MEd.-Literacy
Reading Endorsement Only
Programs
Language, Literacy, and Special Education (LLSE)
Central Washington University
GRADUATE HANDBOOK

2014-2015
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Central Washington University’s policies and practices affirm and actively promote the rights of all individuals to equal opportunity in education and employment without regard to their race, color, religion, creed, national origin, sex, sexual orientation, age marital status, disability, or status as disabled or Vietnam era veterans. Central Washington University complies with all applicable federal, state, and local laws, regulations and executive orders. Direct related inquiries to Staci Sleigh-Layman, Office of Affirmative Action, Barge 211, Ellensburg, WA 98926-74497. Telephone (509)-963-2205: TDD (509)-963-2207

Persons of disability may request this material in alternative format by calling (509) 963-1461 or leaving a message on TDD (509) 963-3323.
INTRODUCTION

This handbook includes the policies and procedures governing admission and retention of candidates in the MEd.-Literacy and Reading Endorsement Only programs offered through the Language, Literacy, and Special Education (LLSE) Department at Central Washington University, and has been prepared for the guidance of candidates, advisors, and committee members. Candidates should consult regularly with an advisor in order to obtain information regarding programmatic changes which may affect their program of study. Candidates will find the checklist at the back of this handbook to be particularly helpful.

The LLSE Department is proud of its long and noble heritage of service to teachers and the children of this state and country. Such service spans more than a century of dedication to professional education. We hope that you, too, will take pride in your studies with us and that our mutual respect and service to the profession will continue to grow in the years ahead.

GENERAL PROGRAM INFORMATION

The University catalog contains graduate admissions, residence, general program, and degree requirements. The graduate catalog may be accessed at: http://catalog.acalog.cwu.edu/index.php

Specific degree requirements for the MEd.-Literacy may be accessed from: http://www.cwu.edu/online-learning/sites/cts.cwu.edu.online-learning/files/slick_Med-Literacy.pdf
The MEd.-Literacy candidate may also obtain the WA Reading Endorsement upon completion of the degree and the successful passage of the NES.

Additionally, the Department offers a program sequence for a:
Reading Endorsement Only for Certified Teachers

Both the MEd.-Literacy and Reading Endorsement Only are offered solely online.

Both programs are planned to integrate course readings and understandings in the candidate’s classroom. In this way, candidates are able to increase professional competence in serving their classrooms, schools, local school districts, and the educational professions. These opportunities are designed to provide the candidate with a sound base of educational theory, competence and confidence in employing research, particularly literacy research, to improve the teaching/learning environment. The LLSE Department requires a capstone professional research component intended to present theoretical principles and/or implement a theory-into-practice project in a classroom, a district, or a combination of both.

The following sections present additional details about the MEd.-Literacy and Reading Endorsement Only programs. Candidates should review these matters carefully and feel free to discuss any questions with their committee chair or other advisor in the Department. A checklist of steps to be followed, commencing with application for admission and proceeding through graduation, is provided later in this handbook.
ADMISSION TO THE MEd.-Literacy PROGRAM

The Application and Admission Procedures

Applicants for admission to the MEd.-Literacy must follow the general principles published in the University catalog and this Graduate Handbook. Application for admission to the graduate program must be made on the forms provided by the Graduate Admissions and Records Office for the purpose (http://www.cwu.edu/masters/prospective-cwu-graduate-candidates). After the application file is complete it is forwarded to the LLSE Department for review by the director and faculty members from the Literacy program, and then by the Chair of the LLSE Department. Following this review, the file is forwarded to the Dean of Graduate Studies, who makes the final decision to accept or deny the application. The candidate should consult with an appropriate faculty member regarding the approved course of study during his/her first term of graduate study even if final admission from the University has not yet been received. The candidate must complete any conditional or probationary requirements for admission prior to being granted full admission status. (See Statue of Admission below)

For full admission, the cumulative GPA for the last 90 quarter hours of graded work must be at least 3.0. Candidates should provide a justification for requesting an exception to this directive in the personal and professional goals and objectives statement accompanying the application materials, if application is made under these conditions.

When to Apply

The MEd.-Literacy program begins with a new cohort each summer quarter. Applications are accepted at any time, with admission granted to begin the program the summer following the granting of admission. The candidate must be aware of and adhere to the published deadline.

Criteria for Admission

The following constitute the criteria used by the LLSE Department in assessing applications for admission to the MEd.-Literacy. All four criteria are applied.

