

## *M.Ed. Frequently Asked Questions*

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

A: Christie Black, (Graduate Admissions). You may contact her at 706-729-2465 or email [coegs@aug.edu](mailto:coegs@aug.edu) or [cblack9@aug.edu](mailto:cblack9@aug.edu) or fax 706-667-4706. Christie will guide you through the admissions procedure as well as answer questions regarding what requirements need to be met in order to be accepted to the M.Ed. program. The website for the application is: <http://www.aug.edu/forms/coegradapp.pdf>

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

A: A current list of advisors with corresponding programs can be found on the Department of Teacher Education website under “Advisors.”

***Q. When should I meet with my advisor?***

A.: You should meet with your advisor as soon as you receive your letter of acceptance to develop a program of study. Many advisors hold a group orientation session.

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

A: You can take up to 3 classes each semester without the permission of your advisor and the Department Chair.

***Q: Can I take more than 3 classes during the Summer Semester?***

A: Classes in the summer are much more accelerated than other semesters (see course schedule on the home page). We recommend no more than four classes during the summer session. Again, course loads over 3 classes will require the permission of your advisor and the Department Chair.

***Q: Do I have to complete field experiences?***

All courses in the College of Education have field experience components. It is assumed that students in the Masters of Curriculum and Instruction are currently classroom teachers and will complete their field experience requirements within their own schools. If a candidate is not currently employed special arrangements will need to be made to complete the 300 hours of field experience. Documentation for field experiences can be found on our website under the link entitled “Field Experiences.”

***Q: Do I have to purchase Livetext?***

A: Yes. All students in the College of Education are required to use Livetext.

***Q: I'm having problems with LiveText. Who do I contact?***

A: ASU's College of Education employs a LiveText Graduate Assistant to assist students with the use of LiveText. The assistant is located in the College of Education office, University Hall, suite 345. Students can also e-mail questions to them at [livetext@aug.edu](mailto:livetext@aug.edu). If the Graduate Assistant is unable to answer your question, then please contact Bill Gray at [wgray@aug.edu](mailto:wgray@aug.edu) or Rebecca Harper at [rharper7@aug.edu](mailto:rharper7@aug.edu).

***Q: Do I have to use LiveText to submit my E-Portfolio?***

A: Yes – All E-Portfolios must be submitted in LiveText.

***Q: How will my E-Portfolio be graded?***

A: Your e-portfolio will be graded in EDTD 6410 (Teaching for Understanding in Action) during your last semester in the program. It will be submitted as an assignment in LiveText.

***Q: How do I create my electronic portfolio?***

A: You are to use the Conceptual Framework (Prepared, Able, and Responsive) to create your electronic portfolio. A rubric can be found at [http://www.aug.edu/teacher\\_development/pdf/MEd%20EdS%20Portfolio%20Requirements.pdf](http://www.aug.edu/teacher_development/pdf/MEd%20EdS%20Portfolio%20Requirements.pdf).

It is up to you to create and maintain your E-Portfolio. Free E-Portfolio training sessions are scheduled each semester. Be sure that you choose the correct template for the M.Ed. program as well. Please check our website for dates and times.

***Q: What are E-Portfolios?***

A: Portfolios are your personal artifacts aligned with the Conceptual Framework (Prepared, Able, and Responsive). These artifacts can include but are not limited to course assignments, lesson plans, reflections, teacher evaluations, student work samples, etc. The E-Portfolio will be completed in a template on LiveText.

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

A: Graduation paperwork must be submitted to your advisor by midterm of the semester prior to graduation. **NOTE:** If you are graduating in the Fall, you must submit your application the Spring semester before as faculty are not available in the Summer to process your application.

***Q: Can I take courses in other departments as my electives?***

A: Yes. Any 6000 level course can be used as an elective with the permission of your advisor.

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