



The Master of Education in Teacher Leadership (M.Ed.) Detail Sheet/Plan of Study

The College of Professional & Continuing Education (CPCE) at Rowan University offers the M.Ed. degree to those in the teaching profession. The program is designed for teachers who want to develop and hone their leadership skills and who wish to remain in the classroom. It will empower teachers to assume leadership roles within their schools and districts. Classes will be accelerated and many are online in order to provide the fastest and most convenient route to your M.Ed. degree.

Overview of the Program

- There are 3 main components of the M.Ed. program: (2 course components and a Program Exit).
 1. The Core COGS classes (These are 18 credits/6 classes that on their own make up the Certificate of Graduate Study/COGS in Teaching and Learning).
 2. The Content COGS classes (These are usually 15-18 credits/5-6 classes that on their own make up a Certificate of Graduate Study/COGS in a particular subject area).
 3. The Program Exit (This is not a thesis, but an important final project that includes a Professional Synthesis Portfolio and a Teacher Leadership Presentation).

Overview of the Coursework

- 33-36 graduate credit hours (11-12 courses) in 6 consecutive semesters
- This is a part-time program.
- 18 credits in the Core COGS classes and 15-18 credits in the Content COGS classes (See below for Content COGS options).
- Complete listings of all courses, as well as course descriptions, are included in the M.Ed. Course Description Sheet, which is available at www.rowan.edu/cpce. (Click on “Academic Services” and then the appropriate program).

College of Education-Approved Content COGS currently available through CPCE are*:

- Educational Technology (15 credits, Available Fall 2010 online as accelerated 8-week courses).
- Special Education (18 credits, Available Fall 2010 online as accelerated 8-week courses). While the COGS is a required component of the M.Ed., students may also opt to apply for the Graduate Endorsement in “Teacher of Students with Disabilities.” If admitted, this would involve the submission of a new application form, a Praxis II score report and 5-credit course sequence in addition to the Special Education COGS coursework. Please consult with your CPCE Administrative Advisor if you would like to pursue this option.

For additional information about each of the Content COGS listed above, please refer to the appropriate Detail Sheets on our website at: www.rowan.edu/cpce.

**There may be additional Content COGS that are permissible to combine with the M.Ed. Contact CPCE for more information.*

Program Entry Points

- Due to the two separate course components (Core COGS and Content COGS) that make up the M.Ed. program and the variety of ways in which a student may enter the M.Ed. program, not all classes are offered each year. Typically, Core classes will be offered one academic year and the Content courses will be offered the following academic year. Therefore, exact course sequences will vary greatly for each student based upon the student’s particular entry point and choice of Content COGS. The CPCE Administrative Advisor will send each student a Personalized Course Sequence once admitted to the program.
- A Fall 2009 start is strongly recommended so that students may complete the Core COGS in 2009-2010 and then complete the Content COGS as scheduled. However, M.Ed. students may start the program in any of the following upcoming modules:
 - Students who begin the following terms will start with Core COGS classes:
 - Fall 2009, Online Module 1 (the first 8 weeks)
 - Fall 2009, Online Module 2 (the second 8 weeks)
 - Spring 2010, Online Module 3 (the first 8 weeks)
 - Spring 2010, Online Module 4, (the second 8 weeks)
 - Summer 2010, Online Module 5 (the first 8 weeks)
 - Summer 2010, Online Module 6 (the second 8 weeks)
 - Students who begin the following terms will start with Content COGS classes:
 - Fall 2010, Online Module 1 (the first 8 weeks)
 - Fall 2010, Online Module 2 (the second 8 weeks)
- To make sure you enter the program at the optimum time (given your particular interests) all prospective M.Ed. students (even those already taking Content COGS courses) should consult with the CPCE Administrative Advisor as soon as is possible for instructions and details about when to apply and when it would be ideal to matriculate.

Course Sequence and Timeline

The Master of Education in Teacher Leadership (M.Ed.) program is offered in an accelerated and online format. Every module will be 8 weeks, with each week of work starting every Tuesday at 8 AM and ending every Monday at midnight Eastern Time. Including summer terms, and depending upon when you begin, the degree (11-12 courses) can usually be completed within 6 consecutive semesters (2 years). If you begin your Master of Education in Teacher Leadership (M.Ed.) program in the first part of Fall 2009, you may finish by Summer 2011!

Sample Course Sequence for Students Beginning the Program Fall 2009, Module 1 (the first 8 weeks) with *Educational Technology* as selected Content COGS

Year One: Core COGS (all online)

	Fall 2009	Spring 2010	Summer 2010
1st 8 Weeks	ELEM 02.511: Learning Community Classrooms (3 s.h.)	READ 30.566: Researching Classroom Practice (3 s.h.)	CURR 29.580: Fundamentals of Curriculum Development (3 s.h.)
2nd 8 Weeks	ELEM 02.550: Analysis of Classroom Teacher Behavior (3 s.h.)	EDST 24.624: Educational Change (3 s.h.)	LDTC 18.510: Applied Theories of Learning (3 s.h.)

