Department of Literacy Studies, English Education, and History Education

Master of Arts in Education (MAEd)
Reading Education

Graduate Program Handbook

2017-2018

Welcome

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

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

Dr. Katherine Misulis
LEHE Chair
Associate Professor

Dr. Elizabeth Swaggerty
LEHE Graduate Director
Advisor, MAEd Reading Ed

Dr. Todd Finley
Advisor, MAEd C&I English Ed

Dr. Allen Guidry
Advisor, MAEd C&I History/Social Studies Ed

The East Carolina University Creed

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

As an East Carolinian,

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

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

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Receipt of Handbook Verification Form

I _____ (print name), have received a copy of the

Literacy Studies, English Education, and History Education (LEHE) Graduate Programs

Handbook for the academic years 2017-18. I understand that I am responsible for

understanding the information contained in this handbook and I will abide by the

guidelines and procedures, as stated in this handbook. I also understand that the LEHE

Department strives to make the information in this handbook as timely and accurate as

possible and that the LEHE Department makes no claims, promises, or guarantees

about the accuracy, completeness, or adequacy of the contents, and expressly

disclaims liability for errors and omissions in the contents. I understand that this

handbook is not a contract between the University and students and that the University

reserves the right to make changes to the content of this handbook without notice to

students. Information should be confirmed with the current ECU Graduate Catalog and

website.

Signature _____   Date _____

Master of Arts in Education (MAEd)

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

MAEd in Reading Education

The 39-semester hour Master's Degree in Reading Education degree program offers the opportunity for advanced study in literacy education. Candidates explore current reading research, assessment and diagnosis of reading difficulties, management and oversight of literacy programs, and develop action research projects related to an area of interest. Nine hours of study are selected from a variety of literacy related courses including library science, gifted education, digital literacy/technology integration, and teaching English as a second language. Completion of the program results in eligibility for K-12 reading specialist licensure. The degree program may be completed on a part-time or full-time basis and all courses are online. An initial teaching license is required to apply and some individuals may need to take prerequisite courses in reading methods in order to be accepted to the program.

http://www.ecu.edu/cs-educ/lehe/read/MAEd_Reading_Ed.cfm

Department Faculty

Department Faculty Member Profiles and Contact Information:

http://coeweb.ecu.edu/Directory/lehe/

Katherine Misulis, Associate Professor of Reading Education, LEHE Dept. Chair

Terry Atkinson, Associate Professor of Reading Education

Tanya Cannon, Teaching Instructor, Reading Education

Johna Faulconer, Associate Professor of Reading Education, LEHE Associate Chair

Todd Finley, Associate Professor of English Education, English Education Advisor

Allen Guidry, Associate Professor of History Education, History Education Advisor

Christy Howard, Assistant Professor of Reading Education

Ran Hu, Associate Professor of Reading Education

Lanette Moret, Teaching Instructor, Reading Education

Mikkaka Overstreet, Assistant Professor of Reading Education

Caitlin Ryan, Associate Professor of Reading Education

Elizabeth Swaggerty, Associate Professor of Reading Education, LEHE Department
Graduate Coordinator, Reading Education Advisor

Anne Ticknor, Associate Professor of Reading Education

Accreditation

The educator preparation programs at ECU are accredited by NCATE/CAEP and approved by the North Carolina Department of Public Instruction. For information about all of the College of Education's accreditations, see http://www.ecu.edu/cs-educ/oaa/index.cfm

Academic Requirements

The ECU Graduate Catalog is the official document describing program requirements and university regulations. Access it here: http://catalog.ecu.edu/index.php.
See this link for the MAEd Reading Education section of the ECU Graduate Catalog:
http://catalog.ecu.edu/preview_program.php?catoid=13&poid=3035

Admission

MAEd Reading Education applicants must submit the following materials to be considered for acceptance:

1. Complete online application: http://www.ecu.edu/cs-acad/gradschool/Apply-Landing-Page.cfm

2. Official college/university school transcript(s)

3. Graduate Record Examination (GRE) OR Miller Analogies Test (MAT) scores

4. Statement of Purpose that serves as a professional writing sample, provides convincing evidence of the candidate's suitability for graduate study, and describes the candidate's potential for success in one's chosen area. The following may be included:

- Description of candidate's professional background;
- Description of why and how experiences align with the graduate program;
- Description of how or what the candidate hopes to contribute to the program and classmates;
- Description of candidate's short and long term professional goals.

