COLUMBUS STATE UNIVERSITY

COLLEGE OF EDUCATION AND HEALTH PROFESSIONS

"To achieve excellence by guiding individuals as they become professionals. . . "

Online Master of Arts in Teaching Secondary Mathematics, Science, or Computer Science Handbook

Excellence in Teaching Student Learning Professionalism Scholarship

Updated 2/16/21

Table of Contents

Introduction

The Master of Arts in Teaching (M.A.T.) Secondary Math and Science is an online degree offered by Columbus State University, a fully accredited institution in the University System of Georgia. This program targets career changers who are interested in entering the teaching profession and who possess the prerequisite educational background in science, technology, engineering, mathematics, or a related field. Teacher certification options available through this degree include Mathematics, Biology, Chemistry, Physics, and Earth/Space Science at the secondary level (i.e., certification in grades 6-12) or Computer Science (grades P-12).

This innovative degree program combines online coursework with practicum experiences in elementary, middle, and secondary schools and leads to eligibility for an induction certificate at the T-5 level (i.e., *the letter "T" indicates that the certificate is in a teaching field and the number "5" indicates that the candidate's highest degree is a master's degree recognized by the Georgia Professional Standards Commission*). The 39-hour program is based on the InTASC standards, which support four domains:

- The Learner and Learning
- Content
- Instructional Practice
- Professional Responsibility

Program outcomes are as follows:

Graduates of the program will

- demonstrate continual growth and proficiency in planning inquiry-based instruction built on standards and knowledge of students,
- demonstrate proficiency in using a wide range of instructional strategies and differentiating instruction to help all students learn,
- demonstrate proficiency in developing and using multiple forms of assessment and using student assessment data to improve teaching and learning for all levels of learners
- display ongoing reflection and growth regarding values, commitments, dispositions, and habits associated with effective and professional teaching, including application of educational research in the analysis of teaching effectiveness and impact on student learning.

These competencies are embedded in courses, and candidates are expected to demonstrate that they can meet the competencies primarily in two performance-based courses: Teaching Practicum and Student Teaching or Teaching Internship.

All coursework and assignments are completed online. Some courses require 30-90 hours of field experience within the grades P-12 setting. Candidates who are working full-time in a P-12 (computer science) or 6-12 (math or science) classroom **will not** be able to complete all field experience hours in their own classrooms. Field experience is required in grades 6-8 **and** grades 9-12 for secondary certification (math or science). For computer science, field experience is required in grades P-2, 3-5, 6-8, **and** 9-12. Field experience must include experiences in diverse settings. Student teaching is one full semester (15 weeks) and requires candidates to work full-time in a grades P-12 (computer science) or 6-12 (math or science) classroom. Candidates must have access to Webcam software and hardware to enable remote classroom observation and conferencing. Teacher candidates must be in schools where administrators will allow them to video themselves and their students during lessons taught by the candidate, and share the videos with CSU instructors and supervisors for evaluation purposes.

Individuals choose the online M.A.T. in Secondary Mathematics and Science Education because of its accreditation, quality, and fit with their busy lifestyles. Classes are offered each Fall, Spring, and Summer semester, permitting students to complete the program in five or six consecutive semesters. Students may enter the program during any semester. The program follows a 15-week semester schedule for Spring and Fall Semester and a modified schedule for Summer Semester.

The online M.A.T. in Secondary Math and Science Education was approved by the Georgia Professional Standards Commission in March 2009.

Online Learning

Before starting an online program at Columbus State University, you will need to see if distance education is a good fit for you and your learning style. In online courses, you will need to be able to perform basic computer functions such as creating, saving, and managing files on a computer; downloading files; attaching files to e-mail messages; opening files attached to incoming e-mail; and navigating the Internet. Furthermore, in an online course, it is important to be self-motivated and disciplined in your studies. You must set aside time each week to work on the activities and assignments for the course. In a typical three credit hour course, you should be online several times a week, checking on course information, participating in online discussions and group activities, and completing assignments for the week.

For more information about CSU Online, click on the link.

