MASTER OF ARTS IN TEACHING HANDBOOK
For
Faculty and Candidates

A Resource Guide:
Answers to Questions Regarding the MAT

Prepared by the SFR Faculty
2015-2016
For Summer 2015 Cohort
Preface

The purpose of this publication is to provide you an instant resource to answer questions regarding the Master of Arts in Teaching degree program. This is a unique program that varies from the traditional path many candidates experienced during undergraduate coursework, which might cause more questions than usual.

Many staff members are available to assist you during the degree program, including the Coordinator of the MAT Program, Dr. Groves. The MAT Office is located in Hill Hall 207E in the Reading, Foundations and Technology department office. Questions or requests for assistance regarding the degree program should be directed to the MAT Academic Advisor. The Director of Student Services/Certification Officer is located in Hill Hall 200. Questions regarding certification, including provisional teaching certificates, should be directed to that office. Many of the courses in the MAT program are taught by Secondary, Foundations and Research (SFR) faculty in the Reading, Foundations and Technology department. Questions regarding specific course content should be directed to the instructor of record for that course. Do not hesitate to contact the program advisor whenever you need assistance.

While this Resource Guide attempts to answer many of your questions regarding the MAT program, other resources are found on the Missouri State University website. Many useful links have been embedded in this document and additional resources are found in Appendix A.

Our hope is that you have a wonderful experience in the MAT program while you prepare for a meaningful career in education that will make a positive difference the lives of the secondary students you will teach.

Fred H. Groves, Ph.D.
Coordinator, Master of Arts in Teaching
Department of Reading, Foundations, & Technology
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FREQUENTLY ASKED QUESTIONS

- **What are the candidate qualifications for admission into the MAT program?**

  Any individual who wishes to become a teacher and holds an undergraduate degree or a related undergraduate degree in the area of certification may qualify for admission into the MAT program. The individual must have extensive work experience in an area related to the area of certification. Exceptions to these qualifications may be made in high need certification areas, for individuals already holding a teaching position on a provisional certificate, or individuals with unique or extensive experiences in or related to the area of certification. The candidate must have a 2.75 overall cumulative GPA and a 3.00 content area GPA to enter the program and maintain a 3.00 graduate GPA in the program in order to graduate.

- **When can a candidate apply to the program?**

  One can apply at any time of the year. Courses can begin in the fall, spring, or summer semesters. The MAT Cohort with sequenced courses begins in the summer.

- **How do I apply to the MAT program?**

  The process is relatively simple; just follow the steps listed below. These steps can be found online at [http://education.missouristate.edu/mat/AdmissionReq.asp](http://education.missouristate.edu/mat/AdmissionReq.asp). If you have questions or need assistance, contact the MAT Academic Advisor in Hill Hall 207E, (417) 836-6769.

  o Request a transcript analysis from the Teacher Certification Office specifying the area of Secondary Education you wish to teach by using this website [http://www.missouristate.edu/certification/application.htm](http://www.missouristate.edu/certification/application.htm) (Hill Hall 200B, (417) 836-8772).

  o After you receive your Transcript Analysis from the Teacher Certification Office and have met with an advisor, apply to the Graduate College. When applying to the Graduate College, apply to "Teaching, Master of Arts" (for Springfield), "Teaching, Master of Arts - Joplin", or "Teaching, Master of Arts - West Plains".

  o If you are a **Missouri resident**, please complete the Family Care Safety Registry (FCSR) by following the registration instructions, [http://education.missouristate.edu/services/efe/fcsr.htm](http://education.missouristate.edu/services/efe/fcsr.htm). Once you have registered, or if you have previously registered for the FCSR, please email a copy of your registration page to Educational Field Experiences at efe@missouristate.edu to provide verification of its completion.

  If you are a **resident of another state**, please complete a FBI background check by following this link [http://education.missouristate.edu/services/efe/FBI_background_check.htm](http://education.missouristate.edu/services/efe/FBI_background_check.htm). It is recommended that you print the instructions prior to starting your registration. If you have any questions about the background check, please contact Educational Field Experiences at efe@missouristate.edu.
Take the Missouri Educator Profile (MEP), http://www.missouristate.edu/certification/MEP.htm. A link to the MEP registration page is at the bottom of the webpage. When you have finished the MEP, please email a copy of your Development Report to the MAT Advisor.

