



## **MEd Early Childhood Education Program Handbook**

### **Mission Statement(s)**

The primary mission of the UNLV Early Childhood Program is to instruct students to such competency levels that they are qualified for career advancement, leadership, and advocacy in the Early Childhood Education field. The Early Childhood Education Program is founded on an inquiry-based approach promoting the generation of knowledge through student and faculty partnerships in conjunction with active discussion and engagement in the learning process as students develop the skills and knowledge necessary to advance the growth and development of young children and families in inclusive settings.

### **Purpose**

The purpose of this handbook is to provide program specific information that is not found in the [UNLV Graduate Catalog](#). 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, and the UNLV Student Conduct Code. Questions about policies should be directed to the Graduate College: [valarie.burke@unlv.edu](mailto:valarie.burke@unlv.edu) or [GradAssociateDean@unlv.edu](mailto:GradAssociateDean@unlv.edu).

### **About the Department of Educational and Clinical Studies Early Childhood Education Program**

The Early Childhood Education Program is designed to provide a comprehensive contemporary program of teacher preparation and education for early childhood settings (e.g., day care, preschool education, hospitals, community education, early intervention programs, agencies, infant/toddler education). The program has two tracks, birth through 3 years and birth through 8 years. In the Early Childhood Education Program, students gain knowledge and skills for a variety of careers in educational and intervention programs for young children.

The M.Ed. in ECE will provide coursework that is in line with the Nevada Department of Education (NDE), Birth – 5 and the NDE Birth – 2<sup>nd</sup> grade teaching license. (In addition, the program provides course work beyond and above the requirements of the State of Nevada's Licensure requirements) Students will learn about the normally developing children and children with special needs and participate in field work.

Students enrolled in this program will develop skills for working with typically children, children with special needs, parents of young children and working in inclusive settings. Students will participate in a field study that includes normally developing children and children with special needs. The Master's degree program will prepare students to teach at Community Colleges and four-year college programs in early childhood education. The will also help qualify our graduates to provide in service education to public school early childhood programs, become curriculum and program developers and evaluators in both the public-school system and private sector and become directors in preschools and childcare and administrators in the public school.

The Masters of Education (M.ED.) in Early Childhood Education is a 36-41 semester hour program, prepares supervisors, directors and teachers of young children to supervise, develop curriculum, and teach in day care, preschool education, hospitals, community education, early intervention programs, agencies, infant/toddler education and community colleges. Graduates of the program will be able to:

1. identify knowledge and understanding of basic curriculum models including historical, philosophical, and theoretical foundations);
2. apply to research and evaluation literature in early childhood education;
3. identify knowledge of human development in various ecological contexts;
4. design and organize learning environments which facilitate the academic success of students;
5. design learning environments which demonstrate teacher knowledge and skill in child development and human relations;
6. implement classroom management strategies which promote a positive and cooperative learning environment;
7. demonstrate adequate mastery of the basic concepts, principles, and structures applicable for integrating disciplines commonly taught in inclusive early childhood environments;
8. demonstrate the ability to communicate and work collaboratively with a variety of audiences, including parents, support staff, hospitals and community agencies;
9. select and design appropriate assessment strategies to monitor children's growth and achievement;
10. demonstrate the ability to employ a variety of instructional strategies,
11. including the use of technology, to enhance learning performance;
12. demonstrate a value for diversity and commitment to inclusive classroom where the strengths and challenges of all children are recognized; and
13. demonstrate the evidence of reflective thinking and commitment to professional growth.

## Department Graduate Faculty

A current listing of the graduate faculty can be found in the [UNLV Graduate Catalog](#). Faculty must hold either associate or full 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

[Master of Education in Early Childhood Education](#)

### Contact Information

[UNLV ECS](#)

#### *Department Chair*

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#### *Coordinator*

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#### *Department Main Office*

Carlson Education Building

CEB 118

(702) 895-3205

## Program Requirements

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

### Student Advising

Upon admission to the Early Childhood Education Program, each student will be assigned a Faculty Advisor to formulate a program of study compatible with the program to which the student has been admitted. Students will be notified who their advisor is by Rebelmail. Regular meetings with your Faculty Advisor will help ensure your progress and successful program completion. It is the student's responsibility to email their advisor to set up (and keep) these regular meeting times.

When in doubt about any issues or concerns about your Program of Study or progress towards your

degree, consult your Faculty Advisor. It is ultimately the student's responsibility to ensure that the Program of Study submitted meets the Program and Graduate College requirements. In addition, students are responsible for ensuring that they have met any and all prerequisite requirements for all courses in which they attempt to enroll.

### Degree Audit

Degree Audit is the system that will track your progress through your program. This is available in MyUNLV.

### Early Childhood Education Program Academic Policies

Students making two or more grades of B or lower will be placed on academic probation. Students on probation earning a third B will be separated from the graduate program. In order to earn the degree, students must have a cumulative GPA of 3.0 or better.