Admission Requirements

Admission requires:

- Degree in closely related field or a minimum of 25 semester hours of approved coursework;
- Transcript evaluation to determine content courses needed for certification;
- Minimum grade point average (GPA) of 2.75 (regular admission) or 2.50 (provisional admission) on all undergraduate work at an accredited institution in fulfillment of the requirements for a baccalaureate degree
- Passing score on the GACE[1] Program Admission Tests[2] [Reading (200), Mathematics (201), Writing (202)] or exemption through satisfactory scores on the SAT, ACT, or GRE

  GACE Basic Skills Exemption Scores
  - SAT – 1000 (combination of Verbal and Math scores)
  - ACT – 43 (combination of English and Math scores)
  - GRE – Combined score of 1030 (Verbal and Quantitative) on tests taken before August 1, 2011 or combined score of 297 (Verbal and Quantitative) on tests taken after August 1, 2011

- Passing scores on the GACE content examinations[3] required in the intended teacher certification field;
- Criminal Background Check - Students must submit a copy their FBI background check results or a copy of their provisional teaching certificate showing background check clearance. Click here for information on obtaining a background check. **Note that graduate students taking fully on-line courses who cannot come to Columbus to complete your Federal Background check may use this service if you so choose.**
- Complete the Georgia Professional Standards Commission's Georgia Educator Ethics Assessment. Go to www.gace.ets.org/ethics for information and instructions. Select number 7 as your reason for testing. **Please note: You must add Columbus State University as a score recipient in order for us to get your results!**
- Purchase a Tk20 account at https://columbusstate.tk20.com/. Attach a receipt or print screen with current Tk20 account information to your application for Admission to Teacher Education.
- Completed application for admission to the Teacher Education Program. Applications must be submitted in Tk20. Click here for further instructions.
- Suitability for teaching as determined through the admissions process.

[1] The Georgia Assessment for the Certification of Educators (GACE) is the educator licensure assessment in Georgia. The purpose of the GACE is to help ensure that candidates have the knowledge and skills needed to perform the job of an educator in Georgia's public schools. All GACE assessments are aligned with the state standards for the P-12 curriculum and with state and national content standards. Additional GACE Content examination information can be found at http://gace.ets.org/about/assessments .

[2] If an individual passed all three parts of the Praxis I or posted a composite score of 526 on the three tests prior to March 5, 2007, he or she is exempt from the GACE Program Admission Tests.

[3] Required GACE content exams:

Certification Field	Required GACE Content Tests
Biology	Test I (026) Test II (027)
Chemistry	Test I (028) Test II (029)
Earth/Space Science	Test I (024) Test II (025)
Mathematics	Test I (022) Test II (023)
Physics	Test I (030) Test II (031)
Computer Science	Test 554

Note: Praxis II or TCT Tests passed prior to March 5, 2007, in certification content fields are valid and may be used in place of the GACE content tests. A candidate may not combine a Praxis test score with a GACE test score to meet the testing requirement in a content field. All tests within a GACE assessment (or Praxis, if taken before March 5, 2007) must be passed.

Tk20 Requirement

All students enrolled in the Online MAT program in Math and Science will be required to purchase a *Tk20* account and will submit artifacts from their methods and practicum classes, as well as student teaching/internship, in *Tk20*. The university uses *Tk20* to maintain our accreditation, demonstrate the quality of our academic programs, and improve teaching and learning.

