

BELLARMINE UNIVERSITY  
IN VERITATIS AMORE

ANNSLEY FRAZIER THORNTON SCHOOL OF EDUCATION

## Master of Arts in Education (MAEd)

**This is an advanced degree program for those students holding an initial teacher certification. The following emphasis areas are available:**

- Teacher Leadership, Grades P-12 (classroom or online delivery)
- Literacy Specialist Endorsement, Grades P-12 (classroom or online delivery)
- Learning and Behavior Disorders Certification, Grade P-12

### **Mission**

The Annsley Frazier Thornton School of Education prepares caring effective educators in the Catholic liberal arts tradition of Bellarmine University to teach and lead in diverse settings. The Master of Arts in Education programs offer a best practice, research-based curriculum with a foundation in the liberal arts. Candidates demonstrate proficient to distinguished performance through the following criteria: individual course assessments, field and clinical evaluations, disposition assessments, anchor assessments, and standardized exams.

### **“Educator as Reflective Learner”**

As our theme “Educator as Reflective Learner” suggests, our candidates are integrally involved in on going reflective practice as master educators in their classrooms, schools and communities. Reflective teachers use the world of practice, knowledge of pedagogy, knowledge of the learner, and knowledge of content personally to evaluate their effectiveness. This continuous process provides master teachers with a basis for self-evaluation that results in leadership development for school improvement.

Advanced teacher candidates will participate in ongoing evaluation through the use of an individualized Professional Growth Plan, Anchor Assessments within identified courses, Disposition Assessments at specified transition points, and a final culminating project within the candidate’s emphasis, endorsement or certification area. Each candidate will work closely with his/her faculty advisor to review regular progress toward the degree.

### **NCATE Accreditation**

All Bellarmine University Annsley Frazier Thornton School of Education teacher education programs at the advanced level recognized by the Kentucky Education Professional Standards Board are fully accredited by the National Council for the Accreditation of Teacher Education (NCATE), 2010 Massachusetts Avenue, NW, Suite 500, Washington, DC 20036.

## **PROCEDURE FOR ADMISSION**

1. Apply online at [www.bellarmino.edu/gradapp](http://www.bellarmino.edu/gradapp).
2. Submit a non-refundable fee of \$40 (unless a Bellarmine alumna/e). Checks should be made payable to Bellarmine University.
3. Final official transcript(s) from each college or university attended should be mailed to the Office of Graduate Admission and not be marked "Issued to Student".
4. A cumulative grade point average of 2.75 (on a 4.0 scale) for all undergraduate coursework, with a 3.00 GPA in the undergraduate major.
5. Completion of Educational Autobiography/Personal Goals Statement (details on the following page).
6. Two completed recommendation forms: one from the current school principal or his/her designee; and one from an individual who has supervised the applicant in some capacity attesting to the applicant's potential as a graduate student (not personal recommendation), such as teaching colleague, department chair, current/past employers or former professors.
7. A copy of the applicant's teaching certificate.
8. Final official transcript(s) from each college or university attended should be mailed to the Office of Graduate Admission and should not be marked "Issued to Student." If any transcript(s) or undergraduate degree(s) is from an international institution, you must provide an official copy to be evaluated by the Bellarmine International Programs Office. The Office of Graduate Admission reserves the right to request a certified copy of the original transcript(s).

## **PRIORITY ADMISSION DEADLINES AND DELIVERY MODEL (CLASSROOM OR ONLINE DELIVERY)**

This program uses a cohort approach for scheduling. Teacher Leader and Literacy Specialist candidates must begin the program in a summer semester and follow it through the sequential semesters. Students unable to do so would have to wait an entire year to pick up classes missed during a specific term. Priority application date is May 1 for the summer semester start. Applications submitted after this date will be considered on a space available basis. Classes for the summer semester will begin after Derby. Classroom students will participate in weekly evening classes.

## **TUITION AND FEES**

Tuition cost for the MAED programs will be \$360 per credit hour plus \$45 per course fees. Cohort registration will be no less than six credit hours per semester. The program may be completed in four (Teacher Leader) or five (Literacy Specialist) semesters attending two evenings per week OR one evening and Saturday sessions dependent upon course scheduling.

