

Education Specialist (Ed.S.)

Curriculum and Instruction Program Handbook

Welcome

Congratulations and welcome to the Department of Teaching and Learning.

We are delighted that you have chosen to study with us and honored that our team of faculty will be engaged in your journey of exploration, enrichment, and transformation. The Department of Teaching and Learning offers doctoral degree programs noted for its rigorous coursework lead by dedicated faculty who are well-recognized for their research and talents nationally and internationally. Our esteemed faculty will guide and prepare you in the breadth and depth of learning that will enable you to participate in high quality work that can impact theory, practice and policy in your various fields and career paths. We hope that you find this handbook beneficial in providing guidelines to ensure your journey is a successful and fruitful one.

All the best in your educational endeavors, PG Schrader, PhD
Chair, Department of Teaching and Learning

Mission Statement(s)

The *College of Education* is committed to creating an intellectual environment that promotes quality instruction, significant research, and professional service. Particular attention is focused on preparing professionals for diverse educational settings and on contributing to educational and pedagogical knowledge through scholarly endeavors. The college provides leadership in both the art and science of educational practice. Furthermore, the college is committed to creating an inclusive learning environment that values and promotes diversity. Collaboration among students, faculty, other professionals, and community members is essential to the college in achieving its goals. Integral to the mission is a dedication to being a premier college of education that serves our dynamic and expanding community, the state, the region, and the nation.

The *Department of Teaching & Learning* holds as its central mission educational research and the preparation of educators at all levels. The department ensures that its professional education programs are based on essential knowledge, established and current research findings, and sound professional practice.

The *Ed.S. - Curriculum and Instruction* is for professional educators who desire to advance knowledge in the theory and practice of education generally and in specific emphasis areas as educational consultants, curriculums specialists and administrators. Areas of research emphasis include: Career and Technical and Postsecondary Education; Cultural Studies, International Education, and Multicultural Education; Interaction and Media Sciences; Literacy Education; Mathematics Education; Science Education; or Teacher Education. There are no subplans in the Ed.S. program. Completion of this degree program will particularly enable individuals to become skilled educational practitioners as members of college and university faculties as well as school-related organizations.

Purpose

The purpose of this handbook is to provide information that is not found in the UNLV Graduate Catalogue as well as cross reference the catalogue and other guiding documents. Students are responsible for understanding and following the policies and procedures delineated in this document and the UNLV Graduate Catalog, as well as the NSHE Code, UNLV Bylaws, the Teaching and Learning Doctoral Website, and the UNLV Student Conduct Code. Questions about policies should be directed to the Graduate College: valarie.burke@unlv.edu or emily.lin@unlv.edu.

Department Graduate Faculty

A current listing of the graduate faculty can be found in the UNLV Graduate Catalog. Faculty must hold graduate faculty status to be involved in graduate education at UNLV. For up-to-date information regarding graduate faculty status in your department, visit the [Graduate Faculty status web page](#).

Program Information

Ed.S. in Curriculum and Instruction

Contact Information **Teaching and Learning**

Department Chair

Dr. P.G. Schrader

Carlson Educational Building (CEB) 348

tl.chair@unlv.edu

Ed.S. Graduate Coordinator

Dr. Kenny Varner

Carlson Educational Building (CEB) 338

tldoc@unlv.edu

Ed.S. Studies Office Administrative Assistant

Ms. Nanette Meyer

Carlson Education Building (CEB) 359B

tldoc@unlv.edu

702-895-3597 (phone) 702-895-4898 (fax)

Program Requirements

Program requirements regarding [admission, coursework and culminating experience are found in the graduate catalog](#).

General academic and other policies relevant the Doctoral Students can be found on the [graduate catalog](#).

Specific policies of the Department of Teaching and Learning above and beyond the general academic and other policies can be found in this document.

Department of Teaching and Learning Policies (Alphabetical Order)

Advisory Committee

It is the responsibility of the student to form a graduate program committee and select a faculty advisor as committee chair. The chair should be a faculty member in the student's area of study for the Ed.S. degree.