The Missouri Content Assessments (MoCA) are tests taken by all candidates who are pursuing a teaching certificate in Missouri, http://www.missouristate.edu/certification/ContentAssessment.htm. Passing the MoCA demonstrates subject-matter competency in each content area. It is not required to take the MoCA to be admitted to the MAT program, however, it **must be passed prior to supervised teaching.**

Apply to the coordinator of the Master of Arts in Teaching program by sending the following documents by email (preferred), mail or fax to the MAT Advisor:

- A letter of interest describing your career goals and why you feel you would be a good candidate for the MAT program
- A current résumé
- Three letters of reference should be sent directly from the reference to the MAT Advisor. Please encourage references to email, however, letters may also be mailed or faxed.

Once the steps listed above have been completed, an interview questionnaire will be emailed to you. You will have 10 days to respond. Next, an interview with the MAT Program Coordinator will be scheduled.

It is highly recommended that you review the Graduate Degree Requirements for Master’s degrees found in the Graduate Catalog, http://graduate.missouristate.edu/catalog/graduate-degree-requirements.htm. Please make special note of #7 – all requirements must be completed within an eight-year period.

Once you are admitted to the Graduate College and to the MAT program, the MAT Academic Advisor will complete a new Individualized Program of Study that reflects MAT coursework.

**How do I receive an M-number?**

M-numbers are assigned when you apply to MSU. Your M-number can be found at the top right-hand side of your Transcript Analysis/Individualized Program of Study (IPS) provided by the Teacher Certification Office.

**Can I use my personal or school district email accounts?**

Official email among instructors, the MAT office and candidates will occur over BearMail or Live@EDU accounts, once they are established. If you do not check your BearMail or Live@EDU account regularly, important information regarding the program or your candidacy in the program will be missed. You may choose to email MSU faculty using your personal or school district account, and you may receive a response. However, this situation in no way lessens your
obligation to regularly check your BearMail or Live@EDU account for information regarding the program or for emails from your professors or the coordinator of the MAT program. In addition, if a course is taught over Blackboard, only your BearMail or Live@EDU account can be used.

- **How do I access financial aid?**

The Missouri State Office of Student Financial Aid will process aid for candidates in this program. If you are enrolled for the two terms at MSSU on the Joplin campus, financial aid will be administered through a consortium agreement. Candidates will receive their aid during those semesters from Missouri State and it will be your responsibility to pay tuition and fees at MSSU.

The summer session is considered part of the academic year that includes the preceding fall and spring terms. For you to be considered for aid for a summer semester, you must submit a FAFSA for the appropriate academic year. For example, to be considered for aid for the 2015 summer session, you must submit the 2014-15 FAFSA. You will also need to submit a 2015-16 FAFSA to be considered for aid for the following fall, spring, and summer. If you are enrolled in the Joplin cohort, we recommend that you list both MSU and MSSU on the FAFSA.

A special consortium agreement form has been developed for this program. The form that candidates must sign will clearly indicate that it will be the responsibility of the candidate to promptly pay tuition and fees to MSSU upon receipt of their aid from MSU. To access the form, go to [http://www.missouristate.edu/FinancialAid/](http://www.missouristate.edu/FinancialAid/), click on “forms” and select the Consortium Agreement Request--Cooperative Program 2015-2016.

The primary contact for consortium agreements in the Missouri State Office of Student Financial Aid is Michelle Creson, 417-836-4435. The primary contact in the MSSU Office of Financial Aid is Becca Disken, 417-625-9325.

- **How do I make fee payments?**

You will pay fees to the campus through which you are enrolled in credit courses. For students in the Joplin cohort, no fee is charged for registration in the Missouri State tracking course (GEN 555). This situation applies to two courses at MSSU: SFR 797 and SEC 784. If you are enrolled at MSSU, you will receive financial aid through a consortium agreement, and you must promptly pay your tuition and fees to MSSU after receipt of your aid from Missouri State.

- **How do I verify my enrollment?**

If you need verification of enrollment for a given semester (e.g., for insurance or loan deferment purposes) you should request it from the campus through which you are enrolled in credit courses. You can also obtain verification of enrollment through the *My Missouri State* Academics tab.