## **Funding Assistance**

Students are encouraged to complete the Free Application for Federal Student Aid (FAFSA) by visiting [www.fafsa.gov](http://www.fafsa.gov). The Bellarmine School code is 001954. By completing the FAFSA, you may be eligible for student loans. Students interested in a Learning & Behavior Disorders certification should contact the Bellarmine University School of Education (once admitted at 502.272.8076) for information on funding available through the WHAS Crusade for Children Grant.

## **INTERNATIONAL APPLICANTS**

**Please complete the items under Procedure for Admission and submit the following:**

**Language Proficiency.** All students are expected to have appropriate English-language proficiency to be admitted to the university. The language proficiency is required to ensure students are adequately prepared and well positioned to succeed.

**Financial Affidavit.** All applicants must provide a financial affidavit certifying the ability to fund the cost of attending Bellarmine University for one academic year. Figures must be expressed in United States currency.

## EDUCATIONAL AUTOBIOGRAPHY/ PERSONAL GOAL STATEMENT

Using standard margins, double spacing, and 12-point font, complete an educational autobiography and personal goal statement. Include your own educational background and experiences from pre-school to graduate work; work experiences; a discussion of your strengths and weaknesses; factors leading to your decision to pursue graduate level studies; your academic, intellectual, and professional objectives relative to being a teacher leader; and your commitment to your professional development at Bellarmine University. This document is an important part of the application review process. You should take great care to produce a thoughtfully planned and well written statement. Your work should be limited to 1000 words. Your completed work should be labeled Attachment C and include your name.

## DEGREE REQUIREMENTS

- A program of study that includes a minimum of 30 hours of course work with a minimum of 3.0 (on a 4.0 scale) grade point average throughout the program.
- The successful completion of a program of study including core courses, emphasis courses, and a final culminating project.
- A minimum of 24-30 hours of graduate credit earned in residence at Bellarmine. All credit hours must have faculty advisor approval.
- Completion of all degree work within six years of the applicant's first registration in his/her program.

## CONTACT INFORMATION

Office of Graduate Admission, 502.272.7200, 1.800.274.4723  
x7200 or [gradadmissions@bellarmine.edu](mailto:gradadmissions@bellarmine.edu)

Office of Financial Aid, 502.272.7300 or  
[finaid@bellarmine.edu](mailto:finaid@bellarmine.edu)

## MASTER OF ARTS IN EDUCATION WITH LITERACY SPECIALIST ENDORSEMENT (CLASSROOM OR ONLINE DELIVERY)

Bellarmine University's Master of Arts in Education degree with Literacy Specialist Endorsement (Grades P-12) offers educators an in-depth study of teaching, learning, and literacy leadership. The Literacy Specialist Endorsement across all grade levels will allow the classroom teacher to explore literacy issues related to elementary, middle, and high school students with an emphasis on issues related to struggling readers. In addition, the candidate will examine theoretical models and processes of literacy, investigating the political underpinnings of literacy in America.

Candidates who complete the Literacy Specialist Endorsement (Grades P-12) may choose to remain a highly qualified classroom teacher of reading and writing, may elect to serve as the literacy leader in their school, become the school's reading coach, or apply for a district level literacy resource position.

The endorsement will be granted upon successfully completing 24 hours of literacy related course-work which includes a required practicum where candidates will work as a reading coach with local P-12 students. Courses are offered each semester leading to the endorsement and advanced degree. Acceptance into this program requires the student to hold a valid classroom teaching certificate.

The MAED Literacy Specialist program cohort will begin in the summer semester only. The program is five semesters and courses will be offered year round.

