

MASTER OF ARTS DEGREE IN EDUCATION

ADMISSION REQUIREMENTS

ONLINE

CONCORDIA UNIVERSITY
School of Education
1530 Concordia West
Irvine, CA 92612
Phone: (800) 229-1200 x1487
jill.gredvig@cui.edu
www.cui.edu

A student must be admitted into the Online Master of Arts Degree Program prior to enrolling for any education courses. To be considered for admission to Online MA, a student must:

1. Have a bachelor's degree from a regionally accredited institution or an international evaluation showing the equivalent of a regionally accredited U.S. bachelor's degree.
2. Submit an application for admission to the School of Education – **non-refundable application fee: \$50.00** (application enclosed).
3. Submit Concordia's letter of intent form stating the applicant's goals in pursuing the graduate degree (form enclosed).
4. Show evidence of ability to achieve success in a graduate program by the following:

For full admission: a cumulative GPA of 3.0 or better (4.0 scale) in all previous college work.

For provisional admission: a cumulative GPA of 2.70-2.99 in all previous college work. Students admitted with provisional status may enroll for a maximum of nine graduate units (three units/semester). If a minimum GPA of 3.67 is earned in the three graduate courses (9 units), candidates may be granted regular status in a graduate program.

Candidates with a cumulative GPA below a 2.70, who meet one of the following, may petition to be considered as a candidate in the admission process:

1. Have three years or more of credible service in schools (credible service is defined as full-time teaching after completing a teacher preparation program). Use the verification of Experience form that is enclosed in the admissions packet.
 2. Submit documentation of GRE (Graduate Record Exam) score (score of 900 minimum combined verbal and quantitative scores **OR** a 450 verbal score and 3.5 analytical writing score), **OR** a Miller Analogies Test (MAT) minimum raw score of 41 **OR** a passing score on the MSAT **OR** a passing score on the Praxis and SSAT examinations.
 3. Have completed a subject matter preparation program at Concordia University Irvine with a minimum GPA of 3.0.
5. Forward ONE official transcript FROM EACH college or university attended showing all previous undergraduate and graduate work. Transcript must show a successful completion of a teacher education program with at least a B- in student teaching. (*Transcripts must be received in an official SEALED envelope*). If degree is from a non-U.S. institution, applicant must provide an official, detailed transcript evaluation from a California Commission on Teacher Credentialing (CCTC) approved international credential evaluation service that shows the equivalent of a regionally accredited U.S. degree.
 6. All applicants must have completed a teacher preparation program, including successful completion of student teaching with a B- or higher. One year of full-time teaching after completion of a teacher preparation program is required. Submit signed verification of teaching form (enclosed) to document one year of teaching.

Continued

7. Submit two current recommendations, on forms provided by Concordia, from an administrator or supervisor on the following:
 - a. academic proficiency;
 - b. personal character; and
 - c. competence and effectiveness in professional work.

Examples of acceptable reference sources are employers, work supervisors, principals/assistant principal, university instructors, division chairs, colleagues or pastors.

8. Submit a copy of your teaching credential/certificate/license.
9. International applicants whose first language is other than English must submit a passing TOEFL score. TOEFL scores must meet the minimum university requirement. Official test scores must be mailed to Concordia directly from the test company.
10. Meet the following computer technology requirements:
 - PC_Processor speed of 500 mhz or better
 - 64 MB RAM
 - CD drive
 - Windows 98 second edition, Windows 2000, or Windows XP
 - Sound Card capable of accepting a microphone input
 - Microsoft Office software package
 - Internet Explorer 5.0 or higherMost of the software and add-in programs will work with Macintosh OS9, but no support for the Macintosh system is provided by the university.

Internet Service Provider

- For the work in these courses, a dial-up connection should be sufficient. Some courses do have large documents connected to them and the download time will be slow but doable. If you do elect for broadband connectivity (DSL or cable), you will have faster access to the materials in the course. Broadband is desirable, but not required for these courses.
- There are some special challenges if you use America Online as your service provider since their system uses cache to store pages for viewing. Please contact the help desk (x1507) for further details.

**** For additional information please call Jill Gredvig at (800) 229-1200 ext. 1487****

You will be notified when your file is complete. Please consult the enclosed information for admissions deadlines. Students who are formally accepted will be given instructions on how to enroll in courses.

Students who are accepted will be given a CUI ID number and pin to use for Concordia class enrollment and any other university designated uses.

MASTER OF ARTS DEGREE IN EDUCATION

TUITION INFORMATION

ONLINE

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Tuition per semester unit

The tuition rate for the 2006-2007 school year (Summer 2006, Fall 2006 and Spring 2007) is \$425 per semester unit. Tuition rates are subject to annual review.