- **Who will be my academic advisor?**

When you are admitted to the MAT program, an academic advisor in the Department of Reading, Foundations and Technology will be assigned to you. Your MAT Advisor will help you develop an Advisor-Approved Program of Study (AAPS) before completing 14 hours of graduate credit.
The Coordinator of the MAT program will serve as your graduate advisor. The role of both advisors is to:

1. Assist you in the selection of coursework for your graduate program;
2. Evaluate transfer credits as acceptable for meeting requirements;
3. Recommend acceptance or rejection of all graduate coursework toward the program of study as listed on your Advisor-Approved Program of Study;
4. Advise and assist you in completion of all Missouri State University and departmental requirements for teacher certification and the MAT degree.

You are encouraged to have early contact with your MAT Advisor. To register online, an electronic Advisor Release must be completed prior your enrollment each semester throughout your program.

- **What questions and issues should I take to the MAT Academic Advisor?**

You should contact your academic advisor for information regarding the following questions:

1. Questions relating to course sequencing and selection, and certification issues including Initial, Provisional and Temporary certificates.
2. Questions relating to content area coursework and the acceptance of transfer work from other institutions in your content area.
3. Missouri Content Assessment questions relating to admission to the program.

- **What is the Missouri Content Assessment (MoCA)?**

You must pass the Missouri Content Assessment (MoCA) to be certified to teach in Missouri. This is a Department of Elementary and Secondary Education (DESE) requirement that cannot be waived. You are allowed 5 attempts to pass. This assessment documents subject matter competence; therefore, the appropriate content test **must be passed prior to supervised teaching.** Information regarding the MoCA can be found at, [http://www.missouristate.edu/certification/MEGA.htm](http://www.missouristate.edu/certification/MEGA.htm). The MoCA **must be passed before you will be allowed to student teach** (SEC 784).

**Please note:** If the Praxis II was taken prior to September 1, 2014, a passing score will be honored through December 31, 2016.

- **How do I sign up for the Missouri Content Assessment (MoCA)?**

You may register for the appropriate Missouri Content Assessment (MoCA) online at [http://www.mo.nesinc.com/](http://www.mo.nesinc.com/). Be sure to use the exact test code when registering. You must have your results sent to Missouri State University.

- **How do I study for the Missouri Content Assessment (MoCA)?**

Your undergraduate coursework in the subject matter area should have prepared you for the MoCA. Study guides, test frameworks and practice tests (purchase required) are available for most subject areas at [http://www.mo.nesinc.com/PageView.aspx?f=GEN_Prepare.html](http://www.mo.nesinc.com/PageView.aspx?f=GEN_Prepare.html).
• What is the recommended sequence of courses?

A recommended sequence of courses is found in Appendix B. SFR 797, SEC 783 and SEC 784 are progressive and cannot be taken out of sequence. You must take each of the courses the semester they are offered. If you miss taking one of these courses for any reason, you will be delayed in your degree program since these courses are offered only once during each academic year.

• What is Taskstream and why do I have to use it?

All incoming students in the College of Education or the Educator Preparation Provider (EPP) programs will be required to purchase Taskstream. Taskstream is a comprehensive portfolio and data management system that provides an organized means for collecting student work and reflections, and assessing that work using rubrics aligned with established learning outcomes, standards, and competencies. By the completion of a student’s program, the student will have a comprehensive portfolio to show potential employers his/her accomplishments. Detailed instructions on how to register and purchase the product will be noted by the class instructor within the first month of class.

• What are MoSPE Standards?

MoSPE standards define a quality teacher education program. Standards generally relate to pedagogy; however, the teacher’s knowledge of content and foundations of education are also included. MoSPE standards were developed and published by the Missouri Department of Elementary and Secondary Education (DESE). The MoSPE standards can be found at http://dese.mo.gov/educator-quality/educator-effectiveness/educator-standards/teacher-standards.

• What are DESE subject area standards?

DESE publishes subject area standards for every instructional area related to the knowledge and skills of teaching and learning. These standards generally define the content a teacher is expected to meet in order to effectively teach students. Subject area standards can be found at http://dese.mo.gov/governmental-affairs/dese-administrative-rules/incorporated-reference-materials/compendium.

• What are the on-going seminars in SEC 783, Internship in Teaching I?