### MAEd Core Requirements: 12 hours

- EDUG 601** Research Methodology for School Leaders
- EDUG 644** Teacher Leadership for Equity in Schools & Community
- EDUG 672** Dynamic Teacher Leadership
- EDUG 673** Teacher Leadership for Communities of Practice

### Literacy Specialization Requirements: 24 hours

- LITR 621** Literacy Assessment and Instruction I
- LITR 622** Literacy Assessment and Instruction II
- LITR 627** Teaching Writing: A Workshop Approach
- LITR 630** 21st Century Literacies and Technology
- LITR 640** Second Language Learners
- LITR 645** Teaching Leadership Practices in Academic Literacy
- LITR 663** Advanced Diagnostics and Interventions for Struggling Learners
- LITR 670** Clinical Practicum in Literacy Leadership

## **MASTER OF ARTS IN EDUCATION WITH TEACHER LEADERSHIP ENDORSEMENT (CLASSROOM OR ONLINE DELIVERY)**

Bellarmine University's Master of Arts in Education in Teacher Leadership program is designed to develop teacher leaders who will be challenged to reflect continuously upon: leadership skills; coaching and mentoring; analysis of assessment and data to impact instruction; strategies for closing the achievement gap through instructional best practices; the need to address equity and diversity in schools; and collaborative efforts to include colleagues, parents, and the community in comprehensive efforts for school improvement. Candidates will complete a set of core requirements, a set of teacher leadership requirements, up to six hours of professional development based on an individual professional growth plan, and a capstone experience.

Candidates will work collaboratively with a faculty advisor and school building principal or designated professional educator to determine an individualized program including school-based action research, anchor assessments, and professional development in a cohort-based professional learning community. Courses will be offered year round.

Acceptance into this program requires the candidate to hold a valid classroom teaching certificate and current employment in a classroom setting.

The MAED Teacher Leadership program cohort will begin in a summer semester only with completion planned for the following summer semester – a four semester program.

### **MAEd Core Requirements: 12 hours**

- EDUG 601** Research Methodology for School Leaders
- EDUG 644** Teacher Leadership for Equity in Schools and Community
- EDUG 645** Teacher Leadership Practices in Academic Literacy
- EDUG 672** Dynamic Teacher Leadership

### **Teacher Leadership Requirements: 9 hours**

- EDUG 670** School Improvement: Assess., Eval., & Data Analysis
- EDUG 671** Teacher Leadership to Improve Student Achievement
- EDUG 673** Teacher Leadership for Communities of Practice

### **Individual Professional Growth Req: 6 hours**

- EDUG 640** Indiv. Pro. Dev. for Teacher & Instructional Leadership
- EDUG 641** Special Topics in Professional Development

### **Capstone Experience: 3 hours**

- EDUG 697** Applying Research to Practice -OR-
- EDUG 699** Master's Thesis in Education

## **MASTER OF ARTS IN EDUCATION WITH LEARNING AND BEHAVIOR DISORDERS CERTIFICATE (P-12)**

Bellarmine University's Master of Arts in Education degree with an emphasis in Learning and Behavior Disorders (Grades P-12) offers educators an opportunity to tailor their masters degree toward their personal and/or professional needs relative to the area of special education. Candidates will complete a set of core course requirements and then will complete their program specialization based on a needs assessment with their faculty advisor. Specialization offerings include courses in behavior intervention, literacy, special education, and technology.

Candidates who have engaged in extended professional development sessions relevant to the area of special education through their school system may be eligible for academic course credit upon approval from their advisor. Courses for the Master of Arts in Education are offered each semester including intensive summer sessions. Courses offered during the fall and spring semesters are available in late afternoon or early evening formats in keeping with a teacher's schedule.

Acceptance into this program requires the student to hold a valid classroom teaching certificate. This is a program for credentialing in Learning and Behavior Disorders (Grades P-12) and leads to a masters degree (Rank II), and Learning and Behavior Disorders certification.

### **For current Elementary Teachers, MAEd Core Requirements: 15 hours**

- EDUG 601** Research Methodology for School Leaders
- EDUG 644** Teacher Leadership for Equity in Schools & Community
- EDUG 648** Technology Across the Curriculum
- EDUG 672** Dynamic Teacher Leadership
- LITR 663** Diagnosis of Reading Difficulties

### **Learning and Behavior Disorders**

#### **Requirements: 24 hours**

These courses will be determined by previous course work completed in conjunction with the academic faculty advisor.