1. The academic transcript is evaluated for overall strength and for progress and improvement. The requirement of a minimum 3.0 GPA for the last 90 quarter hours (60 semester hours) of graded work must be met for admission for full standing. Generally, the transcript must show “B” or better work in courses most closely related to the applicant’s intended area of specialization.

2. Three letters of recommendation from persons knowledgeable about the applicant’s academic, professional, and personal qualifications are reviewed. Letters should be from people such as one’s principal, supervisor, and superintendent, and from university or college faculty who have knowledge of the applicant’s academic performance. These letters are reviewed for:
   a. Successful teaching experience, including specific areas of strengths and weaknesses and professional commitment to education.
   b. Appropriate academic preparation for the MAEd-Literacy program.
3. The applicant’s written statement of educational objectives and professional aims is assessed for:
   a. Succinctly stated aims and objectives
   b. Clarity of ideas.
   c. Evidence of understanding of the responsibilities of graduate study.
   d. Commitment to the educational profession.
   e. Grammar, style, and format.

4. It is recommended that the candidate have at least one year of successful regular contracted teaching experience.

Faculty, in reviewing applications for admission, consider the question, “Does the applicant have the kind of experience, qualifications, and ability one experts when one agrees to serve as a candidate’s graduate advisor?” The question provides a frame of reference for evaluation but does not commit the evaluator to serve as the candidate’s advisor.

Status of Admission

Admission to the University for personal and professional growth beyond the baccalaureate degree is distinct from admission to a University program of study leading to a graduate degree. As noted previously, application for admission to MEd.-Literacy program must meet the University criteria, and must also be assessed by faculty members within the Literacy program, the director of the program, and the Chair of the LLSE Department. The applicant’s status of admission to the MEd.-Literacy program may be one of the following:

1. **Full Admission:** All University admission requirements are met and the above mentioned Criteria for Admission are satisfied.

2. **Probationary Admission:** The requirement of a 3.0 GPA for the last 90 quarter hours (60 semester hours) of graded work is not met. Candidates admitted with probationary standing may attain full standing on completion of 10 quarter credits in the course of study with a grade point of 3.0 or higher after initial admission.

3. **Conditional Admission:** The academic requirement is met but deficiencies apparent in the applicant’s background may delay full admission. Candidates admitted with conditional standing will be notified in writing of the conditional standing will be notified in writing of the conditions must be completed during the first 10 quarter credits of the course of study after admission unless specified in writing otherwise.

4. **Admission Denied:** Through the assessment of the application it is deemed the pursuit of an advanced degree is not advisable. Reconsideration for review or application to other programs or departments may be requested by addressing a letter to the Dean of Graduate Studies.

Program Costs

Tuition and fees are set by the CWU Board of Trustees, usually by Spring Quarter. Tuition and fees are not normally set until the state legislature has dismissed for the year. The current cost per credit is listed
on the CWU Registrar’s Office site. The candidate may contact the Registrar’s Office with further questions about program costs at: http://www.cwu.edu/registrar/tuition

**Out of State Candidates**

Candidates from outside the state of Washington should first verify that CWU is eligible to offer this online program to the candidate’s state of residence. That verification can be assessed at: http://www.cwu.edu/online-learning/

If the candidate is also pursuing a reading endorsement, s/he should also verify that the course sequence will satisfy the requirements for the reading endorsement in the candidate’s home state. It is up to the out-of-state candidate to pursue the endorsement through the avenue provided by the candidate’s home state.

**Financial Aid**

Financial aid may be available to the candidate. A candidate must be enrolled in six (6) credits in order to receive financial aid. For questions about financial aid, please contact the CWU Financial Aid Office at: http://www.cwu.edu/financial-aid/

Out of State Candidates may be eligible for a tuition waiver. Please review the tuition waiver policy for eligibility at: http://www.cwu.edu/online-learning/sites/cts.cwu.edu.online-learning/files/documents/Non-Res%20Online%20Student%20Tuition%20Waivers_Guidelines.pdf

**Transferring Credit**

Applicants who have completed post-baccalaureate work may present such credit for evaluation of applicability toward a graduate degree, subject to limitations of University policy. No more than 15 quarter credits may be applied to the program of study, of which no more than 9 quarter credits may be from other institutions.

Credits accepted in transfer are those that are part of an accredited institution’s regular graduate degree programs, and are subject to the limitations provided in the University catalog. The applicant must have received a grade of “B” or better in all such courses. Credits earned for courses taken S/U will not be accepted.

