

# College of Professional Programs

## EWU School of Education Graduate Student Handbook



Our mission is to prepare student-centered educators to be professionals, leaders, scholars, and practitioners.

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# DEPARTMENT & COLLEGE CONTACT INFORMATION

We have a team of faculty members and staff (along with adjunct faculty experts) in the School of Education who are excited to help you learn and be successful.

## Faculty by Specialty Area

Our faculty teach the CORE courses and courses in multiple graduate programs.

## School of Education Chair

TBA

## Elementary Education

- Gus Nollmeyer, Associate Professor, [gnollmeyer@ewu.edu](mailto:gnollmeyer@ewu.edu)
- Kathryn Baldwin, Associate Professor, [kbaldwin1@ewu.edu](mailto:kbaldwin1@ewu.edu)

## Curriculum and Instruction

- Suzie Henning, Associate Professor, Foundations, [ahenning1@ewu.edu](mailto:ahenning1@ewu.edu)
- Donita Torres, Associate Professor, [dtorres14@ewu.edu](mailto:dtorres14@ewu.edu)

## Literacy

- Tara Haskins, Literacy, Professor, [thaskins@ewu.edu](mailto:thaskins@ewu.edu)
- Ashley Lepisi, Literacy, Lecturer, [alepisi@ewu.edu](mailto:alepisi@ewu.edu)
- Shelly Shaffer, Literacy, Associate Professor, [sshaffer1@ewu.edu](mailto:sshaffer1@ewu.edu)
- Ann Van Wig, Associate Professor, [avanwig@ewu.edu](mailto:avanwig@ewu.edu)

## Special Education

- Kerry Kisinger, Assistant Professor, [kkisinger@ewu.edu](mailto:kkisinger@ewu.edu)
- Kathleen Waldron-Soler, Professor, [kwaldronsoler@ewu.edu](mailto:kwaldronsoler@ewu.edu)

## Master's in Teaching

- Jiawen Wang, Associate Professor, [jwang15@ewu.edu](mailto:jwang15@ewu.edu)

## MEd Program Director

Brock Taylor

[btaylor2@ewu.edu](mailto:btaylor2@ewu.edu)

312B Williamson Hall

## College of Professional Programs Dean's Office

[cpp@ewu.edu](mailto:cpp@ewu.edu)

509-359-6081

121 Senior Hall

## Email your team:

- Career & Tech Education or CTE Admin Students email: [edu.cte@ewu.edu](mailto:edu.cte@ewu.edu)
- Educational Leadership Students email: [edu.edlead@ewu.edu](mailto:edu.edlead@ewu.edu)
- Master's in Teaching students email: [edu.mit@ewu.edu](mailto:edu.mit@ewu.edu)
- Principal Certification Students email: [edu.principalcert@ewu.edu](mailto:edu.principalcert@ewu.edu)
- ALL other Program Students email: [educgrad@ewu.edu](mailto:educgrad@ewu.edu)

## QUESTIONS ABOUT A BILL OR PAYMENT PLAN

Contact Student Financial Services email: [sfsofc@ewu.edu](mailto:sfsofc@ewu.edu)

Please include your student Net ID and name

## INTERNSHIP QUESTIONS

Email: [edu.internships@ewu.edu](mailto:edu.internships@ewu.edu)

## NEED TO APPEAL SOMETHING (a grade, course, re-admittance)

Email the Graduate Committee at [gocarrt@ewu.edu](mailto:gocarrt@ewu.edu)

# SCHOOL OF EDUCATION

## Graduate Programs: Student Dispositions Agreement

### Overview of Dispositions and Expectations

The expectations outlined in the Graduate Programs: Student Dispositions Agreement apply when you interact with faculty, staff and employees at Eastern Washington University, as well as within your placement community. The Education faculty is committed to preparing you to advance in the education profession. While our coursework focuses on content and methodology, your success requires more than just academic knowledge.

The field of education requires the highest norms of conduct. These attitudes and modes of conduct are known as professional dispositions. These are the values, actions, attitudes, and beliefs of educators as they interact with students, families, community members, and professional colleagues. This includes field placements, internships and student teaching. Professional dispositions are dynamic and vital elements of professional preparation which are the expected behaviors of all educators.

The following are the student dispositions for the EWU School of Education graduate programs:

#### 1. Participation

- a. Participate in accordance with the expectations as outlined by the course syllabus.

#### 2. Responsibility

- a. Complete assignments on time and meet deadlines.
- b. Thoroughly read and understand all syllabus instructions regarding late work and extensions.
- c. Submit assignments in the required format outlined in Canvas.
- d. Seek help when needed. Notify instructors in a timely manner when you are unable to meet course expectations.

#### 3. Critical Thinking

- a. Consider new ideas and differing opinions. You should expect to be stretched in your thinking.
- b. Engage in reflective and higher level thinking. This means thinking about what you are learning by making connections between what you know and have experienced as a learner and what you are learning in your coursework and internships. You must consistently consider how current course information connects to previously learned material and how it applies to your work in education. (CCDEI 1, 2, 3, 4, SEL, STI-A).
- c. Respond positively, apply feedback, assume positive intent, and thoughtfully consider alternative viewpoints.

#### 4. Communication

- a. All electronic communication will occur through EWU student email or Canvas. It is expected that students will consistently monitor and utilize this email throughout the program.
- b. Respond promptly and professionally to emails, phone calls, and other correspondence from instructors, mentors.
- c. Consider how your communication impacts others.
- d. Communicate in a socially conscious and sensitive manner, while engaging in civil discourse. This includes refraining from disruptive, disparaging remarks, including respecting our one business day response expectation for faculty ([WAC 181-87-062](#)) ([EWU Policy 203-06](#)).
- e. Demonstrate responsible use and interaction on social media platforms ([WAC 181-87-062](#)) ([EWU Policy 203-04](#)).

#### 5. Professionalism, Ethics, and Integrity

- a. Treat peers, instructors, mentors, supervisors, administrators and staff with respect and courtesy.
- b. Work collaboratively with peers, instructors, mentors, supervisors, administrators and staff.
- c. Demonstrate truthfulness, honesty, and integrity.
- d. All student work submissions are expected to be their own original work or contain appropriate citations of all ideas other than their own. ([WAC 172-90-100](#))
- e. Adhere to the ethics and policies of EWU, the School of Education, and the profession of education. ([WAC-172-121](#))
- f. Demonstrate a positive attitude of commitment and professionalism.

#### 6. Onsite Internships

- a. Complete all required paperwork prior to registering and entering internships.
- b. Participate in all required internship activities.
- c. Notify the internship supervisor, mentor, and other internship site individuals if unable to meet an expectation or requirement.
- d. Dress appropriately and professionally for your role in which you are interning.

