



Master of Science in Secondary Collaborative

<http://samford.edu/education/graduate-programs.aspx>

Dear Prospective Graduate Candidate:

Thank you for your interest in the Secondary Collaborative Graduate Program at the Orlean Bullard Beeson School of Education and Professional Studies at Samford University. This is a unique program offering initial certification in secondary special education to teachers at all levels. To be considered for the program, the prospective candidate must hold a Class B teaching certificate and meet the admission requirements outlined in the following admissions packet. The secondary collaborative program is a 30 hour master's degree program. The candidate may select 3 electives during their course of study. The remaining core courses include the following:

- EDUC 582- Issues and Trends in Special Education
- EDUC 585- Assessment Procedures and Processes
- EDUC 586- Managing Challenging Behavior in the Classroom: A Functional Behavioral Approach
- EDUC 589- Methods of Differentiating Instruction in the Secondary Classroom
- EDUC 593- Research-Based Methods of Instruction at the Secondary Level
- EDUC 595- Practicum in Secondary Collaborative
- EDUC 597- Curriculum Integration of Technology

The program of study will focus on current research, trends, practices, laws, litigation and theoretical issues facing the field of secondary special education, as well as, specific strategies and teaching skills for meeting the individual needs of students in the general education classroom and the special education classroom. Any educator would benefit from the expertise gained from this field of study. Regardless of where you hope to teach, if you are interested in a master's degree at the secondary level, this program will make you a better teacher who is more equipped to deal with the varying needs of students at the secondary level. For questions regarding specific program details, please contact Dr. Mandy Hilsmier, program director. For general admission questions, please contact the Graduate Studies Coordinator, Leslie Mann, at lmann@samford.edu.

We look forward to hearing from you.

Sincerely,
Maurice Persall, Ed.D,
Chair and Professor, Graduate Studies

800 Lakeshore Drive * Birmingham, Alabama U.S.A. 35229 R04/12

To apply:

To be eligible for admission, a candidate must hold a bachelor's degree from an accredited institution of higher education and a Class B Alabama teaching certificate.

1. Submit application and \$35 application fee (check or money order) payable to Samford University
2. Submit two official transcripts from all colleges and/or universities attended (minimum undergraduate/graduate GPA of 3.0)
3. A copy of a Class B Alabama teaching certificate
4. Submit one page statement of purpose for pursuing the degree
5. Submit Writing Sample: A three-page writing sample describing a problem that faces high school level special education today (nationally), analyzing salient points of the issue, and evaluating potential solutions. The sample should demonstrate formal writing and should include appropriate citations. Follow APA format.
6. Submit three letters of recommendation (one must be from your principal or supervisor and the other two must be from other administrators at your school)
7. Submit completed Disposition Form by candidate's principal or supervisor – this means that your supervisor will complete a letter of reference and the Disposition form
8. Provide official score report of the Graduate Record Examination (GRE) with a minimum score of 295 - verbal and quantitative combined – **NO SCORE OLDER THAN 6 YEARS WILL BE ACCEPTED. GRE is the preferred test;** however, a minimum score of 396 will be considered on the Miller Analogies Test (MAT). Applicants submitting GRE scores will be given preference. Applicants must provide documentation of both official score reports, if applicable.

IMPORTANT

GRE score reports should be sent **DIRECTLY** to **Leslie Mann**, Graduate Studies Coordinator, at the address listed below. GRE scores can take anywhere from 10 days to 8 weeks to come back so it is the applicant's responsibility to plan accordingly to ensure a complete application is in place by the deadline.

9. Submit completed Immunization form **DIRECTLY** to Student Health Services (205.726.2835).

Please submit all application materials to:

Leslie Mann, M.Ed.
Graduate Studies Coordinator
Samford University
School of Education
Graduate Studies Department
800 Lakeshore Drive Birmingham, Alabama 35229
lmann@samford.edu

For questions regarding specific program details, please contact Dr. Mandy Hilsmier, Director of the Secondary Collaborative program at acstrong@samford.edu. For general admission questions, please contact the Graduate Studies Coordinator, Leslie Mann, at lmann@samford.edu.