Annual Review

Each winter break and early spring term, graduate students are **required** to complete the Graduate Student Individual Development Plan (IDP) form. The review covers the prior calendar year and assesses student progress, and it establishes reasonable goals for the year ahead. Reported student data is shared with students' graduate coordinators and advisors to foster opportunities for discussion about students' strengths and weaknesses, accomplishments and next requirements, and mentoring plans so that students know what they need to do in order to progress successfully through their programs in a timely manner. Students who are graduating are also required to complete the form in order to record their achievements since the data is also used to track metrics related to the annual productivity of all students. This online form will be sent by the Graduate College to the student's Rebelmail account. The mandatory review covers the prior calendar year and assesses student progress while setting goals for the year ahead. Failing to comply with the annual review requirement will initiate a warning letter to be sent to the student and the student's advisor. Students must comply in sending the annual review within 30 days of the warning and in all subsequent years. Failure to comply will initiate the Department of Teaching and Learning recommending probation to the Graduate College. Not completing the terms of that probation will result in recommendation to the Graduate College by the Department of Teaching and Learning for separation from the program.

Appeals

In addition to the appeals process noted in the [graduate catalog](#), note that in the Department of Teaching and Learning, all appeals are first heard by the Doctoral Committee; recommendations are forwarded to the Doctoral Coordinator and

then to the Department Chair before completing the process up through the Dean of the Graduate College. When submitting an academic appeal, it is the student's responsibility to provide a clear and concisely written statement explaining the reason for the appeal and the remedy being requested. The student must also provide all relevant documentation to be reviewed and considered in the appeal decision.

Changing Committee Composition

Any change of committee composition must be reflected by a Change of Advisory committee form in [Grad Rebel Gateway](#). This form will require the approval of any members being removed as well as any members being added.

Culminating Experience

Upon completion of a minimum of 27 semester hours, the student will enroll in CIG 698 Curriculum and Instruction Professional Paper/Project. This culminating activity requires the student to identify an educational issue applicable to a professional setting and conduct an in-depth study or action research project concerning the issue. The focus and scope of this project will be proposed by the student and approved by the committee prior to the student enrolling in CIG 698. The student's committee chair will be the instructor of record for CIG 698 but the culminating experience project must be evaluated and approved by the entire committee.

GPA and Course Grades

The Department of Teaching and Learning requires a minimum GPA of 3.0 for all graduate coursework taken while matriculated in a Department of Teaching and Learning doctoral degree. Students may not have any grades lower than a B- while in the program. Any grade lower than a B-, while matriculated in a Department of Teaching and Learning degree will initiate a recommendation of probation (see the probation policy). Any additional grades lower than a B- in graduate coursework while matriculated in a Department of Teaching and Learning degree and while on probation will be recommended to the Graduate College by the Department of Teaching and Learning for separation from the program.

IRB

Approval from UNLV's Institutional Review Board (IRB) is required prior to undertaking a study with human subjects/participants. Working with the dissertation chair and [Office of Research Integrity](#) IRB staff, students must complete, through the IRB system the IRB form, and secure IRB approval for their proposed study, including any required training. The proposed study and IRB must both be approved before the study can begin. In addition to UNLV's IRB process, students who wish to conduct research in the Clark County School District (CCSD) will also need to secure IRB approval from the CCSD Assessment, Accountability, Research, and School Improvement Division (AARSI). An appropriate district representative must sponsor studies in CCSD.

Leave of Absence

In addition to the Graduate College Policy on Leave of Absence, students should remain in contact with the department about return plans by contacting the Department of Teaching and Learning Doctoral Studies Office by email (tl doc@unlv.edu). If a student does not return by the end of the LOA or does not request for additional time (if eligible), the student will be recommended to the Graduate College by the Department of Teaching and Learning for separation from the program.

Probation

For the purposes of evaluating student progression, the Department of Teaching and Learning, like the Graduate College, considers student performance in individual graduate classes, successful completion of required milestones, graduate and degree GPA, as well as other considerations.

If a student fails to successfully progress in their degree program within the Department of Teaching and Learning a recommendation for probation will be initiated by the Coordinator or the Department Chair. Students on probation will be recommended to the Graduate College by the Department of Teaching and Learning for separation from the program for failing to successfully meet the condition/s of any approved probation by the deadlines provided in the probation letter.