### **For Middle/Secondary Teachers, MAEd Core Requirements: 15 hours**

- EDUG 601** Research Methodology for School Learners
- EDUG 644** Teacher Leadership for Equity in Schools & Community
- EDUG 648** Technology Across the Curriculum
- EDUG 672** Dynamic Teacher Leadership
- LITR 545** Reading in the Content Areas

### **Learning and Behavior Disorders**

#### **Requirements: 31 hours**

These courses will be determined by previous course work completed in conjunction with the academic faculty advisor.

# Master of Arts in Education (MAEd)

- I am applying for the:**  Teacher Leader Endorsement  Summer 20 \_\_\_\_  
 Literacy Specialist Endorsement  Summer 20 \_\_\_\_  
 Learning/Behavior Disorders Certif.  Fall 20 \_\_\_\_  Spring 20 \_\_\_\_  Summer 20 \_\_\_\_
- Delivery Model:**  Classroom  Online
- I will be attending:**  Full-time  Part-time

## PERSONAL DATA

Name \_\_\_\_\_  
LAST FIRST MIDDLE MAIDEN

Preferred Name \_\_\_\_\_ Social Security Number\* \_\_\_\_\_ Gender \_\_\_\_\_

Permanent Address \_\_\_\_\_  
STREET ADDRESS

\_\_\_\_\_  
CITY COUNTY STATE/PROVINCE ZIP CODE COUNTRY

Home Phone (\_\_\_\_) \_\_\_\_\_ Work Number (\_\_\_\_) \_\_\_\_\_ Extension \_\_\_\_\_

Cell Phone (\_\_\_\_) \_\_\_\_\_ Email Address \_\_\_\_\_

Date of Birth \_\_\_\_\_ Place of Birth \_\_\_\_\_  
CITY STATE/PROVINCE

Citizenship  U.S.  Permanent U.S. Resident  Non U.S. Citizen

If you are not a U.S. citizen, what is your country of citizenship? \_\_\_\_\_

What is your current country of residence? \_\_\_\_\_

Is English your first language?  Yes  No

If no, what is your first language? \_\_\_\_\_

Are you Hispanic or Latino? (optional)  Yes  No

In addition, select one or more of the following racial categories to describe yourself (optional):

- American Indian or Alaskan Native  Asian  Black or African American  
 Native Hawaiian or Other Pacific Islander  White

Current School of Employment \_\_\_\_\_ Present Position \_\_\_\_\_

School Address and District \_\_\_\_\_  
STREET ADDRESS CITY STATE/PROVINCE DISTRICT

Will tuition be subsidized by your employer?  Yes  No

Will you be applying for aid with the Veterans Administration?  Yes  No

Where did you hear about Bellarmine's MAED Program? \_\_\_\_\_

What factor had the most influence over your decision to apply for Graduate Admission here? \_\_\_\_\_

\* Not required but must be provided to receive federal and/or state aid.

## EDUCATIONAL DATA

Please list all colleges and/or universities you have attended.

INSTITUTION	DATES ATTENDED	DEGREE RECEIVED	GPA
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Undergraduate Major \_\_\_\_\_ Minor \_\_\_\_\_

GRE (Optional) test date \_\_\_\_\_ Score \_\_\_\_\_

## TEACHING EXPERIENCE

Briefly list any professional teaching experiences you have had.

ORGANIZATION/SCHOOL	DUTIES	DATES
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## BACKGROUND DATA

Have you ever been dismissed from a college or university for disciplinary reasons, or been sanctioned by a disciplinary board?  Yes  No

If yes, from where? \_\_\_\_\_

*A release will be mailed to you. You must sign and complete the form and mail it back to the Office of Admission at Bellarmine University one month prior to the first week of classes. This form will be mailed to your current Dean of Students asking for an explanation of the sanction and circumstances.*

Have you ever been convicted of a felony?  Yes  No

*If you answered yes to either of the last two questions, please explain on a separate sheet of paper how you were held accountable (i.e., outcomes, sanctions), when the incident occurred and any additional information you wish to provide. Please note that we may need to request additional information. In the event you are admitted and enrolled at Bellarmine University and your status changes, you are required to contact the Dean of Students immediately at 502.272.8426. Failure to report a change of status could result in immediate expulsion.*

