

 *The UNIVERSITY of OKLAHOMA*
Jeannine Rainbolt College of Education



AP Graduate Program Planner

**Master of Education
Instructional Leadership and Academic Curriculum**

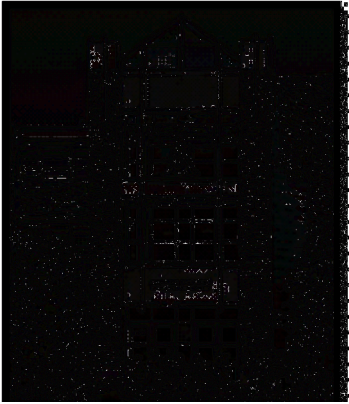


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About the Program Planner

The Program Planner will help you understand the requirements for the Master's degree in Instructional Leadership and Academic Curriculum (ILAC) in the Jeannine Rainbolt College of Education (JRCOE) at the University of Oklahoma. It contains sections on the requirements of the degree, graduation requirements, the comprehensive exam, and contact information for the department and others that you may need to contact at OU.

In the Program Planner a link is provided to the [ILAC Program of Study](#) form that you can use to keep track of your courses and hours as you progress towards meeting your graduation requirements. This is the same form we will use if one is needed for documentation for your Tuition Assistance or other aid during the completion of your degree. It will be useful to have this Program Planner as it contains many internet links that will take you to additional information you may find helpful, as well as links to forms that you will need as you progress through your academic career. There are also email links to faculty and staff in the ILAC department. .

ILAC Program Planner Overview Video: <http://www.youtube.com/watch?v=tPAxoDWkQzI>



About the Master of Education in Instructional Leadership and Academic Curriculum (ILAC)

The graduate program in ILAC has a long history of excellence in teaching, research, and service. Admission to this program is competitive. This program does not lead to teacher certification.

This 36-hour non-thesis program is designed to provide a high-quality education and experience for adults who are practicing teachers, instructors, or trainers interested in teaching at the Pre-K to adult level. This program promises to deepen students' understandings of educational theory and how it relates to best practice in the classroom for student learning. Designed around themes of research-based practice, understanding teaching and learning, and understanding diversity, the coursework that comprises this program will prepare students to be more effective teachers/instructors/trainers and leaders within their profession.

Coursework for the Advanced Program (AP) Master of Education is offered via face-to-face interactions as well as pre and post course long-distance interactions. Within this structure we work to meet several requirements that are mandated by a combination of departmental, graduate college, and regent's policies. While the ILAC coursework is offered face-to-face, students may choose to take courses in other Advanced Programs that will count as electives. Approved electives make up 1/3 of the program (12 hours or 4 courses) and can be taken in any semester either face-to-face or online.

With several years of experience offering the ILAC Master of Education program to the military community, we understand how diverse this community is and that, at times, your schedules are unpredictable. We work with each student individually as much as possible if s/he needs to make adjustments or changes. However, please understand that courses are offered on a scheduled rotational basis and that it is up to each individual professor to allow students to take his/her course in a modified or alternative format.

What You Can Do with a Master of Education

While this degree does not lead to teacher certification, it will help you to advance your understanding of and ability to teach/instruct/train effectively in a variety of content areas and grade levels and to work as a leader in your profession both inside and outside the classroom.

A Master of Education in ILAC prepares you to more effectively engage all students in understanding and learning the content you teach, to work with a variety of learners in various settings, to use technology effectively in the classroom, and to seek out and find answers that will aid you in your teaching endeavors.

Graduates of this program often continue to work as classroom teachers, curriculum specialists at their school sites or districts, resource teachers, professional development trainers, or content instructors in their area at their school sites or districts. Many also go on to pursue doctoral degrees in education.

Our Faculty

We invite you to meet the ILAC faculty and other JRCOE faculty by going to our main faculty page on the JRCOE website. There you will find links to the pages of individual faculty members, along with bios and short video introductions to members of the faculty. Click here to go directly to the faculty web pages: <http://www.ou.edu/content/education/people.html>

ILAC AP Faculty Advisor

Your Faculty Advisor will be happy to assist you in mapping your graduation plan and to answer any questions you may have. In addition, if you are interested in pursuing a doctoral degree in one of the ILAC areas, your advisor can assist you.

