your application:

- Application
- Application Fee (\$50)
- Copy of Tennessee teaching license, if applicable

Mail to: Cumberland University, Graduate Admissions Office, One Cumberland Square, Lebanon, Tennessee 37087-3408
Telephone: 615-547-120 Toll-free: 1-800-467-0562 Ext. 1206

Cumberland University makes no distinction in its admission policies or procedures on grounds of age, sex, religion, race, color, national origin, or physical handicaps.



Master of Arts in Education

RECOMMENDATION FORM

To Be Completed by Applicant:

Name: _____ SS#: _____

Address: _____

City/State/ZIP: _____

NOTE TO APPLICANT: This form must be used for recommendations. Please enter your name above and deliver one copy of this form to three individuals who will provide you with a recommendation. Under the Family Educational Rights and Privacy Act of 1974, students enrolled at Cumberland University have access to their educational records, including letters of evaluation. However, students may waive their right to see letters of evaluation, in which case the letters will be held in confidence. If the applicant has not signed a waiver, he or she may request to see the recommendation forms after enrolling in the Graduate Studies Program at Cumberland University.

If you wish to waive your right to examine the recommendation submitted by the person to whom this form is being given, please sign here:

Signature of Applicant

Date

TO BE COMPLETED BY THE RECOMMENDER: The person named above is applying for admission to Cumberland University's Master of Arts in Education degree program. We would appreciate your assessment of the applicant and welcome your comments. Please read the *Note to Applicant* above regarding confidentiality. We appreciate your time and effort.

How long have you known the applicant and in what capacity? _____

What do you consider to be the applicant's greatest attributes and abilities? _____

In what areas do you think the applicant needs the most improvement? _____

How well do you think the applicant has considered plans for graduate study? _____

How well do you think the applicant will perform in an environment that stresses a high degree of teamwork, independent thought and action, and personal motivation? _____

(continued on back)

In terms of the qualities listed below, please evaluate the applicant:

| | EXCEPTIONAL (Top 5%) | OUTSTANDING (Top 15%) | ABOVE AVERAGE (Top 33%) | AVERAGE | BELOW AVERAGE (Bottom 33%) | NOT ABLE TO RATE |
|-----------------------------|-------------------------|--------------------------|----------------------------|---------|-------------------------------|------------------|
| Intellectual Ability | | | | | | |
| Analytical Ability | | | | | | |
| Ability to work with others | | | | | | |
| Written Communications | | | | | | |
| Oral Communications | | | | | | |
| Leadership Potential | | | | | | |
| Motivation and Organization | | | | | | |
| Ethical Behavior | | | | | | |

RECOMMENDATION:

Highly recommend Recommend without reservation Recommend with reservation Do not recommend

Name: _____

Title: _____ Institution: _____

Address: _____

City/State/ZIP: _____ Work Telephone: _____

Signature of Recommender

Date

We welcome any additional comments you may wish to make regarding the applicant's abilities.

Please forward this form to: Cumberland University
Graduate Admissions Office
One Cumberland Square
Lebanon, Tennessee 37087-3408

Telephone: 615-547-1206 (local)
1-800-467-0562 Ext. 1206(toll-free)
FAX: (615) 444-2569

Cumberland University makes no distinction in its admission policies or procedures on grounds of age, sex, religion, race, color, national origin, or physical handicap.



MASTER OF ARTS IN EDUCATION

REQUEST FOR TRANSCRIPT

TO THE STUDENT: Please complete the information below. Make as many copies as you need, and send one to the Registrar at each college or university that you attended for bachelor's degree and graduate coursework.

NAME _____

PRESENT ADDRESS _____

TELEPHONE NUMBER _____

E-MAIL _____

BIRTHDATE _____ SS# _____

I authorize _____ to release my transcript
(Name of College)
and any information contained in my academic and/or personnel records to Cumberland University.

SIGNATURE

DATE

TO THE REGISTRAR:

The student named above has applied for admission to our graduate program. This form is part of the official application. Please return this form and an official copy of the student's transcript to:

Cumberland University
Graduate Admissions Office
One Cumberland Square
Lebanon, TN 37087-3408