

Updated June 11, 2010

## Frequently Asked MAT in Special Education Program Questions

### ***Q: Whom should I contact regarding admission requirements to the program?***

A: Tammie Vickrey, Senior Administrative Secretary (Graduate Admissions). You may contact her at 706-729-2465 or e-mail [tvickrey@aug.edu](mailto:tvickrey@aug.edu) or fax 706-667-4706. Tammie will guide you through the admissions procedure as well as answer questions regarding what requirements need to be met in order to be accepted into the MAT program.

The website for the application is: <http://www.aug.edu/forms/coegradapp.pdf>

### **Required Forms:**

Official Transcripts:

[http://www.aug.edu/school\\_of\\_education/docs/admission\\_docs/transcri.pdf](http://www.aug.edu/school_of_education/docs/admission_docs/transcri.pdf)

Criminal Background Check:

[http://www.aug.edu/clinical/forms/BackgroundCheck\\_EDUC\\_students.doc](http://www.aug.edu/clinical/forms/BackgroundCheck_EDUC_students.doc)

Immunization Form:

<http://www.aug.edu/admissions/images/Immunization%201.pdf>

### **Additional Forms:**

Fee Waiver Forms & Statement of Residency Form:

<http://www.aug.edu/admissions/documents.htm>

GACE Basic Skills and Content Area Test Information:

<http://www.gace.nesinc.com>

### ***Q: Are field experiences required?***

A: YES! All graduate students are required to complete a minimum of 300 field experience hours. These hours must be completed prior to enrolling in the practicum. If you are employed as a teacher (in your certification area), your classroom hours can be completed there. If not, you will need to be placed in a school setting to complete your field experiences. ASU will make these placements for you.

### ***Q: Am I required to purchase LiveText?***

A: Yes. Your portfolio must be constructed in *LiveText*, and most classes require that you submit major assignments through *LiveText* to your professor. You may purchase *LiveText* in the ASU Bookstore or online at [www.livetext.com](http://www.livetext.com).

### ***Q: How do I apply for financial aid?***

A: Financial aid information can be found on this website:

[http://www.aug.edu/financial\\_aid](http://www.aug.edu/financial_aid)

Be certain to note the deadlines!

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***Q: Can I get a teaching job while in the program?***

A: Many MAT students are currently employed in local school systems. You should contact the Board of Education that you are interested in working for to inquire about their employment requirements.

***Q: If I am hired under a provisional certification, how long do I have to make it through the program before I will have to renew it?***

A: The PSC typically gives people 5 years, but there are many exceptions. We encourage you to contact your school district or the attached website for additional clarification:

<http://www.gapsc.com/Rules/Current/Certification/505-2-.006.pdf>

***Q: How do I become INTECH certified?***

A: The Georgia Professional Standards Commission requires that all candidates recommended for certification in the State of Georgia have demonstrated proof of competencies in Instructional Technology. Technology competencies are embedded into classes to satisfy this requirement.

***Q: How long does it take to complete the program?***

A: Most students complete the program within four semesters, depending on how many courses you take each semester.

***Q: Where can I find the classes that are being offered each semester?***

A: You can find this information on the ASU homepage under S (Schedule).

***Q: How many classes can I take each semester?***

A: You can take up to 4 classes each semester.

***Q: How can I find out who my advisor is?***

A: Ms. Leslie Wilcher advises all MAT candidates. In addition to her support, Dr. Alice Pollingue in the Department of Educational Leadership, Counseling, and Special Education will assist you.

***Q: Are there requirements I need to be aware of as I plan to take classes?***

A: YES! SPED 4002 (Instructional Strategies for Teaching Students with Disabilities in General Education Settings) is required to be taken the first semester. You should also complete either SPED 6009 and 6010 or SPED 6014 and SPED 6015 early in your program.

***Q: Do I have to take classes in a specific order?***

A: There is a recommended course sequence; however, there can be some flexibility in the order of classes. Work closely with your advisor to plan your program of study.

***Q: What exactly is the practicum?***

A: The practicum is the student teaching portion of the degree and is a required course for the MAT program. You will spend one semester (75 full school days) teaching under a current professional in a local school district. You will develop lesson plans and teach almost a full semester as though you were actually hired. You MUST take the course to graduate, but if you are currently teaching, you may remain at your current job to do the practicum as

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long as you are employed within 50 miles of ASU. If you ARE NOT employed as a teacher, ASU will make a placement for you at one of the Partner Schools.

***Q: Can I make my own placement in a school?***

A: NO! The Department of Educational Leadership, Counseling, and Special Education will make all placements. Do not contact the schools on your own.

***Q: How many times can I take the practicum?***

A: Twice.

***Q: When is the practicum application due and to whom do I submit it?***

A: You must submit your application to the MAT advisor (Ms. Leslie Wilcher) by midterm of the semester prior to your planning to complete the practicum. **NOTE:** If you are planning to complete your practicum in the Fall, you must submit the application in the Spring since faculty will not be available in the Summer to make your placements. The application is online.

***Q: When do I complete graduation paperwork and to whom do I submit it?***

A: Graduation paperwork must be submitted to the MAT advisor (Ms. Leslie Wilcher) by midterm of the semester prior to graduation.

***Q: What are portfolios?***

A: Portfolios are your personal artifacts aligned with the Conceptual Framework Standards. These artifacts can include but are not limited to course assignments, lesson plans, reflections, teacher evaluations, student work samples, etc. The portfolio will be completed using an e-portfolio template in *LiveText*.

***Q: How will my portfolio be evaluated?***

A: You will submit it via *LiveText* to your University Supervisor. The Initial Certification Rubric will be used to assess it. You can view your portfolio scores in *LiveText*.

***Q: When are portfolios due and to whom do I submit it?***

A: If it is your final semester in our program, your portfolio is due to your University Supervisor towards the end of your practicum experience (usually two weeks before your final day in the school). Your University Supervisor will determine the date for evaluation, and this is announced at the orientation session for the practicum. It is your responsibility to be certain that your portfolio has been submitted on time.

***Q: What is GACE?***

A: The acronym GACE represents the *Georgia Assessments for the Certification of Educators*. The purpose of the GACE is to assess the knowledge and skills of prospective Georgia public school educators. The GACE program helps the PSC meet its goal of ensuring that candidates have the knowledge and skills needed to perform the job of an educator in Georgia public schools. The GACE tests are aligned with state and national standards for educator preparation and with state standards for the P-12 student curriculum (Georgia Performance Standards).

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More information about GACE can be found at:

<http://www.gace.nesinc.com>

Our certification officer, Julie Gray (jgray@aug.edu) can answer any specific questions you might have.

***Q: How do I become certified?***

A: Our certification officer, Julie Gray (jgray@aug.edu) will hold a meeting towards the end of your last semester and you will complete all the paperwork needed for certification. She will submit the completed documents along with a certified transcript. After all the paperwork has been submitted, it usually takes about six weeks to receive your certification in the mail.