



OHIO
UNIVERSITY

**The Gladys W. and David H.
Patton College of Education**

**MASTER'S
STUDENT
HANDBOOK**

**Department of Teacher Education
Ohio University
McCracken Hall
Athens OH 45701
740-593-4424**

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INTRODUCTION

This handbook was prepared in the Department of Education (TE) with input from the Department's Graduate Committee and graduate faculty. Its purpose is to inform students of important requirements for master's level study in the Department. While the master's advisor provides students with guidance as they progress through their graduate studies, and students are always urged to consult with them first, procedural clarifications can be sought by contacting The PCOE's Graduate Student Records Manager (740-593-4411). The College's Graduate Student Affairs Office is located in McCracken Hall Room 125D. For information regarding departmental faculty schedules including office hours, please contact the Department of Teacher Education, 309 McCracken Hall, 740-593-4424. A TE faculty directory and additional department resources and information are available on the Department of Teacher Education website: <https://www.ohio.edu/education/teacher-ed>

The Department of Teacher Education offers three types of master's degree programs: Initial with licensure, Blended, and Advanced.

Initial licensure programs

- Adolescent to Young-Adult Education
- Middle Childhood Education
- Special Education-Intervention Specialist

Blended licensure programs

- Early Childhood and Elementary Education
- Special Education-Intervention Specialist

Master's without Licensure

- Teaching and Learning

Advanced degree programs are available in

- Curriculum and Instruction
- Reading Education

More information about departmental master's programs and is available at:

<https://www.ohio.edu/education/teacher-ed/masters>

The information provided in this handbook references both OHIO (OHIO) policies and procedures and Patton College of Education (PCOE) policies and procedures. The OHIO Graduate Catalog (<http://www.ohio.edu/gcatalog/index.html>), the OHIO Student Handbook (<http://www.ohio.edu/students/handbook/index.cfm>), and the Patton College Master's Handbook provide valuable information about graduate studies at the university. The Patton College Master's Handbook is available at:

<https://www.ohio.edu/education/sites/ohio.edu.education/files/sites/education/Forms/MASTER->



[HandBook-9-29-15-FINAL.pdf](#). You are responsible for knowing university, college, and department regulations and for complying with all applicable policies and procedures.

Below is a list of resources that can support your academic needs during your graduate studies.

Student Accessibility Services

This office is available to ensure equal opportunity and access for members of the OHIO community. The website and access to their services are available at: <https://www.ohio.edu/uc/sas>. Students should register as appropriate and make their needs known to faculty members.

University Library

The university library is one of the most important information sources. The Alden Library is located at Park Place, College Green; most library services, such as ALICE and inter-library loans, are available online at: <https://www.library.ohio.edu/>

The Patton College of Education Data Analytics and Academic Technology Center

The Data Analytics and Academic Technology Center is located on the second floor of McCracken Hall, 740-593-4451. A variety of equipment, such as digital recording devices, computers, and video cameras are available to Patton College student for loan. Services such as student project workrooms may be reserved through the Data Analytics and Academic Technology Center at: <https://www.ohio.edu/education/curriculum-technology-center>.

A variety of study spaces are available for student use throughout McCracken Hall.

Organizations/Committee Involvement

Opportunities to participate in several student organizations are available in the Department of Teacher Education:

- Collegiate Middle Level Association
- Kappa Delta Pi Education Honor Society
- Minority Education Association
- Ohio University Council for Teachers of Mathematics
- Ohio University National Science Teachers Association
- Ohio University Sparkles
- Ohio University Student Education Association
- Student Council for Exceptional Children
- Student Early Childhood Organization

More information about these organizations and others in the Patton College is available at: <https://www.ohio.edu/education/advising/student-orgs>. The Patton College leadership issues periodic calls for student representation on College committees.