Year Two: Content COGS (all online)

	Fall 2010	Spring 2011	Summer 2011
1st 8 Weeks	EDTC33.580: Introduction to Educational Technology (3 s.h.)	EDTC 33.510: Computers and the Curriculum (3 s.h.)	EDTC 08.540: Technology for Students with Special Needs (3 s.h.)
2nd 8 Weeks	EDTC 33.584: Desktop Publishing in the Educational Environment (3 s.h.)	EDTC 33.585: Internet in the Classroom (3 s.h.)	

Sample Course Sequence for Students Beginning the Program Fall 2009, Module 1 (the first 8 weeks) with *Special Education* as selected Content COGS

Year One: Core COGS (all online)

	Fall 2009	Spring 2010	Summer 2010
1st 8 Weeks	ELEM 02.511: Learning Community Classrooms (3 s.h.)	READ 30.566: Researching Classroom Practice (3 s.h.)	CURR 29.580: Fundamentals of Curriculum Development (3 s.h.)
2nd 8 Weeks	ELEM 02.550: Analysis of Classroom Teacher Behavior (3 s.h.)	EDST 24.624: Educational Change (3 s.h.)	LDTC 18.510: Applied Theories of Learning (3 s.h.)

Year Two: Content COGS (all online)

	Fall 2010	Spring 2011	Summer 2011
1st 8 Weeks	READ 30.530: Teaching Reading to Exceptional Children (3 s.h. and online)	SPED 08.515: Curriculum, Instruction, Transition in Special Education (3 s.h. and online)	SPED 08.555: Education and Psychology of Exceptional Learners (3 s.h. and online)
2nd 8 Weeks	SELN 10.577: Collaborative Instruction in Inclusive Classrooms (3 s.h. and online)	SELN 10.585: Educational Assessment in Special Education (3 s.h. and online)	SELN 10.581: Implementing Positive Behavior Strategies (3 s.h. and online)

NOTE: All courses are subject to run based upon meeting enrollment minimums. (s.h. = semester hours).

Students who want to pursue the Graduate Endorsement in Teacher of Students with Disabilities (and are approved to do so) would continue with SPED 08.520: Clinical Experiences in Special Education (4 s.h.) and SPED 10.592: Clinical Seminar in Special Education (1 s.h.) as outlined in their Personalized Course Sequences. Separate admission to this program and additional requirements may apply. Please consult with your CPCE Administrative Advisor.

Students are expected to follow the Personalized Course Sequence they are given. 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 Master of Education in Teacher Leadership (M.Ed.)

- The program is designed for the working adult who needs a part-time option but still 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.
- With one exception, the schedule allows students to take 2 courses and earn 6 credits each term, while still only focusing on one course at a time.
- If the outlined schedule is followed each term, students will meet the minimum credit hours required (with one exception) in order to be eligible for federal aid money.
- Tuition is competitive and all CPCE courses are discounted from regular Rowan rates.
- The online schedule is both flexible and convenient. The coursework is divided into 8, 1-week blocks that run from Tuesday to Monday. This gives online students the luxury of the weekend to complete additional course requirements/assignments.
- The online program provides tech support 24/7.
- The interactive online program also provides students with ample opportunity for vital professional networking and ongoing support.
- Pulling from different areas, the M.Ed. Core COGS provides students with a tightly woven interdisciplinary plan of study.
- Each component of the certificate of graduate study (COGS) is a state-recognized Certificate of Graduate Study in its own right, which often qualifies teachers for salary upgrades.
- The program was designed by teachers for teachers and is intended specifically for teachers who plan to remain in the classroom. You *will* use what you learn on a daily basis.
- The M.Ed. program does not require a thesis.
- The M.Ed. application process does not require the submission of any standardized tests.
- All CPCE students have access to Rowan on-campus and online student resources.
- CPCE students (for Core COGS and certain Content COGS) will have access to not only their Academic Advisors but also a special CPCE Administrative Advisor.

How to Apply

CPCE M.Ed. applicants will apply using the CPCE Graduate & Post-Bac Application Form. Forms are available from CPCE or to download from: www.rowan.edu/cpce. When you submit your application, be sure to mark “CPCE M.Ed.” and your term/module of entry in the upper right-hand corner of any materials you submit.

Admission Requirements for the Master of Education in Teacher Leadership (M.Ed.) Program

- ✓ Bachelor’s degree from an accredited institution of higher learning
- ✓ \$50 application fee
- ✓ CPCE Graduate & Post-Bac Application Form
- ✓ One official transcript from *all* colleges attended
- ✓ CPCE M.Ed. Content COGS Declarations Form
- ✓ Statement of Professional Objectives
- ✓ Two Letters of Recommendation
- ✓ No standardized tests are required!

