Department of Literacy Studies, English Education, and History Education

Master of Arts in Education (MAEd)
Curriculum and Instruction

Graduate Program Handbook

2017-2018
Welcome

Welcome to the Department of Literacy Studies, English Education, and History Education in the College of Education at East Carolina University! We are thrilled that you have joined our roster of outstanding current and past students who have and continue to inquire, research, and implement innovative teaching practices in a variety of educational settings. The department is organized into three program areas: Reading Education, English Education, and History Education offering two graduate degrees - MAEd in Reading Education and MAEd in Curriculum and Instruction (with separate concentrations in English Education and History/Social Studies Education). The programs are designed to produce teachers and teacher leaders who are reflective practitioners and who provide professional service to the community, the state, and the nation. This handbook is intended to assist you in securing answers to a number of questions that may arise during your program.

While the graduate programs in the Department of Literacy Studies, English Education, and History Education strive to make the information in this handbook as timely and accurate as possible, they make no claims, promises, or guarantees about the accuracy or completeness of the contents, and expressly disclaim liability for errors and omissions in the contents. This handbook is not a contract between the University and students. Furthermore, the University reserves the right to make changes to the content of this handbook without notice to students. Information should be confirmed with the current ECU Graduate Catalog and website.

Dr. Katherine Misulis  
Chair and Associate Professor

Dr. Elizabeth Swaggerty  
LEHE Graduate Director

Dr. Todd Finley  
Advisor

Dr. Allen Guidry  
Advisor

MAEd C&I English Education  
MAEd C&I History/Social Studies Education
The East Carolina University Creed

In the pursuit of educational excellence, responsible stewardship, and intellectual freedom, the community of scholars at East Carolina University is committed to learning at the highest level. Founded in the tradition of services and leadership, members of your academic society exemplify high standards of professional and personal conduct at all times.

As an East Carolinian,

- I will carry out personal and academic integrity
- I will respect and appreciate the diversity of our people, ideas, and opinions.
- I will be thoughtful and responsible in my words and actions.
- I will engage in purposeful citizenship by serving as a positive role model.

Adherence to these moral principles is the obligation of every East Carolinian on-and off-campus. In doing so, our individual freedom to learn and a pledge to serve will be preserved.
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Receipt of Handbook Verification Form

I ______________________________ (print name), have received a copy of the Literacy Studies, English Education, and History Education Graduate Programs Handbook for the academic years 2017-18. I realize that I am responsible for understanding the information contained in this handbook and I will abide by the guidelines and procedures, as stated in this handbook. I also understand that the LEHE Department strives to make the information in this handbook as timely and accurate as possible and that the LEHE Department makes no claims, promises, or guarantees about the accuracy, completeness, or adequacy of the contents, and expressly disclaims liability for errors and omissions in the contents. I understand that this handbook is not a contract between the University and students and that the University reserves the right to make changes to the content of this handbook without notice to students. Information should be confirmed with the current ECU Graduate Catalog and website.

Signature __________________________________ Date ____________________
Master of Arts in Education (MAEd)

The Master of Arts in Education (MAEd) degree is administratively located in the College of Education. The MAEd programs range from a minimum of 36 to 39 semester hours, depending on the teaching field. All MAEd degree programs require completion of coursework in the following competency areas: research, trends, and issues in education; the diverse learner; and, effective communication and leadership. The degree is designed so that students and advisors have options in completing these competencies. Additional courses may be added to the following list of core courses as they are approved.

All MAEd teaching degree programs require completion of a final product. Depending on the teaching area selected, the final product may be in the form of a comprehensive examination (written or oral), a thesis, a research project, or a portfolio.

MAEd in Curriculum and Instruction

The MAEd in Curriculum and Instruction (concentrations in English Education and History/Social Studies Education) is a 39 semester hour program that includes both online and face-to-face coursework. The MAEd in Curriculum and Instruction is intended for licensed professional educators and focuses on the curriculum of specified concentrations and related instructional processes and tools that may prepare individuals to serve as departmental, school, or district teacher leaders or, potentially, as professional curriculum specialists in their chosen field. The program includes specialized training and academic coursework in the related discipline, instruction in curriculum theory, curriculum design and planning, instructional material design and evaluation, curriculum evaluation, and applications to specific subject matter in the chosen field.
Graduates of the program will:

• Demonstrate mastery of subject area content;
• Use advanced knowledge of educational theories, research, and systems to make informed instructional decisions;
• Seek, advocate for, and design curriculum that meets the needs of all students;
• Design and present instructional ideas that are inclusive and culturally responsive;
• Demonstrate curriculum and instructional leadership by presenting ideas to colleagues
• Design and conduct research that contributes to his or her field and/or discipline

For access to the MAEd in Curriculum and Instruction webpage please visit:
http://www.ecu.edu/cs-educ/LEHE/CandI.cfm

Department Faculty

Department Faculty Member Profiles can be accessed at:
http://coeweb.ecu.edu/directory/lehe/view/all/

Katherine Misulis, Associate Professor of Reading Education, LEHE Dept. Chair
Terry Atkinson, Associate Professor of Reading Education
Tanya Cannon, Teaching Instructor, Reading Education
Johna Faulconer, Associate Professor of Reading Education, LEHE Associate Chair
Todd Finley, Associate Professor of English Education, English Education Advisor
Allen Guidry, Assistant Dean, Associate Professor of History Education, History Education Advisor
Christy Howard, Assistant Professor of Reading Education
Ran Hu, Associate Professor of Reading Education
Lanette Moret, Teaching Instructor, Reading Education
Mikkaka Overstreet, Assistant Professor, Reading Education
Caitlin Ryan, Associate Professor of Reading Education
Elizabeth Swaggerty, Associate Professor of Reading Education, LEHE Department Graduate Coordinator, Reading Education Advisor
Anne Ticknor, Associate Professor of Reading Education
Accreditation
The educator preparation programs at ECU are accredited by NCATE/CAEP and approved by the North Carolina Department of Public Instruction. For information about all of the College of Education's accreditations go to http://www.ecu.edu/cs-educ/oaa/index.cfm/

