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## BA in Elementary Education/Writing Arts Dual Major Detail Sheet/Plan of Study

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*The College of Professional & Continuing Education (CPCE) at Rowan University offers the Bachelor of Arts in Elementary Education/Writing Arts dual major at Camden County College (CCC). This program is ideal for those who enjoy working with children and want to make a lasting impact on their lives. Every semester with teacher professional education coursework includes a field experience--time in real classrooms working with real teachers and students. During these skill-enhancing sessions students will assist and observe tenured teachers under supervision by their Rowan professors. These experiences culminate with student teaching/clinical practice. All students will also combine their studies in elementary education with a dual major in Writing Arts, a communication major that will allow students to hone and advance their writing skills and techniques. Students in this program will graduate with a BA in Elementary Education and a BA in Writing Arts and will also be eligible for NJ State teacher certification to teach Kindergarten through Grade 5.*

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### Overview of the Program

- This special BA in Elementary Education/Writing Arts Dual Major is offered through the College of Professional & Continuing Education as a full-time program.
  - Courses in the CPCE version of this program are offered off-site at Camden County College in Blackwood, NJ. Most courses are 16 weeks in length and are taught via face-to-face instruction. A few courses may instead be offered online in an accelerated 8-week format.
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### Overview of the Coursework

The BA in Elementary Education/Writing Arts degree requires a total of 122 s.h. (Please note that the total number of credits needed in order to meet all program/certification requirements may actually be greater than the 122 required credits depending on an individual's transfer credit.)

- The program offered through CPCE is only for those who already possess at least 60 college credits or their Associate's degree (if transferring from Camden County College). Therefore, the CPCE program as outlined in this document is a degree completion program that provides students with 67 of the 122 required program credits. (In addition to these requirements, students will have to meet certain benchmarks monitored by the Academic Advisors, such as the Praxis I exam. You can find all the program benchmarks in the Elementary Education Program Guide which can be accessed from the College of Education's website, <http://www.rowan.edu/colleges/education/programs/teachered/undergraduate/elementary.html>).
- A quick outline of required credits is below:
  - 36 credits (13 courses) in Elementary Education - which will be offered by CPCE as outlined in this document
  - 31 credits (11 courses) in the dual major – Writing Arts - which will be offered by CPCE as outlined in this document
  - Any additional credits determined necessary for the individual student according to the official Rowan transfer credit evaluation performed by the Academic Advisor. (For program benchmarks and a full list of all program requirements, please review the Elementary Education Program Guide which can be accessed from the College of Education's website, <http://www.rowan.edu/colleges/education/programs/teachered/undergraduate/elementary.html>).
- This is a full-time program.
- If it is determined that additional credits are necessary for the student, it is his/her responsibly to ensure that they meet all requirements/pre-requisites in order to maintain their enrollment in the CPCE program and remain in sequence.
  - The amount of transfer credits accepted varies depending on whether the course fulfills a program requirement. Because this program leads to certification and is a dual major program there are no free elective options. All courses are designed and offered to meet specific criteria.
- Students are expected to register for all required courses and follow the sequence exactly as it is listed in this document. Students who miss a course or fall out of sequence cannot be guaranteed continued participation in the program because some courses are only offered at certain times.
- The program is designed as a full-time program to allow for completion in a timely manner. For this reason, at least 12 credits will be offered each regular term. Depending upon transfer credits, sometimes the credits will be greater than 12 and will be a combination of Rowan and Camden courses. Students are also expected to take courses during (at least) 1 summer term.
- **Scheduling Information:** Required Rowan courses are usually scheduled in the evening. However, week-day, day-time hours will also be necessary every term in order to complete the state-required field experience components of the education courses. Also, several terms will require a Saturday class and/or two classes in one evening. Each term we will do all we can to schedule the Rowan courses (those marked with an "RU" in the course sequence) according to the days and times listed below\*:
  - Tuesday, Wednesday, and Thursday evenings--5:20-7:50 PM
  - Saturdays (as needed when there are 4 or more RU courses). If one course is needed, it will usually run from 9:00-11:40 AM. If two courses are needed, the second course will usually run from 12:40-3:40 PM.
  - Each term, we will notify you as soon as possible regarding the exact schedule for the upcoming semester. You will also be notified by your course instructor as well of the day/times for any required field experiences.