5. Copy of current initial teaching license

6. Three professional references/ recommendations from employers, professors, and other people who have witnessed the candidate's work with students

Although there is a "rolling admissions" process, candidates are encouraged to adhere to the following application deadlines.

Desired Starting Semester	Application Deadline
Fall	June 1st
Spring	October 15th
Summer Session 1	March 15th
Summer Session 2	May 1st

Academic Regulations, Policies, and Standards

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

Course Credit

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

Grade Appeals

http://catalog.ecu.edu/content.php?catoid=13&navoid=1011#graduate-student-grade-appeals

Grading System

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

Graduate School Appeals

http://catalog.ecu.edu/content.php?catoid=13&navoid=1011#graduate-student-grade-appeals

Maintain Good Academic Standing

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

Readmission

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

Removing Incompletes

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

Residence Requirement

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

Time Limitations (completing degree)

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

Transfer Credits

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

Withdrawal

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

General Information for LEHE Graduate Students

Pirate ID

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

Last name: Doe

First initial(s): ja for James (or additional letters of the first name)

Year entered ECU: 2010 (year first admitted)

Pirate id: doeja10

Banner ID

ECU has developed an ID system for all faculty, staff and students to replace the use of Social Security numbers. This system was developed to better protect your identity and confidential information and to comply with the Identity Theft Protection Act. Upon

admission to the university, all students are assigned a unique "ECU ID" or "Banner ID" that identifies you as an ECU student. All ECU IDs begin with the letter B followed by 8 digits. Your ECU ID will be included in your acceptance letter. Keep your ECU ID handy at all times throughout your graduate studies and include it in all correspondence with your advisor.

Example: B01234567

ECU e-mail Address

The ECU Piratemail e-mail account is your official channel of communication when contacting the university. Use this account when e-mailing anyone at ECU. Furthermore, ECU faculty, advisors, graduate school representatives, etc. will use this email address to communicate important information to you. Example of ECU Email account: doej10@students.ecu.edu

To access your Piratemail account via the Web, go to https://mymail.ecu.edu/ and enter your Pirate ID and Passphrase. (If you have not done so, visit the ITCS web site to activate your Pirate ID, http://www.ecu.edu/cs-itcs/ithelpdesk/pirateid.cfm)

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

Pirate Port

Pirate Port allows access Banner Self-Service (registration), Pirate Drive, Tuition Payment, etc.

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

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

Graduate Catalog

The Graduate Catalog is the ultimate authority regarding expectations and information related to your graduate program. When seeking the answer to any question that may arise, you should first consult the current Graduate Catalog. To access the current Graduate Catalog, from the dropdown, select the current year and "graduate catalog."
http://catalog.ecu.edu/index.php

Academic Calendar

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

Course Platform: Blackboard

Blackboard (https://blackboard.ecu.edu/) is the gateway for courses and allows faculty to add resources for students to access online. To get to know Blackboard, login and select the "My Courses" tab at the top of the page, and then select DE Orientation: Distance Education.

Textbooks

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

Degree Works

http://www.ecu.edu/cs-acad/registrar/degreeworks.cfm

Degree Works is a web-based application that allows students to view their progress towards degree completion. It outlines degree requirements including: degree, major, concentration and minor requirement, courses completed, courses in progress, and courses needed. Students should review their Degree Works Audit each semester and communicate missing or incorrect information to their advisor. Missing or incorrect information must be corrected at least one semester prior to graduation.

