



Master of Science 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 Master's degree programs noted for its research-based coursework lead by dedicated faculty who are well recognized nationally and internationally for their research and talents. 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 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,

P.G. 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. Our mission is accomplished through:

- Preparing educators who empower students as active and literate participants in a democratic and global society through a focus on core academics and essential skills. • Concentrating on Common Core State Standards that provide a consistent, clear message regarding curricular priorities.
- Establishing collaborative partnerships with schools to support the preparation of educators for diverse communities.
- Using digital technologies to provide educational opportunities throughout the region. • Creating and applying evidence-based research to all professional teaching areas, with particular emphasis on areas of national concern such as reading, mathematics, science, and technology.

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 or GradAssociateDean@unlv.edu.

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 [Graduate Faculty Status](#)

Program Information

The [graduate catalog](#) has important information on policies and program information: [Master of Science - Curriculum & Instruction](#)

Contact Information

Teaching and Learning

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Program Requirements

Program requirements are found in the [graduate catalog](#) or on the Department of Teaching and Learning website.

The Master of Science (M.S.), emphasizes preparation for researchers. The M.S. requires a minimum of 33 semester hours of study. The program in the thesis track includes a core requirement of nine semester hours in research, three semester hours in theoretical foundations of education, and six semester hours of culminating experience thesis research and writing.

**Students are responsible for reading the current [UNLV Graduate Catalog](#) and the Teaching & Learning Master's Handbook information. The content is subject to modification annually to accommodate changes in university policy, resources or educational offerings; therefore, students are responsible for any graduate program changes that may affect their individual program of study. In addition, the Teaching & Learning Graduate Studies office staff via [<tlgrad@unlv.nevada.edu>](mailto:tlgrad@unlv.nevada.edu) or academic faculty advisors are available for informational assistance.*

Program Concentrations

The program offers a wide variety of emphasis areas to accommodate educators of all levels and content areas.

Students can also complete some semester hours in some emphasis areas through a partnership with the Regional Professional Development Program (RPDP).

Degree Program Benchmarks

The following website has useful information on the program timeline.

[Graduate Study Timeline](#)

Thesis Track CIG 699 – Culminating Experience Thesis (6 semester hours)

Together the student and faculty advisor will select a committee composed of the advisor who acts as chair, two T&L faculty who are committee members, and one faculty outside of T&L who

represents the Graduate College. Before doing the Thesis research, students must defend their thesis proposal to their committee. The thesis proposal generally includes an introduction chapter, literature review chapter, and a methods chapter. Once the thesis proposal has been approved by the committee, students can obtain Institutional Review Board (IRB) approval for the research if needed.

It is highly encouraged for students to do the Thesis proposal defense and work on IRB approval prior to the semester when the CIG 699 credits will be taken. Students work under the guidance of their faculty advisor to complete their thesis paper. Generally, in addition to the three chapters for the proposal, students prepare a results chapter and a discussion/implications/conclusions chapter. Once the faculty advisor has determined that the thesis is ready for final committee defense, a time can be scheduled for the student to defend their thesis to their committee.

All paper/projects should be written in American Psychological Association (APA) style. First person is acceptable..

Program Timeline

The M.S. in Curriculum and Instruction may take anywhere from one to six years to complete.

Professional Code of Ethics/Discipline Guidelines

UNLV Graduate College policy regarding academic integrity can be found in the [graduate catalog](#).

Annual Mandatory Individual Development Plan (IDP)

Each winter break and early spring term, graduate students are **required** to complete the Graduate Student Individual Development Plan (IDP) form [Formerly known as the Student Annual Review]. The review covers the prior calendar year and assesses student progress, and it establishes reasonable goals for the year ahead.

Faculty Advisors/Graduate Coordinators have the option to provide feedback to each students' submitted IDP and provide acknowledgement that they have reviewed the IDP.

Reported student data are 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 UNLV metrics related to the annual productivity of all students.

Additional Program Resources

- Forms: [Grad Rebel Gateway Forms](#)
- Faculty/Staff directory: [Teaching and Learning Directory](#)

Discipline Resources

Writing Style Guide

American Psychological Association (APA). (2009). *Publication manual of the American Psychological Association (sixth edition)*. Washington, D.C.: Author.
APA Style

[Purdue Online Writing Lab \(OWL\)](#) is a helpful resource for APA style:

National/International Professional Organizations:

[American Association of Colleges for Teacher Education](#)

[American Educational Research Association \(AREA\)](#)

[Association for the Advancement of Computing in Education \(AACE\)](#)

[Association for Career and Technical Education \(ACTE\)](#)

[Association of Teacher Educators \(ATE\)](#)

[International Reading Association \(IRA\)](#)

[International Society for Technology in Education \(ISTE\)](#)

[National Association for Multicultural Education \(NAME\)](#)

[National Association for Research in Science Teaching \(NARST\)](#)

[National Council for the Social Studies \(NCSS\)](#)

[National Council of Teachers of English \(NCTE\)](#)

[National Council of Teachers of Mathematics \(NCTM\)](#)

[National Science Teachers Association](#)

[National Science Teachers Association \(NSTA\)](#)

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](#).

Institutional Engagement and Experience

The vision of the [Institutional Engagement and Experience](#) is to advocate, promote, and support the advancement of equity, inclusiveness, and empowerment of a continuously changing collegiate and global community. The mission is to provide leadership and support for UNLV's engagement mission: *to nurture equity, diversity, and inclusiveness that promotes respect, support, and empowerment*. This Office is housed under the Division of Human Resources and 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.

Graduate Appeals and Issue Resolution

The Office of Graduate Student Services at the Graduate College assists graduate and professional students with addressing concerns and overcoming personal, academic, or financial challenges that might hinder their ability to be successful in their program. The office also provides information and student-centered issue-resolution services and offers guidance, information, and assistance when regular channels have failed to provide graduate students with the information they need to solve problems. Please see website for more information: <https://www.unlv.edu/graduatecollege/appeals-issue-resolution>

UNLV Global and the Office of International Student and Scholar Compliance

International Student and Scholar Compliance (ISSC) 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 is 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, 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	Department Vote Tally: Yes/No/Abs (date of vote)	M. Stohlmann	Changes summary
		M. Stohlmann	

July 2019 This handbook specific to the M.S. was created.

December 2020

The name of the graduate coordinator was updated