### Application for Student Teaching ECE-781 (8 credits)

Applications for Practicum and Internship must be filed by the appropriate deadline in the semester before the semester in which the experience will occur. Students will not be permitted to participate in ECE-781 unless an application is on file with all the necessary departmental and faculty approvals. Students are required to consult with their Faculty Advisor regarding these applications in order to ensure that all prerequisites have been met prior to participation in these experiences. Applications may be obtained from the field experiences section of the department webpage.

Students will teach full time, (40 hours weekly) for one full semester. Students will be assigned a supervising teacher in a public-school setting and a supervising professor from the university. Each student will be given a handbook outlining responsibilities and criteria for successful performance. Along with participating in ECE-781, students will also have to enroll in a 2-credit hour seminar (ECE-492).

### Annual Review Procedures

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 survey will be sent by the Graduate College to the student's Rebelmail account. The review covers the prior calendar year and assesses student progress while setting goals for the year ahead.

### Probation

If a student fails to successfully progress in their degree program, their department/school will recommend that the student be placed on probation by the Graduate College. Students on probation may be dismissed/separated from their program for failing to successfully meet the conditions of their probation by the deadline provided. Please see the **Probation and Separation** section of the [Graduate Catalog](#) for more information.

### Additional Program Information

### Minority Recruitment & Diversity Policy

The principles of ethnic diversity and equal rights are accepted and valued by the Early Childhood Education Program at the University of Nevada, Las Vegas. The program's commitment to equal opportunity includes active recruitment of minority students as a professional responsibility.

The program works to recruit and retain minority students by:

1. Using established affirmative action guidelines in awarding assistantships.
2. Engaging with minority groups as well as other organizations and institutions with minority participation, both on and off campus.
3. Establishing outreach and personal contact with potential minority students.
4. Using equitable admissions requirements; i.e., using multiple criteria.
5. Seeking to employ minority faculty members.

#### Comprehensive Examination Process

A comprehensive examination is required of all students enrolled in the Counselor Education program. The comprehensive exam is taken during the final semester or one semester after students complete all course work. Comprehensive exams are offered during the fall, spring and summer semesters. Students must have applied for graduation with the Graduate College to be eligible to register for the comprehensive examination.

The comprehensive examination will be administered three times per year on campus. The administration dates will typically be in October and in February/March and June/July. Students will be notified of the location of the exam via email. Comprehensive exam application deadlines are one month prior to the examination date. Students must register with their faculty advisor to take the comprehensive examination. The faculty advisor will advise the program coordinator of intent to take the examination. If students have not received official confirmation from the program coordinator, they will not be permitted to participate in the examination process.

#### Applying for Graduation

The Application for Graduation may be obtained from the Graduate College website. A completed application, properly signed, must be filed with the Graduate College by the date indicated on the UNLV academic calendar of the semester of graduation. All fees must be paid by this deadline. See the Graduate College website for further information. Students will not be permitted to participate in Commencement ceremonies until they have finished all of the requirements for their degree. Additionally, students must be enrolled for at least 3 credits during the semester in which they intend to graduate.

**NOTE: IT IS THE RESPONSIBILITY OF THE STUDENT TO ENSURE THAT ALL REQUIREMENTS HAVE BEEN MET BEFORE APPLYING FOR GRADUATION.**

#### Steps to Graduation Timeline Step Timeline

1. Faculty Advisor assigned within the first semester of study. Students will be notified via rebelmail.
2. It is the student's responsibility to meet with the faculty advisor to develop proposed degree program with Faculty Advisor and file form with Graduate College before completion of the second semester of study.
3. Submit application for student teaching (if necessary) to coordinator of teacher placement By October 1<sup>st</sup> for spring enrollment April 1<sup>st</sup> for both summer and fall enrollment
4. Apply for graduation and Comprehensive examinations by the first week of intended semester of graduation; see Graduate College website for specific deadlines and application materials.

#### University Resources

##### **The Graduate Academy: Innovative Leadership, Professional, and Career Development**

The goal of the Graduate 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.

##### **Alumni Engagement**

With an alumni base 150,000+ strong, the UNLV Alumni Engagement 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 Services**

[International Students and Scholars \(ISSS\)](#) 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.

### **The Care Center**

The [Care 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 Rights and Responsibilities**

The [Office of Student Rights & Responsibilities](#) is a student-centered, service-oriented office located within the Division of Student Affairs. The Office of Student Rights & Responsibilities 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 veteran education benefits-experienced staff to assist more than 1,800 veterans, dependents, active duty service members, National Guard members, and reservists attending UNLV. 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](#), and 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](mailto: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

Last revised	Revised by	Changes summary

## AFFIDAVIT OF COMMITMENT

Read and sign below. Leave this form with the department's administrative assistant to be placed in your file. You may request a copy for your records.

My signature below indicates that I have read and understand the information in the Early Childhood Education Program Handbook and I agree to adhere to its stipulations, policies, and procedures.

Furthermore, I commit to enroll in courses each consecutive fall and spring semester during my program of study, unless I obtain permission in writing to do otherwise for a legitimate reason and a specific period of time.

Printed Student Name

Student NSHE ID Number

Student Signature

Date