While the Graduate College outlines unsuccessful degree program progression we wish to also communicate that for the Department of Teaching and Learning unsuccessful progression includes, but is not limited to:

- a failure to maintain a minimum GPA of 3.0 for all graduate coursework taken while matriculated in a Department of Teaching and Learning doctoral degree.
- more than two active incompletes
- any grade below a B-
- any repeated (two or more) withdrawals from courses required for the degree program

- failure to maintain continuous enrollment
- failure to meet all degree requirements in the timely manner outlined for each requirement or milestone

Students will be recommended to the Graduate College by the Department of Teaching and Learning for separation from the program for the following:

- violations of ethical, professional, and/or student conduct in the field of study and/or as reflected in the UNLV Student Conduct code and adjudicated by the UNLV Student Conduct board review process.
- failure to successfully progress toward degree.
- and/or failure to meet academic probation requirements in a timely manner.

University Resources

Leadership and Professional Development Academy

The goal of the Professional Development Academy is to serve as a virtual resource providing support and many professional opportunities to UNLV graduate students. The Academy offers information about events and services such as graduate certificate programs, workshops, training sessions and career services. You can follow Academy activities via social media or look for regular updates on the website.

Academic Success Center

The goal of the Academic Success Center is to help students do well academically and complete their studies on time. They offer or will refer you to such programs and resources as tutoring, advising, skills testing, career exploration and more. They guide students every step of the way to the many established resources created to ensure they complete their educational goals. Learn more about the programs and services the center currently offers.

Alumni Association

With an alumni base 120,000 strong, the UNLV Alumni Association offers a variety of services and opportunities in support of alumni and their families. UNLV alumni are encouraged to support the values of higher learning through advocacy, involvement, and giving.

Commencement Office

Located in the UNLV Office of the Registrar, the commencement office is the last step in the graduation process. Please check with the commencement office for information on the commencement ceremony and your diploma; for all other information about graduate student degree completion and graduation, including thesis/dissertation requirements and doctoral hooding, please contact the Graduate College. It is the students' responsibility to ensure they apply for [graduation on time](#) and submit all required forms to the Graduate College. Questions regarding thesis/dissertation should be directed to the Graduate College [Student Services Team](#) and questions regarding required forms should be directed to the Graduate College [RPC Team](#).

Office of Diversity Initiatives

The vision of the Office of Diversity Initiatives is to advocate, promote, and support the advancement of equity, inclusiveness, and empowerment of a continuously changing collegiate and global community. The mission of the Office of Diversity Initiatives is to provide leadership and support for UNLV's diversity mission: *to nurture equity, diversity, and inclusiveness that promotes respect, support, and empowerment*. This Office also handles UNLV Title IX questions, inquiries, and reporting.

Disability Resource Center (DRC)

The DRC is committed to supporting students with disabilities at UNLV through the appropriate use of advocacy, accommodations, and supportive services to ensure access to campus courses, services, and activities. The DRC is the university-designated office that determines and facilitates reasonable accommodations in compliance with the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act of 1973. Graduate students with disabilities must disclose to the DRC in order to receive appropriate accommodations.

Office of International Student and Scholars

International Students and Scholars (ISS) ensures compliance with both SEVIS (Student and Exchange Visitor Information System) and federal law, so that the university can continue to be authorized by the U.S. federal government to enroll international students; host and hire international scholars; assist and advise employment eligibility and authorization relating to international students and scholars, and visa, travel, and immigration issues; provide critical and specialized services to the international students and scholars of the UNLV community; and facilitate their transition to the campus and the U.S.

Jean Nidetch Women's Center

The Jean Nidetch Women's Center is committed to creating a supportive and inclusive environment for all genders through programming, services, and advocacy for the UNLV community. The Women's Center has informational resources, brochures, and flyers for a variety of on and off campus organizations to help empower and protect yourself, and learn about your options. They also provide free tampons, pads, and condoms.

The Intersection

The Intersection is a one-stop resource for UNLV's highly diverse student body — a comprehensive multicultural center grounded in the academic life of our students. As an intersecting campus resource, the Intersection helps ensure students, particularly first-generation and students of color, successfully navigate their academic careers. Here, all members of campus can discuss their differences, discover their similarities, and build a shared sense of belonging.

UNLV Libraries

UNLV Libraries has always been more than books; they are about encouraging students and creating quality programs that elevate growth and learning. Please visit their website for important information about the services they offer to graduate students.