Advanced Programs:

The faculty advisor is **Dr. Vickie E. Lake**
Phone: (918) 660-3984
Email: vlake@ou.edu
Office: 4W116, College of Education Building – Tulsa Campus
4502 E 41st Street, Tulsa, OK 74135-2553

Academic Requirements

A total of 36 credit hours are required for this non-thesis program. It is designed to provide a high-quality education and experience for adults who are practicing teachers, instructors, or trainers interested in teaching at the Pre-K to adult level.

General Program Requirements - Core Courses

ALL students must take the following four core courses

ILAC 5003 Models of Instruction

Students will study teaching models and their strategies intended to improve abilities to analyze teacher-learner interactions and to increase effectiveness as instructor and manager in a variety of educational situations including classrooms, on the job trainings, presentations, etc...

ILAC 5233 Understanding Different Cultures

This course provides information on cultural styles and characteristics of various ethnic and economic groups with emphasis on how teachers can understand and honor differences and similarities and adjust their teaching in order to be effective with a variety of students, families, and adult learners.

ILAC 5143 Theory and Research in Education

This course provides an introduction to the processes and products of educational research, such as stages in designing a study, introduction to research methods, identification of the components of a research-based article. It further develops critical consumers of educational research.

ILAC 6033 Critical Research Paradigms

Students in this course will extend their understanding of educational research through the comparison of research paradigms while examining critical and transformative research approaches.

Concentration and Elective Courses

A minimum of 12 hours of Concentration coursework directly related to career goals is required; ALL students will take a minimum of 4 of the following courses. Students may take additional Concentration courses as electives.

EDUC 6930 Introduction to Teaching for All Ages

The purpose of this course is to critically explore, question, and discuss issues about teachers and teaching. Questions to be explored include the following: What is teaching? How is teaching related to learning? How is a teaching identity formed? What is the teacher's relationship to the student, the curriculum, the community, and society? Emphasis will be *reflective teaching* as an active, contextualized, and creative approach to considering these issues.

ILAC 5960 Learning and Technology

This class will focus on research on and methods of incorporating technology in teaching and learning. Of particular interest are philosophical, social, developmental, and theoretical issues associated with the development and use of technology and school reform. Readings will provide opportunity for discussion and critique of current educational practices and potential educational futures.

EDEL 5593 Issues in Elementary Education

This course focuses on critical analysis of issues related to teaching and learning in elementary schools.

OR

EDSE 5653 Problems in Secondary Schools

This course focuses on the place of the teacher with reference to teacher-student, teacher-teacher, teacher-administrator, and teacher-community relations. Topics of interest include: Problems of teaching related to criticisms of present-day secondary education; the task of secondary schools; the adolescent learner; planning for learning; appraising learning and growth; human relations; guidance; the teacher and school organization; and trends in teaching.

EDSS 5343 Global Education

Students in this course will explore critical issues in global education across subject areas and teaching concepts. Implications for citizenship education are examined in depth.

EDMA 5153 Problem Centered Learning

Intended for educators of learners of all ages, the course is designed so participants can engage in non-routine problem solving as a basis for examining and reflecting on such an approach to the teaching and learning.

EDSC 5523 The Science of Learning Theories

The mental functioning model of Piaget is developed through experience. The characteristics of persons at each stage of development are identified and compared. A teaching theory is drawn from the functioning model and a curriculum organization and planning theory are derived from the stage model. These theories are put into practice.

EDEC 6403 Leadership and Advocacy

This course fosters analysis of current educational issues impacting students and families today and provides advocacy avenues to support your stance on these issues. Becoming an advocate means becoming a leader in your home and work community. As such, this course also examines two

concepts of neuroleadership that provide tools and strategies for students to implement in their environment.

EDEC 6533 Program Evaluation and Assessment

This course provides an in-depth exploration of the multiple purposes and types of assessment in education including classroom assessment, standardized child /student assessment, program evaluation, and accountability assessment. It also focuses on the various forms of assessment, evaluation of assessment techniques and practices, and examination of current trends and practices. A special focus will be placed on program evaluation and accountability assessments and approaches.

EDRG 6930 Literacy Across the Curriculum

An overview of the role of language and literacy to learning in the various disciplines. Examines teaching strategies to enhance critical reflection on and creation of all types of texts (including print, digital, graphic, and multimedia).