Seminars on special topics have been created using an online or literature-based format for candidates enrolled in SEC 783. The purpose of these seminars is to expand and deepen the knowledge, skills and dispositions of candidates in areas that complement the 75 clock hour internship in a school environment. Topics will include student motivation, school safety and security, diversity and other timely topics related to significant issues in education as determined by faculty. Candidates will write a reflective paper covering major aspects of each seminar emphasizing how what was learned can be applied to his/her classroom. A template for the reflective writing piece can be found in Appendix F.
• **How do I apply for supervised teaching?**

Candidates in the MAT program will apply for supervised teaching during SFR 797, Advanced Studies in Teaching and Learning. The supervised teaching application is online and individuals from the Office of Educational Field Experiences will be present early in the course to give you instructions regarding the application process. The 2015-16 Student Teaching Handbook may be viewed on the Educational Field Experiences website, [http://education.missouristate.edu/services/efe/student_teaching.htm](http://education.missouristate.edu/services/efe/student_teaching.htm). The online application for supervised teaching can be found under Academics ➔ Teacher Education on My Missouri State. Those teaching on a provisional certificate, as explained in the next bullet, must also complete the supervised teaching application. The deadline for all spring semester student teaching applications is August 1, 2015.

• **Are all supervised teaching experiences the same?**

Your supervised teaching experience at the graduate level will differ in two ways from the undergraduate supervised teaching experience.

1. Supervised teaching experiences for MAT candidates are for 12 weeks and 10 hours of credit as opposed to 16 weeks and 12 credit hours for undergraduate students. MAT candidates are generally assigned to one location, unless they are pursuing a K-12 certification. MAT candidates are required to have 1.5 times the contact hours (MAT, 390 to 450 hours) and actual teaching hours (MAT, 112-150 hours) of an undergraduate 8 week block because MAT candidates have the equivalent of one 8 week block and half of another 8 week block or four weeks, which totals 12 weeks. You should note that actual teaching hours are part of the total contact hours, not in addition to contact hours.

2. Your supervised teaching experience will differ in another way in the MAT program. Many candidates will begin teaching on a provisional teaching certificate while completing the MAT degree. These candidates are actually the teacher of record in the classroom. For these candidates, this assignment will be used to meet supervised teaching requirements. A university supervisor will be assigned to you and will visit you approximately six times over two semesters starting in SEC 783 and concluding with SEC 784. Your school will assign a mentor teacher and the principal will conduct Performance-Based Teacher Evaluations as he/she would with any teacher on his/her staff. For everyone else not teaching on a provisional certificate, a placement will be made through the Educational Field Experiences Office. Candidates will be assigned a cooperating teacher and university supervisor, and you will have six visits during SEC 784. You will be required to attend university meetings regarding supervised teaching, unless otherwise notified. The university supervisor will send copies of the observation forms to the MAT office.

3. Please remember that the MAT is a 9-12 secondary certification program. If you are adding 5-9 middle school certification, please note the following situations.
a. If you are teaching in a 9-12 setting on a provisional certificate, you will need to have some experiences at the middle school level during SEC 783 in the fall semester.

b. If you will teach in a 5-9 setting on a provisional certificate, SEC 783 should focus on grades 9-12.

c. If you will not teach on a provisional certificate and are adding middle school certification, SEC 783 should focus on the middle school and SEC 784, supervised teaching, will be completed at the 9-12 level.

- **What is the Missouri Pre-service Teacher Assessment (MoPTA)?**

  The new assessment of pre-service teachers which is conducted during the student teaching experience (for both traditional student teachers and those on provisional certification) comprises four separate Tasks, each with a detailed set of required artifacts and an extensive list of “prompts” which must be answered. Details on these four Tasks can be found in Appendix C.

- **What is a Provisional Teaching Certificate?**

  You may qualify for a Provisional Teaching Certificate from DESE that would allow you to begin teaching immediately in a public or private school prior to completing the MAT degree or certification requirements. You must hold a bachelor’s degree and must have been hired to teach in the grade level and content area you are pursuing to qualify. If you are interested in this option, contact the Office of Teacher Certification in Hill Hall 200 or visit the following website: http://www.missouristate.edu/certification/provisional.htm.

- **When should I begin thinking about my research project?**

  As soon as you begin the program you will be exposed to many educational issues worthy of deeper study that will connect directly to your work as a teacher. You could start thinking about a topic for your research project early in your degree program in such courses as SFR 797, Advanced Studies in Teaching and Learning or SEC 783, Internship in Teaching I, and focus some of your reading on that topic to better sensitize you to the issues and to develop a literature base for your research project. The project will not officially begin until enrollment in SFR 780 and completion of the MSU Institutional Review Board (IRB) process. The paper is completed in EDC 786.