*\*based on instructor availability and other logistics. We cannot guarantee this for every semester.*

**Note:** Students enrolled in one of the undergraduate off-site community college partnership programs will follow the Regular Rowan Schedule for class meetings (which includes class start/end dates and holiday closings). Students will only use the community college schedule for snow day and other emergency closings.

- Complete listings of all courses as well as course descriptions are included in the CPCE Elementary Education/Writing Arts Course Description Sheet, which is available at [www.rowan.edu/cpce](http://www.rowan.edu/cpce). (Click on "Academic Services" and then the appropriate program.)

## Program Entry Points

- Students may start the program in the following upcoming modules:
  - Fall 2009

## Course Sequence and Timeline

The BA in Elementary Education/Writing Arts Dual Major program is offered in a 16-week and off-site format. (Some courses may instead be offered as 8-week online options.) This is designed as a full-time program. Including summer terms, the dual major (24 courses--13 in Elementary Education and 11 in Writing Arts) can usually be completed within 6 consecutive semesters (2 ½ years). (Prerequisites for any courses below are listed in the course description sheet.) When you begin your BA in Elementary Education/Writing Arts Dual Major program in the first part of Fall 2009 you may be finished with your major (and possibly your degree depending upon transfer credit) as early as the first part of Fall 2011!

*Please refer to the program Course Description Sheet to view course pre-requisites.*

FIRST SEMESTER (Fall 2009)	s.h.	SECOND SEMESTER (Spring 2010)	s.h.
<b>RU: EDUC 01.270: Teaching in Learning Communities I</b> (Requires Field Experience)	3	<b>RU: EDUC 01.272: Teaching in Learning Communities II</b> (Requires Field Experience)*	3
<i>RU: WA 01.304: Writing with Style</i>	3	<b>RU: SMED 33.420: Educational Technology</b>	1
CCC: ENG221: Creative Writing I (This course must be taken at Camden County College)	3	<b>RU: READ 30.280: Teaching Literacy</b> (may be possible to take accelerated and online)	3
CCC: COM102: Communication Theory (This course must be taken at Camden County College)	3	<i>RU: CRWR 07.309: Writing Children's Stories</i>	3
CCC: EDU103: Literacies in Today's World or Elective (This course must be taken at Camden County College. Most students will have completed this course as a part of their associate's degree. Those who have not taken Literacies should take it at Camden this term).	3	<i>RU: ENGL05.301 American English Grammar</i>	3
TOTAL	<b>15</b>	TOTAL	<b>13</b>
THIRD SEMESTER (1 <sup>st</sup> ½ of Summer 2010)	s.h.	THIRD SEMESTER (2 <sup>nd</sup> ½ of Summer 2010)	
<i>RU: WA 07.200: Introduction to Writing Arts</i>	3		
TOTAL	<b>3</b>		
FOURTH SEMESTER (Fall 2010)	s.h.	FIFTH SEMESTER (Spring 2011)	s.h.
<b>RU: ELEM 02.319: Curriculum &amp; Assessment in the Elementary Classroom</b> (Requires Field Experience)	4	<b>RU: ELEM 02.336: Mathematics Pedagogy for Elementary Teachers</b>	2
<b>RU: SPED 08.316: Differentiated Instruction in the Inclusive Classroom</b> (may be possible to take accelerated and online)	2	<b>RU: ELEM 02.338: Practicum in Mathematics and Literacy</b> (Requires Field Experience)	1
<i>RU: WA 01.401: The Writer's Mind (WI)</i>	3	<b>RU: READ 30.351: Differentiated Literacy Instruction</b> (may be possible to take accelerated and online)	2
<i>RU: WA 01.301: Writing, Research, and Technology</i>	3	<i>RU: WA 01.405: Evaluating Writing</i>	3
		<i>RU: WA 07.450: Portfolio Seminar</i>	1
		<i>RU: WA 01.400: Writing for the Workplace (Online/face-to-face hybrid)</i>	3
TOTAL	<b>12</b>	TOTAL	<b>12</b>
SIXTH SEMESTER (Fall 2011)	s.h.		
<b>RU: ELEM 02.448: Clinical Practice in Elementary Education</b> (Requires Field Experience)*	10		
<b>RU: ELEM 02.445: Elementary Education Clinical Seminar</b>	1		
<b>RU: SECD 03.350: Teaching Students of Linguistic and Cultural Diversity</b>	1		
TOTAL	<b>12</b>		