Identification

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

Graduate Assistantships

The Department of Literacy Studies, English Education, and History Education strongly encourages all full-time (registered for 9 hours per semester), regularly admitted graduate students to consider graduate assistantship positions within the department. General information regarding graduate assistantships can be found here: http://catalog.ecu.edu/content.php?catoid=11&navoid=821

To secure a graduate assistantship within the Department of Literacy Studies, English Education, and History Education, interested students should email a letter of interest, the Graduate Assistantship Application for the College of Education (below), and a current resume to the department administrative assistant. See current listing: http://coeweb.ecu.edu/Directory/lehe/

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

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

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

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

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

5. Ability to assist in data collection (preferred)

6. Ability to assist in data input (preferred)

7. Knowledge of quantitative and qualitative analysis (preferred)

8. Microsoft Word experience in creating documents and tracking changes

9. Excel experience creating graphs and entering data

Tuition & Financial Aid

Tuition Payment

Visit www.ecu.edu/cashier for information about the Cashier's Office, including Tuition and Fees and Important Information about Methods of Payment. You may access your student account, including tuition, fees, and financial aid details, through Pirate Port. East Carolina University's Electronic Billing (eBill) system is the official means of generating tuition bills to enrolled students. ECU does not mail paper bills to students. Students will receive email notifications from cashier@ecu.edu to their student email when a new billing statement is available online. Students can gain access to the eBill system through Pirate Port. If additional charges are incurred after an eBill statement has been generated, it is the student's responsibility to monitor their financial account through the eBill system to ensure that there are sufficient financial aid/resources and/or payment to cover all charges. Important dates for late fees and schedule cancellations are on the University's Academic Calendar.

Financial Aid

The Office of Financial Aid will assist you in learning about financial planning, what aid is available to you, and how to apply for aid. In order to qualify for financial aid you must take at least 5 hours per semester (or across both summer sessions) for the term you are borrowing funds. If you are taking two courses one term and plan to take one course the second term, make sure you borrow enough during the two-course term to cover the

second term. Non-degree students do not typically qualify for financial aid. Dropping courses may result in overall lower costs, which may trigger the Office of Financial Aid to recall some of their awards (you'll have to pay it back now). Additionally, ECU offers a 5-pay interest-free installment plan each Fall and Spring semester. The 5-pay plan runs from June through October for the Fall semester and November through March for the Spring semester.

http://www.ecu.edu/cs-acad/financial/

Textbook Loan Program

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

College of Education Scholarships

The College of Education offers more than$500,000 in scholarships each year ranging from $250 to more than $5,000 a year. This scholarship process will allow you to apply for all scholarships offered by the College of Education for which you are eligible.

http://www.ecu.edu/cs-educ/odc/scholarships.cfm

Student Services

Advising

Your assigned academic advisor will help you clarify your academic goals and develop a long-term plan of study to meet the requirements of the degree. The developmental sequence of courses, prerequisites, course load, electives, and course availability should be considered when creating plans of study. Review and save the course check sheet for your degree, download a copy of each semester's University Academic Calendar from the ECU website and note all important dates, including the date by which tuition must be paid so your class schedule is not canceled. Maintain communication with your

advisor each semester. For a list of available online courses, visit the Graduate Catalogue and select "courses." http://catalog.ecu.edu/index.php Keep in mind that a three-hour graduate course typically demands approximately nine hours of work per week, so you do not want to overload your schedule.

LEHE Advising Website: http://blog.ecu.edu/sites/lehe/

Registration

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

Student Resources

Student Counseling Services

ECU has several locations for personal counseling services for students.

http://www.ecu.edu/counselingcenter/

ECU Writing Center

The University Writing Center provides students with free writing consultations in which a consultant will work closely with students on specific writing skills at any stage of the writing process. Face-to-face and virtual appointments are available.

http://www.ecu.edu/cs-acad/writing/uwc/

Information Technology & Computing Services (ITCS)

The ITCS department houses the help desk for all technology including ECU email, passphrases, difficulties with online technologies, and personal laptops (if in Greenville). Much of their assistance can be done online or remotely.