- **How do I receive a grade and credit for my research project when it is developed and written in two different courses?**

  The project proposal and related research issues will be completed in SFR 780, Educational Research Methodology (3 credit hours). Typically this would include the first three chapters of a research paper; however, in some cases, depending on the research, variations may be allowed by the instructor and advisor.

  Formal credit and grade for the implementation and write-up of the completed research project is given in EDC 786, Research Seminar in Education (2 hours).
• How much time will I have to complete my research project?

It is expected that you will be able to complete the master’s research project over a two semester period: development of the research proposal in SFR 780 in one semester; implementation and write-up in EDC 786 in the next semester. While individual circumstances may vary, the general intent is for you to be “in the classroom” teaching during the year that you develop and complete your project. Overall, you have eight (8) years in which to complete the MAT Program.

NOTE: If you decide to write a thesis rather than a seminar paper, you should follow thesis guidelines and timelines published by the Graduate College. You must discuss this option with your SFR 780 instructor and the Coordinator of the MAT program. If you are writing a thesis paper, you should enroll in SFR 799 rather than EDC 786.

• Who will be in charge of my project?

Ultimately, the MAT Program Coordinator and/or the instructor of EDC 786 will guide you through this process. Your EDC 786 instructor will teach the course and evaluate the final project.

• When should the final written research project be presented to my EDC 786 instructors?

You should plan to finalize the writing of the project at least two weeks prior to the end of the semester in which you intend to graduate. Your EDC 786 instructor will give you more specific information regarding timelines and due dates for your paper in the course syllabus.

• What does a research proposal look like?

Typically, a research proposal developed in SFR 780 or SFR 793 will have the following components:

- Introduction or Overview of the project which would include a problem statement, purpose of the study, and research questions which foreshadow the direction of the study.
- Review of related research
- Description of the methodology to be used in the data collection and analysis

The proposal may also include sample lesson plans, assessments, or instruments that would be used in the study, which would be included in the appendixes.

The MAT research project final draft submitted in EDC 786 is the document that describes in full the components listed above as part of the proposal with two additional components: (1) a section or chapter which describes the results of your data collection and analysis and (2) a section or chapter which discusses what you have learned from the project.
Results--depending on the type of study, this section may be a narrative of concrete case examples, instructional processes, graphs to represent changes in test scores, or some other form of representing analyzed data.

Concluding discussion--this is the section/chapter where you would reflect on what you have learned from the research work, how it connects with your teaching improvements and what that means to you. For example, what do the analyses and your discussion/reflections say to the research you reviewed in the literature chapter and future directions in teaching/learning?

- What is the Institutional Review Board and why do I have to be approved to conduct research?

The Institutional Review Board (IRB) is composed of faculty from across the university. The purpose of the committee’s review is to insure informed consent and preservation of human subjects and to determine whether or not potential harm could occur to participants in the study that might produce liability for the researcher and/or Missouri State University. According to university and federal guidelines, data collection for your MAT research project cannot begin until Institutional Review Board approval has been received. The following link contains the application for IRB approval, http://ora.missouristate.edu/assets/ora/irb_application_-_2013v2.pdf.

- What are typical research options for the MAT Research Project?

While the MAT program specifies an action research project, we realize that such a project occurring in an in-school classroom setting may not always be possible and will depend on individual circumstances. Besides action research projects, other types of research which have a direct bearing on classroom teaching and learning might be possible. The final research project work is under the supervision of, and must be approved by, the EDC 786 instructor. A detailed discussion on the types of acceptable research projects can be found in Appendix F.

- Could I do research that involves surveys or compares student performance?

Because the MAT Program is geared toward persons new to the teaching profession and presumably not experienced in the classroom or teaching profession, more quantitative types of research, such as surveys, experimental approaches or comparing student performance on outcome measures alone are discouraged. Besides adding to the knowledge of teaching and learning generally, the MAT Research Project is intended to deepen your own understanding of teaching and learning.

- Who receives a copy of my research paper?

You will be required to provide an electronic copy of your paper to your teacher of record for EDC 786.
• What is a comprehensive examination?