Admission
MAEd Curriculum and Instruction applicants must submit the following materials to be considered for acceptance:

1. Complete online application at http://www.ecu.edu/cs-acad/gradschool/Apply-Landing-Page.cfm
2. Official school transcript(s) to Graduate School
3. Graduate Record Examination (GRE) OR Miller Analogies Test (MAT) scores
4. Statement of Purpose that provides convincing evidence of one's suitability for graduate study and potential for success in one's chosen area. This is a polished professional writing sample that describes;
   - Your professional background
   - Why and how your experiences align with the graduate program
   - How or what you will contribute to the program and to the teachers with whom you will be studying
   - Your goals--what you hope to gain from your program experience and how it will help you reach long-term professional goals.
5. Copy of current initial teaching license (Candidates must currently hold a license to teach secondary English or secondary history or social studies)
6. Three professional references/ recommendations from employers, professors, and other people who have witnessed your work with students (all submitted electronically via the Graduate School)
Although the MAEd in Curriculum and Instruction uses a “rolling admissions” process, candidates are encouraged to adhere to the following application deadlines.

<table>
<thead>
<tr>
<th>Desired Starting Semester</th>
<th>Application Deadline</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall</td>
<td>June 1st</td>
</tr>
<tr>
<td>Spring</td>
<td>October 15th</td>
</tr>
<tr>
<td>Summer Session 1</td>
<td>March 15th</td>
</tr>
<tr>
<td>Summer Session 2</td>
<td>May 1st</td>
</tr>
</tbody>
</table>

**Academic Regulations, Policies, and Standards**

The Graduate Catalog and the Graduate School website include various regulations and policies for most academic issues or situations. Both resources can be consulted should issues or questions arise. Most academic regulations and policies can be found at [http://catalog.ecu.edu/content.php?catoid=13&navoid=1011](http://catalog.ecu.edu/content.php?catoid=13&navoid=1011). Below are a few quick links to some of the most commonly searched academic policies and regulations:

**Course Credit**

[http://catalog.ecu.edu/content.php?catoid=13&navoid=1011#Credit](http://catalog.ecu.edu/content.php?catoid=13&navoid=1011#Credit)

**Grade Appeals**


**Grading System**

[http://catalog.ecu.edu/content.php?catoid=13&navoid=1011#Grading_System](http://catalog.ecu.edu/content.php?catoid=13&navoid=1011#Grading_System)

**Graduate School Appeals**

Maintain Good Academic Standing
http://catalog.ecu.edu/content.php?catoid=13&navoid=1011#Academic_Eligibility_Standards

Readmission
http://catalog.ecu.edu/content.php?catoid=13&navoid=974#Leave_of_Absence_and_Readmission

Removing Incompletes
http://catalog.ecu.edu/content.php?catoid=13&navoid=1011#Removal_of_Incompletes

Residence Requirement
http://catalog.ecu.edu/content.php?catoid=13&navoid=1011#Residence_and_Graduation_Requirements

Time Limitations (completing degree)
http://catalog.ecu.edu/content.php?catoid=13&navoid=1011#Time_Limits_for_Completing_Graduate_Programs

Transfer Credits
http://catalog.ecu.edu/content.php?catoid=13&navoid=1011#Transfer_Credits

Withdrawal
http://catalog.ecu.edu/content.php?catoid=13&navoid=974#Withdrawal

Graduate Catalog
The ECU Graduate Catalog is the official document describing program requirements and university regulations. You can access the current Graduate Catalog online:
To access the direct link to the MAEd Curriculum and Instruction catalog entry visit: 
http://catalog.ecu.edu/preview_program.php?catoid=11&poid=2767&returnto=813

General Information for LEHE Graduate Students

Pirate ID
Students use a Pirate ID to access ECU Email, ECU PiratePort, Blackboard, or other course management systems. Visit the ITCS web site to activate your Pirate ID. The Pirate ID includes your last name, first initial (or additional letters of your first name) and the year admitted to ECU.

Last name: Doe
First initial(s): ja for James (or additional letters of the first name)
Year entered ECU: 2010 (year first admitted)
Pirate id: doeja10

Banner ID
ECU has developed an ID system for all faculty, staff and students to replace the use of Social Security numbers. This system was developed to better protect your identity and confidential information and to comply with the Identity Theft Protection Act. Upon admission to the university, all students are assigned a unique “ECU ID,” or “Banner ID,” that identifies you as an ECU student. All ECU IDs begin with the letter B followed by 8 digits. Your ECU ID will be included in your acceptance letter. Keep your ECU ID handy at all times throughout your graduate studies and include it in all correspondence with your advisor.

Example: B01234567

ECU e-mail Address
The ECU Piratemail e-mail account is your official channel of communication when contacting the university. Use this account when e-mailing anyone at ECU. Furthermore, ECU faculty, advisors, graduate school representatives, etc. will use this e-mail address to communicate important information to you. Example of ECU E-mail account: doej10@students.ecu.edu
To access your Piratemail account via the Web, go to https://mymail.ecu.edu/ and enter your Pirate ID and Passphrase. (If you have not done so, visit the ITCS web site to activate your Pirate ID, http://www.ecu.edu/cs-itcs/ithelpdesk/pirateid.cfm)

You can verify your email account at the following link: http://www.ecu.edu/cs-ecu/email_phone.cfm (enter last & first name and select Students Only to access your information).

**Pirate Port**
Pirate Port allows access to Banner Self-Service (registration), Pirate Drive, Tuition Payment, etc. http://pirateport.ecu.edu

Tutorial: http://www.ecu.edu/cs-acad/options/tutorials.cfm

See this link for instructions on how to update your personal information in Banner: http://www.ecu.edu/cs-acad/options/tutorial-bannерupdate-info.cfm

**Academic Calendar**
Keep up-to-date on current academic dates and deadlines.
http://www.ecu.edu/fsonline/senate/fscalend.cfm

**Course Platform: Blackboard**
Blackboard is the gateway for courses and allows faculty to add resources for students to access online. To familiarize yourself with Blackboard, go to https://blackboard.ecu.edu/ and login using your PirateID and password. Once in Blackboard, select the “My Courses” tab at the top of the page, and then select “DE Orientation: Distance Education.”

