BELLARMINE UNIVERSITY
IN VERITATIS AMORE

ANNSLEY FRAZIER THORNTON SCHOOL OF EDUCATION

Master of Arts in Education (MAEd)

MAEd degrees are available in the following areas:

- Teacher Leadership, Grades P-12
- Literacy Specialist Endorsement, Grades P-12
- Learning and Behavior Disorders Certification, Grade P-12

Mission

The Annsley Frazier Thornton School of Education prepares caring effective educators in the Catholic liberal arts tradition of Bellarmine University to teach and lead in diverse settings. The Master of Arts in Education programs offer a best practice, research-based curriculum with a foundation in the liberal arts. Candidates demonstrate proficient to distinguished performance through the following criteria: individual course assessments, field and clinical evaluations, disposition assessments, anchor assessments, and standardized exams.

"Educator as Reflective Learner"

As our theme "Educator as Reflective Learner" suggests, our candidates are integrally involved in on going reflective practice as master educators in their classrooms, schools and communities. Reflective teachers use the world of practice, knowledge of pedagogy, knowledge of the learner, and knowledge of content personally to evaluate their effectiveness. This continuous process provides master teachers with a basis for self-evaluation that results in leadership development for school improvement.

Advanced teacher candidates will participate in ongoing evaluation through the use of an individualized Professional Growth Plan, Anchor Assessments within identified courses, Disposition Assessments at specified transition points, and a final culminating project within the candidate's emphasis, endorsement or certification area. Each candidate will work closely with his/her faculty advisor to review regular progress toward the degree.

NCATE Accreditation

All Bellarmine University Annsley Frazier Thornton School of Education teacher education programs at the advanced level recognized by the Kentucky Education Professional Standards Board are fully accredited by the National Council for the Accreditation of Teacher Education (NCATE), 2010 Massachusetts Avenue, NW, Suite 500, Washington, DC 20036.

PROCEDURE FOR ADMISSION

1. Complete and submit the application.
2. Submit a non-refundable application fee of $40 (unless a Bellarmine alumna/e). Checks should be made payable to Bellarmine University.
3. Final official transcript(s) from each college or university attended should be mailed to the Office of Graduate Admission and not be marked "Issued to Student".
4. A cumulative grade point average of 2.75 (on a 4.0 scale) for all undergraduate coursework, with a 3.00 GPA in the undergraduate major.
5. Completion of Educational Autobiography/Personal Goals Statement (details on the following page).
6. Two completed recommendation forms: one from the current school principal or his/her designee; and one from an individual who has supervised the applicant in some capacity attesting to the applicant's potential as a graduate student (not personal recommendation), such as teaching colleague, department chair, current/past employers, or former professors. (Forms included).
7. A copy of the applicant's teaching certificate.
8. OPTIONAL - Official Graduate Record Examination (GRE – www.ets.org/gre) score mailed directly to the Office of Graduate Admission.
9. If your undergraduate degree is from an international institution, you were born outside the United States, or English is your second language, you will be required to submit an official TOEFLiBT (internet-based test) score and receive a total score of 80 or higher on the internet-based TOEFL (reading, listening, writing, and 26 on speaking). We will also consider an equivalent score on the IELTS or MELAB tests. The Admission, Progression and Graduation Committee reserves the right to request a TOEFL score from any applicant.
10. If any transcript(s) or undergraduate degree(s) are from an international institution you must provide an official copy of a third party course by course credential evaluation. The following organizations offer this service and information regarding processes and fees are available at: www.aacrao.org, www.wes.org and www.ece.org. The Office of Graduate Admission reserves the right to request a certified copy of the original transcript(s).
11. Once completed, mail the application to:
    Bellarmine University
    Office of Graduate Admission
    2001 Newburg Road
    Louisville, KY 40205

PRIORITY ADMISSION DEADLINES

Priority application dates are August 1 for a fall semester start, May 1 for the summer semester start. Applications submitted after these dates will be considered on a space available basis.

TUITION AND FEES

Fall 2012 through Summer 2013 tuition cost for the MAED programs will be **$325 per credit hour** plus $35 per course fees. Cohort registration will be six credit hours per semester. The program may be completed in five or six semesters attending two evenings per week OR one evening and Saturday sessions.

Funding Assistance

Students are encouraged to complete the Free Application for Federal Student Aid (FAFSA) by visiting www.fafsa.gov. The Bellarmine School code is 001954. By completing the FAFSA, you may be eligible for student loans. Students interested in a Learning & Behavior Disorders certification should contact the Bellarmine University School of Education (once admitted at 502.272.8191) for information on funding available through the WHAS Crusade for Children Grant.