http://www.ecu.edu/itcs/

Teaching Resources Center

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

http://www.ecu.edu/lib/trc/

The ScholarShip

ScholarShip is ECU's Institutional Repository. ScholarShip allows you to submit your work and view the work of others. Department of Literacy Studies, English Education, and History Education ScholarShip Repository Link:

http://thescholarship.ecu.edu/handle/10342/17

Research & Creative Achievement Week

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

http://blog.ecu.edu/sites/rcaw/

Academic Integrity

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

> "Academic integrity is expected of every East Carolina University student. Academically violating the Honor Code consists of the following: cheating - the giving or receiving of any unauthorized aid or assistance or the giving or receiving of unfair advantage on any form of academic work; plagiarism - copying the language, structure, ideas, and/or thoughts of another and adopting those as one's original work; falsification - statement of untruth, either verbal or written, regarding any circumstances relating to academic work; and attempting any act which if completed would constitute an academic integrity violation as defined above. No student may drop the involved course or withdraw from school prior to resolving an academic integrity charge.
>
> Procedures governing academic integrity violations are described in the *East Carolina University Student Handbook*. Students are encouraged to speak with their professors or contact the Office of Student Rights and Responsibilities if they have questions regarding this policy."

Moreover, ECU has an Honor Code that informs and guides student behavior. And specifically, there is an additional statement for DE students. http://www.ecu.edu/cs-acad/DEOrientation/honorcode.cfm.

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

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

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

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

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

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

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

I,_____, accept the Honor Code of East
       Print your full name

Carolina University. I pledge not to cheat, steal, lie, or attempt to cheat, steal, or lie while enrolled at East Carolina University.

_____   _____
Signature   Date

Graduation

MAEd in Reading Education Requirements for Graduation

MAEd READ candidates are eligible to graduate when they have completed at least 39 approved graduate credits and the GPA is at least 3.0. Candidates should check Degree Works audit (via Pirate Port) to view progress toward meeting graduation requirements. Candidates must be enrolled in at least one semester hour during the semester/session during which they plan to graduate.

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

1. Complete and pass Graduate Evidence Portfolio in Taskstream (for explanation and details see program requirements in "Program Requirements" section below)
2. Complete and pass the Reading Program Portfolio in TaskStream (for explanation and details see program requirements in "Program Requirements" section below)

If you are unsure as to whether you have met requirements to complete the degree, consult your advisor and/or contact the Registrar's Office at 252-328-6524 or email at regis@ecu.edu.

Applying to Graduate

Candidates must apply to graduate via Pirate Port (https://pirateport.ecu.edu/portal/) the semester before they plan to meet graduation requirements. If students are dual-degree or graduating with certification and degree then they will have to submit a separate application for each degree/certification they will be receiving. University Registrar graduation protocols and procedures can be found at: http://www.ecu.edu/cs-acad/registrar/Graduation-Information.cfm

Graduation Application Deadlines

Spring Term: February 1

Sumer Term: April 1

Fall Term: September 15

Commencement Ceremonies

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

Transfer Credit

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

State Licensure and Teacher Certificate Forms

Educators completing requirements for a NC license access the NCDPI's Online Licensure System. See: http://www.ecu.edu/cs-educ/OTE/licensureupgradingforms.cfm Educators access the online system at https://vo.licensure.ncpublicschools.gov. On the lower left hand corner, click on NCDPI Registration under the shaded green phrase, "Educator Registration."

