The University of Memphis

ICL Graduate Student
EdS Guide

ICL Faculty Guide to the Graduate Student Process
Instruction and Curriculum Leadership (ICL)
Education Specialist (EdS) Handbook

Table of Contents

Section I. General Information
Catalog Description
Concentration
Program Hour Requirements
Acceptance of Transfer Credit

Section II. Admission
Step 1 - Admissions to the University of Memphis Graduate School
Planned Course of Study
Application Materials
Application Deadlines
Step 2 - Admission to the ICL program in the College of Education
Departmental Application
Application Materials
Interview
Acceptance to the EdS Program
Departmental Application Deadlines

Section III. Navigating the Program
Program Advisory Committee
Advisory Committee Form
Program of Study
Program of Study Form
Comprehensive Examinations (Comps)
    Comprehensive Written Examination
    Oral Comprehensive Exam Requirement
Comprehensive Examination Evaluation Form
Culminating Experience
Culminating Experience Defense Form
Enrollment Requirements

Section IV. Graduation
Graduation Requirements and Deadlines
Candidacy Form
Section I.

General Information
The Education Specialist degree is designed for the educator-practitioner who desires post-master's training but who does not wish to earn a doctorate. This program is administered by the College of Education, Health and Human Sciences.

Catalog Description
The Education Specialist is an interdisciplinary degree designed to provide an individualized, flexible program of studies for the educator-practitioner in either a school or non-school setting, whose academic interests are aimed at specific and individual career goals and needs. It offers opportunities for advanced professional specialization and includes a relevant culminating experience or a thesis.

Program objectives are: (1) strong knowledge base in a major area of study, research, cultural or psychological foundations, and a supportive area of study; (2) ability to evaluate and conduct research in higher, adult education, and lifelong learning; (3) development of skills and dispositions for leadership positions in educational organizations.

Concentration
There are no concentrations for this degree. However, you must select a specialty area of focus. Choices that fall under the Department of Instruction and Curriculum Leadership are listed below.

ICL Program Areas:
- Early Childhood
- Instruction and Curriculum
- Instructional Design and Technology
- Reading
- Special Education

Program Hour Requirements
Content for Specialty requires 21 hours (Including 6 hours of culminating experience), College Core 6 hours (Complete one three-hour course in research and one three-hour course in educational psychology appropriate to the area of study), and 6 hours of Electives for a total of 33 hours - earned no more than six years prior to graduation. The maximum combined credit in Independent Study and “Workshop” courses that may be applied to EdS degree requirements is 9 semester hours.

Acceptance of Transfer Credit
Credit earned at another institution must be presented for consideration not later than the end of the student’s second semester of enrollment. Upon approval by the student’s program advisory committee, the credit will be transferred to apply toward the EdS, provided that the credit meets general University and specific program requirements. Approved transfer credit may be accepted for not more than 12 semester hours of post-master's degree course credit for the EdS degree. Submit the following form:
http://www.memphis.edu/gradschool/pdfs/doctoral_transfer_credit.pdf.

Courses used to complete a Masters degree may not be used for the EdS degree.
II. Admission

Admission to the Education Specialist program requires both acceptance by The University of Memphis and the College of Education under ICL in which the studies will be concentrated.

Step 1. Admissions to the University of Memphis Graduate School

General Admissions requirements for U of M Grad School

Click on the link Apply Now next to either:
Graduate Applications (U.S. residents only) 1st time fee: $35.00
or
International Residents (Non-U.S. residents) 1st time fee: $60.00

If you have been a graduate student at the University of Memphis but have not been taking courses for one or more semesters you will need to request readmission using the same application on the webpage above, you will not be charged an application fee.

If you are a new student to the University of Memphis you will need to create a login ID and a pin number. Click on the first time user account to create this account. Please keep a record of your login ID and your pin number. After you login you will be on the Application Type page, select Graduate from the drop down box. Next, you will see the Apply for Admissions page, be sure to select the correct application term for the semester you plan to start taking courses. The next page will be the Applications Checklist page.

Planned Course of Study
When you get to this section you will need to identify the degree you are seeking. In the drop down box, scroll down and select Education Specialist EdS. There are no concentration areas to enter under that degree program. You can move on to the next section.

