

MASTER OF ARTS IN EDUCATION
Undergraduate Preparatory Procedures for Secondary English, grades 9-12
2005-07 General/Graduate Catalog

FRESHMAN YEAR

- Obtain an Exploratory Field Experience Handbook from the Field Experience Office (Violette Hall 2313, 785-4397) by October 1.
- Draft a course plan to include all requirements for the your BA Degree and the MAE program and schedule an appointment with the Certification Analyst (Violette Hall 2316, 785-4680) to review it.
- Prior to taking ED 393, Clinical Experiences in Teaching, which includes a field experience component of 45-60 clock hours, students must observe a minimum of 55 clock hours in a public school setting. Minimum observations are to be divided as follows:
 - 10 clock hours - Elementary (1-6)**
 - 10 clock hours - Junior High/Middle School (6-8)**
 - 10 clock hours - High School (9-12)**
 - 15 clock hours - Additional (1-6) (6-8) or (9-12)**
 - 10 clock hours - Special Education**

Within the 45 hours not designated for a special education setting:

5 clock hours must provide observations of a setting or program which includes at-risk students

Within the total 55 Exploratory Field Experience hours:

5 clock hours must be in a setting determined to be culturally diverse.

SOPHOMORE YEAR

- Continue with Exploratory Field Experience observations.
- Meet with MAE English Director to review undergraduate course plan and MAE program requirements and expectations.
- Continue to review/modify course plan with academic advisor and Certification Analyst.
- Complete ENG 238 Introduction to Linguistics.
- Be sure to complete two courses from the Composition strand in the English major. These courses can be completed in sophomore, junior or senior year.
- Take ED 389 Foundations of Education (Prerequisites: Sophomore status, 2.75 cumulative GPA) ED 389 is offered in fall and spring semesters and in summer. It may also be available as an online class in summer.

JUNIOR YEAR

- Take ED 393 Clinical Experiences in Teaching (Prerequisites: Junior status, 2.75 cumulative GPA, Minimum grade of C in ED 389 or concurrent enrollment in ED 389, 55 clock hours Exploratory Field Experiences) ED 393 has a 45-60 hour field component and students are encouraged to leave a block of time free in their class schedule to allow time to complete the field component. ED 393 is offered fall and spring semesters and in the May interim.
- Complete ENG 416 Literature for Young Adults junior or senior year.
- Complete ENG 323 English Grammars junior or senior year.
- Continue to review/modify course plan with academic advisor and Certification Analyst.

- Take the Graduate Record Exam-General test (GRE). Obtain information on registration and available test dates in the Assessment and Testing Office (Violette Hall 1130, 785-4140). Plan to take the GRE during the junior year so appropriate scores will be achieved prior to applying for admission to the MAE Program first semester of the senior year. Students who take the GRE at Truman can expect to receive a score report in 10-15 working days after their test date. Be sure to indicate Truman State University (code 6483) as the graduate school you want your scores reported to.

SENIOR YEAR

- Take ED 593 Psychological Foundations of Education. ED 593 is offered fall and spring semesters and in summer. (Prerequisites: Senior status, 2.75 cumulative GPA, minimum grade of C in ED 389, minimum grade of C in ED 393 or concurrent enrollment in ED 393)
- Complete the Application for Admission to Graduate Study and Application for Admission to the MAE Program first semester of the senior year and submit to the Graduate Office (MC 203, 785-4109). Both application forms can also be submitted online at <http://gradschool.truman.edu/applying.stm>. Complete application files will be considered for approval in the fall if received by September 15 and in the spring if received by February 15. **Those planning a fall semester or full year internship should apply in September.**

A COMPLETE APPLICATION FILE WILL INCLUDE THE FOLLOWING:

- 1) Application for Admission to Graduate Study
 - 2) Application for Admission to the MAE Program
 - 3) Minimum of three letters of recommendation
 - 4) GRE (General) score report
 - 5) 2.75 GPA required; 3.00 preferred;
 - 6) Transcripts from all colleges/universities attended
 - 7) **MAE Admission Portfolio.**
(Guidelines for the MAE Admission Portfolio are available through the Language and Literature Division. This should not be confused with the Senior English portfolio or Truman Senior Portfolio.
- Notification of admission status generally takes place mid-November or mid-April. Included in the admission packet sent to students at the time of notification of admission will be the Sequence of Activities for MAE Students and an Individual Plan of Study.
 - Students who wish to pursue a full-year, Teacher of Record internship position must petition the Education Division by completing the application and returning it by January 15. The application can be obtained from the Field Experience Office when picking up the internship placement packet. Students will be notified of the decision by mail.
 - MAE faculty advisors are assigned at the time of admission. Students should meet with their MAE advisor as soon as possible after notification of admission to the program to review details of their Individual Plan of Study and the Sequence of Activities for MAE Students.

Note: Additional information is available on the web at education.truman.edu.