INTERNATIONAL APPLICANTS

Please complete the items under Procedure for Admission and submit the following:

U.S. law requires financial statements from a bank or other financial institution certifying the student's ability to fund the cost of attendance for one academic year minus the amount of any scholarship dollars received. Figures should be in U.S. dollars and must be certified as an official document by the bank or financial institution. A sponsor may be used if the sponsor attaches a signed affidavit stating that he/she will financially support the student until completion of a degree at Bellarmine University. If a sponsor is used, the sponsor's bank statement should accompany the letter. **The amount that would need to be shown is $32,426.** This amount includes tuition and fees associated with six credit hours per semester for one year and an average cost for living expenses, books, supplies, health insurance, transportation and personal expenses.

EDUCATIONAL AUTOBIOGRAPHY/ PERSONAL GOAL STATEMENT

Using standard margins, double spacing, and 12-point font, complete an educational autobiography and personal goal statement. Include your own educational background and experiences from pre-school to graduate work; work experiences; a discussion of your strengths and weaknesses; factors leading to your decision to pursue graduate level studies; your academic, intellectual, and professional objectives relative to being a teacher leader; and your commitment to your professional development at Bellarmine University. This document is an important part of the application review process. You should take great care to produce a thoughtfully planned and well written statement. Your work should be limited to 1000 words. Your completed work should be labeled Attachment C and include your name.

DEGREE REQUIREMENTS

- A program of study that includes a minimum of 30 hours of course work with a minimum of 3.0 (on a 4.0 scale) grade point average throughout the program.
- The successful completion of a program of study including core courses, emphasis courses, and a final culminating project.
- A minimum of 24-30 hours of graduate credit earned in residence at Bellarmine. All credit hours must have faculty advisor approval.
- Completion of all degree work within six years of the applicant's first registration in his/her program.

CONTACT INFORMATION

Theresa Klapheke, Graduate Admission Officer, 502.272.8271 or tklapheke@bellarmine.edu

Office of Graduate Admission, 502.272.7200, 1.800.274.4723 x7200 or gradadmissions@bellarmine.edu

Office of Financial Aid, 502.272.7300 or finaid@bellarmine.edu

MASTER OF ARTS IN EDUCATION WITH LITERACY SPECIALIST ENDORSEMENT

Bellarmine University's Master of Arts in Education degree with Literacy Specialist Endorsement (Grades P-12) offers educators an in-depth study of teaching, learning, and literacy leadership. The Literacy Specialist Endorsement across all grade levels will allow the classroom teacher to explore literacy issues related to elementary, middle, and high school students with an emphasis on issues related to struggling readers. In addition, the candidate will examine theoretical models and processes of literacy, investigating the political underpinnings of literacy in America.

Candidates who complete the Literacy Specialist Endorsement (Grades P-12) may choose to remain a highly qualified classroom teacher of reading and writing, may elect to serve as the literacy leader in their school, become the school's reading coach, or apply for a district level literacy resource position.

The endorsement will be granted upon successfully completing 24 hours of literacy related course-work which includes a required practicum where candidates will work as a reading coach with local P-12 students. Courses are offered each semester leading to the endorsement and advanced degree. Acceptance into this program requires the student to hold a valid classroom teaching certificate.

MAEd Core Requirements: 15 hours

EDUG 601	Research Methodology for School Leaders
EDUG 644	Teacher Leadership for Equity in Schools & Community
EDUG 672	Dynamic Teacher Leadership
EDUG 673	Teacher Leadership for Communities of Practice

Literacy Specialization Requirements: 21 hours

LITR 621	Literacy Assessment and Instruction I
LITR 622	Literacy Assessment and Instruction II
LITR 627	Teaching Writing: A Workshop Approach
LITR 630	21st Century Literacies and Technology
LITR 640	Second Language Learners
LITR 645	Teaching Leadership Practices in Academic Literacy
LITR 663	Advanced Diagnostics and Interventions for Struggling Learners
LITR 670	Clinical Practicum in Literacy Leadership

MASTER OF ARTS IN EDUCATION WITH TEACHER LEADERSHIP ENDORSEMENT

Bellarmine University's Master of Arts in Education in Teacher Leadership program is designed to develop teacher leaders who will be challenged to reflect continuously upon: leadership skills; coaching and mentoring; analysis of assessment and data to impact instruction; strategies for closing the achievement gap through instructional best practices; the need to address equity and diversity in schools; and collaborative efforts to include colleagues, parents, and the community in comprehensive efforts for school improvement. Candidates will complete a set of core requirements, a set of teacher leadership requirements, up to six hours of professional development based on an individual professional growth plan, and a capstone experience.