## SIGNATURE OF APPLICANT

I declare that the information provided on this form is true, correct and complete. Bellarmine University has my permission to verify information by obtaining documents as needed. I understand that providing false information may result in Bellarmine University revoking my status as an accepted or enrolled student. Also, I grant Bellarmine University or its appointee(s) permission to post my personal and academic information on Bellarmine's secured, password protected intranet and student portal.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Bellarmino University admits qualified students of any age, sex, sexual orientation, race, color, religion, or national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of age, sex, sexual orientation, race, disability, color, religion, or national and ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school administered programs. Bellarmine University is an Affirmative Action-Equal Opportunity employer.

## RECOMMENDATION FORM: MASTER OF ARTS IN EDUCATION

**APPLICANT:** Fill in the information requested below and forward one form with a stamped, addressed envelope to each respondent. Under the provisions of the Family Educational Rights and Privacy act, you have the right—if you enroll at Bellarmine University—to review your educational records. The Act further provides that you may waive your right of access that you may have to see recommendations for admission. By signing below, you waive any right of access that you may have to this recommendation form. **Two recommendations are required with your application, one of which must be completed by current school principal or designee.**

Name of Applicant \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

**RESPONDENT:** The individual whose name appears above is applying for admission to the Bellarmine University Master of Arts in Education Program. Evaluations of the applicant’s potential are required as part of the application procedure and this individual requests that you write on his/her behalf. A standard format is provided for your use, but you may choose to attach a letter along with the form. It would be appreciated if you would respond as early as possible so that consideration of the application will not be delayed.

Name of Respondent \_\_\_\_\_ Title \_\_\_\_\_

Institution or Agency \_\_\_\_\_

Rate the applicant in the areas indicated below by checking 4-Outstanding, 3- Above Average, 2-Satisfactory, 1-Below Average, or Unable to comment.

	4	3	2	1	UNABLE TO COMMENT	DESCRIPTIVE COMMENTS
Intellectual Ability						
Critical Thinking Ability						
Problem Solving Ability						
Ability or Promise as a Leader						
Quality of Oral Communication						
Quality of Written Communication						
Motivation and Energy						
Organizational Ability						
Sense of Humor						
Emotional Maturity						
Ability to Meet Deadlines						
Ability to Work with Others						
Ability to Improve Student Achievement						
Professional Integrity						



How long have you known the candidate and in what capacity?

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From the opposite side of this form, choose one or two of the candidate's outstanding characteristics and explain your rating.

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From the opposite side of this form, choose the one area in which you think the candidate needs improvement and explain.

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Identify at least two instances in which you have seen this candidate lead/guide/direct an adult group or a project and describe your assessment of the outcome of his/her efforts.

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Indicate the strength of your overall endorsement of the applicant.

Highly recommended     Recommended     Recommended with reservations     Not recommended

A faculty member from Bellarmine's School of Education may contact you via phone for further information. If you agree to such a conversation, please list your preferred phone number and indicate the best time to call.

Phone \_\_\_\_\_ Best time to call     Morning     Afternoon     Evening

**Respondent's Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

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Ability or Promise as a Leader						
Quality of Oral Communication						
Quality of Written Communication						
Motivation and Energy						
Organizational Ability						
Sense of Humor						
Emotional Maturity						
Ability to Meet Deadlines						
Ability to Work with Others						
Ability to Improve Student Achievement						
Professional Integrity						



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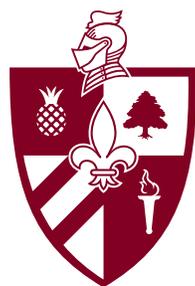
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Phone \_\_\_\_\_ Best time to call     Morning     Afternoon     Evening

**Respondent's Signature** \_\_\_\_\_ **Date** \_\_\_\_\_



BELLARMINE  
UNIVERSITY

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2001 Newburg Road | Louisville, KY 40205 | [www.bellarmino.edu](http://www.bellarmino.edu)

6/2/2015