The comprehensive examination is the culminating experience of the MAT program. The comprehensive examination could take a variety of formats depending on your research paper and individual needs. The most common format is a presentation of the research paper to peers and faculty as part of EDC 786. Another common format is an oral defense of the paper to a faculty committee. You should work with your advisor to determine which format is more appropriate for your research. A candidate must have a 3.00 GPA in graduate coursework to participate in the comprehensive examination.

• What must I do to graduate other than completing my coursework?

During your last semester while taking EDC 786, you must complete two forms for the Graduate Office. Both forms are found online at http://graduate.missouristate.edu/forms.htm. These forms are (1) Application for Graduation and (2) Comprehensive Examination Form. The Application for Graduation form must be completed and returned to the Graduate Office. The Comprehensive Examination Form must be completed and returned to the professor supervising your EDC 786 MAT Research Project and culminating program examination.

• How might my MAT coursework and research project affect my graduation date?

The MAT Program sets high standards for candidate work. You will receive strong support from faculty, but you will need to take responsibility for completing your coursework and the research project. If, for some reason, the research project is not completed during EDC 786, then a “Z” (deferred) grade will be entered until the work is completed. You will not graduate until all work is completed. As with any educational program, we cannot guarantee that you will graduate in a specified time period in the program. However, we will attempt to make the program coursework available as indicated in the Graduate Catalog and MAT Sequence of Courses (Appendix B) and to support you throughout. If you are not taking any courses during a given semester, you can enroll in GEN 798, Active in Research (0 credit hours), at reduced tuition in order to continue using University resources such as the Library System.

• How will my credit be transferred to Missouri State if I am enrolled in an off-campus section of the MAT program (e.g., Missouri Southern State University)?

Courses transferred from other MAT sites to Missouri State will appear on the Missouri State transcript as transferred courses and will be determined equivalent to the course at Missouri State. Only courses listed on your “Advisor Approved Program of Study” will be transferred to Missouri State for the MAT program. Graduate level courses transferred to Missouri State from other MAT sites will be included in the graduate level transfer and overall (Missouri State and transfer credit combined) grade point average. Candidates enrolled in a course at MSSU will be registered in a tracking course, GEN 555, for zero hours of credit. Once the courses are transferred to Missouri State, the appropriate course title, numbers and credit will be assigned. Financial aid questions regarding Consortium Agreements should be directed to the Financial Aid Office at (417) 836-5262.
Upon admission to the MAT program, you will sign a form consenting to release of confidential information to allow your record to be shared between campuses. The following information will be provided to MSSU by the MAT coordinator: social security number, first and last name, middle initial, gender, date of birth, street address, city, state, zip, telephone number, email address, application term, status (degree or non-degree seeking student).

At the conclusion of the first summer semester (SFR 797) and spring semester (SEC 784), the Teacher Certification Office staff will request that MSSU send an official graduate transcript to their office for all MAT-Joplin students. The TCO will update your IPS granting credit for the courses taken at MSSU toward certification and will forward your transcript to the MSU Graduate College with a request that the graduate coursework be officially transferred to MSU. This process may take several weeks to complete, and once done, your MSSU graduate coursework will appear on your MSU transcript.

- **If I am in the Joplin cohort, who will issue my diploma?**

  When you complete the requirements for the MAT degree, including the 19 hours earned through MSSU, you will receive a diploma from Missouri State that will indicate completion of a cooperative program with MSSU. The degree, however, is conferred by Missouri State. The hood will display colors from both institutions. Candidates in the Joplin cohort will attend commencement on the MSU campus during the semester that requirements for the MAT are completed.

- **If I am in the West Plains cohort, where will I graduate?**

  Candidates in the West Plains cohort may graduate at either the MSU or MSU-WP graduation ceremonies.

- **What if I am interested in becoming a school administrator?**

  Candidates interested in becoming a school administrator should contact the coordinator of the MAT program early in the program to express this intent. Up to nine hours may be accepted between graduate programs if the coursework is appropriate. After expressing this intent, the candidate will meet with the coordinator of the appropriate master’s program in the Educational Administration program where a coordinated program of study between both degrees will be developed.
APPENDIX A

Resources

The following resources will provide you information regarding graduate programs at Missouri State University. Other links are included that are related to education at the local, state and national levels.