**Textbooks**
Use Pirate Port to access textbook listings for each semester. Then click on the Tools heading. Under Courses you will see Textbook Listing. Click on this link to find a listing of textbooks needed for classes noted on your registration schedule.

**DegreeWorks**
DegreeWorks is a web-based application that allows students to view their progress towards degree completion. It outlines degree requirements including: degree, major, concentration and minor requirement, courses completed, courses in progress, and
courses needed. Students should review their DegreeWorks Audit each semester and communicate missing or incorrect information to the advisor. Missing or incorrect information must be corrected at least one semester prior to graduation. For more information go to http://www.ecu.edu/cs-acad/registrar/degreeworks.cfm

**Identification**

Campus students must have a current, active One Card (ECU ID). Distance Education students can request a DE Student ID Card, which provides access to computer labs and the library, via Pirate Port (go to “tools” then “Distance Ed Card.”). This card can be printed from home and must be requested each term. Students can also obtain an ECU One Card for DE Students, which requires a campus visit to the One Card Office, photo, and $10 fee. This card provides access to the library, Pirate Tutoring Center, computer labs, student health (if paying student health fee), discounted event tickets (when available), meal plans, and ability to purchase a student recreation center membership. Questions: ocs@ecu.edu

**Graduate Assistantships**

The Department of Literacy Studies, English Education, and History Education strongly encourages all full-time, regularly admitted graduate students to consider graduate assistantship positions within the department. General information regarding graduate assistantships can be found at http://catalog.ecu.edu/content.php?catoid=11&navoid=821

To secure a graduate assistantship within the Department of Literacy Studies, English Education, and History Education interested students should e-mail a letter of interest, the Graduate Assistantship Application for the College of Education, and a current resume to the department administrative assistant. See current listing: http://coeweb.ecu.edu/directory/lehe/?cn-s=&cn-cat=49

Graduate Assistants typically assist faculty with various needs regarding research and scholarship. Duties usually include literature searches, research activities, assisting faculty with new course development, website updates, and other responsibilities.
directly associated with research, scholarship, or teaching. Graduate Assistants should meet the following criteria:

1. Must be a graduate student regularly admitted (not conditionally, probationally, or by exception) currently enrolled in an ECU (preferably COE) degree program

2. Knowledge of fact checking for publications (APA format preferred)

3. Ability to find journal articles using a variety of databases

4. Awareness of literature research procedures and techniques (preferred)

5. Ability to assist in data collection (preferred)

6. Ability to assist in data input (preferred)

7. Knowledge of quantitative and qualitative analysis (preferred)

8. Microsoft Word experience in creating documents and tracking changes

9. Excel experience creating graphs and entering data

**Tuition & Financial Aid**

**Tuition Payment**

The Cashier’s Office will assist you with refunds, viewing bills, making payments, and setting up tuition payment plans. The tuition fee schedule is also available here. [http://www.ecu.edu/financial_serv/cashier/](http://www.ecu.edu/financial_serv/cashier/) Tuition payments can be made online through ECU's Pirate Port via a secure connection, 24 hours a day, seven days a week ([https://pirateport.ecu.edu/portal/](https://pirateport.ecu.edu/portal/)). Click on the Tools tab and then click on the Tuition Statements and Payments Option in the box labeled Courses. Students who are awarded financial aid can have available funds moved to the Dowdy Student Store for purchase of textbooks prior to the term. This process can be completed by contacting Continuing Studies via email at ocs@ecu.edu. To avoid having class schedules canceled, consult the University Calendar for payment deadlines.
Financial Aid
The Office of Financial Aid will assist you in learning about financial planning, what aid is available to you, and how to apply for aid. In order to qualify for financial aid you must take at least 5 hours per semester for the term you are borrowing funds. If you are taking two courses one term and plan to take one course the second term, make sure you borrow enough during the two-course term to cover the second term. Non-degree students do not typically qualify for financial aid. Dropping courses may result in overall lower costs, which may trigger the Office of Financial Aid to recall some of their awards (you’ll have to pay it back now). Additionally, ECU offers a 5-pay interest-free installment plan each Fall and Spring semester. The 5-pay plan runs from June through October for the Fall semester and November through March for the Spring semester. 
http://www.ecu.edu/cs-acad/financial/

Textbook Loan Program
The Business Services Textbook Loan Program allows eligible East Carolina University employees to apply to borrow required textbooks from Dowdy Student Stores for classes taken at ECU for themselves or eligible family members. In order to participate in the program, specific criteria must be met and a Textbook Loan Application Form completed. http://www.ecu.edu/cs-admin/studentstores/TextbookLoanIndex.cfm

College of Education Scholarships
The College of Education offers more than $500,000 in scholarships each year ranging from $250 to more than $5,000 a year. This scholarship process will allow you to apply for all scholarships offered by the College of Education for which you are eligible. http://www.ecu.edu/cs-educ/odc/scholarships.cfm

Student Services

Advising
Your assigned academic advisor will assist you with clarifying your academic goals, as well as developing a long-term plan of study to meet the requirements of the degree. The developmental sequence of courses, prerequisites, course load, electives, and course
availability should be considered when creating plans of study. Review and save the course check sheet for your degree, download a copy of each semester's University Academic Calendar from the ECU website and note all important dates, including the date by which tuition must be paid so your class schedule is not canceled. Maintain communication with your advisor each semester. For a list of available online courses, visit the Graduate Catalogue at http://catalog.ecu.edu/index.php?catoid=13 and select “Courses.”

Keep in mind that a three-hour graduate course typically demands approximately nine hours of work per week, so you do not want to overload your schedule.

The LEHE Advising Website can be accessed at http://blog.ecu.edu/sites/lehe/

**Registration**
Some advisors register students for courses and others do not. Communicate with your advisor to determine your role in registration. Deviation from plans of study might result in scheduling issues and a later graduation date. This guide explains how students register themselves for courses: http://www.ecu.edu/cs-acad/PIER/registration_tutorial.cfm

Graduate students are not required to have a PIN for registration.