The Graduate Student Senate represents graduate students at OHIO. If you are interested in learning more about or serving on the Senate, contact the organization at 305B Baker University Center, <http://www.ohio.edu/gss/index.cfm>

Internet Addresses

- Email accounts: <http://www.cns.ohio.edu/email>
- Graduate Catalog online: <http://www.ohio.edu/gcatalog/index.html>
- International Student Office: <http://www.ohio.edu/isfs/home.htm>
- OHIO Student Handbook: <http://www.ohio.edu/students/handbook/index.cfm>
- Ohio University: <http://www.ohio.edu> Information on student and faculty email addresses, campus offices and services, as well as upcoming events.
- Patton College Master's Handbook
([https://www.ohio.edu/education/sites/ohio.edu.education/files/sites/education/Forms/MAS TER-HandBook-9-29-15-FINAL.pdf](https://www.ohio.edu/education/sites/ohio.edu.education/files/sites/education/Forms/MAS%20TER-HandBook-9-29-15-FINAL.pdf))
- Registrar's Office: <http://www.ohio.edu/registrar> Information on DARS, grades, graduation, transcripts and class schedules.
- The Patton College of Education: <http://www.cehs.ohio.edu>

There are additional resources for graduate students on the Senior Associate Dean for Research and Graduate Studies website. This site can be accessed from The Patton College front page. Patton College forms referenced in this handbook are available at: <https://www.ohio.edu/education/forms>.

ASSIGNMENT AND CHANGE OF ADVISOR

Upon initial admission, you will be assigned a faculty member from your program to serve as your advisor. The initial assignment of the advisor is based on considerations such as student and/or faculty preferences, compatibility of student and faculty professional or research interests, and faculty advising loads. You should contact your advisor to discuss your program's requirements and to determine which courses to register for. Together with your advisor, you will develop a program of study *as soon as possible after being admitted*. It is expected that a program of study approved by your advisor will be on file in The Patton College Office of Graduate Student Affairs within one semester of initial enrollment in the master's program but no later than the start of the second semester of enrollment. The Program of Study is important to complete because it establishes the contractual agreement regarding required courses for the doctoral degree.

If the student or the advisor determines that it is no longer desirable for the adviser-advisee relationship to continue, the student or advisor should notify the PCOE Graduate Records - Student Affairs Office and complete the "Request for Change of Advisor" form available at: <https://www.ohio.edu/education/forms>.

REGISTRATION

Students who have been admitted to master's programs are eligible to register (or pre-register) for classes beginning on dates listed on the official academic calendar found on the Registrar's Office



website <http://www.ohio.edu/registrar/calendar.cfm>. Students are able to view OHIO Course Offerings on-line through the MY OHIO portal: <https://my.ohio.edu>. Information about how to register for classes, dates for pre- registration, registration, change orders (i.e., adds/drops), cancellations, and graduation is available on the OHIO Registrar's Registration Instructions webpage (<http://www.ohio.edu/registrar/Register.cfm>) and through the MY OHIO portal: <https://my.ohio.edu>.

Continuous Registration

You must be continuously registered in any term during which service of any kind is received from OHIO including the term that you graduate.

FINANCIAL AID

Graduate Assistantship and Graduate Recruitment Scholarship

To apply for financial assistance through a graduate assistantship (GA) and/or graduate recruitment scholarship (GRS), contact the TE Department's administrative specialist (740-597-1830) or go to the Funding Information section on the department website at:

<https://www.ohio.edu/education/teacher-ed/masters>

Applications for financial assistance are typically due by March 15 of the year prior to the one for which you are seeking assistance. Graduate assistantships are not renewed automatically from year to year. You must reapply by submitting a new application each year if you are interested in continuing to receive a graduate assistantship or recruitment scholarship from the department. To reapply you must use the form available in the TE Department office.

Students who are awarded a graduate assistantship of any kind (GA/GRS) are required to register for at least 12 graduate hours each term. Undergraduate hours (courses numbered 100-400) and hours taken for audit (AU) do not count toward the required number of hours for the financial aid award. Students who have been awarded a graduate assistantship or graduate recruitment scholarship are required to complete an I-9 form in person at the Graduate College. Unless this form is completed, your first paycheck will be held.

Any questions concerning financial aid should be directed to the chair of the TE Department.