Plus:

- ✓ Must be actively teaching during the program and have at least one full academic year of teaching experience before beginning the program. (While official State Teaching Certification is not required for the M.Ed., several of the Content COGS used for the M.Ed. *do* require Certification, so please be careful when choosing your Content COGS). (Please include a signed statement confirming that you are actively teaching and have been teaching for at least one academic year. Please include this signed statement with your application materials).
- ✓ If you have any teaching certifications, please include a copy with your application materials. (Again, this will be required for certain Content COGS. See the appropriate Content COGS Detail Sheet or consult with your CPCE Administrative Advisor if you have any questions).

M.Ed. Application/Admission Process Summary

- If you **apply first to the M.Ed.** and are accepted, you do not have to officially “apply” to an M.Ed. Content COGS as long as you meet the admission requirements for that particular COGS. CPCE utilizes a Content COGS Declarations Form as an official part of the M.Ed. application that will assist with this process.
- All M.Ed. admission letters will detail admission to the M.Ed. *and* to the particular Content COGS for which you are approved. Official accept packets will also include a Personalized Course Sequence so that students are aware of with which component (Core COGS or Content COGS) they should begin coursework first and in which order they should take courses.
- If you **apply first to an approved Content COGS** and you are accepted, you would still have to officially apply to the M.Ed. if that were your ultimate goal.
- The timing is what affects the process and course options; therefore, we strongly recommend that any student contact the CPCE Administrative Advisor as soon as you know your ultimate goal is the M.Ed. so you may be best advised as how to proceed.

Application Deadlines

Due to the complicated nature of the admissions evaluation process (including a review by the Content COGS Advisor), students are strongly encouraged to apply at least one full month before their desired entry point. However, applications are accepted and reviewed on a rolling basis up until 14 business days prior to the start of the next module. Applications must be complete by this deadline in order to receive a decision before the module begins. (If a decision has not yet been reached, it *may* be possible—depending upon the program—for students to begin the course as a non-matriculated student while the official admission process completes).

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.

Health Immunization Requirements

At this time students matriculated in a degree program that is offered fully online are not required to comply with the Health Immunization Requirements of Rowan University. However, students matriculated in the M.Ed. program who wish to pursue a Content COGS with courses that are held on campus 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

- To request transfer credit, please complete and submit *with* your application the CPCE Graduate & Post-Bac Transfer Credit Evaluation Form, which is available on the CPCE website at www.rowan.edu/colleges/cpce/forms.cfm. Evidence supporting this request (transcripts, syllabi and course descriptions) should also be attached to the request form. Transfer credit policy may vary depending upon the Content COGS chosen. Official evaluation of transfer credit is performed during the admissions process by the Academic Advisor.
- While the admissions process for this program is coordinated by CPCE, the graduate and post-bac transfer credit evaluation process is coordinated by the Academic Advisor in the Academic Department for which the program is housed. Ideally, transfer credit is requested at the time of admissions and submitted with the application as outlined above. That request is forwarded to the Academic Advisor who then performs the evaluation and obtains appropriate approvals from the Academic Department and Dean. Once the form is fully signed, the form is sent back to CPCE so a copy can be made by the CPCE Administrative Advisor who will use it to create/update your Personalized Course Sequence. CPCE then sends the official copy to the Registrar. Transfer credit is not official until it is approved by all parties listed on the form and entered into the system by the Registrar.
- At Rowan, official notification of graduate and post-bac transfer credit is only via the credits being applied to and appearing on your academic transcript. Your Personalized Course Sequence that you receive from CPCE at the end of the admissions process will reflect any and all officially awarded transfer credit of which CPCE is made aware.
- All discussion or questions about the graduate and post-bac transfer evaluation process should be directed to the Academic 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.
 - 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.
 - 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 5th 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>.)
- **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 5th column appearing in the Section Tally (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 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 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.

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.

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 right away. Rowan’s code is 002609. Students should stay in touch with the Financial Aid Office at 856-256-4250, 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 under “Forms.”

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!

All of the courses in the M.Ed. Core COGS, along with many courses in the Content COGS are open to non-matriculated graduate 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. 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.

Master of Education in Teacher Leadership Contact Information

Sheri K. Rodriguez

CPCE Administrative Advisor

(Provides assistance from initial inquiry to matriculation)

Phone: 856-256-4708 Email: rodriguez@rowan.edu

Gina M. Gondos

Academic Advisor & Content COGS Advisor

(Provides academic assistance after initial registration to graduation clearance, including exit requirements)

Phone: 856-256-4792 Email: gondos@rowan.edu

Content COGS Advisor

The M.Ed. Academic Advisor is the *primary* Academic Advisor for all current M.Ed. students. However, since some M.Ed. students may complete a Content COGS other than Educational Technology or Special Education, they will also have a Content COGS Advisor for that particular COGS with whom they should consult on questions regarding Content COGS courses.

To ensure successful advising process, it is vital that M.Ed. students follow their Personalized Course Sequence and that they keep all of their Advisors abreast of their enrollment.

The information in this document was updated —07/21/09