**Student Resources**

**Student Counseling Services**
ECU has several locations for personal counseling services for students.
http://www.ecu.edu/counselingcenter/

**ECU Writing Center**
The University Writing Center provides students with free writing consultations in which a consultant will work closely with students on specific writing skills at any stage of the writing process. Face-to-face and virtual appointments are available.
http://www.ecu.edu/cs-acad/writing/uwc/
Information Technology & Computing Services (ITCS)
The ITCS department houses the help desk for all technology including ECU e-mail, passphrases, difficulties with online technologies, and personal laptops (if in Greenville). Much of their assistance can be done online or remotely.
http://www.ecu.edu/itcs/

Teaching Resources Center
While you are a graduate student at East Carolina University, Joyner Library’s Teaching Resources Center will be happy to assist you. Graduate and distance education students have access to the same materials and services undergraduates and on-campus students do, but there are also special services just for graduate and distance education students.
http://www.ecu.edu/lib/trc/

The ScholarShip
ScholarShip is ECU’s Institutional Repository. ScholarShip allows you to submit your work and view the work of others. Department of Literacy Studies, English Education, and History Education ScholarShip Repository Link:
http://thescholarship.ecu.edu/handle/10342/1

Research & Creative Achievement Week
ECU Research and Creative Achievement Week provides students with an excellent opportunity to practice their presentation skills and meet other creative scholars with similar interests at ECU. Undergraduate and graduate students (you must be a current East Carolina University student or postdoctoral scholar to submit an abstract) are invited to present their research to fellow students, colleagues, faculty, and the local community in a professional, conference-style setting. Research is defined as an original systematic investigation and/or original creative activity designed to develop or contribute to generalizable knowledge or culture. See this link:
http://blog.ecu.edu/sites/rcaw/
Academic Integrity

The College of Education requires all students to uphold the highest ethical and academic standards at all times. Furthermore, the teaching profession requires that teachers are at all times ethical and professional as evidenced in the NC State Board of Education Code of Ethics. Therefore, the Department of Literacy Studies, English Education, and History Education will not tolerate violations of academic integrity and violations will be pursued to the fullest extent. The Graduate Catalog policy on academic integrity states:

“Academic integrity is expected of every East Carolina University student. Academically violating the Honor Code consists of the following: cheating - the giving or receiving of any unauthorized aid or assistance or the giving or receiving of unfair advantage on any form of academic work; plagiarism - copying the language, structure, ideas, and/or thoughts of another and adopting those as one’s original work; falsification - statement of untruth, either verbal or written, regarding any circumstances relating to academic work; and attempting any act which if completed would constitute an academic integrity violation as defined above. No student may drop the involved course or withdraw from school prior to resolving an academic integrity charge.

Procedures governing academic integrity violations are described in the East Carolina University Student Handbook. Students are encouraged to speak with their professors or contact the Office of Student Rights and Responsibilities if they have questions regarding this policy.”

Moreover, ECU has an Honor Code that informs and guides student behavior. And specifically, there is an additional statement for DE students. [http://www.ecu.edu/cs- acad/fsonline/customcf/facultymanual/newmanual/part4.pdf](http://www.ecu.edu/cs-acad/fsonline/customcf/facultymanual/newmanual/part4.pdf)

To assure you have read and understand the academic integrity expectations of the university, college, and department, please read, sign, date, and return the form on the next page to the departmental graduate director.
On My Honor

You are on your honor to not cheat, steal, or lie.

The Honor Code is the basis for East Carolina University’s Academic Integrity Policy. It is a violation of the Honor Code to:

1. Cheat.
   Cheating is defined as the actual giving or receiving of any unauthorized aid or assistance or the giving or receiving of any unfair advantage regarding any form of academic work.

2. Steal.
   Stealing is also cheating. Plagiarism is defined as copying the language, structure, ideas, or thoughts of another, and passing off same as one’s original work.

3. Lie.
   Intentional falsification is lying. Intentional falsification is defined as any statement of untruth, either orally or in writing, regarding any situation related to academic work.

4. To attempt to cheat, steal, or lie.
   Attempt is defined as action toward the commission of any act that would constitute a violation as defined herein (that is cheating, stealing, and plagiarism, or intentional falsification). Any such attempt shall be deemed to be a violation of the Honor Code, and will be punishable to the same extent as if the attempted act had actually been completed or consummated.

I, ________________________________, accept the Honor Code of East Carolina University. I pledge not to cheat, steal, lie, or attempt to cheat, steal, or lie while enrolled at East Carolina University.

_________________________________    ____________________
Signature                                  Date
Graduation

The student is eligible to graduate with the MAEd in Curriculum and Instruction when he/she has taken or passed at least 39 approved graduate credits and the GPA is above a 3.0. Students should check DegreeWorks audit (via Pirate Port) to view progress toward meeting graduation requirements.

MAEd in Curriculum and Instruction Program Requirements for Graduation

In addition to credit hour and GPA requirements, students in the MAEd program in Curriculum and Instruction must complete the following to be eligible to graduate:

1. Complete and pass Graduate Evidence Portfolio in Taskstream (for explanation and details see program requirements in “Program Requirements” section below).