All applied and transferred credits must be specifically approved by the Chair of the LLSE Department. See the University catalog for additional information and restrictions.
RETENTION WITHIN THE GRADUATE DEGREE PROGRAM

Retention of candidates in the MEd.-Literacy program is based on continuous assessment by the candidate’s advisor, committee, and each professor of the Department, particularly, but not exclusively, to those in whose classes the candidate may be pursuing advanced work. The grades earned may be reviewed by the candidate’s graduate committee and, if weaknesses are found, the candidate may be requested to extend his/her program of study and provide satisfactory evidence of competence in the identified area(s) of weakness. Failure to satisfy such a request will result in suspension from the program.

By the very nature of their assigned tasks, whether legally defined or derived from administrative procedure or professional practice, the LLSE Department personnel share responsibility for preparing teachers and other personnel committed to the improvement of educational practice. Furthermore, it is recognized that disposition toward professional knowledge and skills constitutes the most crucial consideration for professional performance. A candidate’s reaction to being critiqued, interaction with colleagues, regard for varying levels of expertise shown, and general demeanor in applying professional knowledge and skills are so important that disposition may become the determining factor in professional evaluation or recommendation for retention in a program. Matters involving fundamental dispositions are in addition to well-defined academic pursuits and must always be kept clearly in mind throughout the program.

University policies on scholastic standards, maximum time limits, continuous registration, and teaching experience are contained in the University catalog. Any graduate candidate in a master’s program whose cumulative grade point average falls below 3.0 at the end of any quarter will placed on academic probation for the next academic quarter. (See Academic Policies in the University catalog.) It is the responsibility of each candidate to know his/her academic and professional status as well as to meet deadlines throughout the program. When a candidate does not meet professional expectations or fulfill conditions specified for Full Admission, if such admission was less than full, suspension from the program will occur.

If suspended, a candidate may appeal the suspension through the Chair of the LLSE Department, through his/her graduate committee, the Literacy faculty, the Dean of the Graduate School and the University Graduate Council.

IDENTIFYING AND PURSUING PROGRAM REQUIREMENTS

After being admitted the MEd.-Literacy, or if the applicant is registering for the first term and admission procedures have not been fully completed, the applicant should review the outline of the course offerings in the program. As the program is delivered online in a cohorted model, all candidates progress through the same course of study. Each course is offered once a year. Should the candidate not enroll for a quarter, s/he will need to wait until the course is offered again in the sequence the following year. The course sequence is as follows:
<table>
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<tr>
<th>Course</th>
<th>Credits</th>
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<tr>
<td>Quarter 1</td>
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<tr>
<td>EDLT 534 Learning Theories: Research and Applications</td>
<td>4</td>
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<tr>
<td>EDLT 523 Issues and Trends in Literacy Research</td>
<td>4</td>
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<tr>
<td>Quarter 2</td>
<td></td>
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<tr>
<td>EDLT 520 Literacy Curriculum: Design and Delivery</td>
<td>5</td>
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<tr>
<td>EDLT 592A Practicum: Literacy Curriculum-Design and Delivery</td>
<td>1</td>
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<tr>
<td>Quarter 3</td>
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<tr>
<td>EDLT 521 Program Organization: Literacy Coaching and Leadership</td>
<td>5</td>
</tr>
<tr>
<td>EDLT 592B Practicum: Program Organization</td>
<td>1</td>
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<tr>
<td>Quarter 4</td>
<td></td>
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<tr>
<td>EDLT 535 Teaching Diverse Learners</td>
<td>5</td>
</tr>
<tr>
<td>EDLT 592C Practicum: Teaching Diverse Learners</td>
<td>1</td>
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<tr>
<td>Quarter 5</td>
<td></td>
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<tr>
<td>EDLT 526 Assessing Literacy</td>
<td>3</td>
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<tr>
<td>EDLT 528 Personalizing Literacy Instruction</td>
<td>3</td>
</tr>
<tr>
<td>EDLT 592D Practicum: Assessing and Personalizing Literacy Growth and Development</td>
<td>2</td>
</tr>
<tr>
<td>Quarter 6</td>
<td></td>
</tr>
<tr>
<td>EDLT 536 Understanding Research Methods</td>
<td>3</td>
</tr>
<tr>
<td>EDLT 537 Designing and Writing Research</td>
<td>3</td>
</tr>
<tr>
<td>EDLT 700 Master's Thesis, Project, and/or Examination</td>
<td>6</td>
</tr>
<tr>
<td><strong>Total Program Credits</strong></td>
<td><strong>46</strong></td>
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</tbody>
</table>

**SELECTING A COMMITTEE AND A CHAIR**

Once the coursework is completed, the candidate must choose a graduate committee. A graduate committee must include three (3) members of the University Graduate Faculty. The committee chair must be a member of the Literacy program within the LLSE Department. This committee, particularly the chair, will guide the candidate through the research and writing of the project.
RESEARCH AND WRITING REQUIREMENT OPTIONS

All candidates for graduate degrees under the jurisdiction of the LLSE Department must demonstrate research and writing competence to the satisfaction of the candidate’s graduate committee by conducting a systematic study culminating in a project. The purpose of the project is to write a Journal Ready Article (JRA). This competence will be credited with EDLT 700.