Financial Aid Resources

- Financial Aid Office, Chubb Hall, 740-593-4141 - loans, work-study: <http://www.ohio.edu/financialaid/index.cfm>
- Residence Life positions, Chubb Hall, 740-593-4095: <https://www.ohio.edu/housing/>
- Office of Graduate College, 740-593-2800: <http://www.ohio.edu/graduate>
- Veterans Benefits, Baker University Center, 740-566-8387: https://www.ohio.edu/registrar/veteran_services.cfm
- Graduate Student Senate, 302 Baker Center, 740-593-1899: <http://www.ohio.edu/gss/index.cfm>



Funding for Research

1. Graduate Senate Grants: Graduate Student Senate provides grants for travel and for scholarly work. Information about these grants is available at the following web page: <http://www.ohio.edu/gss/grants/index.cfm>
2. Graduate Study and Educational Research Fund: Awards are made each term. Applications, guidelines and deadlines are available at: <https://www.ohio.edu/education/college-offices/office-of-the-dean/research-and-graduate-studies/graduate-study-and-research-fund.cfm>
3. Patton College Student Travel Award: All Patton College students are eligible for financial awards to attend conferences in order to present their research. Information about levels of funding and application procedures can be found at: <https://www.ohio.edu/education/college-offices/office-of-the-dean/research-and-graduate-studies/index.cfm>

GRADES AND REQUIREMENTS

Standards of Work

Conferral of a graduate degree requires at least a B (3.00) grade point average (GPA) plus the required courses for the degree program being pursued. All students in master's programs must maintain a minimum grade point average (GPA) of at least 3.00. Students whose GPA falls below 3.00 will be put on probation and must raise their GPA above 3.00 by the end of the following term. If a student's GPA improves substantially after one term but remains below 3.00, they will remain on probation and may continue in the program only with the recommendation of the advisor and department chair. The Department of Education reserves the right to dismiss/suspend a student with the option to reapply in the future. University regulations prohibit awarding any type of financial assistance to students who are on probation or who are conditionally admitted to a graduate program.

For master's programs in The Patton College, no grade below C will be accepted on any coursework that is part of a student's program of study. If you receive a grade below C, you must repeat the course or, **subject to approval by your advisor**, revise your program of study with a different course substituted for the course carrying the grade below C. If you repeat a course or substitute it with an approved course, the previously earned grade that was below a C is not removed from your transcript. The grade remains on the transcript and is used in the calculation of your GPA. Please refer to the Graduate Catalog for complete information.

You can only complete a course more than once for credit if the course is designated as repeatable. Repeatable courses are designed to be taken multiple times (e.g., thesis, practicum, reading and special topics credits). You may not take a course a second or subsequent time if a prior attempt has met degree requirements.

When a student is unable to complete a course, other than Master's Research Project or Master's Thesis, during the semester of enrollment, they may receive a grade of I with permission from the instructor. The student must complete the work within the first two weeks of his or her next



semester of enrollment or two years from the end of the term in which the grade of “I” was given, whichever comes first, or the “I” converts automatically to an “F.” The instructor may at his or her discretion submit a change of grade request to the Office of the University Registrar. When the student applies for graduation, any Incompletes on the record will be calculated as “F” grades for the purpose of determining eligibility for graduation and will be converted to “F” upon graduation. In extenuating circumstances, a student may receive a grade of PR with permission of the course instructor and an agreed upon timeline for completing the course. If a student does not adhere to the timeline, the course instructor may change the grade to an F.

If the faculty member who assigned the I or PR is no longer with Ohio University, students should contact the Coordinator of the Program or the Chair of the Department of Teacher Education for guidance about completing the course and requesting a change of grade.

Professional Dispositions and Academic Integrity

Master’s students in the Department of Teacher Education must uphold and follow professional ethics, standards of practice, policies, and legal codes of professional conduct set by the Ohio Standards for the Teaching Profession (OSTP), the Interstate Teacher Assessment and Support Consortium (InTASC), the National Board Professional Teaching Standards, Specialized Professional Associations, and The Patton College core values (<https://www.ohio.edu/education/about/mission-vision>).

Students are expected to maintain academic integrity and avoid dishonesty or deception when fulfilling academic requirements. The OHIO graduate catalog and student code of conduct provides more information about expectations and consequences for academic misconduct.

