



The UNIVERSITY of NORTH CAROLINA *at*
CHARLOTTE



College of Education

FOCUS
PROGRAM

FINDING OPPORTUNITIES; CREATING UNPARALLELED SUCCESS

Charlotte-Mecklenburg
Schools

Overview

Beginning Spring 2009, UNC Charlotte will offer the Master of Education in Curriculum & Supervision graduate program at a Charlotte-Mecklenburg School site for teachers assigned to a CMS FOCUS (Finding Opportunities Creating Unparalleled Success; formerly EquityPlus II) school. For this cohort program, a portion of the coursework must be taken on-campus (usually in the summer).

Dates

Coursework will begin in Spring 2009 (January). UNC Charlotte commits to the off-site delivery of courses in this FOCUS program provided there are sufficient, viable enrollments on the first day of the Spring 2009 semester.

Orientation

Students admitted to the off-campus program are required to attend an on-campus New Student Orientation prior to the beginning of the program. Orientation, for the FOCUS program beginning Spring 2009, will be scheduled December 5 and 6, 2008. Students will choose one of these dates. At orientation, students will be introduced to:

- faculty in the College of Education
- specific instructions for course registration, textbook and course pack purchase
- library access and resources on and off the UNC Charlotte campus
- distance education student support services

Textbooks, Course Packs and Lab Manuals

Students are responsible for obtaining course materials including textbooks, lab manuals, and course packs - photocopied collections of peer-reviewed articles, book chapters and/or conference proceedings.

Textbook information will be provided prior to the beginning of each semester. Students may wish to purchase textbooks at UNC Charlotte's bookstore, a local bookstore, or through an online book vendor.

Course packs are frequently used in graduate level courses and may be required materials in the FOCUS program. When required, students receive information about packet availability, the purchase process, and the specific vendor through which these materials can be obtained.

Technology for the FOCUS Program

At the instructor's discretion, course assignments may be delivered electronically. Sometimes those assignments are submitted via the student's UNC Charlotte email and/or via Blackboard Vista. Blackboard is a course management software system. To be familiar with Blackboard go to: <http://bbvista.uncc.edu/>

When submitting assignments via email or Blackboard, students must do so from a computer that (1) allows

personal, convenient and extended web access, and (2) supports the minimum technical requirements. Public access computer terminals, such as those in public libraries or places of employment, may be hampered or limited by "firewalls" (electronic/digital controls) that prevent unlimited access to some websites, document downloads, email exchange, etc. If you do not have a personal computer to support the technology, UNC Charlotte has on-campus computer labs, based on availability (some are available 24 hours a day, seven days a week): www.labs.uncc.edu/oncampus/sclabs.html

Internet Access

- Students in this program must have access to the Internet with a 56K connection or better. We strongly recommend using a high-speed internet connection (e.g. cable, satellite or DSL) for greatest satisfaction with course access.
- Basic skills in navigating the internet and sending and receiving email with attachments

A current listing of technical requirements can be found on the following website: <http://elearning.uncc.edu/Centra/techspecs.htm>

University Email

Students are required to use the UNC Charlotte email account as their primary email for official correspondence from the UNC Charlotte program manager, advisor, faculty and staff.

Advising

Each student will be assigned a faculty member from the College of Education who will serve as academic advisor for the duration of the program. Admitted students will learn their advisor's name when they receive notification of admission to the graduate program after October 1, 2008.

Library Resources

Academic work at the graduate level involves significant analysis of current, professional literature that may be published in professional journals, newsletters, books, conference proceedings and other print and electronic media.

Students have access to the Atkins Library on the UNC Charlotte campus, including its electronic databases, through the Internet as well as through visits to the UNC Charlotte campus at the student's option.

Additionally, admitted students have full access to the libraries of the 16 University of North

Carolina campuses and can participate in Interlibrary Loan via most local public libraries to access resources for coursework.

A Distance Education Librarian is available for student consultation via toll-free telephone access, fax, and email.

Deadline to Apply

The **deadline for applications is October 1, 2008** for the program beginning in the Spring 2009 term. Students are encouraged to submit completed applications as early as possible. Applications will be reviewed until the beginning of the term or until the program meets its capacity; whichever comes first.

Cost

Tuition is set each year by the North Carolina Legislature. The Resident tuition and fee rate for Graduate Students (non-MBA) in the 2008–2009 academic year is \$1,002.65 per 3-credit hours and \$1,622.00 per 6-credit hours. The Non-Resident tuition and fee rate for 2008–2009 is \$3,554.40 per 3-credit hours and \$5,449.50 per 6-credit hours. Tuition and fees usually increase each year; thus, slightly higher amounts are anticipated for the 2009–2010 academic year and beyond.