Important points to remember when applying for NCDPI license:

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

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

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

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

Grievance and Complaint Procedures

Category	Resource
Appealing a Grade	Graduate Student Grade Appeals: http://catalog.ecu.edu/content.php?catoid=13&navoid=1011#graduate-student-grade-appeals Academic Grade Appeals Procedure: http://catalog.ecu.edu/content.php?catoid=13&navoid=1011#graduate-student-grade-appeals
Appealing of All Decisions (except appeal of grade)	Graduate students may appeal adverse academic actions and decisions taken or made by graduate faculty or graduate program directors concerning unsatisfactory performance on comprehensive assessments, imposition of academic probation for reasons other than insufficient grade point average, application of Graduate School or university academic policies, or academic dismissal from the graduate program for reasons other than insufficient grade point average. See: http://catalog.ecu.edu/content.php?catoid=11&navoid=812#Graduate%20School%20Appeals%20Procedure (a.) Regarding student disciplinary matters, contact the ECU Division of Student Affairs at http://www.ecu.edu/studentaffairs/. (b.) Regarding discrimination or harassment, contact the Office for Equity and Diversity at http://www.ecu.edu/edc/.
Privacy of Student Educational Records	http://catalog.ecu.edu/content.php?catoid=13&navoid=1011#Student_Educational_Records
Refund Policy	http://catalog.ecu.edu/content.php?catoid=13&navoid=975#Refund_Policy
Current Notice of Non-discrimination	Link to Comprehensive University Non-discrimination Policy: http://www.ecu.edu/cs-acad/oed/policies.cfm Link to Complaint Form: http://www.ecu.edu/cs-acad/oed/grievance-form.cfm
Grievance procedures for sexual harassment,	Link to Comprehensive University Non-discrimination Policy: http://www.ecu.edu/cs-acad/oed/policies.cfm Link to Complaint Form:

discrimination and conflicts of interest	http://www.ecu.edu/cs-acad/oed/grievance-form.cfm
Policies for Racial and Ethnic Harassment	Link to Comprehensive University Non-discrimination Policy: http://www.ecu.edu/cs-acad/oed/policies.cfm Link to Complaint Form: http://www.ecu.edu/cs-acad/oed/grievance-form.cfm
Policies related to Sexual Orientation	Link to Comprehensive University Non-discrimination Policy: http://www.ecu.edu/cs-acad/oed/policies.cfm Link to Complaint Form: http://www.ecu.edu/cs-acad/oed/grievance-form.cfm
Policies related to religious accommodation	Link to Comprehensive University Non-discrimination Policy: http://www.ecu.edu/cs-acad/oed/policies.cfm Link to Complaint Form: http://www.ecu.edu/cs-acad/oed/grievance-form.cfm
Disability accommodation grievance procedures	Link to Comprehensive University Non-discrimination Policy: http://www.ecu.edu/cs-acad/oed/policies.cfm Link to Complaint Form: http://www.ecu.edu/cs-acad/oed/grievance-form.cfm
Unlawful workplace harassment	Link to Comprehensive University Non-discrimination Policy: http://www.ecu.edu/cs-acad/oed/policies.cfm Link to Complaint Form: http://www.ecu.edu/cs-acad/oed/grievance-form.cfm
Grievances against ECU Faculty and Staff	Link to Complaint Form: http://www.ecu.edu/studentaffairs/dos/student-grievances-inquiries.cfm

Department of Literacy Studies, English Education, and History Education Records Retention & Destruction Standard Operating Procedure

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

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

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

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

5.   Student academic records in the Department of Literacy Studies, English Education, and History Education are kept in paper form in an academic folder in a locked file room in the departmental main office – for the timeframe outlined above.

6.   These standard operating procedures will be published yearly in the academic handbooks of the department and on an ongoing basis on the departmental website

www.ecu.edu/csd. Records retention will also be discussed annually at department orientations for incoming students.

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

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

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

MAEd READ Program Requirements

Pre-requisite Courses

The MAEd in Reading Education Degree program is an advanced study program, thus foundational knowledge in reading education is required for success in coursework. Pre-requisite courses are sometimes required if a candidate earned an undergraduate degree in an area other than elementary or special education that did not require reading education courses (e.g., Secondary English Education). In most cases, candidates will take courses in K-2 Reading Education and/or Grades 3-6 Reading Education for graduate credit.

Courses

The MAEd READ Degree is a **39 semester credit hour** program with **13 courses**.