**NOTE:** All courses are subject to run based upon meeting enrollment minimums (s.h. = semester hours)  
**Elementary Education Core Courses (bold)** Writing Arts Core Courses (italics)

\*This course has an additional field placement fee

†For program benchmarks and a full list of all program requirements, please review the Elementary Education Program Guide which can be accessed from the College of Education's website, <http://www.rowan.edu/colleges/education/programs/teachered/undergraduate/elementary.html>. Click on the link for the most current program guide listed.

Students are expected to follow the Personalized Course Sequence they are given. Individual personalized course sequences are determined with your CPCE Administrative Advisor during the admissions process. Only those who follow this sequence can be promised that all coursework will be offered in the timeline and format outlined above. It is important to know that a "missed class" may not be available to make up in a timely manner and may significantly delay the award of your degree/endorsement/program. If your enrollment plans change and you will fall out of sequence, you must notify both your CPCE Administrative Advisor and Academic Advisor(s) as soon as possible.

## Benefits of the BA in Elementary Education/Writing Arts Dual Major

- The program is designed for the student who is able to pursue their studies full-time and who wants the fastest route to their degree.
- The sequence is set for the entire length of the program and therefore, students will always know their schedule well in advance.
- If the outlined schedule is followed each term, students will meet the minimum credit hours required in order to be eligible for federal aid money.
- Tuition is competitive and all CPCE courses are discounted from regular Rowan rates.
- Most required courses are offered in the evening (and on Saturdays) to accommodate busy schedules.
- The application process for degree completion students is quick and easy and does not require any standardized tests or essays.
- All CPCE students have access to Rowan on-campus and online student resources.
- CPCE students will have access to not only their Academic Advisors but also a special CPCE Administrative Advisor.

## How to Apply

CPCE degree completion applicants will apply using the CPCE Transfer/Degree Completion Program Application Form. Forms are available from CPCE or to download online at [www.rowan.edu/cpce](http://www.rowan.edu/cpce).

### Admissions requirements for the BA in Elementary Education/Writing Arts Dual Major Program at Camden County College:

- ✓ \$50 application fee
- ✓ CPCE Transfer/Degree Completion Application Form
- ✓ One official transcript from *all* colleges attended
- ✓ Courses in progress sheet (if applicable)
- ✓ Copy of student's Social Security card
- ✓ Minimum cumulative GPA of 2.5
- ✓ No standardized tests are required!

Apply now!  
Application deadline for Fall 2009 is  
August 21, 2009.

Plus:

- ✓ At least 60 college credits or an Associate's degree. (If transferring from Camden County College, you must have that Associate's degree completed prior to beginning the Rowan program.)

**Important Note:** While the Praxis I exam is not required for admission purposes, you will need to take and pass the exam (and have passing scores sent to and on file at Rowan) by no later than your first semester in the program. This is required for continued enrollment in the Elementary Education program. (Passing scores are Reading-175, Writing-173, and Math-174.) Please visit [www.ets.org/praxis](http://www.ets.org/praxis) for more test details including registration information. After admission to the program, CPCE students will work with their academic advisor to complete this and other benchmarks.

### Application Deadlines:

Due to the complicated nature of the admissions evaluation process, students are strongly encouraged to apply at least one full month before their desired entry point. Applications are accepted and reviewed on a rolling basis up until the official deadline which is listed above and in the Application Form. Applications must be complete by this deadline in order to receive a decision before the semester begins.