Elective Courses

Students will complete a minimum of 11 hours of electives as approved by the faculty advisor. These courses may be comprised from additional Concentration courses or taken from other AP programs. If students choose to take electives from other Advanced Programs, the courses may be offered online or face-to-face, and they may be taken in any semester.

Please contact Dr. Lake with AP electives you would like to take.

Examples of approved electives.

EDSP 5413: Theories in the Education of Exceptional Children

HR 5403: Psycho-Social Development

HR 5343: Conflict Resolution

HR 5443: Adolescent Issues in Human Relations

HR 5413: Chemical Dependency

HR 5970: Special Topics/Seminar (Prevention Intervention of Critical Social Issues; The Role of Gender)

Eligibility and Other Pertinent Information

The Department of Instructional Leadership and Academic Curriculum (ILAC) requires an undergraduate degree in an appropriate field from an accredited college or university. While teaching/training experience is preferred, it is not required.

Admission Requirement for the Master of Education

Admission to study for the master's degree in education requires a grade point average of 3.00 in the last degree conferred.

Apply online at: http://www.ou.edu/content/outreachceap/ap_home/admission.html

In addition to the AP application requirements, please email the following items directly to the AP ILAC Program Coordinator, Dr. Vickie E. Lake, at vlake@ou.edu

- Introduce yourself to your professor and fellow classmates in a 2-3 paragraph introduction including:
 - Information about your prior education and/or teaching/training experience.
 - Why did you choose this program?
 - Describe your career and personal goals for after the program?
 - What is your current position?
 - Share one interesting thing about yourself.
- A list of your teaching experiences and/or a resume

Transfer Credits

The maximum transfer credits accepted is one-fourth of the number of semester hours required for the degree. For the Master of Education, a maximum of nine hours may be accepted in transfer from another program or university. The American Council on Education recommends graduate credit for several courses completed through military professional education programs, e.g., Air Command and Staff, Air War College. Official transcripts of such coursework may be submitted for evaluation for transfer credit. However, the Graduate College will not award transfer credit for any course identified as "correspondence."

All transfer credits are subject to the time limitation on credit offered for the degree. Transfer credit may not be more than five years old at the time of admission or readmission to the University. Nor will transfer credit be given for coursework completed prior to fulfillment of provisional student status. No transfer credits may be used to satisfy the 24 credit hours required for the Core and the Concentration for this degree.

http://www.ou.edu/content/dam/gradweb/documents/Forms_and_packets/Masters/REQUEST_FOR_EVALUATION_OF_TRANSFER_CREDIT.pdf

Time Limitation for Degree Completion

Five years, dated from the semester of initial enrollment, is the maximum time for degree completion. Extension beyond this limit may result in disqualification of the over aged credit.

Comprehensive Examination

Each student must satisfactorily complete a written comprehensive examination, which covers the major ideas and themes of the program (teaching and learning, diversity, and research). The comprehensive examination is completed during the semester of graduation, and the student must be enrolled in one course for a minimum of two credit hours of OU coursework. The exam cannot be taken until the student has an Admission to Candidacy form on file in and approved by the Graduate College. If a student does not graduate within a two-year period after taking the comprehensive examination, it must be retaken. Advanced Programs site director and ILAC Department AP Coordinator, Dr. Lake, will have additional information about the examination. There are specific course requirements that must be fulfilled in order to meet eligibility requirements for the comprehensive examination. Students are advised to read the Graduate College Bulletin from the Graduate College for specifics on these and other requirements or check with their program faculty advisor.

Program of Study

The Program of Study form must be filed before you can take the comprehensive examination or graduate. An example of this form can be found on the last page of this planner. Access the form via this link:

http://www.ou.edu/content/dam/gradweb/documents/Forms_and_packets/Masters/program_of_study/ap/MEd_ILAC_InstLdrshp_M545Q361_AP_FA16.pdf

- If you plan to take your comprehensive exam in the **Fall semester**, this form must be submitted to the department by February 15 of the preceding spring.
- If you plan to take your comprehensive exam in the **Spring semester**, this form must be submitted to the department by August 15 the year before.
- If you plan to take your comprehensive exam in the **Summer semester**, this form must be submitted to the department by January 15 of the preceding spring.

Comprehensive Exam Timetable

- Spring semesters: exams are due mid March.
- Fall semesters: exams are due mid October.
- Summer semesters: exams are due mid July.