#### Steps towards Resolution

The agreement is a pro-active communication instrument that may be used to guide students' growth as professionals. If an issue of professional disposition arises, the education faculty and staff will submit a referral form to the Graduate Committee for On boarding, Admission, Recruitment, Retention and Transition (Go-CARRT) team. A conference will be scheduled with the candidate and the Go-CARRT team to discuss the issue(s). Plans for addressing or solving the issue(s) will be completed. If the problem has not been satisfactorily addressed, the candidate may fail the course in which the issue(s) arose, be removed from his/her placement or be dismissed from the program.

#### Candidate Agreement

You understand that if any concerns around disposition arise in your coursework and/or you lose your field placement due to disposition issues, you may be suspended from your placement for a minimum of one quarter, removed from the course for the quarter, or removed from the Education Program

# Ethical Standards

**All Education students are expected to adhere to the Washington State Code of Professional Conduct for Education Practitioners found in the link below.**

In addition to the state of Washington conduct codes students are also expected to adhere to the conduct codes specific to their program.

Washington State Code of Professional Conduct for Education Practitioners  
[Chapter 181-87 WAC](#)

Good Moral Character and Personal Fitness  
[Chapter 181-86 WAC](#)

Mandatory Reporting  
[RCW 26.44.030](#)

[Washington State code of professional conduct for education practitioners \(ospi.k12.wa.us\)](#)

## **Specifically for Early Childhood Education (adapted from NAEYC Code of Ethics):**

Standards of ethical behavior in early childhood care and education are based on commitment to the following core values that are deeply rooted in the history of the field of early childhood care and education. We have made a commitment to:

- Appreciate childhood as a unique and valuable stage of the human life cycle
- Base our work on knowledge of how children develop and learn
- Appreciate and support the bond between the child and family
- Recognize that children are best understood and supported in the context of family, culture, community, and society
- Respect the dignity, worth, and uniqueness of each individual (child, family member, and colleague)
- Respect diversity in children, families, and colleagues
- Recognize that children and adults achieve their full potential in the context of relationships that are based on trust and respect.

## **Specifically for Special Education (adapted from the Council for Exceptional Children (CEC) professional ethical principles, practice standards, and professional policies):**

Special educators are expected to behave in ways that respect the diverse characteristics and needs of individuals with exceptionalities and their families. They must commit to upholding and advancing the following principles:

- Maintain challenging expectations for individuals with exceptionalities to develop the highest possible learning outcomes and quality of life potential in ways that respect their dignity, culture, language, and background.
- Maintain a high level of professional competence and integrity and exercising professional judgment to benefit individuals with exceptionalities and their families.
- Promote meaningful and inclusive participation of individuals with exceptionalities in their schools and communities.
- Practice collegiality with others who are providing services to individuals with exceptionalities.
- Develop relationships with families based on mutual respect and actively involve families and individuals with exceptionalities in educational decision making.
- Use evidence, instructional data, research, and professional knowledge to inform practice.
- Protect and support individuals with exceptionalities' physical and psychological safety.
- Neither engage in nor tolerate any practice that harms individuals with exceptionalities.
- Practice within the professional ethics, standards, and policies of CEC; upholding laws, regulations, and policies that influence professional practice; and advocating improvements in the laws, regulations, and policies.
- Advocate for professional conditions and resources that will improve the learning outcomes of individuals with exceptionalities.
- Engage in improving the profession through active participation in professional organizations.
- Participate in the growth and dissemination of professional knowledge and skills.

# Graduate Academic Policies

## AP 303-22: Graduate Students

Graduate students are expected to be familiar with the EWU Graduate Programs policies and procedures, which are available online at <http://catalog.ewu.edu/graduate-policies/>

This resource includes, policies on grades and grade appeals, student satisfactory progress, academic probation, student conduct, registration, and graduate degree candidacy.



# Satisfactory Academic Progress



- Students must meet the standards of chapter 4 of the [AP 303-22](#).
- Incomplete grades will only be given at the discretion of the instructor and only if the student meets the criteria for receiving an incomplete grade. Students must have been attending class, receiving a passing grade, have completed all necessary work through at least 75% of the course, and have made arrangements with the instructor prior to the end of the course as to when the remaining work will be submitted. Instructors may specify any date for the deadline within one year from the end of the term. If the student does not complete the work by the extension deadline, the conversion grade (maybe a C or lower) will automatically be assigned after a year. If the grade earned is below a C the student will be required to repeat the course. ([AP 303-24 Chapter 1-6](#))
- Students who receive an incomplete grade will have the subsequent quarter to complete any outstanding work. Otherwise, a registration hold will be placed on the student preventing them from registering for further courses until their incomplete grade has been addressed.

# Graduation Requirements

- Students must complete all the required coursework and internships according to their program plan before a degree or certificate can be awarded. Students completing an M.Ed. must also complete the required Comprehensive exam identified in their program plan. ([AP 303-22 Chapter 6](#))
- Program requirements cannot be waived, however, transfer work and/or substitutions can be accepted pending formal approval from the School of Education GoCARRT Committee. Unless substitutions and or transfer requests are in writing from the GoCARRT Committee and signed by the student they will not be honored.
- Students must also follow the [Steps to Graduation](#) outlined by Graduate Studies to receive their degree or certificate.
- Eastern Washington University only holds one commencement ceremony a year each spring. All students are invited to be a part of the commencement ceremony. Only students earning a full Masters degree are included in ceremony. Students earning a Masters certificate are not recognized at the ceremony. For information on the commencement ceremony go to [EWU Commencement](#).



# Student Conduct

All students are responsible for complying with EWU's Student Conduct Code.

