BELLARMINE UNIVERSITY
IN VERITATIS AMORE

ANNSLEY FRAZIER THORNTON SCHOOL OF EDUCATION

Rank 1 Post-Masters Program

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 Rank I Non-Degree Post Masters 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 or endorsement area. Each candidate will work closely with his/her faculty advisor to regularly review progress toward program completion.

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.

RANK I POST-MASTERS PROGRAM WITH A LITERACY SPECIALIST ENDORSEMENT

Bellarmine University's Rank I Post-Masters Program option with a Literacy Specialist Endorsement (Grades P-12) offers educators an in-depth study of teaching and learning, and literacy leadership. This endorsement will allow the classroom teacher to explore literacy issues related to elementary, middle, and high school students with an emphasis in issues related to struggling readers. In addition, the candidate will examine theoretical models and processes of literacy and will investigate the political underpinnings of literacy in America.

All students seeking an endorsement as a Literacy Specialist must maintain a minimum grade point average of 3.67 throughout this program and successfully complete both the practicum experience and exit interview. Acceptance into this program requires the student to hold a valid classroom teaching certificate.

Graduate Core Requirements: 6 hours

EDUG 644	Teacher Leadership for Equity in Schools and Community
LITR 621	Literacy Assessment and Instruction I

Literacy Specialization Requirements: 24 hours

EDUG 673	Teacher Leadership for Communities of Practice
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

Additional hours necessary for full Rank I status, if needed, will be determined with the faculty advisor given the candidate's academic background and professional goals.

Special note: Students who already have Rank I status, but seek to obtain the Literacy Specialist Endorsement, will follow a 27 hour program. Students will follow the same sequence of courses listed above, but will not be required to take LITR 640.

RANK I POST-MASTERS PROGRAM WITH A TEACHER LEADERSHIP ENDORSEMENT

Bellarmine University's Rank I Post-Masters Program option with a Teacher Leadership Endorsement (Grades P-12) is designed to develop teacher leaders who will be challenged to reflect continuously upon: leadership skills and their development; coaching and mentoring; data analysis of assessment results 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.

All students seeking an endorsement in Teacher Leadership must successfully complete 18 credit hours of designated coursework including a Capstone Project selected from the following options: Action Research Project, National Board Certification Project or Master's Thesis. Acceptance into this endorsement program requires that candidates actively hold a teaching position (with valid teaching certificate) and have a recommendation from their current school principal or designee. Recommendation forms are available with the information packet.

Teacher Leadership Endorsement: 18 hours

EDUG 644	Teacher Leadership for Equity in Schools and Community
EDUG 670	School Improvement Through Assessment, Evaluation and Data Analysis
EDUG 671	Teacher Leadership to Improve Student Achievement
EDUG 672	Dynamic Teacher Leadership
EDUG 673	Teacher Leadership for Communities of Practice

Capstone experience in Teacher Leadership requires one of the following:

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

Additional hours necessary for full Rank I status will be determined with the faculty advisor given the candidate's academic background and professional goals. Generally, the candidate is encouraged to choose from the following graduate courses:

EDUG 601	Research Methodology for School Leaders
EDUG 636	Advanced Curriculum Methods
EDUG 640	Individual Professional Development (P-12) for Teacher and Instructional Leadership
EDUG 641	Special Topics in Professional Development (P-12) for Teacher and Instructional Leadership
LITR 645	Teacher Leadership Practices in Academic Literacy

RANK I POST-MASTERS PROGRAM WITH A LEARNING AND BEHAVIOR DISORDERS CERTIFICATION (P-12)

Bellarmine University's Rank I Post-Masters Program option for a Learning and Behavior Disorders Certification (Grades P-12) is designed for the classroom teacher with certification in Elementary, Middle School or Secondary general classroom areas. This is not a program designed for someone currently certified in Special Education. Candidates seeking an additional certification in P-12 Learning and Behavior Disorders (LBD) explore special education foundations, curriculum and instruction, assessment, and current issues as preparation to work successfully with students with disabilities.