https://columbusstate.tk20.com/

Online Master of Arts in Teaching in Mathematics & Science
Program Requirements

Course # and Title	Semester	Credit Hours	Field Experience Hours
Area 1: Transitioning into Teaching (10 hours)			
EDMS 6105 Transition to Teaching	Fall	3	30
EDCI 6226 Foundations of Education: Instructional Applications	Spring	2	40
EDCI 6227 Foundations of Education: Human Development, Motivation & Learning	Fall	2	0
EDCI 6228 Foundations of Education: Special Education	Spring	3	0
Area 2: Enhancing Student Learning (11 hours) *Courses in Area 1 above must be completed prior to enrolling in methods and practicum courses.*			
Content Methods (***Must be taken concurrently with EDMS 6216)*** Select <u>one</u> of the following: EDMT 6215 Methods in Teaching Secondary Mathematics OR EDSC 6215 Methods in Teaching Secondary Science OR EDUT 5125G Methods in Teaching Computer Science	Fall	3	0
EDMS 6216 Teaching Practicum ***Must be taken concurrently with EDMT 6215, EDSC 6215, or EDUT 5125***	Fall	3	90
EDUF 6111 Assessment in Education *(take with EDMS 6216)*	Fall	1	0
EDUF 6125 Classroom Management	Spring	2	0
EDMS 6474 Technology as a Teaching and Learning Tool	Summer	2	0
Area 3: Emerging Teacher (9 Hours)			
EDMS 6485 Student Teaching OR EDMS 6698 Teaching Internship	Fall, Spring	9	600
Area 4: Advanced Teacher (9 Hours)			
EDUF 6116 Educational Research Methods	Fall, Spring, Summer	3	0
Guided Elective – Approved content course (math/science) ***Course must be approved by academic advisor prior to registration***	Varies	3	0
Guided Elective – Approved course ***Course must be approved by academic advisor prior to registration***	Varies	3	0
Totals		**39**	**760**

See Appendix A for course descriptions.

Class Scheduling

Classes are offered each fall, spring, and summer semester, permitting candidates to complete the program in 5-6 consecutive semesters. Candidates may enter the program in any semester. The program follows a 15-week semester schedule for fall and spring semesters and a modified schedule for summer semester.

Sample Programs of Study

Click here for sample programs of study or click on the links below.

Field Experiences

Some courses in the program require 30-90 hours of field experience within the grades P-12 setting. Field experiences are, whenever possible, to be in math, science, or computer science (the candidate's own certification field). Student teaching or internship is one full semester (16 weeks) and requires candidates to work full-time in a grades 6-12 classroom (math or science) or in a grades P-12 classroom (computer science) in their certification field. During student teaching or internship, teacher candidates must be teaching at least 51% of the day in their intended field of certification. A candidate's intended field of certification must match his/her content background (*e.g., if a candidate has a bachelor's degree in biology, his/her certification field will be biology*). All field experiences (including student teaching or internship) must be completed in a regionally accredited school. Cooperating teachers must hold a clear renewable teaching certificate in the candidate's intended field of certification and have three or more years of teaching experience. Candidates must have access to Webcam software and hardware to enable remote classroom observation and conferencing. **Candidates who are working full-time in a 6-12 math or science classroom or in a P-12 computer science classroom will not be able to complete all field experience hours in their own classrooms**.

Field experience is required in grades 6-8 **and** grades 9-12 for secondary certification (math or science). For computer science, field experience is required in grades P-2, 3-5, 6-8, **and** 9-12. Field experience must include experiences in diverse settings (*i.e., settings with exceptional populations and students from different ethnic, racial, gender, and socioeconomic groups*) in a regionally accredited school. A minimum of 10-15 hours of field experience must be completed at each grade band level (grades 6-8 **and** 9-12 for math or science; grades P-2, 3-5, 6-8, **and** 9-12 for computer science) during the program.

Course instructors will provide information about related assignments and other field experience requirements.

When planning schedules and registering for courses, candidates should take into consideration the number of field experience hours required for each course. Individuals who are already teaching will be responsible for working with their principals and making arrangements to be able to complete field experience hours outside of the schools in which they teach.

See the following page for descriptions of the field experiences required in this program.

Description of Field Experiences

Field experiences are, whenever possible, to be in math, science, or computer science (the candidate's own certification field). A limited number of non-classroom experiences (e.g., IEP meetings, school club meetings related to the discipline, and department planning meetings) may, at the discretion of the instructor, also be applied to field experience hours.