### Submit CPCE Application Materials to:

Rowan University, Enrollment & Extension Services, College of Professional & Continuing Education (CPCE), Education Hall, 201 Mullica Hill Road, Glassboro, NJ 08028, FAX: 856-256-5638.

Note: Please do not submit materials for CPCE programs to the Undergraduate Admissions Office or the Graduate School as this will delay processing.

CPCE Admissions is coordinated by Enrollment & Extension Services (Enrollment Team) at CPCE. Any questions you have about your CPCE application should be directed to 856-256-5435 or [cpceacademicservices@rowan.edu](mailto:cpceacademicservices@rowan.edu).

## Health Immunization Requirements

Students matriculated in this program are required to comply with Health Immunization Requirements of Rowan University. Please refer to the CPCE website for more information: <http://www.rowan.edu/colleges/cpce/forms.cfm>

## Transfer Credit Policy

- The CPCE BA in Elementary Education/Writing Arts Dual Major program allows incoming matriculated students to transfer up to 90 undergraduate credits into the program providing a grade of C- or better was earned and the course/credits are deemed equivalent to required courses, and that the coursework was taken within the past 10 years.
- During the application/admission process, you should work with the CPCE Administrative Advisor to determine a suggested overall course sequence based upon an unofficial transfer credit evaluation. *Unofficial* evaluations must be requested by the student via email to [devalerio@rowan.edu](mailto:devalerio@rowan.edu). Unofficial evaluations are based upon the transcript materials provided by the student and these evaluations are subject to change. (Your Personalized Course Sequence that you receive from CPCE during this process will reflect any and all unofficial transfer credit of which CPCE is made aware at that time.)
- Once a student is accepted to the program, an *official* evaluation of transfer credit is determined by the Registrar and approved by the Academic Advisor(s). The Academic Advisor(s) return the official transfer evaluation to the Registrar, who adjusts the student's official record if necessary.

## Transfer Credit Policy Continued

- The final information about transfer credit is then forwarded to the Admissions Office to be mailed to the student. It is important to note that if the official transfer credit evaluation is different than the unofficial transfer credit evaluation, you should consult with both the Administrative Advisor and the Academic Advisor(s) to discuss if/how this changes your Personalized Course Sequence. (An updated Personalized Course Sequence can only be created and sent to the student if requested of the CPCE Administrative Advisor.)

## CPCE Registration & Course Information

CPCE students are Rowan students taking Rowan courses; however, you will often follow different administrative deadlines and processes. This is especially true for registration and course information as detailed below.