In addition to completing required coursework, benchmark assessments, and passing required PRAXIS II exams in learning and behavior disorders, candidates must complete successfully a minimum of 90 clock hours of field experiences (EDUG 612) in diverse settings with students with exceptionalities prior to the start of the culminating project/professional semester. EDUG 613, the culminating project/professional experience, requires the candidate to engage in a professional semester experience where he/she is actively planning instruction, teaching, and assessing students with disabilities. Candidates in the Rank I program develop the requisite knowledge and skills for teaching students with learning disabilities and behavior disorders as determined by the Council for Exceptional Children Standards for initial certification.

Learning and Behavior Disorders Courses:
21-24 credit hours for the individual with current certification in Elementary Grades

SPED 510	Nature and Needs of Children with LBD
SPED 515	Speech and Language Development and Culture
SPED 520	Special Education Transition: Early Childhood through Early Adulthood
SPED 525	Procedures for Children with LBD
SPED 526	Methods and Procedures for Children with LBD II
SPED 540	Educational Measurement
EDUG 612	Advanced Field Placement
EDUG 613	Advanced Professional Placement

27-30 credit hours for the individual with current certification in Middle School or Secondary Education will include all courses required for the Elementary candidate (with the exception of SPED 520) and:

LITR 535	Teaching of Reading
MATH 523	Foundations of Math
SPED 530	Teaming and Collaboration

Additional hours necessary for full Rank I status will be determined with the faculty advisor given the candidate's academic background and professional goals.

RANK I POST-MASTERS PROGRAM IN CURRICULUM AND INSTRUCTION

The Curriculum and Instruction Rank I/Non-Degree Post Masters Program is an individualized program of study developed between the Rank I/Non-Degree seeking student and the faculty advisor. This program includes coursework based on a Professional Growth Plan that is designed to enhance the depth of knowledge and skills of the candidate, within a selection of advanced education courses offered through the School of Education and/or approved professional study. For example, a candidate may wish to increase his/her knowledge of strategies for struggling readers as well as ways to collaborate with special educators to address the needs of learners with disabilities. This program is designed to further develop the candidate's master's level study and requires that a minimum of 15 graduate credit hours be taken at Bellarmine University.

PROGRAM COMPLETION REQUIREMENTS

- Requires 60 hours of graduate level course work (including the masters degree) with a minimum of a 3.0 cumulative (on a 4.0 scale) grade point average throughout the program of study.
- Requires 15 hours of graduate credit earned in residence at Bellarmine University for the School of Education to recommend a candidate for Rank I status. All credit hours must have faculty advisor approval.

ADMISSION STATUS

Full Admission – Candidates who fulfill all admission requirements are admitted unconditionally, are in good standing, and meet the established norms determined by the specific graduate program. They may enroll in courses without restrictions.

Conditional Admission – Candidates who have not submitted official copies of all application documents. The precise course and number of courses may be limited until all necessary items have been received.

Probationary Admission – Candidates who have not met the established norms required for regular admission. The precise courses and number of courses may be limited until all prerequisites are fulfilled. Failure to maintain a cumulative 3.0 average during any one semester may subject the student to dismissal.

TUITION AND FEES

Fall 2012 through Summer 2013 tuition cost for Rank I programs will be **$325 per credit hour** plus $35 per course fees. The chosen endorsement may be completed in five or six semesters attending two evenings per week OR one evening and Saturday sessions.

PRIORITY APPLICATION DEADLINES

Priority application dates are August 1 for a fall semester start, December 5 for the spring semester start and May 1 from the summer semester start. Applications submitted after these dates may still be considered on a space available basis.

REQUIRED TEST

The Rank I and/or Non-Degree Post-Masters program may require passing PRAXIS score(s) for a chosen endorsement. These scores are not used to determine admission status. For more information on the PRAXIS, visit www.ets.org/praxis or the Kentucky Education Professional Standards Board at www.epsb.ky.gov.