Register for Graduation

Once you receive the *Non-Thesis Instruction Packet* from the Graduate College, please review it as this packet outlines the non-thesis examination process and includes instructions for degree completion. Each student is **required** to complete an online graduation application through [oZone](#) in order to be eligible for graduation. For graduation application deadlines, please visit the [University Academic Calendar](#). If your intended completion term changes, you must submit a new online graduation application.

Independent Study and Directed Readings Courses

There may be some students that need to take an Independent Study, Special Topics Seminar or Directed Readings (ILAC 5970, 6960 or 6990) course to complete their number of hours. For example, if a student transferred in 8-credit hours and needed to add one more credit hour, this would be a time for an Independent Study or Directed Reading. The number of hours of credit that will be earned in an individual course may vary, depending on your agreement with the professor. If a student feels s/her needs to take one of these courses, s/he should contact the AP Program Coordinator, Dr. Vickie Lake at vlake@ou.edu. It is advisable to choose a professor that you have already had in the program. However, please work with your advisor and/or Dr. Lake to make sure all course work will count towards your degree.

Students who enroll in these courses must work with the professor of record and complete the requirements for the course as outlined in the syllabus. Independent study and directed readings courses are graded “S” (“Satisfactory”) or “U” (“Unsatisfactory”). No credit is awarded when a student earns a grade of “U”.

Grades of Incomplete

If you receive a grade of “I” (“Incomplete”) for a course, you are allowed up to one year to complete the work necessary with the instructor of record to earn credit for the course. You should immediately contact the professor to discuss what you need to do to meet your remaining course requirements. It will be your responsibility to take the initiative in resolving the issues that cause you to receive the grade of “I”.

A grade of “I” does not earn any academic credit towards graduation. Once you have completed the course work and the professor has awarded you a passing grade, however, the course credit hours will become countable towards graduation requirements.

Finding Resources and Getting Help

The ILAC faculty and staff will be happy to help you solve any problems you may have while pursuing your ILAC Master of Education. After you have read the Program Planner and are still in doubt about whom to contact, contact the program coordinator via email at vlake@ou.edu.

The University of Oklahoma homepage is the place to go to learn about the broad range of services and activities available to you, and for additional information about academic and other requirements that apply to all OU students. For the OU homepage, click <http://www.ou.edu/web.html>

Enrollment, Class Schedules, Grades, etc. This link will take you to Ozone, a site that allows you to access your academic records, see class schedules, enroll in your classes, get syllabi, etc. <https://ozone.ou.edu/cp/home/displaylogin>.

Desire2Learn (D2L) or Canvas. D2L is currently OU’s online course management system. However, during the 2016-2017 school year, D2L will transition to the new approved course management system

Canvas. Both systems provide students with an interface for accessing the content of their courses, including the syllabus, course calendars, lessons, an assignment dropbox, quizzes, and discussion forums. Please consult your course syllabus to access the correct system for that course.

ILAC and JRCOE courses. This link will take you to the main OU catalogue, and here you will find descriptions of all of the courses in the ILAC program (select ILAC or the four letter course code from the list on the left side of the page). <http://catalog.ou.edu/courses/courses.htm>

Academic Calendar. This is the link to The University of Oklahoma master calendar. There are additional specific deadlines that apply to the Master in Education program.
http://www.ou.edu/content/admissions/academic_calendar.html

Graduate College Link contains information and all forms and regulations, including the forms below: <http://www.ou.edu/content/gradweb/aud/current/masters/norman.html>

- Non-Thesis Instructional Packet
- [ILAC Program of Study](#)
- Letter of Completion--Occasionally, a student may require proof of completion of the degree prior to graduation. An official document or letter may be requested in these cases.
- **Graduate Bulletin** is an online information catalogue which includes all rules and guidelines for graduate students. A link is provided on the Graduate College page but a direct link to the bulletin is: <http://gradweb.ou.edu>

Microsoft Office for PC or Mac. Microsoft Office (for PC or Mac) and the Microsoft Windows Ultimate upgrade are now available to students COMPLETELY FREE. Just visit downloads.ou.edu to download the software.

In this, as in all situations, information from the University supersedes information in this packet.