Academic Grievance Procedure

The Graduate Catalog and the OHIO Faculty Handbook provide a process and timeline for individual grade appeals. As a first step, a grievance should be fully discussed with the instructor. If the problem cannot be resolved at that level, the student should next appeal to the chair of the department with which the faculty member is affiliated. The Chair of the Department may activate departmental grievance procedures to support the process. For a Department of Teacher Education faculty member, the Chair of the Department will consult with the departmental Graduate Committee. If no resolution is reached at the departmental level, the Chair of the Department can forward the appeal to the Dean of the college. If the grievance cannot be resolved to all parties' satisfaction at any of these levels, it can be brought before the University Grievance Board for review. The board reviews the grievance and submits its recommendations to all appropriate parties. Additional information about the rights and responsibilities of students and faculty with respect to grade appeals can be obtained from the Office of the Ombudsperson. See: https://www.ohio.edu/sites/default/files/sites/ombuds/how_to-appeal_a_grade.pdf

Time Limit

Master’s students have six (6) years from the date of admission to complete the degree requirements. Students who do not complete their requirements within the time limit may continue graduate study at OHIO only if exceptional circumstances are associated with the delay in



progress. The Dean of The Patton College of Education may grant a one-term, one-time extension. The application for such an extension may be found at:

<https://www.ohio.edu/education/resources/forms.cfm>

Students who have not completed the degree requirements within the required time limit may apply for readmission to the program. Applications and guidelines for extension and readmission are available in The Patton College Office of Student Affairs and at:

<https://www.ohio.edu/education/resources/forms.cfm>

Credit Hours

The total number of hours required for the Master's degree varies by program. The required minimum number of hours is 30 semester hours beyond the Bachelor's degree. Master's programs in Department of Teacher Education may require hours beyond the minimum.

Academic Residency

The Patton College does not currently have residency requirements for Master's degrees.

Leave of Absence Policy

If you are enrolled in a degree program but do not expect to make progress towards your degree for a period of time due to personal, medical, or professional reasons, you should request a leave of absence from the degree program prior to leaving the program temporarily. Students on an approved leave of absence may not use university resources and services or engage in consultation with faculty in an academic capacity. A leave of absence does not extend the six-year time limit of the master's degree. To request a leave of absence, you must submit a request to your advisor stating the reason for the leave and the expected duration of the leave. The Patton College Leave of Absence Policy and the form for submitting the request can be found at:

<https://www.ohio.edu/education/resources/forms.cfm>. The Patton College Master's Handbook and the Graduate Catalog provide additional information about this policy.

MASTERS PROGRAM REQUIREMENTS

All candidates for a Master's of Education degree in the Department of Teacher Education are required to advance in good standing from admission to completion of program requirements. After admission, you must complete the coursework listed in your program of study, clinical experience requirements of your program, and a capstone experience.

The following sections of this Handbook describe how to complete these requirements.

Program of Study

Your Master's advisor will guide you to develop a program of study (POS) *as soon as possible after being admitted*. It is expected that an approved program of study will be on file in The Patton College Office of Graduate Student Affairs within the first semester of initial enrollment in the Master's program and no later than the start of the second semester of enrollment. Master's



students in the Department of Teacher Education are required to purchase a Livetext account to complete course requirements. The Teacher Education POS and corresponding approval page must be filed in the PCOE Graduate Records Office of Student Affairs. The template for completing the POS is available at: <https://www.ohio.edu/education/forms>.

The official, approved POS establishes the contractual agreement regarding required courses for the Master's degree. It can only be changed by intentional action. A form entitled "Request for Change in Approved Master's Program of Study" is used for this purpose, and is available from the Office of Student Affairs in The Patton College of Education at: <https://www.ohio.edu/education/forms>.

The total number of hours to be taken in a Master's program varies by program and according to many factors. Every student is required to complete at least 30 semester hours of coursework relevant to the program beyond the Bachelor's degree. For Master's students in an Initial licensure program, the faculty advisor may require undergraduate courses to fulfill additional teaching field requirements.

Transfer of Credit

For a Master's degree program of 30 hours, a maximum of 8 semester hours are transferable. For Master's degrees longer than 30 hours, no more than 25% of total graduate credit hours required to complete the degree are transferable.

