MASTER OF ARTS DEGREE IN EDUCATION
SPECIAL EDUCATION EMPHASIS

STUDENT HANDBOOK

CAL POLY POMONA
COLLEGE OF EDUCATION & INTEGRATIVE STUDIES
EDUCATION DEPARTMENT

CPP MISSION STATEMENT

We cultivate success through a diverse culture of experiential learning, discovery, and innovation.

COLLEGE OF EDUCATION & INTEGRATIVE STUDIES MISSION STATEMENT

The College of Education and Integrative Studies is a learning community focused on meeting the present and future needs of students in our communities. We educate students to become highly qualified and significant leaders in our society. We are committed to the principles of diversity, ethics and social justice, and life-long learning. Central to our mission are innovative and integrative thinking, reflective practice, collaborative action, and learning by doing.

EDUCATION DEPARTMENT MISSION STATEMENT

We cultivate successful education professionals in a diverse community that practices innovation, discovery, and experiential student-centered learning.

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Introduction

Welcome to Cal Poly Pomona (CPP), the College of Education and Integrative Studies (CEIS), and the Department of Education. Thank you for your interest in our Special Education programs. Consistent with the University's mission, our programs reflect a polytechnic focus on learning by doing, student success, and appreciation for differences and diversity. Be assured that we are both pleased and proud to have you join our Department of Education community of learners. We encourage you to become fully active participants in the program so that you can glean as much from your experiences at Cal Poly Pomona as possible.

We are providing you with a handbook that depicts and describes key elements of our programs. Please read it carefully and stay informed about all guidelines and requirements. We welcome you again to our community with great enthusiasm and look forward to becoming better acquainted with you in the coming weeks and months. This handbook is intended to supplement the University's Graduate Student Handbook.

NOTE: This Student Guide contains information specific to the MA program in Education (Special Education option/subplan), offered through Cal Poly's Department of Education in the College of Education & Integrative Studies (CEIS). Although the Department makes every effort to advise and inform students, it is, nevertheless, the responsibility of all applicants and program participants to read and stay informed about all guidelines and deadlines regarding the credential and graduate programs. Please refer to the online University Catalog, department bulletin boards, application materials, e-mail announcements, Education Specialist Handbook, Clinical Practice materials, and other university and department brochures and publications for additional and updated information. The CPP Electronic Catalog, published on the Web, constitutes the university's official document of record, hereafter referred to as the University Catalog. There is also important information in the University's Graduate Student Handbook. Students are responsible for the information contained in the University Catalog and Graduate Student Handbook. Failure to read and follow the deadlines and regulations will not exempt a student from consequences that may occur.

YOUR CPP EMAIL IS THE OFFICIAL METHOD USED BY THE DEPARTMENT AND THE UNIVERSITY TO COMMUNICATE WITH STUDENTS. PLEASE SET UP YOUR COMPUTER AND MOBILE DEVICES TO RECEIVE EMAIL FROM CPP.

About The College and the Department

College of Education and Integrative Studies

The College of Education and Integrative Studies (CEIS) is home to the departments of Education, Ethnic and Women's Studies (EWS), Liberal Studies, Educational Leadership, Early Childhood Studies (ECS) and Interdisciplinary General Education (IGE). The Department of Education offers post-baccalaureate credential, master's, and doctoral programs. The EWS department is the conscience of the college in areas of social justice and equity. The Liberal Studies Department prepares credential candidates at the undergraduate level, in particular, with a deep understanding of the disciplines addressing the K-12 academic content standards. The IGE program is an innovative course of study modeling the type of thematic instruction that has been a best practice in secondary education but often difficult to implement in the traditional school setting.

Education Department

The mission of the Department is to effectively prepare candidates to teach all K-12 students and understand the contemporary conditions of schooling. The Department of Education offers credential programs in Multiple Subject, Single Subject, Education Specialist, Administrative Services, and the Bilingual Authorization (formerly called the BCLAD). It also offers Master's Degree programs in Education, with emphases in Curriculum and Instruction, Educational Leadership, Educational Multimedia, and Special Education and an Ed.D. program in Educational Leadership. Cal Poly Pomona's credential programs are fully accredited by the California Commission on Teacher Credentialing.