The Student Conduct Code can be found online at:

<https://inside.ewu.edu/policies/knowledge-base/chapter-172-121-wac-student-conduct-code/>

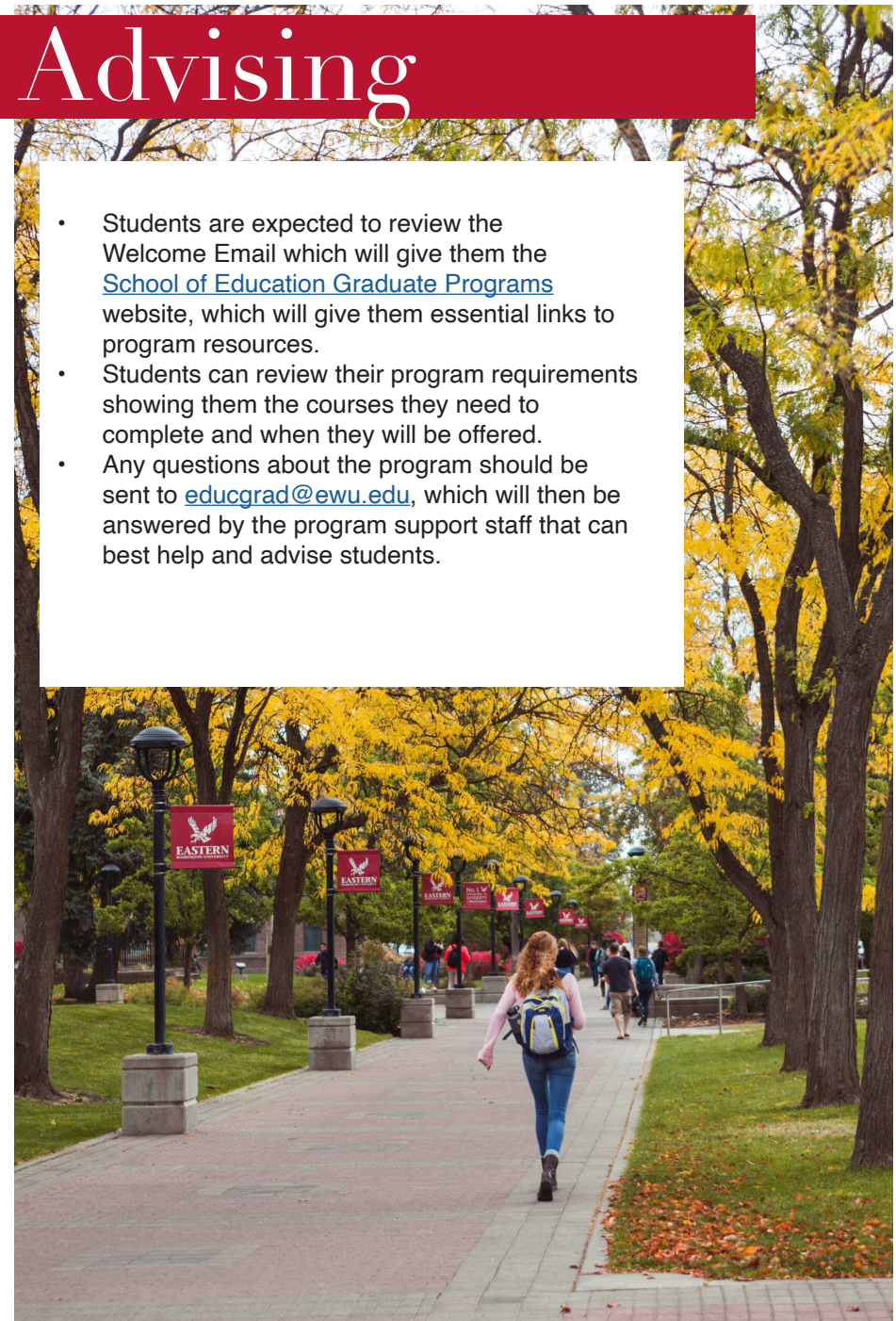
## Academic Integrity

EWU expects the highest standards of academic integrity of its students. Academic honesty is the foundation of a fair and supportive learning environment for all students. Personal responsibility for academic performance is essential for equitable assessment of student accomplishments. The university supports the faculty in setting and maintaining standards of academic integrity. Charges of academic dishonesty are reviewed through a process that allows for student learning and impartial review. Policies and procedures for academic integrity at EWU are described in

[Chapter 172-00 WAC: Student Academic Integrity](#)

# Advising

- Students are expected to review the Welcome Email which will give them the [School of Education Graduate Programs](#) website, which will give them essential links to program resources.
- Students can review their program requirements showing them the courses they need to complete and when they will be offered.
- Any questions about the program should be sent to [educgrad@ewu.edu](mailto:educgrad@ewu.edu), which will then be answered by the program support staff that can best help and advise students.



# Process for Resolving Difficulties

- Many concerns can be resolved at the instructor, department/school, or college level, while some should be resolved in an office that handles specific types of complaints
- If you are unsure who to first contact about an issue, please reach out the School of Education Program Specialist II – Christi Wavada at [cwavada2@ewu.edu](mailto:cwavada2@ewu.edu) for advice.

## INFORMAL RESOLUTIONS

- If your complaint is about a process or behavior of another student, faculty, or staff that does not reach the level of discrimination, then you are encouraged first to attempt, in good faith, to resolve a grievance with the member or members of the faculty or academic staff most directly concerned.
- All parties concerned are urged to make a sincere effort to resolve the issue at this level.
- If the issue is not resolved by working with the faculty or staff member, students should contact the GoCARRT Committee at [gocarrt@lists.ewu.edu](mailto:gocarrt@lists.ewu.edu).
- If the issue cannot be resolved with GoCARRT Committee, students should contact the Chair of School of Education, Lance Potter at [lpotter6@ewu.edu](mailto:lpotter6@ewu.edu).
- If the issue cannot be resolved with the involvement of the Chair of the School of Education, then students should contact the Dean of the College of Professional Programs ([cpp@ewu.edu](mailto:cpp@ewu.edu)) or the Director of Graduate Programs [gradprograms@ewu.edu](mailto:gradprograms@ewu.edu).

## FORMAL RESOLUTIONS

- If your concern is more serious, involving a violation of policy or law such as those addressing sexual harassment or discrimination, then look through the Student Support Services and Policies section of this handbook to identify the correct office to contact based on the nature of the grievance\*. *\*Note that there are deadlines for filing complaints about or appealing some issues, such as grades, but no deadlines for other complaints such as for sexual harassment or disability discrimination.*
- If you are unsure, seek advice from the Dean of the College of Professional Programs ([cpp@ewu.edu](mailto:cpp@ewu.edu)) or the Director of Graduate Programs [gradprograms@ewu.edu](mailto:gradprograms@ewu.edu).