2. Complete and satisfactorily pass a program specific research project.

3. Complete an oral comprehensive examination related to the program specific research project.

Applying to Graduate

Candidates must apply to graduate via Pirate Port (https://pirateport.ecu.edu/portal/) the semester before they plan to meet graduation requirements. Instructions for how to apply for graduation can be found at: http://www.ecu.edu/cs-acad/registrar/upload/Apply_For_Graduation_UPDATED_1_5_16.pdf

If students are dual-degree or graduating with certification and degree then they will have to submit a separate application for each degree/certification they will be receiving. University Registrar graduation protocols and procedures can be found at: http://www.ecu.edu/cs-acad/registrar/Graduation-Information.cfm
Graduation Application Deadlines

<table>
<thead>
<tr>
<th>Term</th>
<th>Deadline</th>
</tr>
</thead>
<tbody>
<tr>
<td>Spring Term</td>
<td>February 1</td>
</tr>
<tr>
<td>Summer Term</td>
<td>April 1</td>
</tr>
<tr>
<td>Fall Term</td>
<td>September 15</td>
</tr>
</tbody>
</table>

Commencement Ceremonies

All graduate students are encouraged to attend the university commencement exercises upon graduation. At the conclusion of both fall and spring terms, the university holds commencement exercises with graduate recognition ceremonies at the university and college level. Communications about the College of Education Graduate Recognition Ceremony will be sent by the College of Education to all graduating students during the term they are scheduled to graduate. Information about university graduate recognition ceremonies: [http://www.ecu.edu/cs-acad/commencement/ceremony.cfm](http://www.ecu.edu/cs-acad/commencement/ceremony.cfm). Contact or visit [Dowdy Student Stores](http://www.ecu.edu/cs-acad/commencement/ceremony.cfm) for your cap, gown, hood, announcements, invitations and frames.

Transfer Credit

The university policy for acceptance of transfer credit is stated in the Graduate Catalog at [http://catalog.ecu.edu/content.php?catoid=11&navoid=812#Transfer_Credits](http://catalog.ecu.edu/content.php?catoid=11&navoid=812#Transfer_Credits). With the support of the graduate program director, up to one third of the credit hours in a graduate certificate or degree program may be transferred from a regionally accredited college or university. In order for a course(s) to be considered for acceptance by the department, the graduate student must submit a copy of the course description from the graduate catalog of the transferring institution and a copy of the course syllabus to the program coordinator and departmental graduate director. The program coordinator and departmental graduate director will meet with the Departmental
Transfer Credit Review Committee and accept or deny the transfer request based on alignment with the degree requirements. If accepted by the Departmental Transfer Credit Review Committee, the graduate director will then facilitate the departmental petition to the Graduate School.

**State Licensure and Teacher Certificate Forms**

Educators completing requirements for a NC license access the NCDPI's Online Licensure System. See: [http://www.ecu.edu/cs-educ/OTE/licensureupgradingforms.cfm](http://www.ecu.edu/cs-educ/OTE/licensureupgradingforms.cfm)

Educators access the online system at [https://vo.licensure.ncpublicschools.gov](https://vo.licensure.ncpublicschools.gov). On the lower left hand corner, click on NCDPI Registration under the shaded green phrase, “Educator Registration.”

Important points to remember when applying for NCDPI license:

- The statement of application must be completed before the application can be submitted.

- The application will only be routed to ECU for recommendation once the nonrefundable processing fee is submitted.

- The application will not be processed by DPI until ECU has completed the recommendation for the licensure area(s). If you upload an unofficial transcript or do not include applicable test scores, ECU cannot recommend you.

- To avoid an additional fee later, do not submit your application or pay your fee until all required items are uploaded. Applications that have been created, but not completed will expire after 30 days. Note that the processing fee is nonrefundable.
## Grievance and Complaint Procedures

<table>
<thead>
<tr>
<th>Category</th>
<th>Resource</th>
</tr>
</thead>
<tbody>
<tr>
<td>Appealing a Grade</td>
<td>Graduate Student GradeAppeals: <a href="http://catalog.ecu.edu/content.php?catoid=13&amp;navoid=1011#graduate-student-grade-appeals">http://catalog.ecu.edu/content.php?catoid=13&amp;navoid=1011#graduate-student-grade-appeals</a></td>
</tr>
<tr>
<td>Appealing of All Decisions (except appeal of grade)</td>
<td>Graduate students may appeal adverse academic actions and decisions taken or made by graduate faculty or graduate program directors concerning unsatisfactory performance on comprehensive assessments, imposition of academic probation for reasons other than insufficient grade point average, application of Graduate School or university academic policies, or academic dismissal from the graduate program for reasons other than insufficient grade point average. See: <a href="http://catalog.ecu.edu/content.php?catoid=11&amp;navoid=812#Graduate%20School%20Appeals%20Procedure">http://catalog.ecu.edu/content.php?catoid=11&amp;navoid=812#Graduate%20School%20Appeals%20Procedure</a></td>
</tr>
<tr>
<td></td>
<td>(a.) Regarding student disciplinary matters, contact the ECU Division of Student Affairs at <a href="http://www.ecu.edu/studentaffairs/">http://www.ecu.edu/studentaffairs/</a>.</td>
</tr>
<tr>
<td></td>
<td>(b.) Regarding discrimination or harassment, contact the Office for Equity and Diversity at <a href="http://www.ecu.edu/edc/">http://www.ecu.edu/edc/</a>.</td>
</tr>
<tr>
<td>Privacy of Student Educational Records</td>
<td><a href="http://catalog.ecu.edu/content.php?catoid=13&amp;navoid=1011#Student_Educational_Records">http://catalog.ecu.edu/content.php?catoid=13&amp;navoid=1011#Student_Educational_Records</a></td>
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<tr>
<td>Current Notice of Non-discrimination</td>
<td>Link to Comprehensive University Non-discrimination Policy: <a href="http://www.ecu.edu/cs-acad/oed/policies.cfm">http://www.ecu.edu/cs-acad/oed/policies.cfm</a></td>
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<td>Link to Complaint Form: <a href="http://www.ecu.edu/cs-acad/oed/grievance-form.cfm">http://www.ecu.edu/cs-acad/oed/grievance-form.cfm</a></td>
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<tr>
<td>Grievance procedures for sexual</td>
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<td>Resource</td>
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</tr>
<tr>
<td>harassment, discrimination and conflicts of interest</td>
<td>Link to Complaint Form: <a href="http://www.ecu.edu/cs-accad/oed/grievance-form.cfm">http://www.ecu.edu/cs-accad/oed/grievance-form.cfm</a></td>
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<td>Link to Complaint Form: <a href="http://www.ecu.edu/cs-accad/oed/grievance-form.cfm">http://www.ecu.edu/cs-accad/oed/grievance-form.cfm</a></td>
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<td>Policies related to religious accommodation</td>
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<td>Link to Complaint Form: <a href="http://www.ecu.edu/cs-accad/oed/grievance-form.cfm">http://www.ecu.edu/cs-accad/oed/grievance-form.cfm</a></td>
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<td></td>
<td>Link to Complaint Form: <a href="http://www.ecu.edu/cs-accad/oed/grievance-form.cfm">http://www.ecu.edu/cs-accad/oed/grievance-form.cfm</a></td>
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</tr>
<tr>
<td></td>
<td>Link to Complaint Form: <a href="http://www.ecu.edu/cs-accad/oed/grievance-form.cfm">http://www.ecu.edu/cs-accad/oed/grievance-form.cfm</a></td>
</tr>
<tr>
<td>Grievances against ECU Faculty and Staff</td>
<td>Link to Complaint Form: <a href="http://www.ecu.edu/studentaffairs/dos/student-grievances-inquiries.cfm">http://www.ecu.edu/studentaffairs/dos/student-grievances-inquiries.cfm</a></td>
</tr>
</tbody>
</table>
Records Retention & Destruction Standard Operating Procedure