Course	Clock Hours	Nature of Field Experience
EDMS 6105 Transition to Teaching	30	Math and Science teacher candidates: 30 hours in a high school observing, assisting, and tutoring. Computer Science candidates: 30 hours in an elementary school (*at least 10 hours in a grades P-2 classroom and at least 10 hours in a grades 3-5 classroom; the remaining 10 hours may be in any P-5 classroom or after-school computer science activity for students in grades P-5*) observing, assisting, and tutoring. Candidates who are already teaching must complete at least 15 hours outside of their own classrooms observing other teachers. In this course or in EDCI 6226, candidates must spend at least 15 hours at a different school.
EDCI 6226 Instructional Applications	40	Math, Science, and Computer Science teacher candidates: 40 hours in a middle school observing, assisting, and tutoring. Placement must include a setting serving exceptional populations (e.g., inclusion classes). Candidates who are already teaching must complete at least 15 of the 40 hours outside of their own classrooms observing other teachers. In this course and/or in EDMS 6105, candidates must spend at least 15 hours at a different school.
EDMS 6216 Teaching Practicum	90	Math, Science, and Computer Science teacher candidates: 90 hours in a middle or high school. Experiences include interviewing students; observing teaching; planning and teaching activities, lessons, and units; assessing student learning; and performing other teaching-related duties. Candidates who are already teaching may complete 75 of the 90 hours in their own classrooms. Fifteen hours must be spent observing in other teachers' classrooms and completing related assignments.
EDMS 6485 Student Teaching **OR** EDMS 6698 Teaching Internship	600	Candidate is assigned to a mathematics, science, or computer science teacher in a school approved by CSU and spends one full semester in full-time teaching activities. Candidates will also be assigned a university supervisor who will provide mentoring and observe and evaluate the candidate's teaching at least four times during the semester. The cooperating teacher will also evaluate the candidate's performance. Candidates who are already teaching in their own classrooms complete one full semester of full-time teaching activities in their own classrooms. Candidates will be assigned a university supervisor who will provide mentoring and observe and evaluate the candidate's teaching at least four times during the semester.
Total	**760**	

Admission to Student Teaching

Candidates who do not have teaching jobs and need school placements for student teaching should contact the field experience coordinator at Columbus State University by September 15 or January 15, during the semester prior to enrolling in student teaching. All candidates must complete a student teaching application and submit it to their academic advisor for approval.

Candidates will spend one semester in full-time teaching activities under the supervision of a classroom teacher in a middle or secondary, regionally accredited school. Guidelines for admission to student teaching are as follows:

- Deadlines for submitting student teaching applications are September 15 for candidates applying to student teach spring semester and January 15 for candidates applying to student teach fall semester.
- Candidates must be recommended by their academic advisor before submitting their applications to the Online M.A.T. Coordinator of Field Placements.
- Candidates must be members in good standing in the Teacher Education Program prior to submitting applications for student teaching.
- Candidates must complete all courses in Area 1: Transitioning to Teaching and Area 2: Enhancing Student Learning with grades of C or better. A maximum of two courses (not to exceed eight semester credit hours) with a grade of "C" may apply to a master's degree.
- Candidates must maintain an overall grade point average of 3.0 or better based on graduate hours attempted.
- Candidates must have ratings of proficient and above on all components of the MAP and ratings of satisfactory or above on all components of the Dispositions evaluation.
- Candidates may not hold outside employment during the semester of student teaching without permission from the Online M.A.T. Coordinator of Field Placements.
- In order to student teach, candidates must hold current CPR/First Aid Certificates and provide the Student Teaching Coordinator at his/her home institution with proof of liability insurance.

Additional guidelines and requirements for student teaching will be provided upon registration for student teaching.

Admission to Internship

To qualify for the Teaching Internship, applicants must hold a provisional teaching certificate and be teaching full time in a regionally accredited school, in the field in which they are seeking certification. To be eligible for the Internship, the candidate must be teaching at least 51% of the day in his/her intended field of certification (i.e., biology, chemistry, earth and space science, mathematics, or computer science). The field of certification is based on a candidate's prior degree and/or content background. For example, a candidate holding a degree in biology must be teaching biology classes for at least 51% of the school day in order to be eligible for the Internship Program.