# Program Academic Progress and Academic Dismissal

## ***Academic Issues:***

- Students must meet the standards of chapter 4 of the [AP 303-22](#).
- Graduate students must maintain an institutional 3.0 GPA in all courses completed since admission to graduate studies at EWU.
- Students who fall below an institutional 3.0 GPA will be placed on academic probation.
- The Graduate Programs Office shall provide written notification of placement on probationary status to both the student and the student's graduate program director if the student does not meet the requirements of this section.
- One quarter is allowed to restore the institutional GPA to the minimum 3.0.
- **Students must maintain B- or better in all courses while on academic probation or they will be academically dismissed from the program per Graduate Programs policy.**
- If student is unable to restore their institutional GPA to 3.0 or above in the additional quarter but has received a B- or better in their course(s) during their probational quarter, they will be eligible to extend the probationary period by an additional quarter until the institutional GPA can be restored.
- Students who have been academically dismissed from a graduate program for failure to meet the 3.0 institutional GPA requirement may reapply for admission after sitting out one whole quarter term. In addition to the application for readmission to the Graduate Programs Office and meeting all admission requirements specified by the program, applicants who have been dismissed must also submit a written petition to the program stating their readiness to pursue the degree and addressing the circumstances that led to dismissal. Applicants who are then readmitted will be allowed to register for one quarter only. At the end of the initial quarter, continuation is contingent upon recommendation from the program and the approval of the Graduate Programs Office.
- Students who have been readmitted will have up to two quarters to return to good academic standing with a cumulative graduate GPA of at least 3.0.
- Students who are not recommended for continuation are not eligible for one year to reapply for admission to graduate study. Re-application does not guarantee re-admission.

## ***Conduct Issues:***

- Students are expected to adhere to the School of Education Graduate Dispositions Acknowledgement.
- Faculty have the authority to address issues of misconduct during the course. Students are expected to engage in professional behavior in a classroom, lab, or practicum.
- If an issue of professional disposition is unresolved as determined by the faculty, the education faculty and/or staff will submit a referral form to the Graduate Committee for Onboarding, Admission, Recruitment, Retention, and Transition (Go-CARRT) team.
- The student will be notified of the alleged misconduct and an opportunity to respond to the allegations in a conference with the student and the Go-CARRT team to discuss the issue(s).
- A Plan of Action for addressing the issue(s) that includes a timeframe for resolution will be created by Go-CARRT. This document will be given to the student with signatory acknowledgement.
- If the Plan of Action is not met, the student may fail the course in which the issue(s) arose, be removed from his/her placement, and/or be dismissed from the program.
- Students may appeal the decision following the procedures outlined below.
- If the conduct is such that it may violate the Eastern Washington University [Student Conduct Code \(Chapter 172-121 WAC\)](#) and is being handled by the Eastern Washington University Office of Student Rights and Responsibilities, the School of Education will wait for the student conduct process to be completed before taking action at the programmatic level.

## ***Dismissal:***

- Any decision to dismiss a student from a program will be made in writing and will identify the specific reasons the student is being dismissed.
- The written decision will be sent to the student's EWU email from either the Graduate Programs Office or the School of Education GoCARRT Committee. An appeal/reconsideration is available, an email will set forth the process and timelines for appealing/requesting reconsideration.

# Leave of Absence

The on-line accelerated programs are designed for students to be able to jump in and out of the program as needed. Student can take up to a year off without any repercussions to their academic plan.

As a curiosity students are asked to notify the School of Education (SOE) if they are planning on taking a break. The School of Education will notify Graduate Programs.

Students who have been inactive for more than one-year are required to contact Graduate Programs at [gradprograms@ewu.edu](mailto:gradprograms@ewu.edu) to be reactivated before they can register. Students have six-years to come back and complete the program requirements.

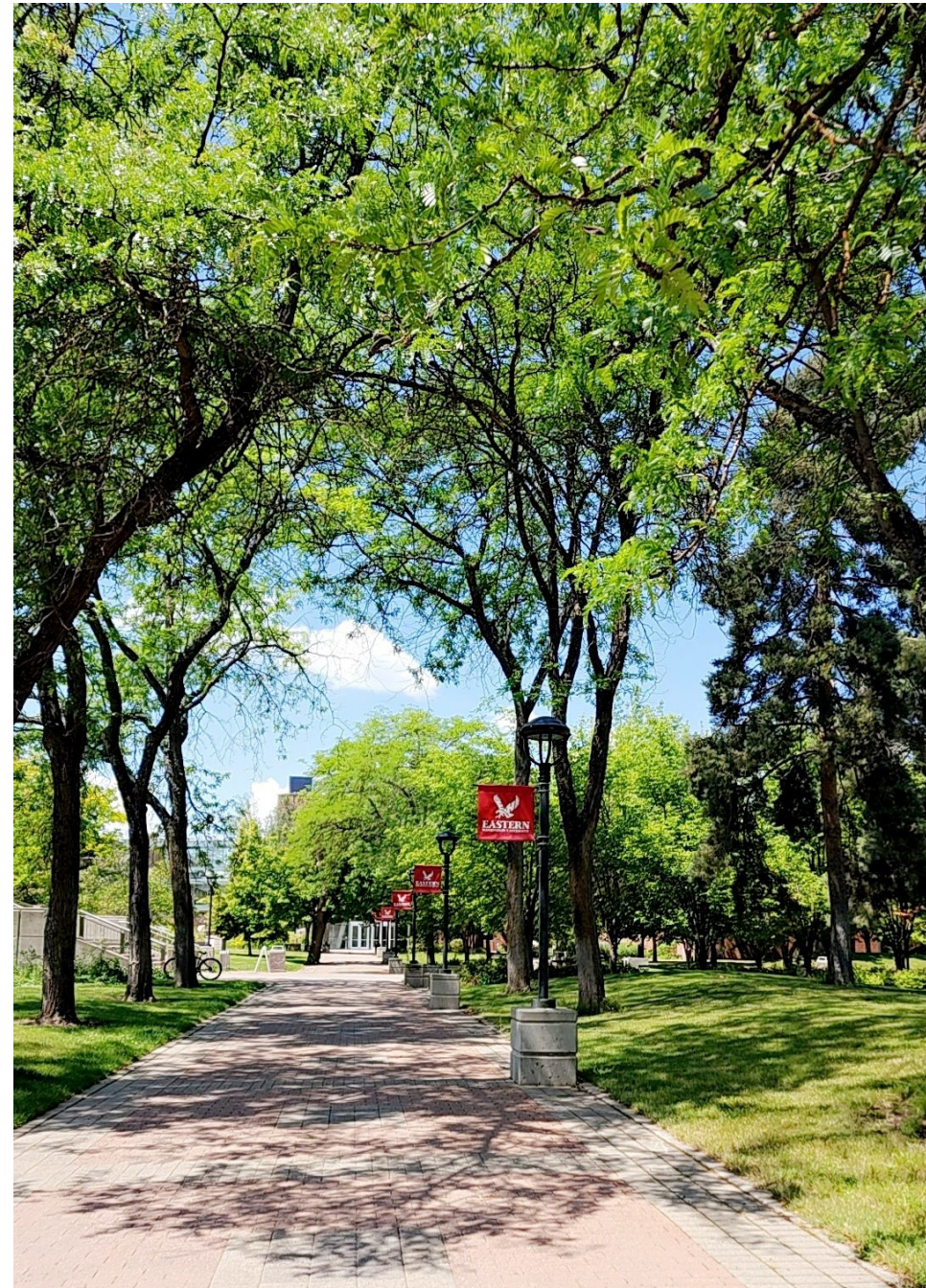
Students can complete their program plan under the catalog year they were admitted if they return within the allowed six years. Students who fail to complete the degree within the six-year period will be dropped from the program. Dropped students must apply for readmission to the degree program with an evaluation of all credits taken to date and must pay the application fee.