General Information:

1. Program Checklist

Candidates must follow the checklist currently in place when you begin your program

2. Transfer Credits

Candidates holding a degree in a teaching field may be eligible to transfer up to six (6) semester hours (or no more than two (2) courses) of coursework from another institution, provided these courses are equivalent to Samford's courses, the courses are on the same level as the degree the candidate wishes to pursue (ex: Master's level to Master's level), and these courses were NOT used towards the completion of a previous degree. Transfer courses require the pre-approval of the Chair of the Graduate Studies, the Certification Officer, and the Alabama State Board of Education (ALSDE). Candidates wishing to receive pre-approval must provide three (3) official copies of transcripts and detailed catalog course descriptions for each course from the University where these courses were taken. No courses will be considered older than six (6) years and the candidate must have earned a grade of B or better in each course the candidate wishes to be considered for transfer.

3. Scholarships

Please call the graduate studies office for more information (205.726.2019).

4. Financial Information

Information regarding loans can be obtained from the Financial Aid Office at 205.726.2905.

A late fee will be assessed by the Bursar's Office for students with outstanding balances at the close of business on the day tuition is due.

Completion Requirements:

1. Completion of Coursework

Candidates in all graduate programs must ensure that they take the correct courses, according to the checklist, and earn the correct number of semester hours for completing a degree. All candidates have a maximum of 6 years to complete their program.

2. Grade Point Average

A GPA of 3.0 must be maintained throughout the graduate program and until the completion of the program. Candidates whose GPA drops below 3.0 are required to withdraw from the program.

3. State Certification Application

Upon starting the last semester of classes, candidates will come to a Comprehensive Examination orientation meeting. At this meeting, the Certification Officer, will present you with all materials needed to apply for your State certification. All certification paperwork should be turned in to the Certification Officer no later than the last day of the candidate's last class before graduation. All degrees leading to initial certification will require a passing score on the PRAXIS to be eligible to apply for state certification.

4. Comprehensive Exit Examination

Chair of Graduate Studies, will inform candidates of the Comprehensive Examination process at the Comprehensive Examination orientation meeting. Candidates will complete the Comprehensive Examination process at a date determined by the Chair of Graduate Studies.

Name:

S.S.

Secondary Collaborative
(30 semester hours)

	<u>Class A Certification</u> <u>Secondary Collaborative</u>	TERM	GRADE
	Required Courses		
EDUC 582	Issues and Trends in Special Education		
EDUC 585	Assessment Procedures and Processes in Special Education		
EDUC 586	Managing Challenging Behavior in the Classroom: A Functional Behavioral Approach		
EDUC 589	Methods of Differentiating Instruction in the Secondary Classroom		
EDUC 593	Research-Based Methods of Instruction at the Secondary Level		
EDUC 595	Practicum in Secondary Collaborative		
EDUC 597	Curriculum Integration of Instructional Technology		
	Elective Courses (Pick 3 with advisor approval)		
EDUC 513	Instructional Design for Optimal Student Learning		
EDUC 514	Social Dynamics and Student Learning		
EDUC 515	Standards-Driven Teacher Leadership		
EDUC 520	Foundations of Instructional Leadership		
EDUC 526	Legal and Ethical Issues in Education		
EDUC 580	Developing Creative and Critical Thinking Skills in Gifted Education		
	*** Survey of Special Education Coursework (required if not previously completed.):		
EDUC 510	Instructional Adaptation for Student Diversity		
Total Required Credits:			30

*This checklist is the most current checklist approved by ALSDE, please note this checklist is subject to change and the candidate will be held responsible for completing all requirements of the checklist currently in place when the candidate begins their program. Survey of Special Education and Educational Technology coursework will be required in addition to these program requirements if not previously completed.