Guidelines for admission to internship are as follows:

- Candidates must submit internship application to their academic advisor for approval by September 15 for candidates applying for an internship in spring semester and January 15 for candidates applying for an internship in fall semester.
- Using the provided form, have a school or school system request the Teaching Internship and agree to abide by the policies set forth by the home institution.
- Candidates must be recommended by academic advisors before applications are forwarded to the Online M.A.T. Coordinator of Field Placements.
- Candidates must be members in good standing in the Teacher Education Program prior to submitting applications for internship.
- Candidates must satisfactorily complete all courses in Area 1: Transitioning to Teaching and Area 2: Enhancing Student Learning with grades of C or better. A maximum of two courses (not to exceed eight semester credit hours) with a grade of "C" may apply to a master's degree.
- Candidates must maintain an overall grade point average of 3.0 or better based on graduate hours attempted
- Candidates must have ratings of proficient or above on all components of the final MAP and ratings of satisfactory or above on all components of the Dispositions evaluation.

Additional guidelines and requirements for the teaching internship will be provided upon registration for the internship.

Exit from Student Teaching or Internship

To satisfactorily complete student teaching or internship, candidates must have ratings of proficient or above on all components of the final MAP and Dispositions evaluations.

Supervision of Field Experiences and Student Teaching or Internship

Field experiences and student teaching/internship will be supervised using one of the following models:

- *Traditional Model*—on-site supervision by university personnel or part-time faculty from teacher candidate's home institution

- *Courtesy Placement*—using home institution's assessment procedures and instruments, the collaborative institution located closest to the teacher candidate will supervise the field experiences
- *Combination Model*--A combination of on-site university faculty and technology assisted (*Live Classroom, Wimba, etc.*) supervision

All candidates in student teaching/internship will be observed and evaluated by the university supervisor a minimum of four times during the semester. Cooperating teachers will also conduct a minimum of three formal observations/evaluations during the student teaching semester. Candidates must be in schools where the administration will allow videotaping of classrooms and sharing of videos with CSU instructors and supervisors for purposes of evaluation.

Registration

Once you have been admitted to the online M.A.T. program, you should receive an e-mail from the Admissions Office verifying your admission. This e-mail will contain three very important pieces of information:

1. Your CSU e-mail address
2. Academic advisor's name and contact information
3. Your CSU student identification number

Your CSU e-mail address is the official means of communication from CSU faculty. **Log on daily to be sure you are aware of everything going on at CSU!**

First-time MyCSU users

1. Go to OneCSU
2. Obtain your username by clicking Forgot your OneCSU username?
3. Your initial password is your birth date in the format of MMDDYY. (ex. DOB June 10, 1980 = password 061080)

***Trouble logging into or accessing your CSU E-mail Account?* Contact the UITS Helpdesk (University Information Technology Services) 706-507-8199, or e-mail helpdesk@columbusstate.edu.

To register for classes:

Students register/drop/withdraw from classes through the MyCSU system. All classes are listed in the CSU course schedule. Instructions for accessing registration are located here.

If you have trouble registering, contact your academic advisor or contact Stephanie Speer at speer_stephanie@columbusstate.edu or 706-507-8834.

Be sure to check the Academic Calendar to see dates for registration and other important dates.

Payments:

You will pay for your classes through MyCSU.

1. Log in to MyCSU
2. Click the Students tab in the left navigation
3. Click the Financial Records tab in the top navigation
4. Click the Pay Online link under the Bursar/Student Accounts header

If you want to apply for Financial Aid, check out the Financial Aid website. For more information, call 706-507-8800 or e-mail financial_aid@columbusstate.edu.

Students are responsible for ensuring financial aid coverage or making payment arrangements with the CSU Bursar's Office. For fee payment deadlines, click here. Students whose fees are not paid or for whom arrangements have not been made by the fee payment deadline will be dropped from classes.

Trouble paying your fees or notice a problem with the fees assessed? Contact the Bursar's Office at Bursar@ColumbusState.edu or 706-507-8897.

Financial Aid

Students are responsible for ensuring financial aid coverage or making payment arrangements with CSU. For fee payment deadlines, click here. Students whose fees are not paid or for whom arrangements have not been made by the fee payment deadline will be dropped from classes.

