

READY

TO SOAR

EWU School of Education
Graduate Student Manual

TABLE OF CONTENTS

WELCOME	2
DATES + DEADLINES	4
COURSE DEGREE + PLANNING	5
HOW TO REGISTER	5
HOW TO RUN A DEGREE AUDIT	5
HOW TO PAY TUITION/BILLS	6
DROP FOR PAYMENT	6
TEXTBOOKS + TECH	7
USING CANVAS	7
INTERNSHIPS	9
PORTFOLIO COURSES	10
COMPREHENSIVE EXAMS	10
ENDORSEMENTS	10
EDUCATION FACULTY + STAFF	12
WHO TO CONTACT	12
GRADUATION + COMMENCEMENT	13
GET CONNECTED	13
RESOURCES + SUPPORT	14
VISITING EWU	15
COURSE SCHEDULE	16
DEGREE PLANS	16



WELCOME

Congratulations on your acceptance into the Graduate School of Education at Eastern Washington University! EWU expands opportunities for personal transformation through excellence in learning, and the School of Education aims to prepare student-centered educators to be professionals, leaders, scholars, and practitioners.

As a graduate student at Eastern Washington University, you will face many exciting and rewarding challenges. Whether you are pursuing a masters or doctoral degree or a professional certificate, you are about to discover that graduate study is quite different from your undergraduate experience. You join a community of scholars, of teachers - driven to educate and inspired by the words of Malala Yousafzai.

*“One child, one teacher, one book, and one pen
can change the world”*

Success in graduate school depends on careful planning, and the Graduate School of Education is committed to helping you plan your academic and professional future. This manual provides planning materials to help you be successful throughout your journey. Although your classes are virtual - we hope you connect with the Eagle Family at EWU. Throughout your educational journey we encourage you to visit us in Williamson Hall on the Cheney Campus.

We wish you the best of luck in your graduate studies!

Warmest wishes from the School of Education and the entire EWU School of Education - Graduate Programs' Team

EDUCATION

PROFESSIONALS

LEADERS

SCHOLARS

PRACTITIONERS

GETTING

STARTED

DATES & DEADLINES

ACADEMIC SESSIONS & DEADLINES

2023 - 2024

Fall Session 1, 2023 | September 18 - October 29

- Registration Deadline - September 13
- Tuition Deadline September 16 (Drop for Non-Payment September 20)

Fall Session 2, 2023 | October 30 - December 9

- Registration Deadline - October 25
- Tuition Deadline October 28 (Drop for Non-Payment November 1)

Winter Session 1, 2024 | January 2 - February 10

- Registration Begins - Continuing Students November 6/ November 17 (New Students)
- Registration Deadline - December 27
- Tuition Deadline December 31 (Drop for Non-Payment January 4)

Winter Session 2, 2024 | February 12 - March 23

- Registration Begins - Continuing Students November 6/ November 1 (New Students)
- Registration Deadline - February 7
- Tuition Deadline February 10 (Drop for Non-Payment February 14)

Spring Session 1, 2024 | April 1 - May 11

- Registration Begins - Continuing Students February 20/March 1 (New Students)
- Registration Deadline - March 27
- Tuition Deadline March 30 (Drop for Non-Payment April 3)

Spring Session 2, 2024 | May 13 - June 22

- Registration Begins - Continuing Students February 20/March 1 (New Students)
- Registration Deadline - May 8
- Tuition Deadline May 11 (Drop for Non-Payment May 15)

Summer Session 1, 2024 | July 8 - August 17

- Registration Begins - Continuing Students March 1/ March 4 (New Students)
- Registration Deadline - July 2
- Tuition Deadline July 6 (Drop for Non-Payment July 10)

TIP

SESSIONS vs TERMS

The School of Education Accelerated Graduate Programs operate on the quarter system. Each quarter is considered one TERM. There is a Fall Term, Winter Term, Spring Term, and Summer Term. The Online Accelerated Programs then split the terms into two sessions. There are two sessions per term. As a result, there will be references to the first or second session of each term/quarter. You will often see these written as Fall Session 1, Fall Session 2, Winter Session 1, Winter Session 2, Spring Session 1, and Spring Session 2. There is only one session during summer term and this is always Summer Session 1.

COURSE & DEGREE PLANNING

You are enrolled in an online accelerated program which offers 6-week courses for a faster completion time. You can choose to take 2 classes each session or you can choose to take one class each session.

All courses in the program are required. Most programs are designed to be completed between 7 to 14 sessions depending on the pace you choose to complete your courses. ***Note: this varies depending on your program and the quarter you started.** It is EXTREMELY important that you pay attention to when courses are being offered (some courses are only offered twice per year). Failure to do this will likely result in delayed graduation.