Additional OU Services Available to You

Application for Admissions to OU

<http://www.ou.edu/admissions/home.html>

Office of Admissions and Records
1000 Asp Avenue
Norman, OK 73019-4076
(405) 325-4147

Frequently asked questions about Admissions

http://www.ou.edu/cas/hr/Facts_and_Questions_For_Students/index.html#admissions

Office of Financial Aid

The OU Office of Financial Aid provides extensive information for students about financial aid options available to you. To visit the website of the Office of Financial aid on the Norman campus, click <http://www.ou.edu/financialaid.html>

Career Services

It is never too early to begin planning for your career after graduation. OU offers an extensive program

of career services. For more information about the support OU offers to you, click <https://www.ou.edu/career/>

Graduate College:

<http://gradweb.ou.edu>

731 Elm Avenue

213 Robertson Hall

Norman, OK 73019

(405) 325-3811 (405) 325-5346 (Fax)

Academic Records and Transcripts

<http://www.ou.edu/recordsandtranscripts.html>

Bursar's Office

(405) 325-3121

<http://bursar.ou.edu/>

Financial Aid

(405) 325-4521

<http://www.financialaid.ou.edu/>

Veterans Office

(405) 325-4308

https://www.ou.edu/content/veterans/veteran_student_services.html

A Few Keys to Graduate School Success

Use the Resources Available to You at the OU Library

The University of Oklahoma Library has many powerful research tools that can give you a head start towards success in your classes. If you are not already familiar with the resources the library offers, learning about them is easy ...thanks to online tutorials that the OU Library provides. To access a full list of these tutorials, go to <http://libraries.ou.edu/help/tutorials/>

All ILAC students, regardless of location, are eligible to use the OU Library. To sign in to the Library website and have access to electronic journals and all Library services, you will need your 4x4 and your OU password. OU Library: <http://libraries.ou.edu>

Improve Your Writing Skills

Effective writing is essential to your academic success and will continue to be beneficial to you throughout your professional career. Along with the books and articles about developing your writing skills that are available from the OU Library, OU's Writing Centers are an excellent free resource. They will assist you with personalized help, online or in person. Click on the links below to learn how the writing centers can help you: OU Writing Center: <http://www.ou.edu/writingcenter/>

Understand “Academic Misconduct”

Students, like faculty, must produce academic work that is the product of their own independent

efforts, but research papers are usually drawn from many sources, including works that have been published by other researchers. However, there are very specific standards for when and how to use and cite the works of others in our writings. Failure to follow these standards is considered a breach of academic conduct and can have serious consequences. If a student cheats, either by copying on a test in a classroom or by plagiarizing other researcher's work and presenting that work as our own in a paper they have written, it constitutes academic misconduct. The best way to avoid committing academic misconduct is to understand the accepted standards for using and citing works from articles, books, and other sources.

The OU Provost's Office has prepared a "Student's Guide to Academic Integrity", and every student in the ILAC program should read and understand it. If you are in doubt about what might constitute plagiarism or academic misconduct in a specific situation, please visit with your professor or your academic advisor.

Student's Guide to Academic Integrity: http://integrity.ou.edu/students_guide.html

Participate Actively and Respectfully in Your Classes

When you have done your advance assignments and prepared for class, you are more likely to participate constructively in class discussions. When you contribute constructively to class discussions, not only do you benefit, but all the other students in the class benefit. The success of a class is dependent on all the members of the class team. Remember, too, that ILAC promotes social justice and celebrates diversity of all kinds. In that spirit, we expect that you will be respectful of all individuals in your classes, listen carefully to others, and ensure that your participation in class is appropriate and not offensive to others.

Learn How to Use APA Style

American Psychological Association (APA) style is the accepted standard for formatting written papers in the Jeannine Rainbolt College of Education. All the papers you submit for your classes should follow this format, and the Comprehensive Examination requires APA style. The official guide to APA style is contained in the "Publication Manual of the American Psychological Association", and you may wish to buy your own copy to keep as a desk reference (the manual is available online and through the OU bookstores).

The OU Writing Center has also prepared a convenient and easy to use summary of APA style and it is available at http://www.ou.edu/content/writingcenter/Citation_Guides/sub_nav_1.html

Stay in Contact: Use Your OU Email Account

The only email address your professors have for you is your OU email address. This is the address all official electronic correspondence from your professors, from OU, and from the ILAC Department will be sent. As an OU student, this email account is made available to you at no charge. **You must check it regularly.**

Although some students set their OU email account to automatically forward messages to their private account, this method is not always reliable. Even if you have set up a system to forward mail from the OU account to your personal one, you should regularly check your OU account directly. Not checking your OU email account you could cause you to miss important information sent from your professors or the ILAC staff or others at OU.