The cost of books is not included in tuition costs. Textbooks required for each course offered are posted on CUI's website.

Financial Assistance

Financial Aid, primarily in the form of loans, is available to the student. Information on financial aid is available from the Financial Aid Office. In order to meet deadlines that enable you to qualify, financial aid paperwork must be completed promptly. Candidates who belong to a Missouri Synod Lutheran congregation and are currently employed by a church in the Lutheran Church—Missouri Synod may qualify for a Post-Baccalaureate Church Career Grant. **A grant application and a post-baccalaureate financial aid application must be completed in order for a student to be considered for this grant.**

SCHOOL OF EDUCATION ADMISSION APPLICATION MASTER OF ARTS DEGREE IN EDUCATION

Application fee: \$50 (non-refundable)

ONLINE

Please send application form and items to:

SCHOOL OF EDUCATION

Concordia University
1530 Concordia West
Irvine, CA 92612-3203
(800) 229-1200, ext. 1487

APPLYING FOR ADMISSION:

To complete your admission file, please complete all items in this application packet

**ALL admission file requirements must be fulfilled
BEFORE acceptance and enrollment.**

Please print or type:

Today's Date _____

Social Security Number _____

Term in which degree or program will be initiated:

fall semester 20__ spring semester 20__ summer 20__

CURRENT HOME MAILING ADDRESS:

Name _____
(Last) (First) (Middle) (Maiden/Other Name Used)

Street _____ City _____ State _____ Zip _____

Phone (_____) _____ FAX (_____) _____ Additional Number (_____) _____

E-mail address _____

*An e-mail address is required. If you do not have an e-mail address Concordia's library can assist you in setting up an account.

GENERAL INFORMATION:

Date of birth _____ Gender: Male Female

Citizenship: USA Permanent Resident Other Country _____

Study Visa Issued Yes No Institution _____

Please identify an ethnic or racial group (optional):

American Indian, Alaskan Native African American
 Asian or Pacific Islander White
 Hispanic Other

Please identify a religious group (optional):

Baptist Roman Catholic
 Church of Christ Presbyterian
 Lutheran _____ Other _____

DEGREES HELD (OR SOON TO BE HELD):

BA BS From _____
(College or University) (City) (State) (Month/Year Graduated)
Major _____ Cumulative GPA _____

MA MS From _____
(College or University) (City) (State) (Month/Year Graduated)
Major _____ Program _____

CREDENTIALS HELD

California Preliminary California Professional Clear Other State(s) _____
 Current Expired Date _____ Out of State Certification held
 Eligible for Out of State Certification

TESTS

CBEST (Date) _____ PRAXIS: Single Subject (Date) _____ MSAT (Date) _____
 CSET (Date) _____ SSAT (Date) _____ GRE/MAT (Date) _____ (OVER)

FINANCIAL AID

Applying for financial aid?

Yes No

* Complete the enclosed Financial Aid Application or call (800) 229-1200 ext. 1121 or email audrey.henry@cui.edu.

* Please refer to the tuition information form included in this packet for the most updated information on financial aid availability for the Online MA Program.

APPLYING FOR LUTHERAN TEACHER GRANT? Yes No

(Available only to members of the LCMS who are currently serving in Lutheran schools or to LCMS candidates who intend to complete Lutheran Teaching Certification) If yes, you must complete a financial aid application and a church career grant form which will be sent upon request.

Name of congregation/pastor _____

TRANSCRIPTS (*One official, unopened transcript is required. Transcripts must be sent directly to the School of Education at Concordia from each college or university attended.*) Official transcripts of **all** previous college work must be provided before acceptance. If degree is from a non-U.S. institution, applicant must provide an official, detailed transcript evaluations from a CCTC-approved foreign credential evaluation service. Please list all colleges and/or universities which you attended (*including Concordia/CCI*). Use another sheet of paper if necessary.

(Institution) (Date attended) (Date transcripts requested)

(Institution) (Date attended) (Date transcripts requested)

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LETTERS OF RECOMMENDATION:

List the professional sources (not relatives or personal friends) you expect to serve as your references. (*Reference forms enclosed in packet.*)

(Name) (Position/Title)

(Name) (Position/Title)

HAVE YOU BEEN CONVICTED OF A FELONY WITHIN THE LAST SEVEN YEARS? YES NO

If yes, describe in full on a separate sheet of paper including date(s) and disposition of case. A conviction will not necessarily disqualify you from admission.

NONDISCRIMINATION POLICY:

Concordia University does not discriminate on the basis of race, color, national and ethnic origin, sex, or disability in any of its policies, procedures or practices. This includes, but is not limited to, admission, employment, financial aid, educational services, programs and activities. Inquiries regarding this policy may be directed to the Vice President for Administration at Concordia.