The Department of Literacy Studies, English Education, and History Education (LEHE) complies with the General Standards of the state of North Carolina regarding the retention of student academic and clinical records. Specific information for students is described below to ensure all students are aware of the procedures for future record keeping of their academic and/or clinical credentials. Students are encouraged to maintain personal copies of their records for the entirety of their time in the program and beyond.

1. The General Standards of NC indicate that student academic files may be destroyed 5 years after the student graduates. It is the practice of the Department of Literacy Studies, English Education, and History Education to destroy academic records 5 years after a student graduates.

2. Students are advised that the Department of Literacy Studies, English Education, and History Education will not have copies of GRE scores, PRAXIS scores, admission records, Taskstream evidences or any other academic documentation 5 years after the date of graduation.

3. Students are able to obtain copies of PRAXIS and GRE scores from the ETS organization (www.ets.org) according to ETS records retention policy. Students should request copies of their scores when these tests are taken and retain a personal copy for future use. The Department of Literacy Studies, English Education, and History Education will not make copies of these test forms to disperse to students.

5. Student academic records in the Department of Literacy Studies, English Education, and History Education are kept in paper form in an academic folder in a locked file room in the departmental main office – for the timeframe outlined above.
6. These standard operating procedures will be published yearly in the academic handbooks of the department and on an ongoing basis on the departmental website. Records retention will also be discussed annually at department orientations for incoming students.

7. All paper records will be destroyed per the university’s policy for shredding documents. This includes contracting a university-approved document destruction service annually to shred records.

8. A log of all records destroyed will be maintained by the Department Chair and/or his/her designee. This log will include general information about groups of students i.e., *Graduates for May 2014 were destroyed on 9/30/2019. Sixty-four files were destroyed.* No student names or identification numbers will be kept in this log.

9. Students will be able to obtain their transcript through the University Registrar at any time per the rules and regulations of the University Registrar.

**MAEd Curriculum and Instruction Program Requirements**

The MAEd in Curriculum and Instruction Degree (MAEd C&I) program is an advanced study and licensure program with two concentrations (English Education and History/Social Studies Education), thus a license to teach in the chosen concentration is required for admission. Furthermore, adequate foundational knowledge in the selected concentration (either English Education or History/Social Studies Education) is required for success in coursework. Transcripts are reviewed prior to admission to determine if any deficiencies are present and candidates are notified of any required prerequisite coursework before or at the time of admission to the program. The MAEd C&I Degree is a **39 semester credit hour** program with **13 courses** in one of two concentrations, English Education (ENED) or History/Social Studies Education (HIED).
**English Education (ENED) Concentration Courses:**

4 Professional Core Courses (12 hours): EDUC 6480 or EDUC 6482 (Intro to Research); EDUC 6001 (Intro to Differences in Learning); SPED 6002 (Addressing Differences in Learning); ELEM 6550 or ADED 6550 or LEED 6000 (Leadership).

7 English Education Concentration Courses (21 hours), including ENED 6165, ENED 6400, and 15 hours of additional ENED or ENGL electives to be determined in consultation with your advisor.

2 Concentration Research Courses (6 hours): ENED 6510 and ENED 6511 constitute the “Action Research Sequence” where students select a topic with the advice and consent of their 6510 instructor and design an action research project, to be implemented in ENED 6511, around that topic.

**History/Social Studies Education (HIED) Concentration Courses:**

4 Professional Core Courses (12 hours): EDUC 6480 or EDUC 6482 (Intro to Research); EDUC 6001 (Intro to Differences in Learning); SPED 6002 (Addressing Differences in Learning); ELEM 6550 or ADED 6550 or LEED 6000 (Leadership).

7 History/Social Studies Education Concentration Courses (21 hours), including GEOG, HIED, HIST, and POLS courses, selected in consultation with the advisor, to fulfill the required concentration hours.

2 Concentration Research Courses (6 hours): Students must choose one of two research sequences to satisfy this requirement. The first option requires students to take HIED 6510 and ENED 6511 and constitutes the “Action Research Sequence” where students select a topic with the advice and consent of their HIED 6510 instructor and design an action research project, to be implemented in ENED 6511, around that topic. The second option is the “Content Research Sequence” and requires students to complete HIST 6900 and then research and author a directed historical research paper under the advisement of a member of the HIST faculty. Students will need to consult the program advisor to determine which option is appropriate for their plan of study.
# English Education Concentration Curriculum Display

<table>
<thead>
<tr>
<th>REQUIRED CORE COURSES (12 s.h.):</th>
<th>Semester hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>EDUC 6480 or EDUC 6482 or SCIE 6500</td>
<td>3</td>
</tr>
<tr>
<td>EDUC 6001</td>
<td>3</td>
</tr>
<tr>
<td>SPED 6002</td>
<td>3</td>
</tr>
<tr>
<td>ELEM 6550 or LEED 6000 or ADED 6550</td>
<td>3</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>CONCENTRATION COURSES (21 s.h.):</th>
<th></th>
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</thead>
<tbody>
<tr>
<td>ENED 6165 (may be repeated for credit with different topics)</td>
<td>3</td>
</tr>
<tr>
<td>ENED 6400</td>
<td>3</td>
</tr>
<tr>
<td>ENGL elective above 6000</td>
<td>3</td>
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<tr>
<td>ENGL elective above 6000</td>
<td>3</td>
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<td>3</td>
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<tr>
<td>ENGL elective above 6000</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>CONCENTRATION RESEARCH COURSES (6 s.h.):</th>
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</tr>
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<tbody>
<tr>
<td>ENED 6510**</td>
<td>3</td>
</tr>
<tr>
<td>ENED 6511**</td>
<td>3</td>
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</table>

**TOTAL DEGREE HOURS** 39 s.h.

*All courses are not offered every semester, and classes may be cancelled due to low enrollment.