Various types of financial aid are available to students including loans, scholarships, and grants. One type of aid available to individuals pursuing degrees in teaching math or science is the TEACH Grant. The new Teacher Education Assistance for College and Higher Education (TEACH) Grant provides up to $4000 per year to full-time undergraduate or graduate students enrolled in eligible CSU programs of study who intend to teach in an approved public or private elementary or secondary school serving low-income students. For more information on the TEACH Grant and the application process, click here.

For a full description of TEACH Grant eligibility requirements, click here.

For information about additional types of financial aid, see the list of resources and contact information below.

Financial Aid website: http://finaid.columbusstate.edu/
Phone: (706) 507-8800

Education Scholarships: http://coehp.columbusstate.edu/scholarships.php

Accessing the E-Classroom

CougarVIEW is Columbus State University's (CSU) learning management system (LMS). CougarVIEW is CSU's branded instance of the Brightspace LMS by Desire2Learn. Online classes, hybrid (partially online) classes, and some face-to-face classes use CougarVIEW to deliver course content. CougarVIEW supports the integration of many other eLearning tools.

CougarVIEW (D2L) Student Guide:

To log into your online courses:

- CougarVIEW may be accessed from your MyCSU account or via https://cougarview.columbusstate.edu .
- You will use your OneCSU username and password to access CougarVIEW.

Need Help?

For computer related questions, contact the computer help desk at 706-507-8199 or helpdesk@columbusstate.edu

GeorgiaVIEW (D2L) Help Center - also called the D2L Help Center (DHC), is a searchable database of resources.

For dates of terms for classes, see the Academic Calendar.

Faculty

Top graduate faculty advise candidates and teach courses in the online M.A.T. program. Program coordinators and advisors are Dr. Deborah Gober (mathematics), Dr. Tugce Gul (science), and Dr. Yesem Peker (computer science).

Dr. Deborah Gober
Mathematics Education
gober_deborah@columbusstate.edu
(706) 565-1416

Dr. Tugce Gul
Science Education
gul_tugce@columbusstate.edu
(706) 507-8508

Dr. Yesem Peker
Computer Science Education
peker_yesem@columbusstate.edu
(706) 507-8187

For additional information about the program and admission at CSU, contact Dr. Deborah Gober at (706) 565-1416. Additional information may also be found at the links below:

Education (Online) (MAT) < Columbus State University

https://tlc.columbusstate.edu/onlinematmathscience.php

Transfer Policies

To transfer courses, candidates must present the syllabus of the course they wish to substitute along with the course description from the relevant university catalog. The candidate's advisor and/or the program coordinator must review the course syllabus to determine if: 1) the course is recent enough (within five years) to ensure that the candidate has a current knowledge base; 2) the course is comparable to the program course or can serve as an elective; 3) the candidate earned a B or better; 4) the course was offered by an accredited institution. If the course is acceptable, the candidate is notified and the department sends a course substitution form to the Registrar's office for verification. A candidate may transfer up to 9 hours of graduate coursework to CSU, if approved by the program advisor.

Student Complaints

Columbus State University (CSU) takes student needs and concerns very seriously. To that end, the University has developed a process through which individuals can submit complaints and appeals. The following information will direct you to the appropriate process to submit a specific type of complaint or appeal. If you have additional question or need more help please feel free to contact the Associate Provost for Faculty and Judicial Affairs.

Most complaints, grievances and appeals can be resolved within the University itself and often through an informal process. This can be done by communicating with the other individual(s) directly involved and/or his/her supervisors. CSU students are encouraged to demonstrate appropriate, effective, and respectful interpersonal communication. When issues occur, the parties involved should make a genuine effort to resolve them. However, if efforts to reach a mutually reasonable solution are unsuccessful through informal communication then students are advised to proceed to initiate a formal grievance or appeal. The objective of this process is to resolve concerns as quickly and efficiently as possible using the appropriate protocol and through the appropriate academic channels (for example: instructor → department chair → dean → associate provost).