CERTIFICATION:

I certify that, to the best of my knowledge, the information furnished on this application is true and complete. I agree that, if admitted, I will abide by the rules and regulations of Concordia University as given to me by the School of Education and as stated in the post-baccalaureate and graduate handbook. I also understand that it is my responsibility to review the graduate handbook after being admitted to the university and to be aware of the policies outlined therein.

I certify that I have read the above and that I have completed a bachelor's degree at a regionally accredited college/university.

(Student's Signature)

(Today's Date)

An application fee of \$50 must be included when you submit this application. Choose one of the following options:

I have included a

Check for \$50 (payable to: Concordia University)

Please charge the following card for the \$50 application fee.

Credit Card *Card number:* _____ *Expiration Date:* _____

Mastercard _____

VISA _____

Signature

**Non-Confidential
REFERENCE FORM**

**School of Education
Master of Arts Degree in Education**

ONLINE

**CONCORDIA
UNIVERSITY**
1530 Concordia West
Irvine, CA 92612
Phone: (800) 229-1200 x1487

NAME OF CANDIDATE _____ DATE _____

The above named candidate has applied for admission to the Master of Arts Degree in Education Program at Concordia University.

You are requested to provide an evaluation of the candidate. References may not be from friends or family members. Please complete this form to the best of your ability. Frank comments will be appreciated. Please mail the form directly to the Online Program Coordinator, School of Education, Concordia University, 1530 Concordia West, Irvine, CA 92612.

Please rate the candidate on the following items by checking the appropriate box:

CATEGORY	Excellent	Strong	Satisfactory	Marginal	Weak	Not Observed
Academic aptitude						
Adaptability						
Communication skills						
Cooperation						
Dependability						
Initiative						
Leadership						
Potential for success in education						

In the space below, please give a frank appraisal of the suitability of the candidate to be admitted into the program checked above.
(Please use the back of this page if necessary)

Signature _____ Printed Name _____

Indicate your relationship to the candidate _____

Address _____

Employer _____ Title _____

**Non-Confidential
REFERENCE FORM**

**School of Education
Master of Arts Degree in Education**

ONLINE

**CONCORDIA
UNIVERSITY**
1530 Concordia West
Irvine, CA 92612
Phone: (800) 229-1200 x1487

NAME OF CANDIDATE _____ DATE _____

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Cooperation						
Dependability						
Initiative						
Leadership						
Potential for success in education						

In the space below, please give a frank appraisal of the suitability of the candidate to be admitted into the program checked above.
(Please use the back of this page if necessary)

Signature _____ Printed Name _____

Indicate your relationship to the candidate _____

Address _____

Employer _____ Title _____

School of Education

Online Master's Degree in Education (Curriculum & Instruction)

ESSAY OF INTENT/GOAL STATEMENT LETTER

Email submission is not acceptable

Candidate Name _____ Date _____
(Please print)

Please fax back to the School of Education at 949-854-6878 or mail to:

**Concordia University Irvine * School of Education
Attn: Online MA Program Coordinator
1530 Concordia West
Irvine, CA 92612**

In a typed 250-550 word formal essay, please respond to the following (use separate paper):

My reasons for seeking admission to the Master's Degree Program are (please address professional history, goals for this course of study, and career objectives):

- **Reminder: Do not forget to sign this form even if you choose to type out your essay on a separate document.**

Signature _____

Date _____

MASTER of ARTS DEGREE in EDUCATION

INSTRUCTIONS: This form is to be completed by your employing school district and returned to the School of Education Office at Concordia University.

**VERIFICATION OF TEACHING
OR
PUPIL PERSONNEL EXPERIENCE**

CONCORDIA UNIVERSITY
School of Education
1530 Concordia West
Irvine, CA 92612
Phone: (800) 229-1200 x1355
ONLINE

Please print or type:

This is to certify that _____
(Name)

served on a full-time basis in _____
(District) (City) (State)

from _____ to _____
(Month) (Year) (Month) (Year)

as _____ in *(grade of service)* _____

Area or subject _____

Dates of prior teaching experience: from _____ to _____
(Date) (Date)

School(s): _____

Does the above candidate meet the **one** year teaching requirement for the **Master of Arts Degree in Education**? (Completion of one year of full-time successful teaching after completion of a teacher preparation program.) Yes No

District Personnel:

Signature _____

Name *(please print)* _____

Title _____ Date _____

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PROGRAM OF COURSES**ONLINE**

The courses listed are scheduled for the Online MA program as indicated below. Additional courses will be made available for use as electives.