A passing grade in graduate school is a "C". Courses may be repeated for graduate credit. However, as stated under Academic Standards, only two courses in a student's degree program may fall below a B-. Also see the probation policy below and the general information on the grading system in the policy section of this catalog.

Each of the 20 graduate programs in the School of Education have specific course requirements. All programs require at least 2 internships (some programs require 6 sessions) and 1 portfolio course. Only the M. Ed. programs require the four core classes and a comprehensive exam.



HOW TO

TRACK PROGRESS WITH A DEGREE AUDIT

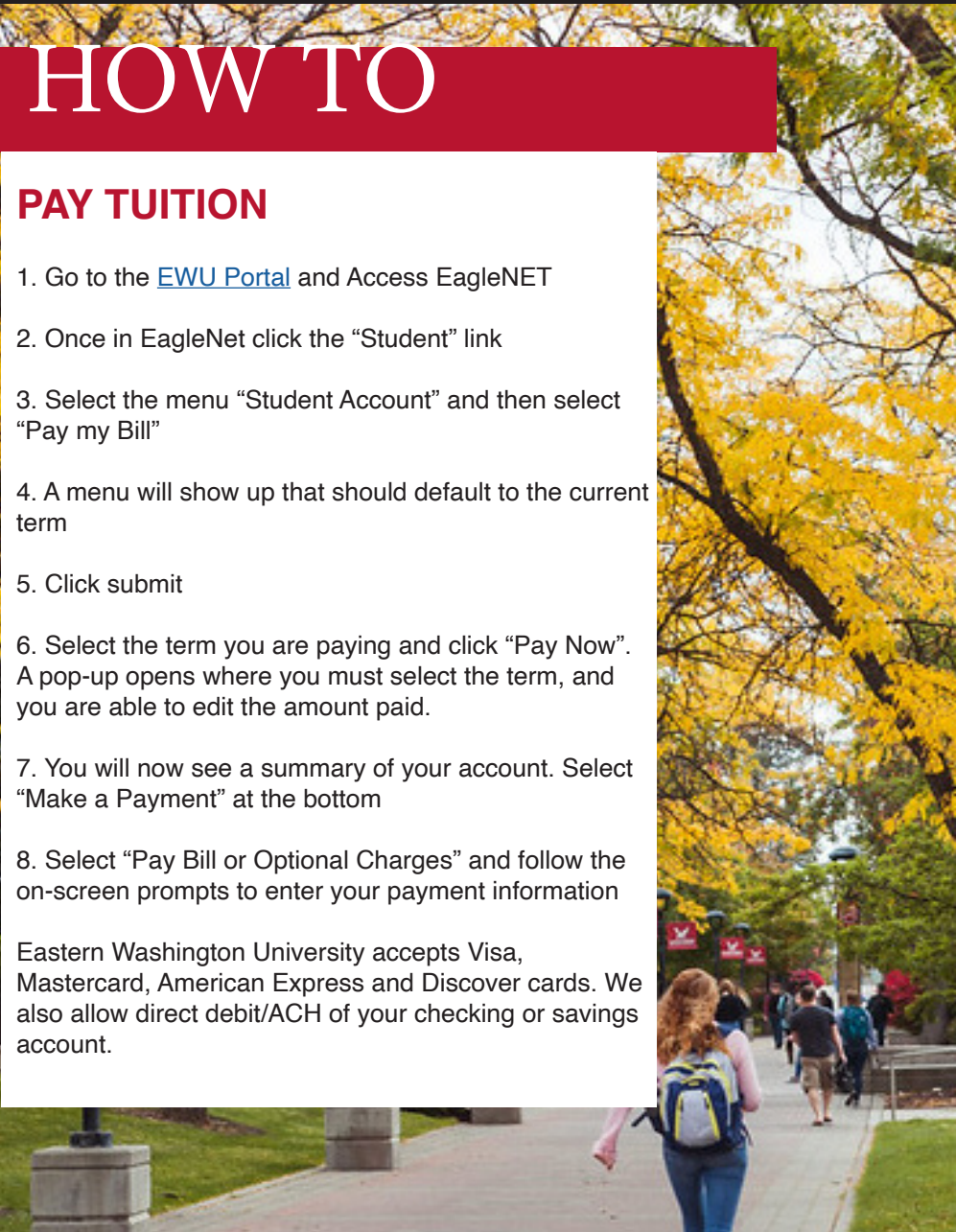
1. Go to the [Degree Works](#) website.
2. Enter your student ID.
3. Find the classes that have an open red circle O next to them, that means you still need to take those classes in order to complete your degree.