To be eligible for transfer, courses must be

1. Designated as graduate credit at the institution where taken,
2. Letter graded B or better,
3. Cannot have been used to satisfy the requirements for completion of another degree,
4. Earned within the past five years, and
5. Applicable toward a graduate degree at the institution where taken.

Credits requested for transfer cannot have been used to satisfy requirements for completion of another degree. Courses equivalent to those at OHIO cannot be transferred for credit and also be taken for credit at OHIO.

Any request for transfer of credit must be recommended by your advisor and department chair before final review and acceptance by the Dean's office, who forwards the approval to Graduate College. No letter grades will appear on your OHIO transcript for transferred courses, nor will they be calculated in your GPA. Only courses counting toward an OHIO degree are eligible to appear on the OHIO transcript as transfer credit.

There is no set limit to the number of credit hours which may be transferred for doctoral degrees; however, it is up to the discretion of the advisor whether any credits (and how many) will be accepted as transfer credit.

If a student intends to count a transfer course in their program of study, they should designate this arrangement by flagging the course on the program of study with the letter "T." Students must



submit an approved Request for Graduate Transfer of Credit form to the Graduate College, 220 R-Tech Bldg., gcadm@ohio.edu. Before the transfer can be processed, the Graduate College must receive an official transcript from the institution at which the course was completed. Courses that are transferred to the DARS are listed as having a grade of "T" rather than a letter grade.

Clinical Experiences

While most Master's degree program coursework require work that is completed in clinical settings, not all programs require formal clinical experiences. All initial and blended Master's degree programs that lead to a teaching license require clinical experiences in the form of early field experiences, a professional internship, or both. All placement for the clinical experiences, including the professional internship, will be made by the Patton College of Education.

To complete clinical experiences, Master's students must comply with the following requirements:

- Anyone representing OHIO has to wear identification. Check your program to ascertain if you need to obtain an official OHIO Patton College photo id nametag.
- Complete Bureau of Criminal Investigation and Identification (BCI) and Federal Bureau of Investigation (FBI) background checks prior to beginning clinical experiences. Current BCI and FBI background checks are required annually for the duration of enrollment at OHIO. Master's students are responsible for keeping copies of all documentation. Both BCI/FBI reports must be mailed directly from the fingerprinting agency to the Patton College of Education Student Affairs

Additional information about clinical experiences requirements are available at:
<https://www.ohio.edu/education/clinical-experiences/requirements>

Early Field Experiences

When required by the program or practicum courses, field experiences provide Master's students with opportunities to observe, teach, and work with students, teachers, and administrators in educational settings.

Professional Internship

All Initial master's degree with licensure candidates are required to complete a yearlong (two-term) professional internship (PI) in a P-20 classroom. In the first term candidates observe and teach in a classroom for a minimum of 10 hours but no more than 2 full days per week. During the second term candidates observe and teach in a classroom full-time.

Master's students must complete and submit the Professional Internship in Teaching Application (https://ohio.qualtrics.com/jfe/form/SV_3RacYTkjNGw3I5D?Q_JFE=qdg). Without this application, students will not receive information about the PI. The Patton College Guide to Successful Internship Experiences provides additional information about the PI and is available at (<https://www.ohio.edu/education/sites/ohio.edu.education/files/sites/clinical-experiences/files/Teacher-Candidate-Guide-2017.pdf>).



Capstone Experiences

All students in a master's degree program must complete a research capstone experience. The type of research capstone required varies by program and may include a Master's Research Project- Study, Master's Research Project- Portfolio, or Master's Thesis. The Master's Research Project- Portfolio option is only available to Master's with Initial Licensure program students. Consult with your faculty advisor to determine the capstone experience that is most appropriate for you. This decision should be made during the first semester of enrollment and no later than the time the Program of Study is submitted for approval.