- DESE Web Address
  - http://www.dese.mo.gov/
- MSU Graduate Catalog
  - http://graduate.missouristate.edu/OnlineCatalog.htm
- DESE School Directory
  - http://dese.mo.gov/directory/
APPENDIX B

Recommended MAT Sequence
Revised 6/2015

This is a suggested sequence only. Days and times of each class are subject to change.

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<thead>
<tr>
<th>Sequence for Students who are NOT teaching/working in the first fall semester</th>
<th>Sequence for Students who ARE teaching/working in the first fall semester</th>
</tr>
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<tbody>
<tr>
<td><strong>Prior to first summer</strong></td>
<td><strong>Prior to first summer</strong></td>
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<tr>
<td>Complete Content Area Coursework</td>
<td>Complete Content Area Coursework</td>
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<tr>
<td><strong>Summer Semester</strong></td>
<td><strong>Summer Semester</strong></td>
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<tr>
<td>SFR797 (M-R, 9:00 am to 3:00 pm)</td>
<td>SFR797 (M-R, 9:00 am to 3:00 pm)</td>
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<td>9 hours</td>
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<td><strong>Fall Semester</strong></td>
<td><strong>Fall Semester</strong></td>
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<td>SEC783 (75 hours of practicum, arranged)</td>
<td>SEC783 (75 hours of practicum, arranged)</td>
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<td>RDG710</td>
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<td>MID725* (Fall only)</td>
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<td><strong>Spring Semester</strong></td>
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<td>SEC784 (Student Teaching)</td>
<td>SEC784 (Student Teaching)</td>
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<td>10 hours</td>
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<td><strong>Summer Semester</strong></td>
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<td>EDT662 (Online only)</td>
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<td><strong>Fall Semester</strong></td>
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<td>SFR780</td>
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<td>3 hours</td>
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<tr>
<td><strong>Spring Semester</strong></td>
<td><strong>Spring Semester</strong></td>
</tr>
<tr>
<td>EDC786 (Arranged)</td>
<td>EDC786 (Arranged)</td>
</tr>
<tr>
<td>2 hours</td>
<td>2 hours</td>
</tr>
<tr>
<td><strong>Students earn Master’s Degree</strong></td>
<td><strong>Students earn Master’s Degree</strong></td>
</tr>
<tr>
<td>39-42 hours</td>
<td>39-42 hours</td>
</tr>
</tbody>
</table>

* Not required for K-12 programs. Middle School (5-9) certification can be added to Secondary (9-12) programs by also completing the MID725 course and/or the Missouri Content Assessment (MoCA) #062 Professional Knowledge: Middle School. This course and MoCA must be completed prior to initial certification, otherwise, additional coursework would be required by DESE to add Middle School certification.
APPENDIX C
MoPTA GUIDELINES

I. Required Artifacts for each Task:

Task 1:

Required Artifacts: (4)
- The Contextual Factors Chart (maximum of two pages)
- The Instructional and Support Resources Chart (max of two pages)
- One completed Student Interest Inventory (max of two pages)
- A form of Introduction for your students and their parents/guardians (max of one page)

Task 2:

Required Artifacts: (7)
- Representative pages from your lesson plan (max of two pages)
- A plan for differentiation for the two Focus Students (two artifacts; max of one page each)
- A teacher instructional artifact (max of one page each)
- A student work sample from a non-focus student (max of one page each)
- A student work sample from Focus Student #1 (max of one page)
- A student work sample from Focus Student #2 (max of one page)

Task 3:

Required Artifacts: (7)
- Representative pages from your lesson plan (max of two pages)
- Differentiation plan for Focus Student #1 (max of one page)
- Differentiation plan for Focus Student #2 (max of one page)
- A teacher instructional artifact (max of one page)
- A work sample from a non-focus student (max of one page)
- A work sample from Focus Student #1 (max of one page)
- A work sample from Focus Student #2 (max of one page)

Task 4:

Required Artifacts: (14)
- Representative pages of a standards-based unit plan (max of four pages)
- Representative pages of baseline data for the whole class (max of two pages)
For the first Assessment or Assignment -
- Representative pages of the assessment or assignment (max of two pages)
- Representative pages of the rubric or scoring guide (max of two pages)
- Representative pages of the completed student work (with feedback) for Focus Student #1 (max of two pages)
- Representative pages of the completed student work (with feedback) for Focus Student #2 (max of two pages)