Graduate & Professional Student Association (GPSA)

The Graduate & Professional Student Association serves all currently enrolled University of Nevada, Las Vegas graduate and professional students. The GPSA maintains the Graduate Student Commons located in the Lied Library room 2141 and Gateway Building PDAC Room. The facility a working office equipped with a copier, fax, flatbed scanners, color laser printer, office supplies, and computers with printers and a small kitchen area. The GPSA is the graduate student governance body at UNLV; the GPSA Council consists of one graduate student representative from each graduate department, and they meet monthly. The GPSA also provides volunteer opportunities, sponsors social events, and supports graduate student research through the graduate research and travel grants program.

Office of Student Conduct

The Office of Student Conduct is a student-centered, service-oriented office located within the Division of Student Affairs. The Office of Student Conduct collaborates with the UNLV community to provide an inclusive system through enforcement of the *UNLV Student Code of Conduct* by:

- Promoting awareness of student rights and responsibilities;
- Establishing accountability for student choices;
- Creating opportunities for involvement in the process; and
- Striving to uphold the values and ethics that advance the common good.

Military and Veteran Services Center

The Military and Veteran Service Center is staffed with veterans and GI Bill-experienced staff to assist more than 1,000 veterans, dependents, active duty service members, National Guard members, and reservists. Their mission is to develop a welcoming, veteran-friendly campus environment that fosters academic and personal success.

The Financial Aid & Scholarships Office

The Financial Aid & Scholarships Office supports higher-education access and persistence by providing financial aid to eligible students. The office partners with student organizations, the UNLV Foundation, the Graduate College, and other external constituents to provide financial aid learning opportunities and scholarship support for graduate students.

Writing Center

This is a free service to UNLV students to help you with any writing project, from papers to creative writing, to resumes, and we can work with you at any stage of the writing process. The center can help you brainstorm, make an outline, work on your drafts, or just be a soundboard for your ideas. The center staff can assist you in person, or via the Online Writing Lab (OWL) page.

University Policies and Procedures

Graduate students are responsible for knowing and acting in accordance with UNLV Policies and Procedures. To view the most commonly referenced campus policies and procedures, you can refer to the [Graduate Student Handbook](#), in this document, and the processes outlined by each program area or subplan area on the [Teaching and Learning Doctoral Studies page](#), students may view the most commonly referenced campus policies and procedures, you can refer to the following websites:

- [Academic Integrity](#)
- [Activation for Military Service](#)
- [Change of Address](#)
- [FERPA/Privacy Rights](#)
- [Health Insurance - Mandatory](#)
- [Jean Clery Campus Safety and Security Report](#)
- [Proof of Immunization](#)
- [Policies and Procedures on the Protection of Research Subjects](#)
- [Rebelmail Policy](#)
- [Student Conduct Code](#)
- [Student Computer Use Policy](#)
- [Title IX](#)

UNLV does not discriminate in its employment practices or in its educational programs or activities, including admissions, on the basis of sex/gender pursuant to Title IX, or on the basis of any other legally protected category as is set forth in NSHE Handbook Title 4, Chapter 8, Section 13. Reports of discriminatory misconduct, questions regarding Title IX, and/or concerns about noncompliance with Title IX or any other anti-discrimination laws or policies should be directed to UNLV's Title IX Coordinator Michelle Sposito.

The Title IX Coordinator can be reached through the online reporting form at [Title IX Reporting Form](#), by email at titleixcoordinator@unlv.edu, by phone at (702) 895-4055, by mail at 4505 S. Maryland Parkway, Box 451062, Las Vegas, NV, 89154-1062, or in person at Frank and Estella Beam Hall (BEH), Room 555.

To ensure compliance with Graduate College policies and procedures, please review the relevant sections of the [Graduate Catalog](#):

- [Academic Calendar](#)
- [Academic Policies](#)
- [Admission and Registration Information](#)
- [Degree Progression Policies & Procedures](#)

In addition, the [Graduate College website](#) contains additional information regarding policies and procedures.

Nothing in this handbook supersedes any NSHE, UNLV, or Graduate College policy.

Handbook Information

The doctoral studies committee, in consultation with department faculty, shall be responsible for making and approving revisions to the Department of Teaching and Learning Ed.s Handbook.

Last revised	Revised by	Changes summary
03.15.2019	Randall Boone	Eliminated incorrect and superfluous content.
04.30.2020	Kenneth Varner	Updates for accuracy and program re-alignment - votes 5/24 7-0-0