- **CPCE Registration Plan:** As a special service, The CPCE Enrollment Team manually registers all matriculated CPCE students for all of the CPCE courses that are required for their program. Registration will follow the Personalized Course Sequence (PCS) that all CPCE students receive from their CPCE Administrative Advisor during the admissions process. Proper CPCE registration is highly dependent upon a correct PCS; therefore, it is very important that you keep this document handy and follow it carefully throughout your academic program at Rowan. Further details and step-by-step instructions for how to trigger CPCE registration are included in the CPCE Student Guide & Agreement and the CPCE admission decision packet.
- **CPCE Course Information & the Section Tally:** All CPCE course details such as start and end dates, meeting times and locations (if applicable), pre-reqs, as well as costs and texts can be found each term in the CPCE Course Section Tally located at [www.rowan.edu/cpcecoursesearch](http://www.rowan.edu/cpcecoursesearch).
  - Knowing how to navigate the Section Tally will help you find the information you need more quickly. For further instructions about how to locate details such as costs, texts, or pre-reqs for each CPCE course, please visit [www.rowan.edu/coursesearch](http://www.rowan.edu/coursesearch).
  - CPCE students should use the information in the Section Tally and not the Rowan Self Service site to make sure they have all necessary details about CPCE courses. (This is because CPCE course *details* do not appear properly in the Rowan Self Service site).
  - The Section Tally is also the tool to use if you are searching for additional classes you need to take outside of your CPCE program. Consult with your Academic Advisor for assistance.
  - **CPCE start and end dates** vary by course and often do not match the start and end dates for the official Rowan semesters. To be sure you always know when your CPCE course begins and ends, you should check the “Part of Term.” “Part of Term” is the 5<sup>th</sup> column appearing in the Section Tally and it identifies when a CPCE course begins and ends. (To find start and end dates for any future classes not yet listed in the Section Tally, click on the CPCE Part of Term in the header row of the CPCE Registration-Related Deadline Chart at <http://www.rowan.edu/colleges/cpce/apply/register.cfm>.)
    - Note: Students enrolled in one of the undergraduate off-site community college partnership programs will follow the Rowan calendar for holiday closings. Students will only use the community college calendar for snow days and other emergency closings. If Rowan is open and having classes then you should expect (unless you receive an email from the instructor) that you are having your Rowan class at the partner college campus.
- **CPCE Registration-Related Deadlines:** CPCE has its own set of registration, payment, and drop deadlines. Sometimes there are even different schedules/deadlines for *each* course.
  - Deadlines are organized according to the “Part of Term” in which the CPCE course occurs. CPCE classes may be offered within a number of special CPCE “Parts of Term.” “Part of Term” is the 5<sup>th</sup> column appearing in the Section Tally ( [www.rowan.edu/cpcecoursesearch](http://www.rowan.edu/cpcecoursesearch)) and it identifies when a CPCE course begins and ends. By matching the “Part of Term” for your course from the Section Tally to the one listed in the CPCE Registration-Related Deadline Chart available at <http://www.rowan.edu/colleges/cpce/apply/register.cfm#deadlines>, you will always be aware of the CPCE registration deadlines.
- **Changing CPCE Registration:**
  - If you need to drop or withdraw from a CPCE course, or change your registration in any way, please contact your CPCE Administrative Advisor or the CPCE Enrollment team right away at [cpceacademicservices@rowan.edu](mailto:cpceacademicservices@rowan.edu) to make sure this is handled properly and within appropriate deadlines. (Online dropping/adding is not possible with CPCE courses.)
  - A change to registration usually means a change to your PCS. Any time your Administrative Advisor changes your PCS a new one is sent to you, your Academic Advisor, and the CPCE Enrollment Team. Registration is then adjusted and a new registration confirmation email is sent to you. In this way, we all continue to work together to keep you on track for your educational goals.
- **CPCE Information & Communication:** Many helpful handouts, including the CPCE Student Guide & Agreement, online or partner student expectations, and Rowan network and email instructions (Tech Guide) are available at [www.rowan.edu/cpce](http://www.rowan.edu/cpce) under “Forms.”
  - Once a student is registered for a course/program, all official communication from Rowan University is sent only to the Rowan email; therefore, it is imperative that this is the email address you use and monitor daily as a CPCE student.

If you ever have any questions about CPCE registration, please contact your Administrative Advisor or the CPCE Enrollment Team at [cpceacademicservices@rowan.edu](mailto:cpceacademicservices@rowan.edu).

## CPCE Costs

- To make our programs even more accessible, with rare exceptions, all CPCE courses are discounted from the regular Rowan rates!
- CPCE costs are assigned according to either the specific program or the course level and delivery type.
- For the most up-to-date information about costs and aid, please see the “CPCE Costs, Billing, & Payment Information” documents at [www.rowan.edu/colleges/cpce/forms/cfm](http://www.rowan.edu/colleges/cpce/forms/cfm).

## A Note about Financial Aid

For an undergraduate-level student (including post-baccalaureate) 6 credit hours per term is the minimum required to qualify for federal financial aid. For a graduate-level (or doctoral) student, 4.5 credit hours per term is the minimum. (These are both considered part-time status.) Financial aid is therefore not applicable for those terms in which the total number of credits for which a student is registered is fewer than 6 (for undergraduates) or 4.5 (for graduates). Check the chart in this Detail Sheet/Plan of Study and your Personalized Course Sequence (PCS) that you receive during admissions to determine in which terms you have enough credits to be eligible to receive federal aid. Most CPCE programs are set up such that matriculated CPCE students *will* meet the minimum credit hours required each term to qualify for federal financial aid, but there are a few exceptions.