Highlights of CPP's MA Programs

- With a core faculty of about 20, the Department offers personalized service and individualized advisement for credential and master's students.
- Master's courses are offered in a variety of delivery formats, including on-campus (face-to-face), hybrid (50% online and 50% on-campus), and fully online.
- Cal Poly offers an easy pathway from credential to Master's degree. The majority of candidates who earn their credential at Cal Poly continue to complete the Master of Arts at Cal Poly Pomona by filing a Petition to Change Degree Objective form with Rebecca Briseno in 6-219 or rbriseno@cpp.edu.

Contact Information

Department of Education

Dr. Heather Taylor
MA Program Advisor, Associate Professor
Bldg. 94-270
hewizikowski@cpp.edu
(909) 869-4595

Dr. Richard Navarro
Graduate Studies Coordinator
Bldg. 6-219
ceismaprogram@cpp.edu
(909) 869-3452

Rebecca Briseno
Administrative Support Coordinator
Bldg. 6-219
rbriseno@cpp.edu
(909) 869-3452

University Graduate Studies Office

Rebecca Rivas
Graduate Studies Analyst
CLA Bldg. (98, T7-18)
rrivas1@cpp.edu
(909) 869-3331

Education Specialist Faculty

Dr. Heather Taylor
MA Program Advisor, Associate Professor
Bldg. 94-270
hewizikowski@cpp.edu
(909) 869-4595

Dr. Joanne Van Boxtel
Associate Professor
Bldg. 94-271
jmvanboxtel@cpp.edu
909- 979-5576

Dr. Sara Juarez
Assistant Professor
sjuarez@cpp.edu

Other University Services

University Writing Center
Bldg. 15-2919
(909) 869-3502

Disability Resource Center
Bldg. 9-103
(909) 869-3333

Student Conduct & Integrity Office
Building 26, Room 110

Cal Poly Pomona Library
Sally Romero
Reference Librarian for Education
909-869-4670
sallyromero@cpp.edu

Important University Policies

All university policies are published in the University Catalog. Students are responsible for the information contained in the University Catalog. Failure to read and understand the deadlines and regulations will not exempt a student from whatever consequences may occur. There is also important information in the University's Graduate Student Handbook.

Students with Disabilities

The Disabilities Resources Center (DRC) provides support services to students with documented special needs. The DRC has been designated as the campus authority to verify disabilities and to prescribe specific accommodations for students with documented disabilities. If you need DRC support, you must register with the center to be able to obtain services. Candidates registered with the DRC and planning to take the Comprehensive Exam as their culminating experience should notify Dr. Taylor so any necessary accommodations can be put into place. Please see the DRC website for further information – Disability Resource Center

Student Rights and Responsibilities

All members of the university faculty and staff have a primary mission of helping students to make progress toward a degree or credential. Nevertheless, each student is individually responsible for meeting all university requirements and deadlines, as presented in the current Cal Poly Pomona University Catalog and any other announcements of the university, center or department in which he/she is enrolled.

The University intends that every member of the campus community be afforded a work and study environment free of discrimination based on race, color, religion, national origin, sex, sexual preference, marital status, pregnancy, age, disability or veteran status. All persons are to be protected from abusive or harassing behavior.

Information regarding student rights and responsibilities and grievance procedures can be found in the "Statement of Student Rights, Responsibilities, and Student Grievance Procedures," copies of which are available in the Office of Judicial Affairs. – *Source: Cal Poly Pomona Course Catalog.* Please refer to the Office of Student Conduct and Integrity website for additional information.

Please note, a good faith effort to settle an issue of concern must be made before a formal grievance can be filed. Even after filing, efforts to resolve the dispute by informal means should continue.