Candidates must indicate this option by completing a Graduate Committee and Option Approval form available from the Office of Graduate Studies and Research (http://www.cwu.edu/masters/forms-and-documents)

This option requires a demonstration of the ability to write using a recognized national research writing style. The LLSE Department requires the use of American Psychological Association (APA) style.

Project Option

Candidates following the project option must enroll for six hours of EDLT 700. The candidate must obtain permission to register for these credits from his/her committee chair. In addition, arrangements for taking all other arranged and individual study courses are the responsibility of the candidate with the approval of his/her committee chair. Candidates whose project research involves human subjects must obtain approval from the Human Subjects Review Committee (http://www.cwu.edu/hsrc/) prior to beginning their research.

The format for the project should follow the general regulations established by the Office of Graduate Studies and Research. The candidate should use the style standards of the American Psychological Association (APA) and the Thesis Regulations from the Office of Graduate Admissions and Records. It is the candidate’s responsibility to edit the thesis until it conforms to these standards. The candidate should not rely on the chair or the other members of the committee to perform this function.

The written report of the project will be placed in a three ring notebook and deposited in the LLSE Department upon the written recommendation of the candidate’s graduate committee and acceptance by the Dean of Graduate Studies. The final project report must be printed on 16 lb. cotton bond paper.

MEd.-Literacy projects should generally be organized according to the following model:

**Project Outline of Project Journal Ready Article (JRA)**

**MAEd-Literacy**

This outline is offered as a guide for the headings for the Project-JRA for the MAEd-Literacy. Depending on the topic, the outline may be different. However, the general outline is somewhat universal.

**Chapter 1: Overview and Background of the Project**

Introduction (not usually titled. This is one place where the author and reader can assume that what comes first is the introduction)
Background of the project (Depending on topic, there may or may not be leveled headings in this section)

Purpose of the project (Depending on topic, there may or may not be leveled headings in this section)

Significance of the project (Depending on topic, there may or may not be leveled headings in this section)

Limitations and Scope (Depending on topic, there may or may not be leveled headings in this section)

Definition of Terms (This will be written as term-definition. The definitions must be cited. Each definition is its own paragraph)

Literature Review (This section will have other levels of headings related to the topics within the Literature Review)

Procedures

Summary of Chapter 1

Chapter 2: The Journal Ready Article

Introduction to Chapter 2

Journal Ready Article (Written to the specifications of the targeted journal)

Chapter 3: Discussion, Reflection, Future Plans

Discussion (This section will have leveled headings based on the nature of the discussion)

Reflection: What was Learned (this will have leveled headings about the writer from different lenses, e.g. self, writer, teacher, researcher…)

Future Plans

References and Appendices

This is the reference list from Chapters 1 and 3, as the JRA will have its own Reference List. Other items may be appended to enhance communication with the reader of the report, such as examples of research instruments used or illustrative excerpts from the product of the project.

**ORAL EXAMINATION**

All candidates must undergo an oral comprehensive examination after completing the project. The oral examination includes the defense of project, coursework, and the state reading competency standards. It may not be held until two weeks after satisfactory completion of the project.
In the event of an unsatisfactory oral examination, a second examination may be scheduled upon the endorsement of the major department chair and with the approval of the Associate Vice President of Graduate Studies and Research the subsequent quarter with at least two months intervening.
Candidates pursuing a Graduate Degree through the LLSE Department are responsible for the following.

1. **OBTAIN ADMISSION INFORMATION**
   Date
   Contact the Office of Graduate Studies and Research for details concerning Application and admittance to a graduate degree program.

2. **READ AND NOTE REQUIREMENTS AND DEADLINES**
   Date
   The candidate should become thoroughly familiar with
   a. The Central Washington University LLSE Department Graduate Handbook (available from the LLSE Department); and
   b. The Central Washington University Graduate Studies and Research “General Thesis/Non-Thesis Regulations” (available from the Office of Graduate Studies and Research, Barge Hall, room 214 or www.cwu.edu/~masters).