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

6 Required Reading Education Courses (18 hours), which should be taken in the following order: READ 6418 (Reading: the Learning Bases); READ 6421 and READ 6422 (Diagnosis sequence); READ 6406 and READ 6407 (Action Research sequence); and READ 6430 (Organization of Reading Programs).

3 Reading Elective Courses (9 hours): Candidate selects 3 courses in consultation with the advisor.

Area	Course Number	Course Title (or Product)	Credit Hours	Prerequisite
Required Professional Core Courses 12 semester hours	EDUC 6480 or EDUC 6482, or SCIE 6500	Introduction to Research or Trends/Issues in Educational Research for Practitioners	3	None
	EDUC 6001	Intro to Differences in Human Learning in Schools	3	None
	SPED 6002	Addressing Differences in Human Learning in Schools	3	None
	ELEM 6550, **or** ADED 6550, **or** LEED 6000	Leadership & Communication	3	None
Required Reading Education Core* 18 semester hours	READ 6418	Reading: The Learning Bases	3	None
	READ 6421 (**or** READ 6431)	Clinical Procedures & ID & Eval. of Reading Disabilities (or The Teaching of Basic Reading Skills to Adults)	3	READ 6418
	READ 6422 (**or** READ 6432)	Remediation of Reading Difficulties (or Internship in the Teaching of Reading to Adults)	3	READ 6421
	READ 6430	Organization & Mgmt. of Reading Programs	3	EDUC 6480 or EDUC 6482, READ 6422
	READ 6406	Preliminary Investigations in Literacy Education	3	EDUC 6480 or EDUC 6482
	READ 6407	Investigations in Literacy Education	3	READ 6406
Electives/ Courses for Related Study 9 semester hours OR Thesis Option	3 courses* (see list below)	Suggested Areas: Reading & Classroom Teaching; Reading Specialist; Adult Literacy; ELL; or Combination	3 per (total= 9)	Varies
Culminating Product		Reading Program Portfolio (Including Final Synthesis Essay)		
TOTAL			**39**	

Suggested Reading Electives (Courses for Related Study):
ADED 6379-Issues & Strategies for Adult Literacy
EDTC 5010-Computers in Education
EDTC 6035-Integrating Technology into English/Language Arts, Social Studies, Information Skills Curriculum
EDTC 6070-Digital Literacy for 21st Century Classrooms
EDTC 6139-Selection and Integration of Multimedia for PreK-12 Schools
ELEM 6400-Advanced Assessment and Teaching in the Elementary Grades
LIBS 6060-Using the World Wide Web for Research
LIBS 6133-Materials for Early Childhood
LIBS 6135-Books and Other Media for Children and Young Adults
LIBS 6160-The Art of Storytelling
READ 5316- Applied Phonics*
READ 5317-Reading in the Junior and Senior High School*
TESL 6100-Planning, Implementing and Managing ESL Instruction
TESL 6200-Culture and Language in ESL Instruction
TESL 6300-Assessment in ESL Instruction
TESL 6500-Professionalism & Evidence-Based Accountability (must have completed TESL 6100, 6200 or 6300 first OR special permission of Graduate Director)

Additional MAEd READ Degree Requirements

In addition to coursework, candidates must complete portfolio requirements. TaskStream is the assessment and management system used to collect and document candidate performance in all teacher education programs. The paragraphs that follow describe the program completion requirements within the MAEd-READ program. Submitting the designated evidences indicated in courses is required to maintain good standing in courses/program and is required by the North Carolina Department of Public Instruction in order to acquire an M-level teaching license after completing ECU's Master of Arts in Education degree.

Students will describe learning and growth for READ faculty members and accrediting organizations by creating two portfolios within TaskStream: (1.) Graduate Evidence Portfolio and (2.) Reading Program Portfolio. Both are described below.