** If you choose to complete your program on a part-time basis and complete courses one at a time, you will need to be vigilant regarding your start date and your graduation date. Students have six years to complete a Master’s Program. Additionally, if you complete
courses one at a time, seek to complete ENED 6510 and ENED 6511 near the end of your program. ENED 6510 is typically offered in the fall semester and ENED 6511 is typically offered in the spring semester. You should plan your program accordingly.

Note: Any student who does not take classes during a regular semester (fall/spring) must reapply to the Graduate School in order to reactivate his/her status as a graduate student and access to his/her ECU email account. Visit the application page on the ECU Graduate School website for further information.
Sample MAEd C&I (English Education Concentration) Curricula Plan

Below is a possible long-term plan of study. Please keep in mind that this is simply a possible plan and is subject to change depending on course availability, course sequence, and additional factors. These plans provide a basic outline of when courses are typically offered and how start dates can impact anticipated graduation dates.

<table>
<thead>
<tr>
<th>Year 1</th>
<th></th>
<th></th>
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<tbody>
<tr>
<td><strong>Fall</strong></td>
<td>s.h.</td>
<td><strong>Spring</strong></td>
<td>s.h.</td>
<td><strong>Summer</strong></td>
<td>s.h.</td>
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<td>EDUC 6001</td>
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<td>EDUC 6480</td>
<td>3</td>
<td>ELEM 6550</td>
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</tr>
<tr>
<td>ENED 6165</td>
<td>3</td>
<td>ENGL elective above 6000 or ENED 6165</td>
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<td>ENED 6400</td>
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<table>
<thead>
<tr>
<th>Year 2</th>
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<tbody>
<tr>
<td><strong>Fall</strong></td>
<td>s.h.</td>
<td><strong>Spring</strong></td>
<td>s.h.</td>
<td><strong>Summer</strong></td>
<td>s.h.</td>
</tr>
<tr>
<td>ENED 6510</td>
<td>3</td>
<td>ENED 6511</td>
<td>3</td>
<td>ENGL elective above 6000 or ENED 6165</td>
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<td>ENGL elective above 6000</td>
<td>3</td>
<td></td>
<td>3</td>
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</tbody>
</table>

Professional Core for MAEd Degrees
Concentration Courses
Concentration research sequence
# History/Social Studies Education Concentration
## Curriculum Display

### REQUIRED CORE COURSES (12 s.h.):

<table>
<thead>
<tr>
<th>Course/Description</th>
<th>Semester hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>EDUC 6480 or EDUC 6482 or SCIE 6500</td>
<td>3</td>
</tr>
<tr>
<td>EDUC 6001</td>
<td>3</td>
</tr>
<tr>
<td>SPED 6002</td>
<td>3</td>
</tr>
<tr>
<td>ELEM 6550 or LEED 6000 or ADED 6550</td>
<td>3</td>
</tr>
</tbody>
</table>

### CONCENTRATION COURSES (21 s.h.):

<table>
<thead>
<tr>
<th>Course/Description</th>
<th>Semester hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>GEOG, HIED, HIST, or POLS elective above 6000</td>
<td>3</td>
</tr>
<tr>
<td>GEOG, HIED, HIST, or POLS elective above 6000</td>
<td>3</td>
</tr>
<tr>
<td>GEOG, HIST, or POLS elective above 6000</td>
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<tr>
<td>GEOG, HIST, or POLS elective above 6000</td>
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### CONCENTRATION RESEARCH COURSES (6 s.h.):

<table>
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<th>Course/Description</th>
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</tr>
</thead>
<tbody>
<tr>
<td>HIED 6510** and ENED 6511**</td>
<td>6</td>
</tr>
<tr>
<td>OR</td>
<td></td>
</tr>
<tr>
<td>HIST 6900** and HIST 6993**</td>
<td>6</td>
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</tbody>
</table>

**TOTAL DEGREE HOURS** 39 s.h.

*All courses are not offered every semester, and classes may be cancelled due to low enrollment.*
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Sample MAEd C&I (History/Social Studies Education Concentration) Curricula Plan

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<td>Fall</td>
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<td>Spring</td>
<td>s.h.</td>
<td>Summer</td>
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<td>session 2</td>
</tr>
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<td>EDUC 6480</td>
<td>GEOG, HIST, or POLS elective above 6000</td>
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<td>1. HIED 6510 OR 2. HIST 6900</td>
<td>GEOG, HIED, HIST, or POLS elective above 6000</td>
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<td>1.ENED 6511 OR 2. HIST 6993 GEOG, HIST, or POLS elective above 6000</td>
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Professional Core for MAEd Degrees

Concentration Courses

Concentration research sequence option 1 (HIED 6510 and ENED 6511)

Concentration research sequence option 2 (HIST 6900 and HIST 6993)
Additional MAEd Curriculum and Instruction Degree Requirements

Acceptance into a Master of Arts in Education program at ECU means that you will complete portfolio requirements in TaskStream. TaskStream is an assessment and management system used to collect and document candidate performance in all teacher education programs. Submitting the designated evidences indicated in your courses is required to maintain good standing in courses/program and is required by the North Carolina Department of Public Instruction in order to acquire an M-level teaching license after completing ECU’s Master of Arts in Education degree.