There are two payment options for eligible students to pay resident tuition and fees in the FOCUS Program. One option exist for students to take their coursework at the University, pay tuition and fees themselves, and submit a Tuition Reimbursement form directly to CMS to be reimbursed for payments. The other option is for students admitted to the FOCUS off-campus cohort who are continually enrolled in FOCUS courses that are delivered off the UNC Charlotte campus. In this option, resident tuition and fees for the Fall and Spring semesters may be paid by the Charlotte-Mecklenburg Board of Education directly to UNC Charlotte with the student's written consent. Classes taken on campus for the Summer semester, tuition and fees are paid by the student, who may seek reimbursement from Charlotte-Mecklenburg Schools.

Eligible FOCUS participants can expect that the Charlotte-Mecklenburg Schools will pay the in-state tuition & fee amount for coursework. If any of the following situations are present, students will be personally responsible for the difference between in-state/resident and out-of-state/non-resident tuition and fees:

- Classified as a non-resident for tuition purposes
- Did not apply for the Teacher's Tuition Benefit
- Applied for reclassification of resident status and/or the Teacher's Tuition Benefit by the deadline but the determination is made that the status will remain that of a non-resident for tuition purposes

For a complete review of residency requirements, visit:

<http://www.resdetermination.uncc.edu/>.

Students have additional expenses for textbooks and other course materials.

Teachers interested in pursuing graduate programs not delivered off the UNC Charlotte campus may, on a case-by-case basis, be able to receive full or partial reimbursement for coursework taken on campus.

University Application Procedure for Admission

Applications will be reviewed and an admission decision made after all required application items have been received by the UNC Charlotte Graduate School, including the items listed below and other supporting documentation as described in Departmental Admission.

1. an on-line Graduate Admission application
2. a non-refundable payment of the \$55.00 application fee using a credit card (required before the online application can be submitted)
3. an online Statement of Purpose
4. online submission of three letters of recommendations
5. one official transcript - may be submitted online (or) received sealed in the original envelope containing a seal of the registrar from the college or university attended, other than UNC Charlotte
6. receipt of M.A.T. or G.R.E. test scores from the testing agency

To review these and other application requirements click on the following link:

<http://graduateschool.uncc.edu/admissions/apply-now.html>

Departmental Admission

Admission to the Curriculum and Supervision program is highly competitive and is limited by number. Admissions decisions are based on weighted values assigned to the following criteria:

- a bachelor's degree from an accredited institution of higher education
- a minimum of two years of successful teaching
- on a 4.0 scale, a cumulative grade point average (GPA) of 2.75 or better, and a 3.0 or better in the last 60 semester hours of baccalaureate study
- an acceptable score on the Graduate Record Examination (GRE) or the Miller Analogies Test (MAT). Scores must be from within the past five years

- an “A” level undergraduate Teaching Certificate issued by the North Carolina Department of Public Instruction
- Statement of Purpose (300 to 500 words). Among other issues, these three areas must be addressed:
 - a description of the applicant’s commitment to working with children, teachers, and parents from diverse populations
 - a description of how the applicant sees himself/herself as an educational leader
 - what the applicant considers to be the most crucial problem facing education
- three letters of recommendation. These recommendations must come from other professional educators who are familiar with the applicant’s work with students. One of these letters should come from the immediate supervisor (in most cases this would be the building principal). These letters should address the applicant’s:
 - Notable accomplishments with students
 - Potential for leadership
 - Experiences working with students of diverse populations
 - Contributions the applicant can make to the community of learners in graduate program.
- (Optional) The applicant may provide a description of related experiences, accomplishments, or activities that have benefited children. Examples might include descriptions of such things as involvement in urban projects, volunteer work, Peace Corps, extensive travel, or other activities that could be used to evaluate the application materials.

An interview may be scheduled at the discretion of the admissions committee.

Applicants who do not meet minimum expectations in one or more areas may still be recommended for admission if other criteria are exceeded.

Cohort Admission

- Complete and submit the form “Let the Distance Education Office Know About You” located: www.distanceed.uncc.edu/programs/FOCUS/Admission.aspx
- When an applicant submits an application online, they will receive an acknowledgement screen and an email thanking them for applying to the Graduate School. Once admitted, Graduate Admission notifies students of their Banner 800 ID number used in tracking student information. Distance Education will need the applicant to submit their Applicant pin number and Banner ID number once they notify the student.

Contact Information

Master of Education in Curriculum & Supervision:

Rebecca A. Shore, Ph.D., Academic Program Coordinator
 Department of Educational Leadership
 College of Education
 9201 University City Boulevard
 Charlotte, NC 28223-0001
 Phone: 704-687-8976
 Email: rshore6@uncc.edu
 Website: <http://education.uncc.edu/eart/>

Questions, application forms and materials:

Debra Brooks, Senior Program Manager
 Office of Distance Education
 9201 University City Boulevard
 Charlotte, NC 28223-0001
 Phone: 704-687-3058
 Email: dybrooks@uncc.edu

Charlotte-Mecklenburg Schools:

Human Resources Department
 Tuition Reimbursement Office
 Phone: 980-343-1583
 Email: tuitionreimbursement@cms.k12.nc.us

UNC Charlotte is an Equal Opportunity Affirmative Action Institution. The University of North Carolina at Charlotte is committed to equality of educational opportunities and does not discriminate against applicants, students, or employees based on race, color, national origin, religion, sex, age, sexual orientation, or disability.