1. MAEd Reading Education Graduate Evidence Portfolio

The Graduate Evidence Portfolio (GEP) is a requirement for licensure and program completion. MAEd READ students should enroll in the MAEd in Reading Education GEP (enrollment code: readgep) to submit the three evidences. Select the course instructor for each course as the evaluator. MAEd READ Candidates are responsible for submitting and passing all three evidences.

> Graduate Evidence 1- ELEM/ADED 6550 (Leadership & Communication Skills in Education)
>
> Graduate Evidence 2- EDUC 6001 (Intro to Differences in Human Learning in Schools)
>
> Graduate Evidence 3- Action research capstone project (READ 6407)

2. Reading Program Portfolio

MAEd READ students are responsible for maintaining a **Reading Program Portfolio** (enrollment code: maedread) in which they upload a biosketch, designated major

assignments, and corresponding final reflective narratives from MAEd-READ courses (see list below). Another Reading Program Portfolio requirement is a **presentation**. Students lead a presentation about their action research proposals to READ faculty members during the semester in which they take READ 6406. During the semester students graduate, they submit a **final synthesis paper**. This culminating final essay provides students with an opportunity to reflect upon their graduate experience and draw new comprehensive conclusions about their professional growth as a literacy researcher, leader, and practitioner.

Assignments to be completed and evaluated within the Reading Program Portfolio for each READ course:

READ 6418 – Biosketch, K-12 Literacy Inquiry Paper, Final Reflective Narrative

READ 6406 – Action Research Proposal Presentation

READ 6407 – Action Research Paper, Final Reflective Narrative

READ 6421 – Home School Partnership Project (A&B), Word Study Teaching Assignment, Final Reflective Narrative

READ 6422 – Case Study Design and Implementation, Final Reflective Narrative

READ 6430 – Inservice Plan and Implementation, Reading Program Personnel Interview, Final Reflective Narrative

*Note: Failure to meet requirements on assignments within the reading program portfolio and/or the Reading Education GEP will jeopardize status in the MAEd READ program and graduation eligibility.

MAEd READ Graduate Teacher Standards

The MAEd READ Graduate Teacher Standards reflect the standards that students are responsible for mastering throughout the program:

http://blog.ecu.edu/sites/lehe/files/2015/08/MAEd_READ_Graduate_Teacher_Standards_6-2017.pdf

Sample MAEd READ Curricula Plan

Below are *possible* long term plans of study. Each plan has a different semester start, which impacts the graduation date. Starting during the Fall semester typically results in completion of the MAEd-READ program in approximately 3 years. Starting in the Spring semester typically results in completion of the program in approximately 2 years plus one semester. Starting during the Summer Sessions typically results in completion of the MAEd-READ program in 2 years. Choice of electives also impacts length of program study. These plans are subject to change depending on several factors: electives/courses for related study, full-time/part-time status, course sequence and availability, and financial aid. Communicate with your advisor to ensure your plan is feasible. The following plans provide a basic outline of when courses are typically offered and how start dates can impact anticipated graduation dates.

Professional Core for MAEd Degrees
Required Reading Education Courses
Reading Electives
*Practicum Required

Summer 1 Start
Summer 1: ELEM 6550
Summer 2: READ 6418
Fall: READ 6421* and EDUC 6001
Spring: READ 6422* and SPED 6002
Summer 1: EDUC 6482
Summer 2: Reading Elective
Fall: READ 6406* and Reading Elective
Spring: READ 6407* and Reading Elective
Summer 1: READ 6430

Summer 2 Start
Summer 2: READ 6418
Fall: READ 6421* and EDUC 6001
Spring: READ 6422* and SPED 6002
Summer 1: ELEM 6550
Summer 2: EDUC 6482
Fall: READ 6406* and Reading Elective
Spring: READ 6407* and Reading Elective
Summer 1: READ 6430
Summer 2: Reading Elective

Fall Start
Fall: ELEM 6550 and Reading Elective
Spring: EDUC 6001 and Reading Elective
Summer 1:
Summer 2 READ 6418
Fall: READ 6421* and SPED 6002
Spring: READ 6422* and EDUC 6482
Summer 1: Reading Elective
Summer 2:
Fall: READ 6406*
Spring: READ 6407
Summer: READ 6430