Graduate Evidence Portfolio
The Graduate Evidence Portfolio (GEP) is a requirement for licensure and program completion in both the English Education and History/Social Studies Education concentrations. MAEd C&I students should enroll in the MAEd in Curriculum and Instruction GEP (enrollment code: CI2016) to submit the three evidences. Select the course instructor for each course as the evaluator.

Graduate Evidence 1: Teacher Leadership Project
Related courses: ELEM/ADED 6550 (Leadership & Communication Skills in Education)

Project description: This project requires students to evaluate themselves against a set of standards. They will select a topic they view as important/valuable and research it. Using the research literature, they design a plan for taking leadership in that area.

Graduate Evidence 2- Cultural Proficiency Diversity Advocacy Final Project
Related Course: EDUC 6001 (Intro to Differences in Human Learning in Schools)

Project description: This project requires students to develop a two-tiered advocacy-based project that demonstrates his or her personal and professional commitment to achieve greater cultural proficiency. It is a model for individual transformation and
organizational change that relies on evidence-based developmental approaches for addressing issues that emerge in diverse environments.

**Graduate Evidence 3- Action Research or Directed Content Project**

**Related Courses:** English Education ENED 6510 and 6511; for History/Social Studies Education either HIED 6510 and ENED 6511 OR HIST 6900 and HIST 6993

**Project description:** The capstone requirement of the MAEd C&I program is an action research project related to content specialty chosen (ENED or HIED). The research project will culminate in a research paper that reflects depth of content knowledge, content pedagogy, and student learning related to the specified discipline. Students will present and defend their research project during an oral comprehensive examination with the faculty research adviser.

MAEd C&I Candidates are responsible for submitting/uploading and passing all three evidences.

**NC Professional Teaching Standards and the MAEd in C&I**

**Standard 1 – Teacher Leadership.** The Leadership and Communication courses in the MAEd core and content areas (ADED 6550; ELEM 6550) include a Teacher Leadership Growth Project. This Growth Project will be based on students’ individual self-assessment regarding teacher leadership. This Teacher Leadership Growth Project is implemented in these core courses to provide students an opportunity to take the concepts of leadership theory and applied them in a practical project related to teacher leadership. Students are expected to implement their leadership growth projects in an appropriate educational setting for them (i.e., their classroom, school, school system, state level, or beyond). Students reflect on the outcomes or intended outcomes of their leadership growth project and how it will ultimately promote student growth.

**Standard 2 – Respectful Educational Environments.** The Cultural Diversity Proficiency Project in EDUC 6001, requires students to address, and is used to assess them on two of the primary goals of the course: the development of their own cultural
proficiency and their ability to promote cultural proficiency within their educational context. Also, students are required to take SPED 6002 which focuses on addressing differences in human learning in schools. This course provides a foundation in developing cultural and cognitive awareness in candidates related to their work with individual students in the public schools.

**Standard 3 - Content and Curriculum Expertise.** Students enrolled in the MAEd in Curriculum and Instruction complete a minimum of 15 s.h of elective content graduate coursework in their specialized content area. These courses require intensive reading in the academic discipline of specialization and require content-based research and/or writing around central themes or issues in the chosen academic discipline. Furthermore, students design and implement either an action research project (6510/6511) or directed research content project as part of the capstone block. These products require students to thoroughly investigate disciplinary content and produce authentic research projects around that content.

**Standard 4 – Student Learning.** The action research course (6510), building on competencies developed through the research, trends, and issues competency area of the MAEd Core (EDUC 6480, EDUC 6482, or SCIE 6500), requires students to develop an action research project proposal that is ‘implementation ready’ by the end of the semester. This requires the student to select a topic of relevance to the content area of specialization, identify and read appropriate scholarly/pragmatic literature on the subject, and design a logical line of inquiry/research (which includes a method for collecting and analyzing qualitative and/or quantitative data) to study the particular topic as it relates to the content area classroom, its students, and the teaching and learning that occurs there. During the 6510 semester, students will design their study, which will be implemented the following semester through the 6511 course. The implementation course (6511) will require students to conduct specific action research as approved during the 6510 semester. The course, again building on the research, trends, and issues competency area of the MAEd Core, will ensure that students have the skills to collect, analyze and code specific data. The 6511 course is also designed to require
students to develop a plan of action based on findings of the study. Students will present findings in a multimedia format that will be approved program area faculty members.

**Standard 5 - Reflection.** The Leadership and Communication courses in the MAEd core and content areas (ADED 6550; ELEM 6550; LEED 6000; and content area courses in English Education and History/Social Studies Education) include a Teacher Leadership Growth Project and extensive reflective exercises. Students reflect on the outcomes or intended outcomes of their leadership growth project and how it will ultimately promote student growth. Furthermore, the action research project completed in the ENED and HIED 6510/6511 capstone sequence, require extensive reflection on current practice on the introduction and reflection on the effectiveness of the designed intervention in the conclusions of the study.

**Twenty-first century knowledge, skills, and dispositions** - Elements of the P21 framework are embedded throughout the program, particularly in courses within the specialty area. (ENED and HIED). Course objectives and course assignments in these courses directly reference the P21 framework as well as the NCPTS. Additionally, 21st century knowledge, skills, and dispositions are directly “measured” in the Cultural Proficiency Diversity Advocacy Final Project in the EDUC 6001 course.
Appendix

Who to e-mail - Financial Aid Counselors (328-6610)
Financial Aid Administrators are assigned student files for review and processing based on the students' last name. The first letter of the students' last name and the corresponding Financial Aid Administrator are listed on the Financial Aid Contact Us page of their website.
The link directly to the Contact Us page of the ECU Financial Aid website: http://www.ecu.edu/cs-acad/financial/contactus.cfm

<table>
<thead>
<tr>
<th>Alphabetical assignments to student last names</th>
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<tr>
<td>Barco, Jaquilla</td>
<td>M, N, O</td>
<td><a href="mailto:Barco16@ecu.edu">Barco16@ecu.edu</a></td>
</tr>
<tr>
<td>Battle, LaToya</td>
<td>C, F, G, T</td>
<td><a href="mailto:BattlL16@ecu.edu">BattlL16@ecu.edu</a></td>
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<tr>
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