Please consult with the Department Chair's office as a first step in resolving any dispute. The next point of appeal would be the Associate Dean's office, followed by the Dean of CEIS. In the event the matter is not resolved at this level, the Office of Judicial Affairs should be contacted.

General Information

Note: Master's candidates are advised to read and familiarize themselves with all policies and procedures as delineated in the University Catalog, Graduate Studies and the Graduate Studies website, including the University's Graduate Student Handbook.

The Master of Arts (MA) in Education is an advanced degree offered at Cal Poly Pomona. A minimum of 30 semester units of acceptable graduate level work must be completed to earn the degree. Twenty-one (21) units of course work **must be taken in residency**. There are four options available within the MA in Education program: Curriculum & Instruction; Educational Leadership; Educational Multimedia; Special Education. Within the Special Education option, students have the choice of the following emphases: Diversity, Curriculum and Instruction, and General Studies. (These emphases will not appear on transcripts.)

Candidates interested in options other than Special Education are advised to contact the Department of Education Graduate Programs Coordinator, Dr. Richard Navarro at ceismaprogram@cpp.edu.

The Master of Arts Degree with an option (subplan) in Special Education offers advanced study in education and special education. The MA *alone* does not provide authorization for classroom instruction in the State of California. The Preliminary and Clear Credentials provide the required state authorization for teaching in the candidate's selected area of emphasis. Cal Poly Pomona offers the Preliminary Credential and also offers a doctoral program in Educational Leadership.

Steps to Apply for Admission to the MA Program in Education:

Meet the following prerequisites:

1. Bachelor's Degree from an accredited institution.
2. Teaching credential (Multiple Subject, Single Subject, or Education Specialist). Credential candidates may apply for admission to the graduate program at the conclusion of their first quarter of Clinical Practice.
3. Minimum GPA of 3.0.
4. Passing score on the Graduate Writing Test (GWT). If you have not taken or have not passed the GWT, arrange to take it the quarter prior to your admission to the graduate program. If you completed your bachelor's degree at CPP, you have already fulfilled this requirement.
5. Foreign students must take the TOEFL. See the University's Graduate Student Handbook for current information on minimum passing scores.

If you are currently enrolled at Cal Poly Pomona:

1. Meet the prerequisites specified above.
2. Complete the Petition to Change Graduate Degree Objective form. Turn in the Petition, your GWT documentation, and two letters of recommendation (from faculty or professional references) to Dr. Navarro, Graduate Studies Coordinator (6-219).
3. Once you receive the official letter of admission to the graduate program, make an appointment with the MA faculty advisor, Dr. Heather Taylor, (hewizikowski@cpp.edu) to complete a Master's Contract.

If you are <u>not</u> currently enrolled at Cal Poly Pomona:

1. Meet the prerequisites specified above.
2. Fill out the CSU Graduate Application (Cal State Apply).
3. Once you have received your letter of admission, make an appointment our MA faculty advisor, Dr. Heather Taylor, (hewizikowski@cpp.edu) to complete an MA contract.

Master's Contract

When you meet with Dr. Taylor, you will complete a Master's Contract (see blank contract on page 11), which lists the courses required for your MA program. This is a map of courses you will take during your program. Your program is individualized to your emphasis, interests and needs; it may include courses which you took for your Multiple Subject, Single Subject, or Education Specialist credential. **Courses eligible for your MA Contract may not be more than 7 years old at the time of anticipated graduation with your MA degree**.

Once your Contract is filled out and signed, a copy is sent to the University Graduate Studies Office and held on file until you graduate. The original contract is sent to the Evaluations Office and is used as the official record of progress toward the degree. Any deviation from your Contract (for example, deciding to take a different course from that listed on your plan, or changing from thesis to comps) must go through Dr. Taylor, and a written Graduate Academic Petition must be submitted to the University Graduate Studies Office.
Keep a copy of your contract so you can follow your progress through the Master's program.