Spring Start
Spring: EDUC 6001
Summer 1: Reading Elective
Summer 2: READ 6418
Fall: READ 6421* and SPED 6002
Spring: READ 6422* and EDUC 6482
Summer 1: ELEM 6550
Summer 2: Reading Elective
Fall: READ 6406* and Reading Elective
Spring: READ 6407*
Summer: READ 6430

Advising Guide

Click here for the most recent version of the MAEd READ Advising Guide. This
document details start date, long term plan, course sequence, and elective
considerations.

Course Availability

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

Program Completion Time Limit

The time limit for completing a degree program is 6 years.

Leave of Absence

Any student who does not take classes during a regular semester (fall/spring) must notify the graduate coordinator and reapply to the Graduate School in order to reactivate his/her status as a graduate student and access to his/her ECU email account. If the leave is less than three years, no new application fee is required. If leave if three years or more, a new application must be submitted for consideration. http://catalog.ecu.edu/content.php?catoid=11&navoid=774#Leave_of_Absence_and_Readmission

Additional Reading Education Resources

ECU MAEd READ Website
http://www.ecu.edu/cs-educ/lehe/read/MAEd_Reading_Ed.cfm

ECU LEHE Department Advising Website
http://blog.ecu.edu/sites/lehe/

ECU Reading Education Faculty
http://coeweb.ecu.edu/Directory/lehe/reading-education/

ECU Reading Education Twitter
https://twitter.com/ECURead?ref_src=twsrc%5Etfw

ECU Reading Education Facebook
https://www.facebook.com/groups/322147854516913/

Reading/Literacy Professional Organizations
International Literacy Association (ILA): Members of this major reading association get a subscription to a journal of your choice: *The Reading Teacher*, *The Journal of Adolescent and Adult Literacy*, or *Reading Research Quarterly*. http://www.reading.org/general/Membership.aspx
North Carolina Reading Association (NCRA): This is the state affiliate of the International Literacy Association. There is a conference each spring in Raleigh – it is a wonderful opportunity. If you're currently teaching, ask your principal if he or she will support your attendance.

Tar River Reading Council (TRRC): This is the local affiliate of the International Literacy Association, in the Pitt and Beaufort Co. area. This council has workshops and outreach opportunities. If you join TRRC, you're automatically a member of the North Carolina Reading Association.

National Council of the Teachers of English (NCTE): This is a great organization that is geared more toward intermediate, middle, and high school.

North Carolina Association for the Education of Young Children (NCaeyc): The North Carolina Association for the Education of Young Children (NCaeyc) is the state affiliate of the National Association for the Education of Young Children (NAEYC). They are a membership association for anyone who is concerned with the development and education of children ages birth through eight. Among other benefits, student membership includes five annual issues of *Young Children* or *Teaching Young Children*, and five annual digital issues of *Young Children* or *NEXT for Young Children*.

Appendix

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

Alphabetical assignments to student last names		
Barco, Jaquila	M, N, O	Barcoj16@ecu.edu
Battle, LaToya	C, F, G, T	BattleL16@ecu.edu
Collins, J. Doug	Y & Federal Programs	CollinsJoh@ecu.edu
Dant,Roselyne	U, X	DantR@ecu.edu
Earlosky, Jaryd	B, D, L, P	Earloskyj@ecu.edu
Evans, Jeff	A, R, S	EvansJe@ecu.edu
Harris, Sherell	I & Study Abroad	HarrisY@ecu.edu
Jarman, Laura	K & Scholarships	JarmanL14@ecu.edu
Jones, Ginger	J, V	JonesGi@ecu.edu
Purvis, Marian	E, H, W	PurvisMa@ecu.edu
Summerlin,Deana	Q, Z, & Med/Dental Programs	Summerlind@ecu.edu
White, Brandon	New Counselor	WhiteB17@ecu.edu

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