Application Materials
Materials you will need to submit to Graduation Admissions in 101 Wilder Tower:
   a) Official Graduate Record Examination (GRE) score (verbal, quantitative, and writing)
   b) Official transcripts of undergraduate and graduate study
   c) Applicants whose native language is other than English must score at least 550 (or 210 computer-based) on the Test of English as a Foreign Language (TOEFL).

Graduate School Application Deadlines

Domestic Applicants:
Fall Semester-July 1
Spring Semester-Dec. 1
Summer Semester-May 1

International Applicants
Fall Semester-May 1
Spring Semester-Sept. 15
Summer Semester-Feb. 1
Step 2. Admission to the ICL program in the College of Education

Departmental Application
Submit an ICL Education Specialist Application to 215 Ball Hall along with the applications materials listed below. http://memphis.edu/icl/docs/edsapplicationpc.docx

Application Materials
a) Two letters of recommendation from individuals familiar with the applicant’s academic background and aptitude for graduate work, specifying in detail the applicant’s capabilities for higher level study and for future performance and scholarship. At least one letter from a college/university professor is preferred. They must be on letterhead in sealed envelopes.
b) A written statement of 500 to 1000 words (maximum) that indicates the intended area of focus in the program and the applicant’s present interest and career goals.
c) An updated professional resume.

Interview
Interview with two faculty members and select a temporary advisor from your concentration area. The application file must be complete before an interview will be scheduled. In some cases the interview will take place after the application deadline.

Acceptance to the EdS Program
Each program sets its’ own standards for admission. Contact the program for specific details. Once you have been admitted you will be notified by letter.

Departmental Application Deadlines
February 1: for the summer semester (not all programs will admit during the summer)
April 1: for the fall semester
October 1: for the spring semester

III. Navigating the Program

Once you have been admitted to the University and ICL you will be assigned a temporary program advisor. This person will help you select a Chair for your Program Advisory Committee.

Program Advisory Committee
Your temporary program advisor will help you select a Program Advisory Chair and committee. This committee must have three faculty but can have more. The following are required.

- Three faculty members with expertise in your area of study
- Committee Chair must have full graduate faculty status
- At least one committee member must be a faculty member in the student’s major area of study
- The remaining committee member may be inside or outside the student’s department and college
- Only one Adjunct Graduate Faculty Member may serve as a member of the committee.

If your area of specialization is not from one of the concentrations previously listed, but from an area included in the MAT degree program, the ICL faculty is responsible for serving on the program committee. Content faculty from the MAT area can serve on the program committee. (For example...
if the student has an ESL focus, the committee should include 1 faculty from this program area. Those additional areas are listed below.

- Elementary Education, Middle School Education, Secondary Education (with an emphasis in any subject area), ESL, Art Education, Music Education.

**Advisory Committee Form**

File a Thesis/Dissertation Faculty Advisory Committee Appointment form [http://www.memphis.edu/gradschool/pdfs/td_committee_form.pdf](http://www.memphis.edu/gradschool/pdfs/td_committee_form.pdf) with the COE Graduate Office of the Associate Dean for Graduate Programs. Designate EdS on this form.

**Program of Study**

During your first semester, the chair of your Program Advisory Committee will help you plan a program of studies to accomplish your career goals. Complete the Program of Studies form; once it has been approved by the committee, it should be submitted to the Assistant Dean of Graduate Studies in 215 Ball Hall.

**Program of Study and Candidacy Form:** [http://www.memphis.edu/cehhs/pdfs/education-specialist-form.htm](http://www.memphis.edu/cehhs/pdfs/education-specialist-form.htm)

**Comprehensive Examinations (Comps)**

When you have completed all course requirements or are enrolled in the last course(s) in your program of studies, exclusive of the culminating experience, you must pass a comprehensive examination covering the major and core areas of study. This MUST be passed before enrollment in the culminating experience. The examination shall be both written and oral and shall be conducted by the candidate’s Program of Studies Committee. The Chair of each candidate’s committee should take the initiative in planning the examination and collecting appropriate questions from various professors. Although COE requires EdS and EdD students to complete comps that include a minimum of two hours of research questions, the research question does not need to come from EDPR. The student’s committee can administer a research question appropriate for the student’s line of study.

Your adviser files a written request with the COE Graduate Office for you to take the Comprehensive Examinations.

Your adviser receives clearance from the COE Graduate Office for you to take the Comprehensive Examinations.