Candidates will work collaboratively with a faculty advisor and school building principal or designated professional educator to determine an individualized program including school-based action research, anchor assessments, and professional development in a cohort-based professional learning community. Courses will be offered year round in a weeknight and weekend delivery format.

Acceptance into this program requires the candidate to hold a valid classroom teaching certificate and current employment in a classroom setting.

MAEd Core Requirements: 12 hours

EDUG 601	Research Methodology for School Leaders
EDUG 644	Teacher Leadership for Equity in Schools and Community
EDUG 645	Teacher Leadership Practices in Academic Literacy
EDUG 672	Dynamic Teacher Leadership

Teacher Leadership Requirements: 9 hours

EDUG 670	School Improvement: Assess., Eval, & Data Analysis
EDUG 671	Teacher Leadership to Improve Student Achievement
EDUG 673	Teacher Leadership for Communities of Practice

Individual Professional Growth Req: 6 hours

EDUG 640	Indiv. Pro. Dev. for Teacher & Instructional Leadership
EDUG 641	Special Topics in Professional Development

Capstone Experience: 3 hours

EDUG 697	Applying Research to Practice -OR-
EDUG 699	Master's Thesis in Education

MASTER OF ARTS IN EDUCATION WITH LEARNING AND BEHAVIOR DISORDERS CERTIFICATE (P-12)

Bellarmine University's Master of Arts in Education degree with an emphasis in Learning and Behavior Disorders (Grades P-12) offers educators an opportunity to tailor their masters degree toward their personal and/or professional needs relative to the area of special education. Candidates will complete a set of core course requirements and then will complete their program specialization based on a needs assessment with their faculty advisor. Specialization offerings include courses in behavior intervention, literacy, special education, and technology.

Candidates who have engaged in extended professional development sessions relevant to the area of special education through their school system may be eligible for academic course credit upon approval from their advisor. Courses for the Master of Arts in Education are offered each semester including intensive summer sessions. Courses offered during the fall and spring semesters are available in late afternoon or early evening formats in keeping with a teacher's schedule.

Acceptance into this program requires the student to hold a valid classroom teaching certificate. This is a program for credentialing in Learning and Behavior Disorders (Grades P-12) and leads to a masters degree (Rank II), and Learning and Behavior Disorders certification.

MAEd Core Requirements, for current Elementary Teachers: 18 hours

EDUG 601	Research Methodology for School Leaders
EDUG 636	Advanced Curriculum and Methods
EDUG 644	Teacher Leadership for Equity in Schools & Community
EDUG 648	Technology Across the Curriculum
EDUG 672	Dynamic Teacher Leadership
LITR 663	Diagnosis of Reading Difficulties

MAEd of Learning and Behavior Disorders Endorsement: 24 hours

These courses will be determined by previous course work completed in conjunction with the academic faculty advisor.

MAEd Core Requirements for Middle/Secondary Teachers: 15 hours

EDUG 601	Research Methodology for School Learners
EDUC 644	Teacher Leadership for Equity in Schools & Community
EDUC 648	Technology Across the Curriculum
EDUC 672	Dynamic Teacher Leadership
LITR 545	Reading in the Content Areas

MAEd Learning and Behavior Disorders Endorsement: 31 hours

These courses will be determined by previous course work completed in conjunction with the academic faculty advisor.

Master of Arts in Education (MAEd)

I am applying for: ☐ Fall of 20 ____ ☐ Summer 20 ____

I am applying for the: ☐ Teacher Leadership Endorsement ☐ Literacy Specialist Endorsement
☐ Learning and Behavior Disorders as an additional certificate

I will be attending: ☐ Full-time ☐ Part-time

PERSONAL DATA

Name _____
LAST FIRST MIDDLE MAIDEN

Preferred Name _____ Social Security Number _____ Gender _____

Permanent Address _____
STREET ADDRESS

_____
CITY COUNTY STATE/PROVINCE ZIP CODE COUNTRY

Home Phone (____) _____ Work Number (____) _____ Extension _____

Cell Phone (____) _____ Email Address _____

Date of Birth _____ Place of Birth _____
CITY STATE/PROVINCE

Citizenship ☐ U.S. ☐ Permanent U.S. Resident ☐ Non U.S. Citizen

If you are not a U.S. citizen, what is your country of citizenship? _____

What is your current country of residence? _____

Is English your first language? ☐ Yes ☐ No

If no, what is your first language? _____

Are you Hispanic or Latino? ☐ Yes ☐ No

In addition, select one or more of the following racial categories to describe yourself:
☐ American Indian or Alaskan Native ☐ Asian ☐ Black or African American
☐ Native Hawaiian or Other Pacific Islander ☐ White

Current School of Employment _____ Present Position _____

School Address and District _____
STREET ADDRESS CITY STATE/PROVINCE DISTRICT

Will tuition be subsidized by your employer? ☐ Yes ☐ No

Will you be applying for aid with the Veterans Administration? ☐ Yes ☐ No

Where did you hear about Bellarmine's MAED Program? _____

What factor had the most influence over your decision to apply for Graduate Admission here? _____

EDUCATIONAL DATA

Please list all colleges and/or universities you have attended.