For the second Assessment or Assignment –
- Representative pages of the assessment or assignment (max of two pages)
- Representative pages of the rubric or scoring guide (max of two pages)
- Representative pages of the completed student work (with feedback) for Focus Student #1 (max of two pages)
- Representative pages of the completed student work (with feedback) for Focus Student #2 (max of two pages)

For the third Assessment or Assignment –
- Representative pages of the assessment or assignment (max of two pages)
- Representative pages of the rubric or scoring guide (max of two pages)
- Representative pages of the completed student work (with feedback) for Focus Student #1 (max of two pages)
- Representative pages of the completed student work (with feedback) for Focus Student #2 (max of two pages)

II. Prompts for Each Task: These will be provided in SEC 783 and SEC 784
APPENDIX D

Suggested and Required Artifacts

- Philosophy of Teaching*
- Résumé*
- Clinical Practice Log*
  - Diversity*
  - Technology*
  - Standards*
  - Reflections
- Assessments*
  - Candidate generated assessments*
  - Assessments taken by candidate in course work
  - Praxis II results*
- Supervised teaching and internship evaluations*
  - Cooperating teacher*
  - Supervisor*
  - Mentor* (If applicable)
  - Performance-Based Teacher Evaluations (PBTE)* (If applicable)
- Candidate Work
  - Research papers
  - Case study
  - Papers or candidate work generated for specific courses (i.e., SPE 715, RDG 710, EDT 662, PSY 710)
  - Unit Plans*
    - Lesson Plans*
  - Classroom management plans*
  - Candidate work addressing diversity*
  - Journal writing or reflective pieces
  - Presentations
- Meetings/Professional Development
  - Faculty meetings
  - Departmental meetings
  - Professional organization meetings
    - Education related
    - Content related
  - Professional development workshops
    - Local, state or national
- Other (Must be approved by advisor)

*Required items
APPENDIX E

SEC 783 Seminars
Reflection Paper

Name: _____________________________  Section: ____  Date: ______________

Topic: _____________________________________________________________

Guiding Questions:

1. From the reading and/or video, what did you learn?
2. Compare what you learned from the reading and/or video to what you observed in the classroom.
3. How will you apply what you learned to your classroom and to you as a teacher?
**APPENDIX F**

**Types of Research Projects***

**Action research** projects focus on some aspect of classroom teaching and learning. In addition to seriously reflecting on one’s own teaching, there is attention to understanding and/or improving teaching/learning. The approach is focused on detailed documentation of the teaching process to benefit student learning. Broadly speaking (and with respect to the MAT Program) education/classroom-related action research can be understood as a form of reflective and data-based inquiry into one’s own classroom practice in order to learn, understand and improve upon teaching and learning.

An action research approach could be a Curriculum Development Project. Here, the idea would be to focus on developing a lesson or using an existing lesson, trying it out and compiling documentation along with interpretation of the teaching and learning process involved in the lesson or unit. This might include objective measures of learning and teacher evaluations, for example. The main goal is the study of the process of change/improvement so as to make the lesson a successful/beneficial learning experience for students and an examination of what that means. A narrative, ethnographic, or more in-depth approach could also be incorporated into the study.

**Qualitative/naturalistic approaches** would encompass study types where the interest is in studying some process or phenomenon that is part of classroom teaching and learning. This approach has several subtypes including observational case studies, interview studies on a phenomenon of interest (e.g., interviews with individual teachers on testing or classroom management, interviews with children on their conception of science, or reading, or meaning of schooling, a teacher’s use of questioning to engage student learning, children’s understanding of subject matter, classroom dynamics in support of learning, etc., as examples).

**Self-study** is another option, related to action research and qualitative study, where the focus is on one’s own teaching practice, self and biography. The approach is holistic, closely tied to reflective practice, autobiographical/experiential, and aims for increased self-understanding in relation to student learning or education more generally.

**Historical/Philosophical/Foundations approaches** which examine educational issues in depth interpreted from the student’s teaching activity/experience (extended reflective work integrated with discussion of related literature) are also options. A few example topics in this area might be comparing educational philosophies (e.g., Dewey, bell hooks and Nel Noddings), or the history of discipline in a school district, history and role of the superintendent in rural school settings and moral/ethical/social life in schooling, constructivism and science learning)

*Note that any of these approaches can be combined in a study and could include collaboration with others.*