The six-year time period applies equally to readmitted students; courses falling outside the six- year time relative to a readmitted student's new intended end term are expired and may not be counted toward the degree.

The University's Leaves of Absence policies include mandatory leaves of absence, found [here](#), and birth, adoption, and parental leave [here](#).

If a leave of absence disrupts an internship, the student may have to restart their internship as required by state standards and at the discretion of the program director.

**\*If receiving Financial Aid** the student must independently contact the financial aid office to arrange a break in financial aid and how to reinstate their funding when they return at [finaid@ewu.edu](mailto:finaid@ewu.edu) or 509-359-2314.



# Appeal Process



## Appeal for Dismissal Due to Misconduct:

If a student is dismissed due to misconduct, such as a violation of the [Student Conduct Code](#), violation of the [Academic Integrity Policy](#), a violation of School of Education Graduate Programs: [Student Dispositions and Expectations](#), a violation of the ethics of the Washington State [Code of Professional Conduct for Education Practitioners](#), a violation of the code of ethics specific to their program, breaking the law in an agency-related matter, criminal conduct, misrepresentation of self on background checks or admissions application, the student will be notified via letter from the Director of the School of Education Graduate Programs.

The student may appeal in writing to the Chair of the School of Education within 21 days of the date indicated on their letter of dismissal. The Chair will review all documentation considered by the program, the student's written appeal, and may request additional information as needed. The Chair will issue a written decision within 30 days that will be emailed and mailed to the student. A notice of the final decision will be sent to the Dean of CPP and the Graduate Studies Director. The decision of the Chair is final, and no further appeal is available.

## Appeal for Substitutions or transfer work be reviewed for Program-Specific Requirements

The Graduate Committee in the School of Education [GoCARRT] meets biweekly to discuss student requests and appeals. Students hoping to have courses substituted from another school, seeking readmission to the program or have other requests should submit an

[appeal request to educgrad@ewu.edu](mailto:appeal request to educgrad@ewu.edu) for review.

After the committee's review, students will be sent a formal decision letter that must be signed and filed in students' records.

## Grade Appeals

For the grade appeals procedure and deadlines, see the [Graduate Programs site](#).

## Appealing Graduate Programs Probation or Dismissal

Examine the letter you received to determine whether it is from the EWU Graduate Programs Office or from the School of Education.

To appeal academic probation or academic dismissal due to violations of Graduate Programs policies, see [Academic Policy 303-22](#): section 1-3 for the most updated appeals process.



# School of Education Online Learning Expectations

Eastern Washington University School of Education students are expected to adhere to the same standards of behavior in an online environment as they would in a face-to-face situation. Students who choose to communicate through social networks (e.g., Facebook, Twitter, Instagram), should be cognizant of the high ethical and moral expectations of a professional educator when choosing this form of communication. Students should be ever mindful of how their communication may be perceived by colleagues, faculty, students, and other professional educators. Per the School of Education Graduate Programs: Student Dispositions and Expectations 4. Communication, resorting to personal attacks, harassment, cultural insensitivity, or discrimination as a way of expressing your opinions in a social media setting could be perceived as a violation of these dispositions. We encourage students to ensure that all content on social networking sites and other locations reflect the professional image you wish to portray.

Per the [EWU Social Media Policy \(203-04\)](#), “Generally try to avoid airing grievances. Social networks are often not the best forums for raising grievances that might be better addressed in other venues or handled privately” (Appendix A – Social Media Guidelines, p. 3). Per these guidelines, do not post any material that is obscene, defamatory, or harassing.

Profanity, racist, sexist, or derogatory remarks, content that incites hate or encourages unethical or illegal activities, spam and off-topic remarks are discouraged. The professional work characteristics, specifically the areas of professionalism, communication, and global/intercultural fluency, will be considered by program faculty on a quarterly basis. Equally as important, students are not to post any information that could compromise confidentiality. Individuals may be held personally liable for posting such material and these communications will be considered as a part of the ongoing evaluation of both academic and nonacademic factors that may affect a student’s ability to perform appropriately as an educator.



## Endorsement or Initial Certification Information & Instructions

Students are expected to review the appropriate processes relating to their program on the School of Education Certification website:  
<https://www.ewu.edu/cpp/education/certification/>

# STUDENT SUPPORT SERVICES & POLICIES

## **EWU NON-DISCRIMINATION STATEMENT**

Eastern Washington University does not discriminate in its programs and activities on the basis of race, color, creed, religion, national origin, citizenship, immigration status, sex, pregnancy, sexual orientation, gender identity/expression, genetic information, age, marital status, families with children, protected veteran or military status, HIV or hepatitis C, status as a mother breastfeeding her child, or the presence of any sensory, mental, or physical disability or the use of a trained guide dog or service animal by a person with a disability, as provided for and to the extent required by state and federal laws.

## **RELIGIOUS HOLIDAY ACCOMMODATION OPTION**

If you would like to request an accommodation for reasons of faith or conscience, please refer to EWU's policy on [Holidays and Religious Accommodations](#). Accommodations must be requested within the first two weeks of the term using the [Holidays and Religious Accommodations Request form](#) available online.

## **REASONABLE ACCOMMODATIONS**

In compliance with the Americans with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973, Eastern Washington University provides services and accommodations to students who experience barriers to the education setting due to learning, emotional, physical, mobility, visual, or hearing disabilities. [Student Accommodations and Support Services](#) (SASS) at EWU is dedicated to the coordination of appropriate and reasonable accommodations for students with disabilities. Students who need accommodations should contact SASS as early as possible to request an accommodation, although a student can identify with SASS at any time during a term. Once an accommodation is approved by SASS, students must let each professor know if they wish to use the accommodation during a particular course or lab. For more information, please contact online [Student Accommodations and Support Services](#) at [sass@ewu.edu](mailto:sass@ewu.edu) or 509.359.6871. SASS-Care/Support Services 509.359.7924.