INSTITUTION	DATES ATTENDED	DEGREE RECEIVED	GPA

Undergraduate Major _____ Minor _____

GRE (Optional) test date _____ Score _____

TEACHING EXPERIENCE

Briefly list any professional teaching experiences you have had.

ORGANIZATION/SCHOOL	DUTIES	DATES

BACKGROUND DATA

Have you ever been dismissed from a college or university for disciplinary reasons, or been sanctioned by a disciplinary board? ☐ Yes ☐ No

If yes, from where? _____

A release will be mailed to you. You must sign and complete the form and mail it back to the Office of Admission at Bellarmine University one month prior to the first week of classes. This form will be mailed to your current Dean of Students asking for an explanation of the sanction and circumstances.

Have you ever been convicted of a felony? ☐ Yes ☐ No

If you answered yes to either of the last two questions, please explain on a separate sheet of paper how you were held accountable (i.e., outcomes, sanctions), when the incident occurred and any additional information you wish to provide. Please note that we may need to request additional information.

SIGNATURE OF APPLICANT

I declare that the information provided on this form is true, correct and complete. Bellarmine University has my permission to verify information by obtaining documents as needed. I understand that providing false information may result in Bellarmine University revoking my status as an accepted or enrolled student. Also, I grant Bellarmine University or its appointee(s) permission to post my personal and academic information on Bellarmine's secured, password protected intranet and student portal.

Signature _____ **Date** _____

Bellarmine University admits qualified students of any age, sex, sexual orientation, race, color, religion, or national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of age, sex, sexual orientation, race, disability, color, religion, or national and ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school administered programs. Bellarmine University is an Affirmative Action-Equal Opportunity employer.

RECOMMENDATION FORM: MASTER OF ARTS IN EDUCATION

APPLICANT: Fill in the information requested below and forward one form with a stamped, addressed envelope to each respondent. Under the provisions of the Family Educational Rights and Privacy act, you have the right–if you enroll at Bellarmine University–to review your educational records. The Act further provides that you may waive your right of access that you may have to see recommendations for admission. By signing below, you waive any right of access that you may have to this recommendation form. **Two recommendations are required with your application, one of which must be completed by current school principal or designee.**

Name of Applicant _____

Signature _____ Date _____

RESPONDENT: The individual whose name appears above is applying for admission to the Bellarmine University Master of Arts in Education Program. Evaluations of the applicant's potential are required as part of the application procedure and this individual requests that you write on his/her behalf. A standard format is provided for your use, but you may choose to attach a letter along with the form. It would be appreciated if you would respond as early as possible so that consideration of the application will not be delayed.

Name of Respondent _____ Title _____

Institution or Agency _____

Rate the applicant in the areas indicated below by checking 4-Outstanding, 3- Above Average, 2-Satisfactory, 1-Below Average, or Unable to comment.

	4	3	2	1	UNABLE TO COMMENT	DESCRIPTIVE COMMENTS
Intellectual Ability						
Critical Thinking Ability						
Problem Solving Ability						
Ability or Promise as a Leader						
Quality of Oral Communication						
Quality of Written Communication						
Motivation and Energy						
Organizational Ability						
Sense of Humor						
Emotional Maturity						
Ability to Meet Deadlines						
Ability to Work with Others						
Ability to Improve Student Achievement						
Professional Integrity						

How long have you known the candidate and in what capacity?

From the opposite side of this form, choose one or two of the candidate's outstanding characteristics and explain your rating.

From the opposite side of this form, choose the one area in which you think the candidate needs improvement and explain.

Identify at least two instances in which you have seen this candidate lead/guide/direct an adult group or a project and describe your assessment of the outcome of his/her efforts.

Indicate the strength of your overall endorsement of the applicant.

☐ Highly recommended ☐ Recommended ☐ Recommended with reservations ☐ Not recommended

A faculty member from Bellarmine's School of Education may contact you via phone for further information. If you agree to such a conversation, please list your preferred phone number and indicate the best time to call.

Phone _____ Best time to call ☐ Morning ☐ Afternoon ☐ Evening

Respondent's Signature _____ **Date** _____

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Ability to Improve Student Achievement						
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Respondent's Signature _____ **Date** _____

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2001 Newburg Road | Louisville, KY 40205 | www.bellarmine.edu

REVISED 12/12