Application for Admission to Graduate Studies

Today's Date _____

Program of Intended Study _____
Recertification, MSE or EdS Major

Personal Information (Print)

Name _____
LAST FIRST MIDDLE MAIDEN

Social Security Number _____

Home Address _____

Home Phone _____ Cell Phone _____

Personal Email _____

The following information is for statistical purposes only and will, in no way, be used in a discriminatory manner:

Date of Birth _____ Religious Preference _____ Race _____ Gender _____

Country of Birth _____ Country of Citizenship _____

Present Employer Information

Present Employer _____

Number of years employed at this employer: _____ Supervisor _____

***Please note: Alabama State Board of Education standards require a minimum of three (3) years successful teaching experience to be eligible for the Instructional Leadership program and Instructional Leadership certification from ALSDE.**

Employer Address _____

Work Phone _____

Work Email _____

Title of Position _____

Academic Experience

High School and College/University Information

Name of High School _____

Graduation Year _____ Degree earned _____

Name of College/University _____

Graduation Year _____ Degree earned _____ Major _____

*Need two official transcripts

Name of College/University _____

Graduation Year _____ Degree earned _____ Major _____

*Need two official transcripts

Name of College/University _____

Graduation Year _____ Degree earned _____ Major _____

*Need two official transcripts

Name of College/University _____

Graduation Year _____ Degree earned _____ *Need two official transcripts

If any additional education was earned, please describe in detail on an attached sheet of paper.

Have you ever been placed on academic probation by any school? Yes _____ No _____ If so, please explain:

Have you had an introductory Special Education course? _____ If so, where and when? _____

Have you had an introductory educational technology course? _____ If so, where and when? _____

I understand that if I have not previously earned credit at the master's level or above in special education and technology, I will be required to take one or both courses in addition to my graduate program, depending on the course(s) I am lacking.

In completing this application, I realize that Samford University is a Christian institution and that it has a right to require of its candidate's conduct that is at all times honorable, clean, and sober. I certify that I have given complete and accurate information concerning my academic background. I understand if any information is intentionally falsified, my eligibility for degree completion, "good-standing status", and eligibility for ALSDE certification may be denied.

Signature _____ Date _____

By signing this application, I understand that I am ultimately responsible for meeting the requirements of my program/degree.

This form must be completed and signed before application can be processed in the Admissions Office. Samford University is an Equal Opportunity institution and does not discriminate in receiving applications and offering programs based upon race, color, gender, national origin, age (over 40), disability, marital status, or veteran status, and in all ways, fulfills its obligations under Title VII of the Civil Rights Act of 1964, as amended, and Title I of the Americans with Disabilities Act of 1990.

Please submit all application materials (with the exception of the Student Health form) to:

Leslie Mann, M.Ed.

Graduate Studies Coordinator

Samford University

School of Education

Graduate Studies Department

800 Lakeshore Drive Birmingham, Alabama 35229



Dispositions

The faculty of the graduate program in the School of Education at Samford University believe that effective educational leaders must demonstrate the following dispositions.

An effective educational leader:

1. Interacts appropriately and positively with others
2. Treats others with courtesy, respect, and open-mindedness
3. Works with diverse groups and handles issues of diversity with respect and affirmation
4. Shows concern for the self-concept and self-esteem of others
5. Demonstrates leadership in challenging all students to high levels of achievement
6. Participates and contributes actively to team efforts
7. Facilitates the work of others
8. Is reliable, responsible, and consistent
9. Demonstrates leadership and reflective decision-making consistent with the role of teacher leader/chief learning officer
10. Exhibits a strict code of honesty related to all assignments in the workplace as well as in graduate work
11. Acknowledges the written work of others scrupulously in research and other projects

All applicants for graduate studies in the School of Education at Samford will submit a reference form from their direct supervisor rating their performance related to these dispositions. Students will evaluate themselves against these criteria as they move through their graduate program. Anyone who fails to demonstrate these dispositions while a graduate student at Samford will be asked to meet with a team of graduate professors and will be asked to provide a self-improvement plan. Continued failure to uphold these standards of conduct will result in dismissal from the program.