## **EWU OFFICE OF EQUAL OPPORTUNITY, AFFIRMATIVE ACTION, AND ADA COMPLIANCE MISSION**

"To promote an environment that is free of discrimination, sexual harassment, and retaliation. Eastern Washington University is committed to equal opportunity, fair treatment, and taking affirmative action to increase the number of students and employees from historically underrepresented groups." For more information, please contact online the [Office of Equal Opportunity, Affirmative Action, and ADA Compliance](#).

## **EWU OFFICE OF DIVERSITY, EQUITY, & INCLUSION**

This office promotes an inclusive and welcoming community. For resources and more information, please contact [ODEI](#).

## **SEXUAL MISCONDUCT, INTERPERSONAL VIOLENCE, TITLE IX AND MANDATORY REPORTING**

Eastern Washington University recognizes the inherent dignity of all individuals and promotes respect for all people ([EWU Policy #402-01](#)). Sexual misconduct will NOT be tolerated at EWU. If you have been subjected to sexual misconduct, we encourage you to report this matter promptly [here](#), or to a faculty or staff member. The EWU faculty and staff are interested in promoting a safe and healthy environment. Your instructors and staff must report sexual misconduct disclosed to them to the Title IX Coordinator.

## **OFFICE OF STUDENT RIGHTS AND RESPONSIBILITIES**

The [Office of Student Rights and Responsibilities](#) supports the academic mission of the University by providing programs and services designed to meet the educational and developmental needs of students in relation to community standards, conflict management and resolution, civility, academic integrity and social/culture pluralism. Our main areas include conflict resolution services, victim advocacy, and education through upholding the student conduct code. For the University policies go to: [Student Conduct Code](#).

## **RESIDENCY**

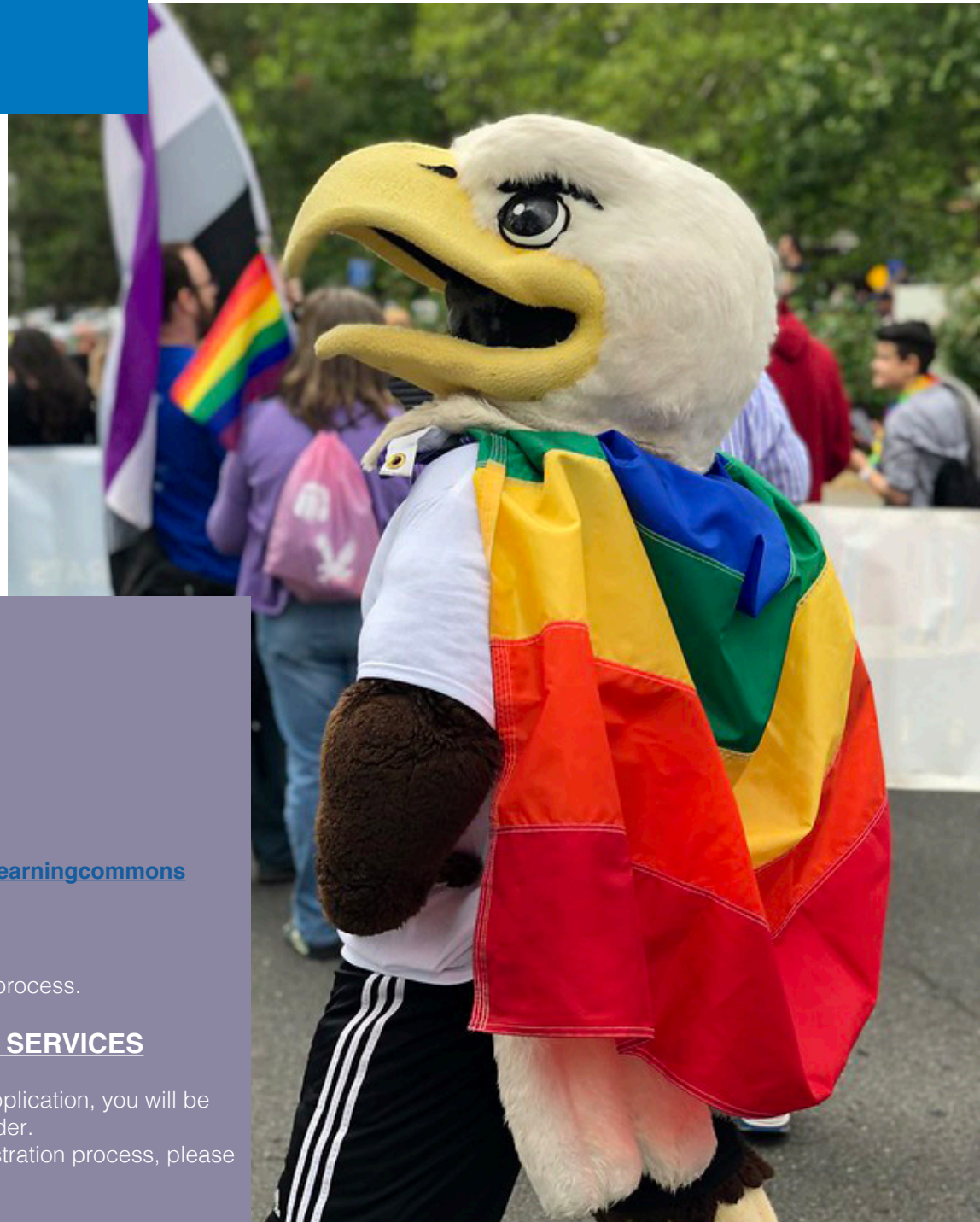
Out-of-state graduate students may be eligible for residency if they have lived in Washington state for at least one calendar year and have taken specific steps to establish legal residency within a certain time frame. Graduate students receiving a waiver are expected to establish residency by the beginning of their second year in their graduate program. More information about establishing Washington state residency can be found [here](#).

# Resources

## TALKCAMPUS IS AT EASTERN!

Life can be tough. At [TalkCampus](#), we're here for the moments when you just need a friend. Talk to students from around the world going through the exact same struggles you are any time of day or night. This is a safe place where you can talk anonymously about anything and get support for your mental health and whatever is on your mind.

- Download TalkCampus for free today and make right now and everything after it a little better. Let's talk and figure this life thing out together. Download the TalkCampus app on the App Store or Google Play. Use your Eagle e-mail address to login and get started! Services available 24/7.



## EWU OFFICES & SUPPORT

- Career Center | 509.359.6365 | <https://inside.ewu.edu/careercenter/>
- EWU Diversity | 509.359.4705
- EWU Counseling & Wellness Services | 509-359-6287
- EWU Pride Center | 509.359.7870
- Veterans Resource Center | 509.359.2461
- IT Help Desk Hours | <https://support.ewu.edu/support/home>
- JFK LIBRARY & LEARNING COMMONS | <https://www.ewu.edu/library/#learningcommons>

## WRITERS' CENTER

Our responders offer a collaborative experience that strengthens EWU writers of any ability, from any discipline, and at any stage of the writing process.