3. **MAKE APPLICATION**
   Date
   Apply to the Office of Graduate Studies and Research for admission According to specified catalog dates.
   a. Submit the completed admissions application form to the Office of Graduate Studies and Research.
   b. Submit three (3) recommendations to include college transcripts faculty and immediate supervisors in the schools where the candidate has taught. One of these recommendations must be from the candidate’s current or most recent principal or designee. It is advisable to check periodically to be certain that the three recommendations are on file. Absence of a recommendation will delay admission.
   c. Submit evidence of teaching experiences as recommended by the program. Teaching experience is defined as those duties delegated to a person who has the responsibility for successfully following prescribed courses of study, enforcing the rules and regulations of the school or school district, the state Superintendent of Public Instruction, and the State Board of Education, and supervising the learning program of a group of candidates. Generally, such teaching situations are in state approved and /or accredited schools.

4. **OBTAIN FORMAL WRITTEN ADDMISSION**
   Date
   Obtain formal written admission from the Dean of Graduate Studies. Note any special or conditional requirements.

5. **SELECT A COMMITTEE CHAIR**
   Date
   Seek approval of a member of the Graduate Faculty of the LLSE Department to chair his/her graduate committee.
6. **SUBMIT THE COURSE OF STUDY**

   a. Complete the Course of Study Form ([www.cwu.edu/~masters](http://www.cwu.edu/~masters)) in consultation with the committee chair. As the program has a specific course sequence, all candidates will have the same course of study.

   b. File the Course of Study form with the Office of Graduate Studies and Research before accumulating 12 quarter credits leading to a master’s degree. This will occur during the second quarter of program.

7. **COMPLETE THE COURSE SEQUENCE**

8. **SUCCESSFULLY PASS THE NES**

   If the candidate wishes to obtain the WA reading endorsement, the candidate needs to register and successfully pass the National Evaluation Series (NES) ([http://www.cwu.edu/teacher-certification/](http://www.cwu.edu/teacher-certification/)).

9. **SELECT A GRADUATE COMMITTEE**

   a. Complete a Graduate Committee and Option Approval Form ([www.cwu.edu/~masters](http://www.cwu.edu/~masters)) in consultation with the committee chair.

   b. Request two other faculty members to serve as committee members. All committee members must be members of the Graduate Faculty.

   c. File the Graduate Committee and Option Approval Form with the Graduate Studies Office.

10. **PROJECT**

    Demonstrate the ability to communicate effectively in writing by satisfactorily completing the project.

    The candidate selecting must do the following.

    1. Complete the Timeline for Project Completion form with the advise of the candidate’s committee chair.

    2. Conform to the style standards of the American Psychological Association (APA) and the Thesis Regulations form the Office of Graduate Admissions and Records.

    3. File the completed project report with the LLSE Department. The chair of the candidate’s committee will file the approved Report on Thesis or Project form.

11. **GRADUATE FOLDER CHECK AND FINAL ORAL EXAMINATION**

    No later than the first week of the quarter the candidate anticipates finishing the project the candidate will request a final folder check by the Office of Graduate Studies and Research.

    After obtaining clearance from the Office of Graduate Studies and Research, the Candidate will be provided with a Permission to Schedule Final Examination For Degree form to arrange for the final oral comprehensive examination.
The oral examination will be a two-hour comprehensive examination which will address course work, the project, and the state reading endorsement competencies. Satisfactory completion of this examination (i.e., approval by a majority of the candidate’s committee) is required for granting the graduate degree.

12. POST-ORAL RESPONSIBILITIES

Date

All requirements of the Office of Graduate Studies and Research must be completed two weeks prior to the end of the quarter in which the degree is to be awarded or by the date published in the University catalog.

Failure to meet requirements may delay completion of the program and awarding of the degree.
### Writing and Defending the MEd.-Literacy Project: A Timeline