Master's Research Project

A Master's Research Project (MRP) in the Department of Teacher Education varies by program and can take the form of a research **study** or **portfolio**. Master's students must contact their faculty advisor for information about which options are available for their program. Students who plan to complete the MRP must register for EDTE 6940 – Master's Research Project. With guidance from the faculty advisor, a student will select the type of MRP to complete early in their program, within the first semester of enrollment. For initial licensure programs, this selection must take place prior to the start of the professional internship. To successfully complete the MRP, students must maintain regular communication with the course instructor and submit an approved final study or portfolio. The faculty advisor or the course instructor will submit a completed and signed MRP approval form (Appendix A) and the first page of the plagiarism detection report.

Master's students who plan to complete the *MRP- Study* work with their course instructor or advisor to develop a research question, design a research plan, obtain Institutional Review Board approval for research with human subject (when appropriate), collect and analyze data, and write a research report. A plagiarism review is required before final approval of the MRP- Study by the chair of the Department of Teacher Education. Additional guidelines and resources for the MRP- Study are provided in Appendix B.

Master's students who plan to complete the *MRP- Portfolio* work with their course instructor or academic advisor to create a timeline towards completion of the portfolio, identify a list of program-specific teaching and assessment strategies, and determine appropriate types of evidence and artefacts. The MRP- Portfolio is not to be confused with the ePortfolio required during the Professional Internship or the Professional Teaching Portfolio required in the Curriculum and Instruction program. Additional guidelines and resources for the MRP-Portfolio are provided in Appendix C.

Master's Thesis

A student who plans to complete a Master's Thesis must register for EDTE 6950 and prepare a thesis under the guidance of his or her thesis director and a master's thesis committee. The master's thesis committee is composed of the chair/director of the thesis as well as a minimum of two additional faculty members. One of the members of the committee must be a faculty member outside the program area and will serve as the Dean's Representative. The Dean's Representative is the only committee member who has a veto power over the thesis. Guidelines for the



preparation and submission of a master's thesis area available at the TAD website: <https://www.ohio.edu/graduate/etd/>. Each semester, deadlines for the submission of the thesis for graduation are made available from the Office of Thesis and Dissertation Services (TAD) on the OHIO Graduate College website.

An oral exam is required of all students completing a thesis. The student and the chair/director, in consultation with members of the examining committee, set a time and place for the examination. The Office of Student Affairs Graduate Records Management Associate must be notified of the date, time and place at least two weeks in advance of the defense. The defense report will be generated by the office of Student Affairs Graduate Records Management and pertinent forms will be sent to all committee members. A defense announcement will be posted on the online University Events Calendar and the Patton College E-boards. Final copies of the thesis must be presented to the members of the examining committee at least two weeks before the date of the oral exam. Results of the exam are reported to the Patton College Office of Student Affairs as soon as approval is given.

Licensure and Graduation

Students in a Master's program with initial licensure are eligible to apply for a teaching license once they successfully complete all program requirements and courses listed on their POS, the State of Ohio required licensure examinations, the edTPA, and the Professional Internship in Teaching. Information about how to apply for a license is available at: <https://www.ohio.edu/education/licensure>

The Ohio Assessment for Educators (OAE)

All candidates in licensure programs must take the required assessments for educators (OAE) before graduation and will not be permitted to graduate until the scores have been received by the Office of Student Affairs located in 103 McCracken Hall. Candidates are not required to pass the OAE in order to graduate. Passing scores are required for licensure. Candidates are required to submit a complete copy of their scores at the time they turn in their application for graduation. Information about which assessment is required and how to register is available from the Office of Clinical Experiences website and from the Ohio Department of Education: <https://education.ohio.gov>.

All other candidates for a master's degree should contact their advisor to determine if an OAE is required in their program.



Appendix A: Master's Research Project Final Report

**Department of Teacher Education
Master's Research Project Final Report**

Student Name:

Date:

PID:

Project

Study

Portfolio

Title:

Project Outcome

Satisfactory

Unsatisfactory

Plagiarism Review

Complete

Printed Name

Signature

Date

Master's Research Project Advisor

Department Chair



Appendix B: Masters Research Project- Study

Requirements

With input from and subject to approval by your course instructor or faculty advisor:

1. Create a timeline for completing steps 2-10. This timeline should include when you will submit sections of your research report to your course instructor and advisor. **All work must be completed no later than the last week of classes of the semester in which you intend to graduate.**
2. Review literature on a topic of interest related to your area of licensure (minimum of 20 resources). The majority of your literature must consist of scholarly and empirical sources (e.g., books, journal articles, other publications of Specialized Professional Associations). Very limited use of websites is permitted. Use of websites must be approved by your course instructor and advisor.
3. Use your findings from the literature to develop a research question that interests you and will support growth in your practice. The research question must be approved by your course instructor and advisor prior to proceeding to next steps.
4. Design a research plan to answer the question. Your plan describes your participants and how you will select them, data and how you will collect it, and plan for analyzing the data. The research plan must be approved by your course instructor and advisor prior to proceeding to next steps.
5. Seek and obtain OHIO Institutional Review Board (IRB) approval prior to data collection if your research involves human subjects.
6. Analyze and interpret the data using appropriate standards for maintaining validity, reliability, credibility, and trustworthiness.
7. Consider how well your findings align with your understanding of the topic (based on your literature review), explain similarities and differences, and justify how your findings will inform your practice and future research
8. Write a final paper to report your work. Use the most recent APA style guidelines to format the body and references of your paper. One possible model for the paper is provided in *Outline and Elements* below. You must adhere to the guidelines provided by your course instructor and academic advisor.
9. Submit your paper for feedback from your course instructor and advisor. You may need to revise your paper or submit multiple drafts prior to receiving approval to proceed to the next step. Adhere to timeline created in Step 1.
10. Submit your final paper (Word document or pdf) to your course instructor or academic advisor who will use an approved OHIO plagiarism detection software to complete the



required plagiarism review. Your course instructor and advisor may require changes to the document prior to approving your work for final submission.

11. Your course instructor or academic advisor will share the Master's Research Final Report with the Chair of the Department of Teacher Education for approval.

Outline and Elements

Title

Abstract

The abstract is typically 50 to 150 words long. It provides a brief summary of the study

Introduction

The introduction includes a statement of the problem, background information providing a context for the research, and the purpose and rationale (including research question or hypothesis).

Background

The background provides a comprehensive review of all relevant literature relating to your study. It synthesizes previous research on all aspects of the same problem.

Method

This section describes:

- 1) The type of research you used (e.g. Action Research) and why it was appropriate for your project.
- 2) Your participants (characteristics), how they were selected, and the context of the study.
- 3) The type of data you collected including any tools that were used to collect the data. Describe any instruments that you used
- 4) Any procedures you followed to obtain data.
- 5) How you analyzed the data and what you did to ensure validity, reliability, credibility, and trustworthiness
- 6) Limitations

Results

Present your findings with supporting evidence. The way you present your findings must be appropriate for the type of research study and data you collected.

Discussion and Recommendations

Explain and interpret your findings in relation to your original questions/hypotheses and the findings of others. Include implications and recommendations for further study.

Implications for Practice



Discuss the importance of the findings for your practice as well as that of educators and related professionals

Conclusion

Using your findings, briefly describe the takeaway message from your study.

References

List the references that were cited in your paper using the most recent edition of APA style.

Appendix (optional)

Include any instruments, additional tables or figures, the IRB approval form, etc.



Appendix C: Master's Research Project- Portfolio Requirements

With input from and subject to approval by your course instructor and advisor:

1. Create a timeline for completing steps 2-10. This timeline should include when you will submit sections of your portfolio to your course instructor and advisor. **All work must be completed no later than the last week of classes of the semester in which you intend to graduate.**
2. Describe your context. Be sure to revisit the context section to add information over time.
3. Review literature about each of the required entries related to your area of licensure. Your literature must consist of a good mix of scholarly and empirical sources (e.g., books, journal articles, other publications of Specialized Professional Associations). Consult your course instructor and academic advisor for guidance about sources. Very limited use of websites is permitted. Use of websites must be approved by your course instructor and advisor.
4. Design, develop, and implement interventions (lessons, activities, assessments, etc.) that can be used to document your practice for each entry type.
5. Begin collecting artefacts for each entry and use your findings from the literature to analyze each artefact to determine how it reflects best practice and areas for improvement. Develop and implement new interventions as necessary. Consult with your course instructor and advisor prior to proceeding to next steps.
6. Repeat steps 4 and 5 until you have enough artefacts or until you are satisfied with your performance.
7. For each entry, write a 1,000-word paper in which you critically reflect on your developing knowledge, skills, and dispositions, and how your practice supports the diverse needs of your students. Each paper must cite pedagogy, research, and theory you learned during the program (#3). Use the most recent APA style guidelines to format your reflective papers.
8. Write your teaching philosophy statement using what you learned about best practices from the literature and how you have (or will) enact them in your practice. Use the most recent APA style guidelines to format your statement.
9. Submit your portfolio entries and teaching philosophy statement for feedback from your course instructor and advisor. You may need to revise your work or submit multiple drafts prior to receiving approval. Adhere to timeline created in Step 1.
10. Submit your final portfolio to your course instructor or academic advisor. Additionally, submit your reflective papers and teaching statement (Word document or PDF) to your course instructor or advisor who will use an approved OHIO plagiarism detection software to



complete the required plagiarism review. Your course instructor or advisor may require changes to your portfolio prior to approving your work for final submission.

11. Your course instructor or advisor will share your Master's Research Project Final Report with the Chair of the Department of Teacher Education for approval.

Elements and Outline

The MRP- Portfolio capstone requirement is a *learning portfolio*. It provides an opportunity for you to synthesize what you have learned in the Master's program, show your growth over time, and document the evidence-based practices that you used to support engaged, high cognitive demand, and culturally responsive student learning. The portfolio consists of four parts: Context, Entries, and Teaching Philosophy, and References.

Part A – Context

Set the stage for your portfolio by describing your experience in the program, your internship teaching context (e.g., district, school, classroom), and any other circumstances that you believe impacted your performance in the program.

Part B – Entries

Portfolio entries consist of *artefacts and reflective papers* that showcase growth in your knowledge of students and their subject-specific understandings, teaching strategies, and assessment. Entries also showcase your development as a leader-educator who uses their prior experiences and knowledge of subject matter to develop meaningful curriculum.

- Artefacts can be lesson plans, assessments, videos, papers, or other projects. They document different elements of your practice and should be selected from different points in your program (e.g., summer, early, fall, spring).
- Reflective papers **describe** how the artefacts represent a particular type of entry, **analyze** your developing knowledge, skills, and dispositions, and **critically discuss** how your practice supports the diverse needs of your students in light of pedagogy, research, and theory you learned during the program. Each reflective paper should be approximately 1,000-words long.

Your portfolio will consist of 6 entries. Use the guiding questions to select and include **at least 3 artefacts and one reflective paper** for each of the following areas. Artefacts can be used in more than one entry to highlight a different element of practice.

- **Relationships and Leadership:** What activities have contributed to your development as a professional and a leader? What kinds of relationships have you developed with your students, mentor teachers, other professionals at your school, community-members/organizations, and faculty/staff at OHIO?



- **Students:** What did you learn about your students, their ideas, and how they learn (subject matter, generally)?
- **Content and Curriculum:** What did you learn about your content and content-specific curricula and how you can use them to support student learning?
- **Teaching Strategies:** What did you learn about planning and subject-specific instructional strategies?
- **Equity, Diversity, and Justice:** How did you intentionally create safe, culturally responsive, and challenging learning environments?
- **Assessment:** What did you learn about different types of formative and summative assessments? How did you intentionally use them in your classrooms to showcase student learning?

Part C – Teaching Philosophy

A teaching philosophy communicates your beliefs about and orientations towards teaching and learning. It emerges as a result of synthesis, evaluation and critical reflection focused on your professional knowledge and experiences with teaching and learning (described in Part B). To formalize this emerging philosophy, write a 1,000-word paper in which you share your core ideas about effective teaching and learning in the context of your discipline; your role as a teacher; the goals/values/outcomes that you have for students; and your goals for continual engagement in the profession. An important characteristic of a teaching philosophy is that it also explains why you hold those ideas and beliefs by referencing pedagogy, research, and theory you learned during the program.

Part D – References

List the references that were cited in your portfolio using the most recent edition of APA style.