## REGISTER WITH STUDENT ACCOMMODATIONS & SUPPORT SERVICES

1. Complete the Accommodation Application
2. Submit Documentation Once you have submitted your Accommodation Application, you will be prompted to upload your documentation from a professional service provider.
3. Schedule an Intake Appointment If you have any questions about the registration process, please contact the SASS office at (509) 359-6871 or [sass@ewu.edu](mailto:sass@ewu.edu).

# Campus Resources

<https://inside.ewu.edu/studentaffairs/resources-for-students/>

- **College of Professional Programs** <https://www.ewu.edu/cpp/>
- **Community Resources** <https://inside.ewu.edu/community-care/>
- **Counseling & Wellness Services** <https://inside.ewu.edu/bewell/>
- **Financial Aid** <https://www.ewu.edu/apply/financial-aid-scholarships-office/>
- **Food Pantry (EWU)** <https://inside.ewu.edu/bewell/ewu-food-pantries/>
- **Graduate Programs Policies** <https://inside.ewu.edu/policies/knowledge-base/ap-303-22-graduate-students/>
- **IT Help Desk** <https://support.ewu.edu/support/home>
- **JFK Library** <https://www.ewu.edu/library>
- **Multicultural Center** <https://inside.ewu.edu/mcc/>
- **PLUS: Program Leading to University Success** <https://inside.ewu.edu/plus/>
- **Pride Center** <https://inside.ewu.edu/pridecenter/>
- **Records & Registration** <https://inside.ewu.edu/records-and-registration/>
- **Student Accommodations & Support Services** <https://inside.ewu.edu/sass/>
- **Student Financial Services** <https://inside.ewu.edu/financialservices/student-financial-services/>
- **Student Health** <https://inside.ewu.edu/bewell/rockwood-clinic-student-health-services/>
- **Veteran's Resource Center** <https://inside.ewu.edu/veterans/>

# PROGRAM REQUIREMENTS & COURSE SCHEDULES

## Masters in Education Programs

- [M.Ed. Adult Education](#)
- [M.Ed. Career and Technical Education Administration](#)
- [M.Ed. Career and Technical Education](#)
- [M.Ed. Curriculum and Instruction](#)
- [M.Ed. Early Childhood Education](#)
- [M.Ed. Educational Leadership](#)
- [M.Ed. Educational Leadership with Principal Certification](#)
- [M.Ed. English Language Learners](#)
- [M.Ed. Library Media](#)
- [M.Ed. Literacy](#)
- [M.Ed. Physical Education and Health](#)
- [M.Ed. Special Education](#)
- [M.Ed. Teaching English to Speakers of Other Languages](#)

## Professional Certificate Programs

- [Career and Technical Education Administration Professional Certificate](#)
- [Career and Technical Education Professional Certificate](#)
- [College Teaching \(COIN\) Professional Certificate](#)
- [Early Childhood Education Professional Certificate](#)
- [English Language Learners Professional Certificate](#)
- [Library Media Professional Certificate](#)
- [Literacy Professional Certificate](#)
- [Physical Education and Health Professional Certificate](#)
- [Principal Certification Professional Certificate](#)
- [Special Education Professional Certificate](#)
- [Teaching English to Speakers of Other Languages Professional Certificate](#)

# Internship Information



Students are also expected to review the Internship Information to know what is expected of them when preparing for their internships. Internship information can be found at <https://inside.ewu.edu/educgrad/internships/>.

# Degree Curriculum & Objectives

Eastern Washington University has been committed to training teachers and school personnel for the benefit of the greater Eastern Washington region. The role of a teacher is one of the most recognized and appreciated careers in our society. Teachers share their knowledge and their passion for learning on a daily basis. Dedicated professionals and life-long learners, teacher are dedicated to educating our most precious resource: our children.

Our graduate programs provide you with the education and training you need at the pace that works for you.

All program requirements, including course work, internships and final examinations, must be completed within a six-year time period. The six- year period is based on academic terms. The start term for the six-year period is the EWU academic term corresponding to the completion date of the earliest course being included as part of the degree program. If the student completed the first course between EWU academic terms, the next term will be considered the start term (e.g. for a first course completed in late August, the start term would be fall). A student's start term may be a Summer Term. The end term is the corresponding term six years after the start term (e.g., for a start term of fall 2004, the end term is fall 2010) per [AP 303-22, section 4-4](#).

## Student Learning Outcomes:

### Adult Education:

- articulate a thorough understanding of strategies and techniques for teaching adults
- demonstrate knowledge of the structure, functions, and operational systems of a variety of post-secondary institutions;
- augment repertoire of post-secondary teaching practices to enhance active learning;
- establish a mental framework of the theories that support the strategies and techniques for teaching adults;
- identify and explain the significance of the challenges and current issues of post-secondary teaching;
- understand the characteristics of the adult learner.

### CTE Admin:

- demonstrate the competency-based knowledge and skills required for effectively working in leadership roles in P-12 educational settings in compliance with NELP and Washington State Standards as well as program requirements;
- support all facets of CTE programming at an organizational level;
- demonstrate an understanding of the current theory, research, and strategies needed to effectively lead schools in P-12 educational settings;
- understand and prepare for the educational, social, political, economic, and cultural context within which school leader's work;
- apply supervisory and instructional strategies in CTE program areas;
- know the legal requirements, expectations and authority of a CTE program leader;
- respond to students, staff, families, industry partners and community members in positive and inclusive manner.

## Student Learning Outcomes cont.:

### CTE:

- understand the environment of CTE and the role of CTE in education;
- apply instructional planning strategies for CTE industry areas;
- utilize effective classroom management strategies and scenarios for effective learning in CTE secondary education;
- demonstrate mastery of CTE educational concepts and strategies.

### Curriculum and Instruction:

- describe select curriculum theories;
- design a culturally informed curriculum;
- design standards-based curriculum and instruction;
- evaluate standards-based curriculum and instruction;
- implement research-based practices in the creation of curriculum and instruction;
- implement standards-based curriculum and instruction;
- provide a critical analysis of leadership in the field of education;
- provide a critical analysis of organizational systems in the field of education.