DISPOSITION FORM

Name of applicant: _____

Applicant's Intended Program of Study: _____

Name of Supervisor: _____ Title: _____

Supervisor Signature: _____ Date: _____

Please rate the applicant based on your observation of his or her performance. Please use the rating scale in the lower right-hand corner. If a specific disposition was not observed, please indicate this by leaving the rating box for that particular disposition blank.

DISPOSITION	RATING
Interacts appropriately and positively with others	
Treats others with courtesy, respect, and open-mindedness	
Exhibits sound judgment and moral reasoning	
Works with diverse groups and handles issues of diversity with respect and affirmation	
Shows concern for the self-concept and self-esteem of others	
Demonstrates leadership in challenging all students to high levels of achievement	
Participates and contributes actively to team efforts	
Facilitates the work of others	
Is reliable, responsible, and consistent	
Demonstrates leadership and reflective decision-making consistent with the role of a teacher leader/chief learning officer	
Exhibits a strict code of honesty related to all assignments	
Acknowledges the work of others scrupulously	

TOTAL SCORE _____ out of a maximum possible score of _____

Rating Scale:
Not Observed = NO
Below Average = 1
Average = 2
Above Average = 3



Student Health Services

Dear Prospective Candidate:

Please **carefully review the Immunization form**. The University requires all candidates to submit this Immunization Record in order to reduce the risk of communicable disease on campus. **The completed form is due no later than two weeks after the first day of class of the term the candidate will be starting their program.** The record must be signed by a healthcare provider or include a health department stamp. **Failure to submit this documentation within two weeks after the first day of class of the term the candidate begins their program will result in a \$150 fine and a registration hold on your account.**

If you need to receive any immunizations to complete your form, you may do so at Student Health Services on campus. Please note that we do not process insurance claims and that you will incur some expense for any vaccinations, skin test, or laboratory testing done on campus. Our office is available Monday through Friday, 8:00am to 12:00pm and from 1:00pm to 4:30pm. Please call the office at (205) 726.2835 if you have any questions concerning this form or if you would like to schedule an appointment for immunizations. No appointments are scheduled during the month of July.

To obtain the Immunization Form, please go to:

<http://www.samford.edu/healthservices/content.aspx?id=45097157891>

Return the completed form to:

**Samford University
Student Health Services
800 Lakeshore Drive
Birmingham, Alabama 35229**

Before mailing the form, **please make a copy for your personal records.** We look forward to having you on campus!



My Application Checklist

Please keep this checklist to help you keep track of your application materials. All materials listed below must be submitted to the Graduate Studies office by the application deadline in order to be considered for admission.

I have submitted...

- Application
- Application fee
- Two official transcripts from each institution attended
- GRE or MAT score no older than six years
- Copy of most recent teaching certificate
- Experience Verification form (notarized), if applicable
- Scholarly Essay
- Statement of Purpose
- One letter of reference from my immediate supervisor
- Disposition form completed by my immediate supervisor
- Two additional letters of reference (for a total of three letters) from professors, colleagues, or employers
- Student Health Immunization form directly to Student Health Services (205.726.2835)
- Portfolio (for Instructional Leadership and Teacher Leader majors only)
- Request for interview (for Instructional Leadership and Teacher Leader majors only)

Recertification students should only submit the application, application fee, two official transcripts from each institution attended, copy of most recent teaching certificate, and Student Health Immunization Form

Please submit all application materials to:

Leslie Mann, M.Ed.
Graduate Studies Coordinator
Samford University
School of Education
Graduate Studies Department
800 Lakeshore Drive Birmingham, Alabama 35229

All Student Health Immunization forms should be submitted directly to Student Health Services (205.726.2835)



IDENTITY

Samford University is a Christian community focused on student learning.

Samford was founded in 1841 by Alabama Baptists. In the present day, it maintains its ties to Alabama Baptists, extending and enhancing their original commitment by developing and maintaining in the campus community an exemplary Christian ethos and culture.