CONTACT INFORMATION

Theresa Klapheke, Graduate Admission Officer
502.272.8271 or tklapheke@bellarmine.edu

Office of Graduate Admission
502.272.7200 or 1.800.274.4723 x7200
or gradadmissions@bellarmine.edu

PROCEDURE FOR ADMISSION

1. Complete and submit the application.
2. Submit a non-refundable application fee of $40 (unless a Bellarmine alumna/e). Checks should be made payable to Bellarmine University.
3. Valid Professional Teaching Certificate.
4. A written descriptive professional development plan based on self-identified goals and objectives (details on the right).
5. 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 applicants potential as an advanced graduate student, such as teaching colleague, department chair, current/past employers, or former professors. (Required form included, copy as needed.)
6. OPTIONAL - Official Graduate Record Examination (GRE), www.ets.org/gre, score must be mailed directly to the Office of Graduate Admission.
7. 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".
8. If your undergraduate degree is from an international institution, you were born outside the United States, or English is your second language, you will be required to submit an official TOEFLiBT (internet-based test) score and receive a total score of 80 or higher on the internet-based TOEFL (reading, listening, writing, and 26 on speaking). We will also consider an equivalent score on the IELTS or MELAB tests. The Admission, Progression and Graduation Committee reserves the right to request a TOEFL score from any applicant.
9. If any transcript(s) or undergraduate degree(s) are from an international institution you must provide an official copy of a third party course by course credential evaluation. The following organizations offer this service and information regarding processes and fees are available at: www.aacrao.org, www.wes.org and www.ece.org. The Office of Graduate Admission reserves the right to request a certified copy of the original transcript(s).
10. Once completed, mail the application to:
    Bellarmine University
    Office of Graduate Admission
    2001 Newburg Road
    Louisville, KY 40205

EDUCATIONAL AUTOBIOGRAPHY/PROFESSIONAL DEVELOPMENT PLAN

Using standard margins, double spacing, and 12-point font, complete an educational autobiography and professional development plan. 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.

INTERNATIONAL APPLICANTS

Please compete the items under Procedure for Admission and submit the following:

U.S. law requires financial statements from a bank or other financial institution certifying the student's ability to fund the cost of attendance for one academic year minus the amount of any scholarship dollars received. Figures should be in U.S. dollars and must be certified as an official document by the bank or financial institution. A sponsor may be used if the sponsor attaches a signed affidavit stating that he/she will financially support the student until completion of a degree at Bellarmine University. If a sponsor is used, the sponsor's bank statement should accompany the letter. **The amount that would need to be shown for the Rank I program is: $32,426.** This amount includes tuition and fees associated with six credit hours per semester and an average cost for living expenses, books, supplies, health insurance, transportation and personal expenses.

Bellarmine 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.

Rank I Post-Masters Program

I am applying for: ☐ Fall of 20 _____ ☐ Spring 20 _____ ☐ Summer 20 _____

I will be attending: ☐ Full-time ☐ Part-time

I am applying for: ☐ Literacy Endorsement ☐ Teacher Leadership

☐ Learning and Behavior Disorders Certification ☐ Curriculum and Instruction Option

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? ☐ Yes ☐ No

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

☐ 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 Rank I Program? _____

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

EDUCATIONAL DATA

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

INSTITUTION	DATES ATTENDED	DEGREE RECEIVED	GPA

Graduate Degree _____ Licensed Area _____

GRE (Optional) test date _____ Score _____

TEACHING EXPERIENCE

Briefly list any professional teaching experiences you have had.

ORGANIZATION/SCHOOL	DUTIES	DATES

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.

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** _____

RECOMMENDATION FORM: RANK I POST-MASTERS PROGRAM

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 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 Rank 1/Post-Masters 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 write a letter instead of using 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?

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

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

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.

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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2001 Newburg Road | Louisville, KY 40205 | www.bellarmine.edu

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