<table>
<thead>
<tr>
<th>Anticipated Date</th>
<th>Task</th>
<th>Signature, email, or phone call record</th>
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<tr>
<td></td>
<td>Complete proposal and submit to committee chair. This may have been</td>
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<tr>
<td></td>
<td>completed as part of EDLT 536 and 537.</td>
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<td>Chapter 1 submitted to chair. Read and commented and returned to</td>
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<td>candidate. Date determined by candidate and chair.</td>
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<td>Chapter 2 submitted to chair. Read and commented and returned to</td>
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<td></td>
<td>candidate. Date determined by candidate and chair.</td>
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<td>Chapter 3 submitted to chair. Read and commented and returned to</td>
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<td>candidate. Date determined by candidate and chair.</td>
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<td>First draft of project completed for chair to read two months before</td>
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<td></td>
<td>anticipated defense.</td>
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<td></td>
<td>Review and download the timelines for graduation at <a href="http://www.cwu">http://www.cwu</a>.</td>
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<td>edu/masters/graduation-procedures-and-deadlines</td>
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<td>It is the responsibility of the candidate to adhere to these</td>
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<td>deadlines.</td>
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<td></td>
<td>1st revision/editing process. A visit to the Writing Center</td>
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<td></td>
<td>1st revision to chair seven weeks before defense.</td>
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<td></td>
<td>2nd revision/editing process. A visit to the Writing Center</td>
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<td>Second revision to chair five weeks before defense.</td>
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<td>3rd revision/editing process. A visit to the Writing Center</td>
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<td></td>
<td>Third revision to chair three weeks before defense.</td>
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<td>Two weeks before defense provide copies to committee. Verify if</td>
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<td>member wants ecopy or hard copy.</td>
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<tr>
<td></td>
<td>Defense</td>
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<tr>
<td></td>
<td>Revise/Edit final copy as recommended from defense</td>
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</tr>
<tr>
<td></td>
<td>If required, submit final copies to Grad Office, ETC, or Chair</td>
<td></td>
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</tbody>
</table>
READING ENDORSEMENT ONLY PROGRAM

The Application and Admission Procedures

In order to pursue the Reading Endorsement Only, the candidate must apply to both CWU AND to the endorsement only program.

To begin the application process to the CWU Endorsement Only-Reading program, please click on the link to the Registrar’s Office at CWU (http://www.cwu.edu/admissions/post-baccalaureate-applicants), complete the undergraduate application and identify yourself as a post-baccalaureate candidate. Once that application is completed, click on the link to the Office of Teacher Certification. The instructions for the application process to this program are located at http://www.cwu.edu/teacher-certification/endorsement-only-program

When to Apply

The Reading Endorsement Only program begins each ______________, based on interested enrollment. Applications are accepted at any time, with admission granted to begin the program when the next cohort commences. The candidate must be aware of and adhere to the published deadline.

Out of State Candidates

Candidates from outside the state of Washington should first verify that CWU is eligible to offer this online program to the candidate’s state of residence. That verification can be assessed at:
http://www.cwu.edu/online-learning/

If the candidate is also pursuing a reading endorsement, s/he should also verify that the course sequence will satisfy the requirements for the reading endorsement in the candidate’s home state. It is up to the out-of-state candidate to pursue the endorsement through the avenue provided by the candidate’s home state.

Transferring Credit

Applicants who have completed post-baccalaureate work may present such credit for evaluation of applicability toward a graduate degree, subject to limitations of University policy. The courses/credits approved are completed on a case by case basis

Credits accepted in transfer are those that are part of an accredited institution’s regular graduate degree programs, and are subject to the limitations provided in the University catalog. The applicant must have received a grade of “B” or better in all such courses. Credits earned for courses taken S/U will not be accepted.

All applied and transferred credits must be specifically approved by the Literacy Program Faculty and Chair of the LLSE Department. See the University catalog for additional information and restrictions.
Criteria for Admission

The following constitute the criteria used by the LLSE Department in assessing applications for admission to the Reading Endorsement Only Program. All criteria are applied.

1. The candidate must already possess a valid teaching certificate.

2. A credit evaluation will be conducted to deem the suitability of the candidate for the reading endorsement, as well as any previous post-baccalaureate courses that may be substituted for courses in the reading endorsement program. Submission of the course syllabi from the previously taken courses must be submitted in order to accurately determine the suitability of the course substitution.

Status of Admission

1. **Full Admission:** All University admission requirements are met and the above mentioned Criteria for Admission are satisfied.

2. **Admission Denied:** Through the assessment of the application it is deemed the pursuit of the reading endorsement is not advisable. Reconsideration for review be requested by addressing a letter to the LLSE Department Chair.