MISSION

The mission of Samford University is to nurture persons in their development of intellect, creativity, faith, and personhood. As a Christian university, the community fosters academic, career, and ethical competency while encouraging social and civic responsibility, and service to others.

CORE VALUES

The Samford community values lifelong:

- belief in God, the Creator of heaven and earth, and in Jesus Christ, His only Son, our Lord.
- engagement with the life and teachings of Jesus
- learning and responsible freedom of inquiry
- personal empowerment, accountability, and responsibility
- vocational success and civic engagement
- spiritual growth and cultivation of physical well-being
- integrity, honesty, and justice
- appreciation for diverse cultures and convictions
- stewardship of all resources
- service to God, to family, to one another, and to the community.

SCHOOL OF EDUCATION GRADUATE STUDIES CORE VALUES

The School of Education Graduate Studies department values lifelong:

- dedication to every student's success
- continuous improvement
- trust and personal responsibility in all relationships
- productive partnerships
- intelligent opportunism

VISION

Anchored in Christian understanding, Samford University will be a diverse community, stressing vigorous learning and personal faith, in the Baptist tradition. Within that commonality, the Community will be: innovative in teaching, learning and research; sensitive to global issues; aggressive in self-assessment and continuous improvement. Faithful to its mission, Samford will be known and acknowledged worldwide by holding to its core values. The world will be better for it.

Bursar's Office information

E-bills

The University e-mail system is the official means of communication with students. E-mail notification of new e-bills availability will come via Samford University e-mail. Samford University does not provide paper statements.

Students need to register parents or other designated individuals to receive e-bill notices and access the e-bill system. The following link will guide the student in registering an "Authorized User"

http://www4.samford.edu/admin/bursar/Steps_for_Authorized_User_Setup.pdf

Payment Options

On-line Payment with Check

Payment by electronic check using the e-bill system is the most efficient and Samford's preferred method of payment. Payment by electronic check can be made by using your checking or savings accounts.

On-line Payment with Credit Card

MasterCard, American Express and Discover can be used to make online payments. A 2.75% (Minimum of \$3.00) convenience fee will be assessed by third-party web processor. Reminder: this fee will not be assessed if payment is made by e-check.

Other Payment Options

The Bursar's Office continues to accept payment by check through the mail. Payment by check or cash can be made in person.

A 5% late fee (currently capped at \$100 – subject to change) will be assessed on the day after the payment due date on any past due balance.

Any student with a past due balance will not be eligible for registration for the next semester or commencement participation and will not be able to obtain their grades, transcript, and/or diploma.

Direct Deposit

Refunds are issued for accounts that have a credit balance from Title IV funds (ex. Stafford Loans, Perkins Loans, Pell Grants, SEOG grants). Also, at the request of the student, refunds may be issued from scholarships and personal payments. In lieu of a paper check, direct deposit is available for students expecting refunds. **Only personal checking accounts can be used to set up direct deposit.**

The following link will guide the student in setting up a direct deposit account.

http://www4.samford.edu/admin/bursar/How_to_Set_Up_Direct_Deposit.pdf

Visit the Bursar's Office Website for detail information regarding:

<http://www4.samford.edu/admin/bursar>

Payment Schedule

E-bill Dates

Due Dates

Late Fee Assessment Dates

Refund Schedule

Tuition & Fees

Financial Policies

Refund Policy

Phone Numbers & Web Addresses

Bursar's Office

1-800-888-7214

205-726-2816

broffice@samford.edu

<http://www4.samford.edu/admin/bursar>

<http://www.samford.edu/parents.aspx>

Office of Financial Aid

1-800-888-7245

205-726-2905

<http://www4.samford.edu/admin/finaid>

Admissions

1-800-888-7218

205-726-3673

<http://admission.samford.edu/>

Student Records

1-877-888-2911

205-726-2911

<http://www4.samford.edu/groups/sturec/>

Bookstore

205-726-2834

<http://bookstore.samford.edu/home.aspx>

Post Office

205-726-2933

Samford University Switchboard

205-726-2011