<u>NOTE:</u> The Master's Contract is written during an appointment made and attended after you receive the official letter notifying you of admission to Graduate Studies. If you have taken courses at other universities, please bring transcript(s), and course descriptions. Remember, a minimum of 21 of the required 30 semester units must be taken at Cal Poly Pomona, and courses may not have been taken any earlier than 7 years from the date of your anticipated graduation.

Master's Timeline and Graduation

Use this MA checklist to ensure you have followed all procedures and submitted all required forms/information.

The graduate degree of no less than 30 quarter units shall be completed *within 7 years from the time the first course which applies to the degree (including transfer courses) is started.*
Candidates are eligible to earn the Master's degree and participate in Commencement ceremonies upon satisfactory completion of all Master's Contract requirements, maintaining a 3.0 GPA across all MA courses, holding a current CA teaching credential, and satisfactory completion of the thesis, project, or comprehensive exam (including submission of the Report of Culminating Experience to the University Graduate Studies Office).
Complete information on policies and procedures for graduate degree programs at Cal Poly Pomona is available on the Graduate Studies website. Master's candidates are advised to read

and familiarize themselves with all policies and procedures as delineated in the University Catalog, the Graduate Studies website, and the University's Graduate Student Handbook.

Grad Check
Grad checks will be completed by Graduate Studies for you once you have Advanced to Candidacy. Nothing is required on your part.

Graduation Application
Graduation refers to the term in which you have officially and successfully completed all of your graduation requirements. You must apply for the term in which you plan to graduate through your Student Center in BroncoDirect. Once grades are posted, your record will be evaluated and if all requirements are met, your degree will be awarded.

Candidates must be enrolled in the University during the quarter in which they graduate. Students must submit a graduation application through Bronco Direct by the appropriate deadline. Please visit the Registrar's website for deadline dates and instructions on how to apply for graduation and pay for graduation fees online. The application is valid only for the semester for which it is submitted. Upon completion of their terminal requirement, the candidate's advisor is required to submit a "Report of Culminating Experience" (RCE) Form to the Graduate Studies Office.

Commencement
The Commencement ceremony is often referred to as "Graduation," but in reality there is a difference. Commencement is a ceremony and celebration for students who are projected to successfully complete all of their graduation requirements by the end of Winter Semester or those that completed in prior summer or Fall Semester. You will not receive a diploma at the Commencement ceremony. Confirmation of degree completion will not take place until official grades are posted.

Visit the Commencement website for more details on the Commencement ceremonies, Grad Fair, and alumni information. All MA students are encouraged to participate in this celebration of your accomplishments!

Report of Culminating Experience (RCE)
A Report of Culminating Experience is required to be sent to the University Graduate Studies Office upon completion of your terminal requirement. Your thesis or project chair, or the instructor of the Comprehensive Exam will file this online form for you.

FOR MORE INFORMATION, PLEASE VISIT THE REGISTRAR'S WEBSITE AT: http://www.cpp.edu/~registrar/graduation/index.shtml

CALIFORNIA STATE POLYTECHNIC UNIVERSITY, POMONA
PROGRAM FOR THE MASTER OF ARTS IN EDUCATION
Emphasis Area: **Special Education** Catalog Year 2020-2021

NAME _____ ADDRESS _____

CITY_____ STATE ____ ZIP _____ BRONCO ID# _____

PHONE _____ CPP EMAIL _____

MASTER'S DEGREE CURRICULUM

A. Core Courses (9 units)

		Units	Sem/Yr	Grade
EDU 5350	Induction/Directed Study	3		
EDU 5358	Diversity in Special Education	3		
EDU 5352	Adv. Curriculum & Instruction	3		

B. Emphasis Elective Courses (9-12 units)

		3		
		3		
		3		
		3		

C. Required Research Courses (7 units)

ERA 5900	Intro to Grad Studies	3		
ERA 6930	Research Methodology	4		

Advancement to Candidacy Date_____

D. Terminal Requirement (3 units)

ERA 6950	Master's Project **OR**	3		
ERA 6960	Master's Thesis **OR**			
ERA 6970	Comprehensive Examination	3		