Program Costs

Tuition and fees are set by the CWU Board of Trustees. As a post-bac student, the candidate pays undergraduate fees. A candidate may enroll as a matriculated or non-matriculated student. The cost of tuition is the same for each classification. The difference is that non-matriculated students cannot qualify for financial aid. However, a candidate must be enrolled in 6 credits in order to qualify for financial aid. As evidenced in the course sequence chart later in this document, there are only two quarters in which the candidate is enrolled in 6 or more credits. The cost per credit is listed on the CWU Registrar’s Office site. At that site, you can look at the payment options CWU offers. If you have further questions about tuition payments, please contact the Registrar’s Office. The Registrar’s Office address is:  [http://www.cwu.edu/registrar/ tuition](http://www.cwu.edu/registrar/tuition)

Financial Aid

Financial aid may be available to the candidate. A candidate must be enrolled in six (6) credits in order to receive financial aid. For questions about financial aid, please contact the CWU Financial Aid Office at:  [http://www.cwu.edu/financial-aid/](http://www.cwu.edu/financial-aid/)

RETENTION WITHIN THE READING ENDORSEMENT ONLY PROGRAM

Retention of candidates in the Reading Endorsement Only program is based on continuous assessment by the program coordinator and each professor of the Department, particularly, but not exclusively, to those in whose classes the candidate may be pursuing advanced work. The grades earned may be reviewed by the literacy faculty and, if weaknesses are found, the candidate may be requested to extend his/her program of study and provide satisfactory evidence of competence in the identified area(s) of weakness. Failure to satisfy such a request will result in suspension from the program.

By the very nature of their assigned tasks, whether legally defined or derived from administrative procedure or professional practice, the LLSE Department personnel share responsibility for preparing teachers and other personnel committed to the improvement of educational practice. Furthermore, it is recognized that disposition toward professional knowledge and skills constitutes the most crucial consideration for professional performance. A candidate’s reaction to being critiqued, interaction with colleagues, regard for varying levels of expertise shown, and general demeanor in applying professional knowledge and skills are so important that disposition may become the determining factor in professional evaluation or recommendation for retention in a program. Matters involving fundamental dispositions are in addition to well-defined academic pursuits and must always be kept clearly in mind throughout the program.

University policies on scholastic standards, maximum time limits, continuous registration, and teaching experience are contained in the University catalog. Any candidate whose cumulative grade point average falls below 3.0 at the end of any quarter will placed on academic probation for the next academic quarter. (See Academic Policies in the University catalog.) It is the responsibility of each candidate to know his/her academic and professional status as well as to meet deadlines throughout the program. When a candidate does not meet professional expectations or fulfill conditions specified for Full Admission, if such admission was less than full, suspension from the program will occur.

If suspended, a candidate may appeal the suspension through the Chair of the LLSE Department, through his/her graduate committee, the Literacy faculty, the Dean of the Graduate School and the University Graduate Council.

IDENTIFYING AND PUSUING PROGRAM REQUIREMENTS

After being admitted the Reading Endorsement Only program, the candidate should review the outline of the course offerings in the program. As the program is delivered online in a cohorted model, all candidates progress through the same course of study. Each course is offered once a year. Should the candidate not enroll for a quarter, s/he will need to wait until the course is offered again in the sequence the following year. The course sequence is as follows:
COURSE SEQUENCE FOR THE READING ENDORSEMENT ONLY PROGRAM

Beginning Winter Quarter
(Depending on the quarter in which the cohort begins, the course sequence may change)

Winter (Quarter 1)
EDLT 410 Teaching Word Recognition Skills (3 credits)

Spring (Quarter 2)
EDLT 418 Literacy and Linguistics (3 credits)

Summer (Quarter 3)
EDLT 411 Teaching Comprehension (3 credits)
EDLT 412 Assessment in Literacy (3 credits)

Fall (Quarter 4)
EDLT 324 Literacy Across the Curriculum (3 credits)

Winter (Quarter 5)
EDLT 414 Teaching Literacy in a Multi-cultural, Multi-lingual Setting (3 credits)

Spring (Quarter 6)
EDLT 498 Special Topics - Classroom Application (3 credits)
EDLT 413 Methods and Materials of Literacy Instruction (3 credits)

Total – 24 credits
Additionally, the candidate must pass the NES Reading Endorsement Exam for the state of Washington (to obtain the WA State Endorsement). Out of state candidates will need to verify the criteria for a reading endorsement from the respective state department of education.
Student Expectations for Online Learning

Online courses are no easier or harder than other courses. They are usually more time consuming than most think. Here are some tips to help the online student be successful.

CWU Policies and Codes
The online student is required to follow the CWU Student Code of Conduct and Policies. That information may be found at: http://www.cwu.edu/student-success/

Note about Plagiarism
Plagiarism is the attempt to pass off the work of another as one’s own. An emerging definition of plagiarism also includes submitting one’s previous work in another course. Both are significant breaches of professionalism.
Works of plagiarism will receive a Zero (0) grade. This and other instances of academic dishonesty will be filed with the CARR committee in accordance with University policy.