### Early Childhood Education:

- Planning and implementing intentional, developmentally, culturally, and linguistically appropriate learning experiences that promote the Social-Emotional Development, Physical Development and Health, Cognitive Development, Language and Literacy Development, and General Learning Competencies of each child served (Standards 4 and 5);
- Establishing and maintaining a safe, caring, inclusive, and healthy learning environment (Standards 1 and 4);
- Observing, documenting and assessing children's learning and development using guidelines established by the profession (Standard 3 and 6);
- Developing reciprocal, culturally responsive relationships with families and communities (Standard 2); Advocating for the needs of children and their families (Standard 6);
- Advancing and advocating for an equitable, diverse, and effective early childhood education profession (Standard 6);
- Engaging in reflective practice and continuous learning (Standards 4 and 6).

### Educational Leadership:

- demonstrate an understanding of the current theory, research, and strategies needed to effectively lead schools in P-12 educational settings;
- demonstrate the competency-based knowledge and skills required for effectively working in leadership roles in P-12 educational settings in compliance with Washington state standards and program requirements;
- understand and prepare for the educational, social, political, economic, and cultural context within which school leaders work.

# Degree Curriculum & Objectives cont.

## Student Learning Outcomes cont.:

### English Language Learners:

- design optimal language learning environments grounded in research related to second language acquisition;
- assess language learning development;
- employ a disposition of cultural humility in teaching-related communications;
- plan instruction that is appropriate for students' cultural, linguistic, and educational backgrounds.

### Health and physical education:

- broaden your existing knowledge of health and physical education;
- learn how to safely establish and manage a gym classroom education for various levels of physical ability;
- apply discipline-specific scientific and theoretical concepts critical to the development of physically educated individuals;
- gain the knowledge and skills necessary to demonstrate competent movement performance and health-enhancing fitness as delineated in the state of Washington and National K–12 Standards.

### Library media:

- design and build library collections that align with the educational goals of a school;
- develop lesson plans that investigate and utilize tools for information problem-solving processes in a digital world;
- improve the digital literacy skills of students within an educational environment.

### Literacy:

- demonstrate knowledge of the assessment/instruction cycle and use a variety of assessment tools and practices to plan and evaluate evidence-based literacy instruction;
- foster literacy development by using instructional practices, materials and assessments to create a literate environment;
- possess knowledge of the literacy processes and apply the results of evidence-based literacy research (qualitative and quantitative) to instructional practices;
- know a wide range of instructional practices, approaches, methods, and curriculum materials to support literacy instruction;
- demonstrate a deep understanding of the pedagogical knowledge and practice specific to the teaching of literacy.

## Student Learning Outcomes cont.:

### Principal Certificate:

- demonstrate an understanding of the current theory, research, and strategies needed to effectively lead schools in P-12 educational settings;
- demonstrate the competency-based knowledge and skills required for effectively working in leadership roles in P-12 educational settings in compliance with NELP and Washington State Standards as well as program requirements;
- understand and prepare for the educational, social, political, economic, and cultural context within which school leader's work.
- know the legal requirements, expectations and authority of a school leader;
- lead school improvement and instructional supervision to support positive student outcomes;
- create a positive school climate and culture;
- respond to students, staff, families and community members in a positive and inclusive manner.

### Special Education:

- administer, interpret, use, and communicate assessment information in the delivery of special education services;
- collaborate with families, teachers, school staff, and the community in the delivery of special education services;
- deliver specially designed instruction that meets Federal and WA State legal requirements, is evidence-based, and improves the lives of students with disabilities;
- demonstrate an understanding of the field of special education and disabilities as measured by passing the WA State Exit exam (currently the NES);
- demonstrate the ability to think critically about current issues and research in the fields of education and special education and apply this information to problems of practice;
- produce legally correct and professionally appropriate special education documents (i.e., IEPs, evaluation reports, FBAs, PBS Plans and lessons plans) and communicate the contents of these documents as appropriate and needed for the delivery of special education services;
- support the inclusion of students with disabilities in the K–12 public school system.

### Teaching English to Speakers of Other Languages:

- design optimal language learning environments grounded in research related to second language acquisition
- assess language learning development
- employ a disposition of cultural humility in teaching-related communications
- plan instruction that is appropriate for students' cultural, linguistic, and educational backgrounds

# School of Education Scholarship Information

Scholarships for Education students can be found at  
<https://inside.ewu.edu/educgrad/scholarship-opportunities/>.



## Payment & Tuition Information

Due to the accelerated nature of the program, it is very important to stay on top of paying tuition for each course you are taking. You may register for classes one session at a time OR you can register both session 1 and 2 at the same time.

\*If you are using financial aid funds to pay for classes, be sure to register for both session 1 and session 2 courses prior to the start of a term. The Financial Aid Office runs their processes prior to the start of each term.

It is EXTREMELY IMPORTANT, if you do not pay your bill in full by the end of the third day of the session you will be AUTOMATICALLY DROPPED from your courses in that session and we will NOT be able to get you back into your courses for that session.

\*\*If you are using financial aid you must be enrolled in a minimum of 4 credits to be eligible for financial aid. When you begin your Internships you might find yourself only taking 2 or 3 credits per session.

If you are only enrolled in 2 or 3 credits for session 1 your financial aid (for the entire quarter) will NOT be disbursed until session 2 when you have hit the 4 credit minimum for financial aid. This means you will be required to pay for the 2 or 3 credits out-of-pocket for session 1 THEN once session 2 starts you will be reimbursed for those 2 or 3 credits at that time. If you have questions about this, please contact the Financial Aid Office at <https://www.ewu.edu/apply/financial-aid-scholarships-office/>.

All students are responsible—regardless of their source of funding—for monitoring their account and paying their full charges by the tuition deadline, which is two calendar days before the session start date. Failure to pay in full by the tuition deadline will result in your removal from the current session. Re-enrollment will not be available until the next session.

Being dropped for non-payment does not impact your standing in the program. It will, however, result in a delay in completing your degree as you are not able to re-enroll in the courses for that session. This is university policy and not something we can override.

This also applies if another party is paying for your courses (employers, VA benefits, etc). We strongly encourage everyone to reach out to the EWU Student Financial Services at 509.359.6372 or [sfsofc@ewu.edu](mailto:sfsofc@ewu.edu) if you have any questions.

### Paying Tuition

1. Go to the EWU Portal and Access EagleNET
2. Once in EagleNet click the "Student" link
3. Select the menu "Student Account" and then select "Pay my Bill"
4. A menu will show up that should default to the current term
5. Click submit
6. Select the term you are paying and click "Pay Now". A pop-up opens where you must select the term, and you are able to edit the amount paid.
7. You will now see a summary of your account. Select "Make a Payment" at the bottom
8. Select "Pay Bill or Optional Charges" and follow the on-screen prompts to enter your payment information *Eastern Washington University accepts Visa, Mastercard, American Express and Discover cards. We also allow direct debit/ACH of your checking or savings account.*