**Comprehensive Written Examination**

The written portion of the examination should be individual program comprehensive, consisting of the following:

1. One section covering the College Core areas of research and education psychology tailored to the candidates program of studies - 2 hours total writing time.
2. One section covering the major concentration tailored to the candidates program of studies - 4 hours total writing time.

The number of questions may vary according to the preferences of the exam coordinator (major adviser), as long as the time allotted fulfills the time requirements for the examination.

Reference materials may be used during the portions of the examination dependent on the Advisory Committee’s approval. The Advisory Committee will decide on which questions, if any, reference materials may be used and the nature of the reference materials to be used.
Texting, phone or e-mail communications are not allowed during this examination and will be grounds for dismissal from this program.

**Oral Comprehensive Exam Requirement**
The oral portion of the examination should be conducted as an extension of the written portion of the examination.

The oral portion of the examination should be taken shortly after completion of written comprehensives but no later than one semester after written examination.

The oral portion of the examination should be conducted to allow the student to both clarify portions of the written examination and discuss additional questions and issues relevant to the field of study.

There is no set length of time for the oral examination.

Written questions should be evaluated prior to the oral examination and be available for review by the Advisory Committee at the time of the examination. Regardless of the student’s performance on the written examination, he/she proceeds to the oral examination.

At the conclusion of the oral examination, the student should be dismissed from the room while the committee discusses the performance.

The Advisory Committee may judge the examination to be successful (pass) or unsuccessful (fail). If unsuccessful, the Advisory Committee shall specify what the student should do to address any weaknesses and the time period in which to complete these requirements. Comps may be taken no more than twice.

The written comprehensive examination may be retaken during the semester remediation specified by the Advisory Committee is completed, but no later than the semester following completion of the remediation.

**Comprehensive Examination Evaluation Form**
A form to document the results must be filed with the College of Education Associate Dean of Graduate Studies in Ball Hall 215.


**Culminating Experience**
The culminating experience for the Education Specialist degree integrates and applies the academic focus of the student’s studies. It may be completed in one of four ways: thesis, field experience, organized internship, or special project.

NOTE: The University of Memphis Institutional Review Board is a committee designed to approve, monitor, and review any research involving humans. The aim of the IRB is to protect the rights and welfare of the research subjects. If you will be conducting research involving humans please visit the following site to adhere to current policies and procedures. [http://www.memphis.edu/irb/](http://www.memphis.edu/irb/)

The Culminating Experience Proposal should be developed with the assistance of the committee adviser. The student will do the following:
• Schedule a meeting with your Advisory Committee to approve your proposal.

• Give copies of your proposal to each member of your Advisory Committee at least two weeks prior to this meeting.

• Deliver a final draft of your culminating experience to your Advisory Committee Chair.

• After your Advisory Committee Chair approves the draft of the culminating experience, schedule the culminating experience defense.

• Give copies of your culminating experience to each member of your Advisory Committee at least two weeks prior to this meeting.

• Set up a final defense of your culminating experience with the committee.

The Advisory Committee will complete and sign the culminating experience Defense form. The Chair of the Advisory Committee (your adviser) is responsible for securing the appropriate signatures and giving the form to the Associate Dean for Graduate Programs.

The student will submit a final copy of your culminating experience to the COE Graduate Office in Ball Hall 215.

Culminating Experience Defense Form: http://www.memphis.edu/gradschool/form/defense.php
This form must be signed and submitted to the Associate Dean of Graduate Studies in Ball Hall 215. Designate EdS Culminating Experience on this form.

Enrollment Requirements
All degree candidates must maintain continuous enrollment of at least one credit hour once they begin the culminating experience. If they fail to do so, they will be charged retroactive tuition at graduation. Credit will be posted upon completion and acceptance of the culminating experience, but no more than 6 hours will be counted towards the degree. The continuous enrollment requirement may be waived for any semester the major advisor is not on campus or for other reasons approved by the major advisor, department chair or Associate Dean of Graduate Studies of the College of Education, Health and Human Sciences.

Section IV. Graduation
Submit the required forms for Graduation by the deadlines. Information about the required forms and deadlines can be obtained from: http://www.memphis.edu/gradschool/graduation.php

Submit the EdS Candidacy form (same as your program of studies form) to the Assistant Dean of Graduate Studies in 215 Ball Hall. http://www.memphis.edu/cehhs/pdfs/education-specialist-form.htm