Guidelines about avoiding plagiarism have been posted by other professors and universities. Here are a few of those links:
http://www.psych.uncc.edu/pagoolka/plagiar.html
http://www.indiana.edu/~wts/pamphlets/plagiarism.shtml
https://docs.google.com/viewer?a=v&q=cache:3oSxBLRvG78J:www.wadsworth.com/english_d/special_features/plagiarism/WPAplagiarism.pdf+wpa+best+practices&hl=en&gl=us&pid=bl&srcid=ADGEESga7GOZkdphcMYBqABCg4z04p6ZeSibV7LaSqiQNCt5iKxqOfl1CCrXZnshsFHvhBGb4vAl03S3g6Hz2dAQJ4HPWFqKF6EafaVHHA1VxUsHvkrLz0-7ms84eDdx4kBQ6S&sig=AHIEtbQI6bsPCMWj2L2GBf296bnMzYOnaA (from link through Purdue OWL)
http://www.otc.edu/Documents_Academic_Integrity/Avoiding_plagiarism.pdf

Accessibility Statement
Candidates who have identified special needs or abilities that may affect their ability to access information and/or material presented in this course are encouraged to contact the ADA Compliance Office at 509-963-2171 for additional educational accommodations.

Essential Technologies
It is expected that the online student have access to the technology necessary to be a successful CWU student. The current requirements are listed at: http://www.cwu.edu/online-learning/technology-requirements

Getting Started
It is expected that the online student has oriented him/herself to the course and the way the online class functions. It is recommended that the online student participate in the Canvas Orientation modules. Those modules can be found at: http://www.cwu.edu/online-learning/canvas-help-and-support-students

Tips for Success
Before the course
• Order the text books at least two weeks in advance so that they arrive by the time the course begins.
• Orient yourself to the course by completing the Canvas Modules and taking a tour of the course itself.
• Download and read the required course materials.
• Acknowledge that online courses require engagement time. An online student can expect to participate four (4) hours times the number of credits per week for a 10 week course (3 credit course times 4 equals 12 hours per week). For a course offered in a six(6) week session, the online student can expect to spend 6 hours times the number of credits for the course (3 credit course times 6 equals 18 hours per week).
• Plan to take the course as it is designed.

During the course
• The online student must check in to the course by Day 3 or s/he will be dropped as a non-participant.
• Practice “Netiquette”: be polite and respectful in your postings (no "Flaming" or posting / sending negative, hurtful comments to others); use good grammar and correct spelling; don't write in all caps (it feels like you're shouting) or exotic fonts (they may not show up on everyone's computer); sign your name. In short, present your best self!
• Set aside a specific time during the day for the course--the best time that fits your schedule. Use this time for preparation and participation.
• Don't put off the work--you need to keep up so you can more effectively participate in group and class discussions.
• Don't be afraid to ask questions. Post your questions in the “Ask the Instructor” thread in the Discussion Board. As in any class, there are probably several others who are wondering the same thing.
• Check the course announcements, calendar, assignment page, and your email at least three times a week. The online student is responsible for accessing the course communications.
• Post comments and responses to the discussion board as required by the course instructor.
• Keep up with the course assignments, which may include reading assignments, study guides, papers and on-line quizzes (as applicable). These quizzes test your knowledge and comprehension of the new content.
• Keep advised of when the CWU computer system is scheduled to "go down" for maintenance. A scheduled computer outage is not a sufficient excuse for turning in work late.

After the course
• Before the course is completed, the online student will receive a communication with a link to the course evaluation. As a way to improve the course offerings and delivery, it is highly recommended that the student complete the course evaluation.

When things go awry
• Communicate with the instructor. The instructor’s contact information is located in the course. It is recommended that the online student also keep that information off-line in case contact needs to be made from outside the course.
• Swift communication can lead to resolving issues in a timely fashion.
• Let the instructor know as soon as possible if requesting an extension. It is the online student’s responsibility to make requests before the due date, if possible. The instructor is under no obligation to make adjustments due to the lack of communication on the student’s part.
• When there is an emergency that will affect the student’s progress in the course, it is recommended that the student contact CWU Student Success (509-963-1515), who can send an official communication to the instructor.
In order to receive the appropriate assistance in a timely fashion, it is important to make the appropriate contact. Contact the instructor for issues related to the content of the course; contact Canvas support for issues related to Canvas (http://www.cwu.edu/online-learning/canvas-help-and-support-students); contact CWU technical support for issues related to technology (509-963-2001).