Know Your Deadlines

Carefully read the section in this Planner on **Program of Study** and **Comprehensive Exam Timetable**. Failure to meet important deadlines could delay your comprehensive exams or your graduation.

Develop Your Computer Skills

Whether the task is formatting references in your word processing software for a research paper or preparing a slideshow in PowerPoint or Keynote for a classroom presentation, you are likely to find a growing need to employ technical skills in your work as an ILAC student (as well as in the professional work). Take time to find software that will help you accomplish tasks that are useful to you and learn how to become adept at their use. The time you spend acquiring these skills will be well spent.

Enjoy This Experience

When you were admitted as a graduate student at The University of Oklahoma you joined an elite group in higher education. Relatively few people have achieved what you have achieved. Being in the ILAC program is not just an opportunity for you to earn a higher degree, it has also opened doors for you to have new experiences, to meet new people, and to learn. The education you gain as an ILAC student will not only benefit you professionally, it will enrich your life on a personal level.

**Being an ILAC student is an adventure to be enjoyed!
Be proud of being an OU sooner!**



Example of an ILAC Program of Study (Revised July 2016)

PROGRAM of STUDY

Please type all required information. Do not handwrite. List courses in the order they were/will be completed. Each course, directed reading, independent study, etc. should be listed on a separate line. Include only those courses that will be applied to the degree.

MASTER of EDUCATION M545/Q361

MAJOR: Instructional Leadership and Academic Curriculum **CONCENTRATION:** Instructional Leadership **SITE:** _____

NAME: _____ **OU ID:** (11X-XX-XXXX)

COURSE PREFIX & NUMBER	COURSE NAME	HOURS	GRADE	SEMESTER & YEAR	CREDIT*
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* For OU graduate courses including Advanced Programs, Norman, Tulsa and Liberal Studies, leave this column blank. For transfer credit (including OU Health Sciences Center courses), enter the institution name in this column. For courses applied to a dual master's degree, enter Shared in this column.

STUDIES IN TEACHING AND LEARNING: 3 hours. A course in teaching and learning from a list approved by the Graduate Liaison and Advisor, based on requirements of the specific area and students' professional interests and goals.

ILAC 5003	Models of Instruction	3			
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STUDIES IN CULTURAL DIVERSITY: 3 hours. A course in cultural diversity from a list approved by the Graduate Liaison and Advisor, based on requirements of the specific area and students' professional interests and goals.

ILAC 5233	Understanding Different Cultures	3			
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RESEARCH: 6 hours in Research from a list approved by the Graduate Liaison and Advisor, based on requirements of the specific area and students' professional interests and goals.

ILAC 5143	Theory and Research in Education	3			
ILAC 6033	Critical Research Paradigms	3			

RESEARCH SYNTHESIS: 0-3 hours for non-thesis students, 2-3 hours for thesis students. Non-thesis students will take EDUC 6930. Thesis students will take EDUC 5980 or program equivalent (a completed [Master's Thesis Topic and Committee Membership form](#) must be attached).

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INSTRUCTIONAL LEADERSHIP CONCENTRATION: A minimum of 9 hours concentration coursework directly related to career goals as approved by advisor and graduate liaison.

		3			
	Any four course from the Concentration List	3			
		3			
		3			

ELECTIVES: A minimum of 11 hours as approved by faculty advisor and graduate liaison.

	Additional courses from the Concentration List	3			
	OR	3			
	Approved AP courses from other programs	3			
		3			

TOTAL HOURS: 36 36 hours required

I intend to graduate in the (sem.) (yr.) semester. I hereby request approval of my program of study as outlined above. I understand that I am responsible for reviewing the policies and procedures governing graduate study at the University of Oklahoma as published in the *Graduate College Bulletin*.

Student Signature Date



I have reviewed the above-named student's proposed program of study and I recommend approval.

Printed Name of Graduate Liaison Graduate Liaison Signature Date

FOR GRADUATE COLLEGE USE ONLY:
Program effective Fall 2016. Semester Admitted/Re-admitted: _____
Date Checked: ____/____/____ | Timeline Begins: _____ | Hours Required: _____ | **OK** _____ **Problem** _____