Reminder: Only nine semester hours may be transferred from another model/strand of the Concordia MA Program or from another graduate school. All transfer work must be approved by the Dean.

CORE CURRICULUM

EDOL 520	Curriculum Design & Assessment	3
EDOL 550	Educational Diversity: Change and Reform	3
EDOL 580	Research in Education	3
EDOL 602	Thesis	3
Total		12 units of Core Courses

Each student must complete core courses, although not in any particular order. EDOL 580 must be taken before beginning the Thesis.

ELECTIVE COURSES

EDOL 515	Instructional Leadership	3
EDOL 524	Coping w/Stress & Violence	3
EDOL 540	Community of Learners	3
EDOL 545	School, Community and Family	3
EDOL 547	Brain-Based Teaching and Learning	3
EDOL 552	School as a Diverse Organization	3
EDOL 595	Developing Character and Ethics	3
Total		18 units of Elective Courses <i>(Choose 6 courses)</i>

More elective courses will be offered in the future as they become available.

TOTAL PROGRAM REQUIREMENTS.....30 units

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COURSE DESCRIPTIONS

ONLINE

- EDOL 515 Instructional Leadership 3 units**
The purpose of this course is to provide students with an understanding of effective leadership and its impact on schools. Effective techniques for instructional leaders to teach concepts, skills, and values will be presented and modeled. Specific techniques to guide, motivate, delegate and build consensus will be examined.
- EDOL 520 Curriculum Design and Assessment 3 units**
This course introduces graduate students to the process of curriculum design and assessment. Students will have the opportunity to develop a definition of curriculum and assessment that reflects their own personal philosophy of education. Various curriculum development models will be explored so students can compare models to their own personal philosophies of education. Students will develop their own model of curriculum development and assessment. **Core Course**
- EDOL 524 Coping w/ Stress & Violence in Today's Classroom 3 units**
This course will address a variety of issues regarding stress and violence in students' lives. We will discuss how the nature and content of culture are reflected in the symptoms and causes of stress and violence facing today's children from birth through adolescence. Included in discussion will be the role of schools and teachers from preschool through high school in providing support for students experiencing stress and/or violence. We will also discuss how teachers can provide assistance to the larger family structure through broadened knowledge of cultural stressors, use of age appropriate and culturally sensitive coping skills, and how teachers can serve as active agents of social change leading to advocacy for children.
- EDOL 540 Community of Learners 3 units**
This course will enable the students to work successfully with students with a variety of learning styles and from diverse cultural backgrounds. Specific historical and recent definitions of multiculturalism, learning needs, learning styles and special needs will be explored.
- EDOL 545 School, Community and Family 3 units**
This course will focus on equipping participants with skills that provide effective approaches in working with family and community members from culturally and social-economically diverse backgrounds within the larger political and social context of today's world. The student will explore the relationship of schools to other community agencies and investigate approaches to provide socio-educational services to children and their families.
- EDOL 547 Brain-based Teaching and Learning 3 units**
Creating a learning environment, anchoring memory, facilitating natural learning processes, celebrating the uniqueness of each learner all have biological roots that pose stunning implications for the classrooms of today. The purpose of this course is to equip teachers to gain an understanding of these body-brain principles as they examine current strategies to aid them in creating their own brain compatible learning environment.
- EDOL 550 Educational Diversity, Change and Reform 3 units**
This course is designed to introduce graduate students to current national and regional education issues. Students will have the opportunity to evaluate educational trends from historical and social perspectives. **Core Course**

- EDOL 552 School as Diverse Organization 3 units**
This course leads to an understanding of the organization of schools. The interrelationships among curricula, stakeholders and society are explored. Professional educators will develop a working understanding of the teacher in the activities of the school.
- EDOL 580 Research in Education 3 units**
This course examines the field of educational research by exploring research methods, analyzing research articles, and applying measurement and statistical techniques to problems of educational research. Students will learn the essentials needed to carry out the entire research process and will either (a) develop a research proposal that will guide the Master's thesis or (b) develop and implement an action research plan for a school setting. **Core Course**
- EDOL 595 Developing Character and Ethics 3 units**
This course will incorporate the resources and skills necessary to integrate ethical themes and character development into a school setting. It will provide educators an arena in which to explore and develop their moral perspectives on the basis of generally accepted criteria. Focus will also be placed on putting into practice those skills and resources that integrate character themes and character development into their school setting.
- EDOL 602 Master's Thesis 3 units**
The student will successfully complete a thesis under the supervision of a faculty adviser. The thesis should demonstrate the student's ability to design or replicate and conduct independent research. The research must be relevant to the field of education and add to the research literature.