For specific policies and forms for the various types of academically related appeals click here.

For non-academic grievances and appeals, click here.

Academic Standing

Required Academic Standing

Students enrolled in a degree program must maintain a minimum graduate overall grade point average of 3.0 for the master's degree. The overall GPA of 3.0 also applies to undergraduate courses which are required in some graduate programs. Students must be in Good Academic Standing to be eligible for graduation.

Courses earned with grades of "D" may not be used toward a graduate degree or certificate but will be calculated in the overall grade point average.

Courses with earned grades of "C" or below may not be transferred from another institution for credit toward a graduate degree or certificate.

A maximum of two courses (not to exceed eight semester credit hours) with a grade of "C" may apply to a master's degree.

Graduate students are expected to maintain Good Academic Standing as they progress toward completing their programs. Students will be evaluated each term on the basis of the overall GPA. The academic standing of graduate students is classified as follows:

1. Good Academic Standing
2. Academic Probation
3. Academic Exclusion

For detailed information on Academic Standing, see the current Academic Catalog.

Residence and Time Limits

Residence requirement
A minimum of 75 percent of the graduate credit hours required for a master's degree must be taken at Columbus State University. Asynchronous (online) and distance learning courses administered through CSU constitute courses taken in residence.

Time Limits
All work credited toward a graduate degree must be completed **within seven years**. Extension of time may be granted only on conditions beyond the control of the candidate. In each instance a formal statement outlining the conditions upon which the extension of time is requested should be addressed to the candidate's advisor.

Graduation

Applications for graduation should be submitted in MyCSU.

- Apply online in MyCSU (Student Page, Student Records). ***Even if you do not wish to participate in the commencement ceremony, an application and fee must be submitted.*** The graduation fee covers the cost of student diplomas and shipping.
- CSU transcripts and diplomas must reflect legal names. If your legal name differs from the name CSU has on your graduation application, you will need to submit a name change request with supporting documentation.
- Confirm your **DegreeWorks** in MyCSU is met pending final grades. Contact your advisor or department chair if Degree Works is not satisfied.
- Incomplete grades must be reconciled and transient grades must be posted by the last day of your graduation term.

A non-refundable graduation fee of $60 is required whether or not participating in the ceremony. The application fee is charged the semester of graduation. Please refer to the Academic Calendar for the fee deadline.

Students participating in the graduation ceremony are required to have the appropriate graduation regalia - i.e. cap, gown and hood.

Additional graduation information is available at Graduate Students - Columbus State University.

Requesting Transcripts

To request official transcripts from Columbus State University, complete the Transcript Request form.

Certification

Upon successful completion of the online Master of Arts in Teaching program, the candidate will be eligible for a Georgia induction certificate in the specified concentration area (e.g., math, biology, chemistry, earth science, or physics). Candidates should go to https://cqtl.columbusstate.edu/certification.php for information about the application process for certification.

APPENDICES

Appendix A: Course Descriptions

Appendix A: Course Descriptions

EDCI 6226 Foundations of Education - Instructional Applications (0-4-2)
Prerequisite: College Baccalaureate degree in an area certifiable by the Georgia Professional Standards Commission, or in a related field. This course is part of the Master of Arts in Teaching programs. Students will become familiar with several methods and strategies for planning lessons and units of study and will then develop units and lessons in their content area. This course contains a 40-hour field experience (20 hours in general education and 20 hours in special education). (Course fee required.)

EDCI 6227. Foundations of Education - Human Development, Motivation, and Learning (2-0-2)
Prerequisite: College Baccalaureate degree in an area certifiable by the Georgia Professional Standards Commission, or in a related field. This course is part of the Master of Arts in Teaching programs. The interrelationships between human development, teaching and learning, including stage theories of development and age characteristics of learners, understanding cultural diversity and socioeconomic differences, motivation and classroom management.