TOTAL: A,B,C,D (minimum 30 Units) _____

GRADUATE OFFICE USE ONLY

First program course taken_____
Quarter/Sem Year

Completion required by end of_____
Semester Year

_____
Program Received By Date

_____
Verified by Graduate Analyst Date

_____
Student Signature Date

_____
Adviser or Committee Chair Date

_____
Graduate Coordinator Date

_____
Department Chairperson Date

_____
College Dean Date

This outline represents an official program for the degree. All courses listed must be completed. Any deviation from this program must be approved by petition by the Graduate Coordinator and Graduate Studies Analyst. Updated 06-24-2020

Forming a Master's Project/Thesis Committee

Please note that prior to beginning any culminating activity, you must demonstrate proof to your advisor or chair that you have or have been recommended for a teaching credential. Per University policy, you may not graduate with an MA degree in Special Education without a valid teaching credential.

Project and Thesis Candidates

You select and invite faculty to become a member of your thesis/project committee, matching your project/thesis topic to faculty areas of expertise and interest. Your committee must have a minimum of 3 members, 1 chairperson and 2 readers. These members should have backgrounds and expertise in the topic of your project/thesis. Your chairperson **must be** a Cal Poly Pomona full-time faculty member in the Education Department. The other two members must possess a Master's Degree; however, they do not have to be university faculty. The committee members, under the direction of the committee chairperson, read and respond to drafts of all components of your project or thesis preparation, and sign off on your final version. Master's Committee forms are available from Dr. Navarro (Bldg. 6-219).

As you begin your MA coursework, you should begin thinking about what area you are interested in that might lead to a successful project or thesis. The most successful candidates shape their culminating activity over the course of their program rather than decide on a topic after all their coursework is completed.

Comprehensive Examination Candidates

The Comps Exam is offered in Spring semester only. Candidates who have selected the comprehensive examination will register for ERA 6970 the Spring semester after they have Advanced to Candidacy (completed all coursework). It is recommended that any candidates registered with the Disability Resource Center and planning to take the Comprehensive Exam as their culminating experience, please notify Dr. Taylor so any necessary accommodations can be put into place. You will be provided a separate Comprehensive Exam Handbook for complete information on the exam.

Master of Arts in Education Culminating Options

Candidates for the Master of Arts in Education (Special Education Option) have three choices for the culminating course/experience:

Thesis

A thesis is an original piece of educational research. Candidates may select a quantitative, qualitative, or mixed design methodology. *CPP Institutional Review Board (IRB) approval is required for any thesis working with human subjects.*

Quantitative*:* Typically, the research starts with a hypothesis; then, the researcher attempts to prove or disprove the hypothesis. In so doing, the researcher studies two or more variables; the hypothesis is tested on a sample; results are evaluated, usually through descriptive and/or statistical analysis. Note: A case study with a single subject research design fits within this area.

Qualitative: In-depth interviews and extensive observations are key methods of qualitative inquiry. Case studies, teacher as researcher projects, and autobiographical research also fall within qualitative inquiry methodology.

Project

A project is a scholarly, comprehensive written document that addresses an important educational issue/problem in a thorough and comprehensive manner. It offers the candidate the opportunity to be flexible and creative in designing and completing the final product. Typically, the project begins with an idea about a need for a curriculum guide, a teacher handbook, action research, software or the like. Next, a needs assessment is conducted to document the need for and content of the project. Finally, the project is conceptualized and completed. Teacher research/action research projects fit within this area. *IRB approval is required for any thesis working with human subjects.*

Comprehensive Exam (Comps)

The Comprehensive Exam is a high-stakes essay exam covering content from the special education Master's courses. The exam is offered Spring semester only. It is a take-home, case study-based examination that requires students to use graduate-level writing skills to effectively synthesize course learning with their classroom experiences and best practices. A candidate may take the comprehensive exam only **two** times. If the candidate does not pass the second time, they may not earn the MA in Education Degree from Cal Poly Pomona per University policy.