250 copies of this document were printed and distributed at a cost of 0.82 cents per copy.



The UNIVERSITY of NORTH CAROLINA at
CHARLOTTE

Master of Education in Curriculum & Supervision FOCUS Cohort VIII

Overview

The M.Ed. in Curriculum and Supervision is designed to prepare highly competent program leaders for the school systems of North Carolina. UNC Charlotte is particularly dedicated to serving the 23 school districts located in the university's expanded service region in the Southwestern Piedmont area of the state. To achieve its objectives, the program is designed to attract high-quality students and to assure that students develop specific competencies to enable them to define, communicate, interpret, and assess teachers in the implementation of state and local curricula.

Today, curriculum specialists and instructional supervisors must be able to elicit support and create program structures and climates that foster the kinds of creativity, change and innovation that will educate the most diversified group of children ever in America's schools. To meet this challenge, the M.Ed. program focuses on curricular and supervisory leadership. It enables students to develop specific competencies related to curriculum leadership, instructional practice and supervisory roles. It emphasizes performance and competence in school-based leadership and the overall quality of K-12 instruction.

The M.Ed. program provides for 33 credit hours of classroom study followed by a six-hour internship experience. In the cohort, a part-time student can complete the program in two years. Students average two courses per semester with the final six credit hours of each student's program in the internship and a seminar. The program faculty will work with students and school districts to arrange for the internships.

Deadline to Apply

The deadline for completed applications is **October 1, 2008** for the program beginning in the Spring 2009 term. Students are encouraged to submit completed applications as early as possible.

Admission Requirements

See the brochure section entitled **Departmental Admission**.

Tentative Schedule of Courses Spring 2009 through Summer 2010

CUSU 6100	Fundamentals of Ed. Leadership (3)
RSCH 6101	Educational Research Methods (3)
CUSU 6122	Fund. Curr. Theory & Devel. (3)
ADMN 6120	Instructional Leadership (3)
EIST 5100	Instructional Technology (3)
CUSU 6123	Designs in Curriculum Practices (3)
CUSU 6130	Supervision of Instruction (3)
CUSU 6105	Legal Aspects of Schooling (3)
RSCH 7196	Program Evaluation Methods (3)
CUSU 6601	Seminar in Curr. & Supervision (3)
EIST 6101	The Adult Learner (3)
CUSU 6491	Internship & Seminar in Supv. (6)

This program requires a total of 39 hours.

The University of Charlotte Graduate catalog is available online at:

www.uncc.edu/constituents/future-students

The catalog contains course descriptions.





The UNIVERSITY of NORTH CAROLINA at

CHARLOTTE

TENTATIVE SCHEDULE OF COURSES

FOCUS Program – Cohort VIII Spring 2009 – Summer 2010

Master of Education in Curriculum & Supervision

<u>Credit Hours</u>	<u>Course Number</u>	<u>Title</u>	<u>Term</u>
3	CUSU 6100	Fundamentals of Educational Leadership	Spring 2009
3	RSCH 6101	Educational Research Methods	
3	CUSU 6122	Foundations of Curriculum Theory & Development	Summer 2009
3	ADMN 6120	Instructional Leadership (<i>May substitute with an elective</i>)	
3	EIST 5100	Instructional Technology	
3	CURR 6123	Designs in Curriculum Practices	
3	CUSU 6105	Legal Aspects of Schooling	Fall 2009
3	CUSU 6130	Seminar in Curriculum & Supervision	
3	RSCH 7196	Program Evaluation Methods	Spring 2010
3	CUSU 6601	Seminar in Curriculum & Instruction	
3	EIST 6101	The Adult Learner (<i>On-campus/Online course</i>)	Summer 2010
6	CUSU 6491	Internship & Seminar in Supervision (<i>8 am-5 pm, 6 wks.</i>)	

The M.Ed. Program in Curriculum & Supervision requires a total of 39 hours.

The University of Charlotte Graduate Catalog contains course descriptions and is available online at:

www.uncc.edu/constituents/future-students



The UNIVERSITY of NORTH CAROLINA at

CHARLOTTE

Master of Education in Curriculum & Supervision FOCUS Cohort VIII

Note to the Reference Writer

The individual who asked you for a letter of recommendation is an applicant for the Curriculum and Supervision Program in the Department of Educational Leadership at the University of North Carolina Charlotte. Admission to the Curriculum and Supervision program is highly competitive and is limited by number. Your recommendation is a very important part of the admissions decision that will be made for the applicant.

The recommendation consists of two parts:

1. There is a rating scale for a number of dimensions of the applicant's professional performance;
2. A letter that addresses the applicant's: (Please restrict your comments to 300 to 500 words).
 - a. Notable accomplishments with students
 - b. Potential for leadership
 - c. Experiences working with students of diverse populations
 - d. Contributions the applicant can make to the community of learners in graduate program.

We appreciate the time and effort you have taken on behalf of this applicant.