EDCI 6228. Foundations of Education - Special Education (3-0-3)
Prerequisite: College Baccalaureate degree in an area certifiable by the Georgia Professional Standards Commission, or in a related field. This course is part of the Master of Arts in Teaching programs. Emphasis is placed on meeting the needs of learners with exceptionalities in general education programs. Required adaptations and modifications and available resources and services for these learners are stressed. Following a general overview, students will be provided with information on basic characteristics of learners with exceptionalities as well as effective practices for planning, implementing, and/or assessing instruction.

EDMS 6105 Transition into Teaching (3-1-3) This course is part of the on-line MAT in Math & Sciences. This course will present teaching from a reflective point of view to aide students to transition into teaching from careers other than education, to reflect on personal goals and cognitive attributes and the demands of the teaching profession. Students will become familiar with the world of public education, and in doing so will spend 30 hours in a classroom setting in their content area and grade level in a local area school in order to observe and study.

EDMS 6216 Teaching Practicum (0-6-2) *Prerequisite:* Admission to Teacher Education. *Corequisite:* EDMT 6215 Methods in Teaching Secondary Mathematics or EDMS 6216 Methods in Teaching Secondary Science. This course is part of the on-line MAT in Math & Sciences. Provides the teacher candidate an opportunity to apply learning to real classroom situations. Includes experiences in planning, instructing, evaluating, and performing other teaching-related duties. Helps to prepare the teacher candidate for student teaching and to identify areas of strength and areas in which additional work is needed. (S/U grading)

EDMS 6474 Technology as a Teaching and Learning Tool (2-0-2). This course will provide students with an in-depth opportunity to develop deep content and knowledge in math, science and how to support understanding with technology. Standards based instructional methods and design will be used to model for teachers their curriculum related to math and science. Technology training that helps students and teachers make connections will be taught.

EDMS 6485 Student Teaching (0-40-9) *Prerequisite:* Admission to Teacher Education and Student Teaching. This course is part of the on-line MAT in Math & Sciences. Observation, participation, and instruction in a school classroom in the student's major field. Cooperative supervision by selected classroom teachers and college faculty. (S/U grading)

EDMS 6698 Internship (0-40-9) Prerequisite: Admission to Internship Program. An internship for working teachers in the online M.A.T. program establishing credit for initial certification in Georgia. Outcomes-based assessment and portfolio development. (S/U grading)

EDMT 6215 Methods in Teaching Secondary Mathematics (5-0-5) *Prerequisite:* Admission to Teacher Education. *Corequisite:* EDMS 6216 Teaching Practicum. This course is part of the on-line MAT in Math & Sciences. An examination of secondary mathematics curriculum, teaching strategies, assessment techniques, and resources. Emphasis on methods of teaching that promote conceptual understanding of mathematics.

EDSC 6215 Methods of Teaching Secondary Science (5-0-5) Corequisite for this course is EDMS 6216. This course provides learning experiences in instructional strategies, models and methods that facilitate learning science at the secondary level. Instruction based on standards and research will be the focus of the course. Concepts and themes addressed include: understanding science inquiry, planning for instruction in science, assessment practices, diversity and special needs in the science classroom, and technology applications.

EDUF 6111. Assessment in Education (1-0-1)
Prerequisite: Admission to Teacher Education. This course focuses on developing appropriate assessments to evaluate classroom instruction and using assessment data to improve teaching and learning in the P-12 classroom.

EDUF 6116. Educational Research Methods (3-0-3)
Introduction to qualitative and quantitative research methods and statistical procedures. Emphasis on systematic teacher inquiry and data-driven decision making to improve student achievement.

EDUF 6125. Classroom Management (2-0-2)
Prerequisites: Admission to Teacher Education. Concepts, principles, theories, and strategies for best practice classroom management. Focus is on creating and maintaining positive and productive school climates and classroom success. Home-school partnerships and collaborative implementation of classroom discipline are emphasized.

EDUT 5125. Methods in Teaching Computer Science (3-0-3) *Prerequisite:* Admission to Teacher Education and 18 hours of Computer Science coursework. *Corequisite:* EDUT 5455U. Teaching methods, models, and experiences for teaching computer science in secondary schools. Topics discussed include teaching methods, learning, security and maintenance of equipment, professional journals, ethics, legal issues, diversity, and problem solving.