Students are encouraged to apply for financial aid as soon as possible (even before receiving admission decisions) and in each year/term in which they will be eligible. If you wish to apply for financial aid, please visit [www.fafsa.ed.gov](http://www.fafsa.ed.gov) right away. Rowan's code is 002609. Students should stay in touch with the Financial Aid Office at 856-256-4250, [financialaid@rowan.edu](mailto:financialaid@rowan.edu) to ensure proper and timely processing. CPCE students are Rowan students so the aid process is the same regardless of whether the class/program is accelerated, off-campus, online, or on-campus. **NOTE:** Aid cannot be packaged or applied to your account until you are officially matriculated into the program. Aid also cannot be retro-actively applied to a previous term. For more details about financial aid, please consult the CPCE Student Guide & Agreement and the CPCE Financial Aid Quick Guide which are available at [www.rowan.edu/cpce](http://www.rowan.edu/cpce) under "Forms."

**Special Aid Information for Students Matriculated in Programs at a Partner County College:** Students in these programs will be full-time and earn at least 12 credits per regular term. (Depending upon transfer credits sometimes the credits will be greater than 12 and will be a combination of Rowan and Camden County courses.) In order to track the partner college registration, students will be asked to complete special registration forms for their CPCE Administrative Advisor each term in order to verify aid qualification. Students should always apply for aid through Rowan only, which is considered the "home" institution.

**General Payment Note:** If you are taking any additional required courses directly through Camden County, please note that you can pay Camden County directly for those courses at the time you register. However, if Camden County does not receive payment from you for their courses, they will then bill Rowan for any charges you incurred that semester. Rowan's Bursar's Office will then add those charges to your Rowan student account and you will pay Rowan directly for *all* charges. Rowan will then reimburse Camden County for the appropriate charges.

### INTERESTED IN A CLASS BUT NOT THE WHOLE PROGRAM?

Join the Rowan community as a non-matriculated student\* and get credit for just the class(es) that interest you!

The American Studies courses in this program are open to non-matriculated undergraduate students. In addition, you may browse and register for some of Rowan's many other course offerings\*\* by visiting the Rowan Section Tally at

[http://banner.rowan.edu/reports/reports.pl?task=Section\\_Tally](http://banner.rowan.edu/reports/reports.pl?task=Section_Tally). A CPCE course is easily identifiable in Rowan's official Section Tally by a letter that is included after every course section number. **To sign up for a course as a non-matriculant**, please contact the CPCE Administrative Advisor, using the contact information below. (Some courses may not be available to non-matriculated students.) Remember, CPCE has its own set of registration related deadlines. Please visit the website at <http://www.rowan.edu/colleges/cpce/apply/register.cfm#deadlines> for the appropriate schedule and registration plan.\*\*\*

\*Usually limited to 9 credits total for graduates and 24 total (11/term) for undergraduates.

\*\* Provided necessary pre-requisites and/or restrictions are met.

\*\*\* No refunds are possible after the official CPCE drop period.

Please remember financial aid is not possible any term in which a student is a non-matriculated student.

## BA in Elementary Education/American Studies Contact Information

### **Amanda DeValerio**

CPCE Administrative Advisor

(Provides assistance from initial inquiry to matriculation)

Phone: 856-256-5123 Email: [devalerio@rowan.edu](mailto:devalerio@rowan.edu)

### **Sandy Tweedie**, Writing Arts Academic Advisor

Phone: 856-256-5223 Email: [tweedie@rowan.edu](mailto:tweedie@rowan.edu)

### **Gina Gondos**, Elementary Education Academic Advisor

Phone: 856-256-4792 Email: [gondos@rowan.edu](mailto:gondos@rowan.edu)

(The Academic Advisors provide academic assistance for after initial registration to graduation clearance. April Ellerbe also provides official transfer evaluation for Elementary Education credits and Sandy Tweedie also provides official transfer evaluation for American Studies credits.)

*The information in this document was updated 7/21/09.*