HOW TO REGISTER

1. Log on to [InsideEWU](#) and click on Eaglenet under Quick Links on the left-side of the page.
2. Under the Student Tab, a. Select Registration, b. Add or Drop Classes Select the term. If your registration window is open, you will be able to REGISTER FOR CLASSES.
3. You can use the Subject/Course Number field from your Degreeworks Audit to search for courses that are offered for the session.
4. Final Step - register for your classes

TIPS

1. Find copies of the course schedule and of all of the specific degree plans at the end of this document.
2. When registering all online accelerated program classes have a section # starting with "A."
Session 1 courses have section numbers of A01-A10 and Session 2 courses will have section numbers of A50-A60.
3. You can register for session 1 and 2 at the same time (e.g., Winter Session 1 and Session 2). Pay close attention to the course session date and section number when registering.
4. Run a degree audit before you register. See directions on previous page.



HOW TO

PAY TUITION

1. Go to the [EWU Portal](#) and Access EagleNET
2. Once in EagleNet click the “Student” link
3. Select the menu “Student Account” and then select “Pay my Bill”
4. A menu will show up that should default to the current term
5. Click submit
6. Select the term you are paying and click “Pay Now”. A pop-up opens where you must select the term, and you are able to edit the amount paid.
7. You will now see a summary of your account. Select “Make a Payment” at the bottom
8. Select “Pay Bill or Optional Charges” and follow the on-screen prompts to enter your payment information

Eastern Washington University accepts Visa, Mastercard, American Express and Discover cards. We also allow direct debit/ACH of your checking or savings account.

HELPFUL INFORMATION

Because of the accelerated nature of the program, it is very important to stay on top of paying tuition for each course you are taking. You may register for classes one session at a time OR you can register both session 1 and 2 at the same time.

*If you are using financial aid funds to pay for classes, be sure to register for both session 1 and session 2 courses prior to the start of a term. The Financial Aid Office runs their processes prior to the start of each term.

You will be billed for the entire quarter/term two weeks prior to the beginning of the term. Bills will be emailed to your university email address. It is EXTREMELY IMPORTANT, if you do not pay your bill in full by the end of the third day of the session you will be AUTOMATICALLY DROPPED from the courses in that session.

**If you are using financial aid you must be enrolled in a minimum of 4 credits to be eligible for financial aid. When you begin your Internships you might find yourself only taking 2 or 3 credits per session. If you are only enrolled in 2 or 3 credits for session 1 your financial aid (for the entire quarter) will NOT be disbursed until session 2 when you have hit the 4 credit minimum for financial aid. This means you will be required to pay for the 2 or 3 credits out-of-pocket for session 1 THEN once session 2 starts you will be reimbursed for those 2 or 3 credits at that time. If you have questions about this, please contact the Financial Aid Office at

<https://www.ewu.edu/apply/financial-aid-scholarships-office/>.

DEADLINES & DROP FOR NON-PAYMENT

All students are responsible—regardless of their source of funding—for monitoring their account and paying their full charges by the tuition deadline, which is two calendar days before the session start date. Failure to pay in full by the tuition deadline will result in your removal from the current session. Re-enrollment will not be available until the next session.

Being dropped for non-payment does not impact your standing in the program. It will, however, result in a delay in completing your degree as you are not able to re-enroll in the courses for that session. This is university policy and not something we can override. This also applies if another party is paying for your courses (employers, VA benefits, etc). We strongly encourage everyone to reach out to the EWU Student Financial Services at 509.359.6372 or sfsofc@ewu.edu if you have any questions.

TUITION & PAYMENTS

TEXTBOOKS & TECH



EAGLENET

Use EagleNET to register for classes, pay your bill, check your grades, update your contact information, and check your personal financial aid.

<https://inside.ewu.edu/EagleNet/>

EWU EMAIL

Per official university policy e-mail correspondence will only be sent to the EWU assigned e-mail address. Most of our students choose to forward their EWU email to an email address they use daily. You can have your email forwarded to a [personal account](#).

MICROSOFT OFFICE

EWU students are provided free access to Microsoft Office 365. Assignments are to be submitted using the [Microsoft Office Suite](#).

CANVAS

Canvas is the learning management system at EWU. All of your courses are housed in it. All coursework will be completed through [Canvas](#). Your course(s) will show on your Canvas dashboard the first day of the session.

TEXTBOOKS

Each course in the program uses a variety of resources. Most courses have a required text. You can usually find what text is required for each course by visiting the EWU bookstore website. You are free to purchase your textbooks anywhere you like. You are also free to purchase physical or electronic copies based on your own preferences. As you purchase textbooks be sure to note any edition number and purchase the correct edition. It is also wise to make sure that shipping will get you the textbook in time. Many web-based stores use media mail which can take weeks for delivery. Please see check our [textbook link](#) or the complete list of textbooks used in the program.

PLANNING

AHEAD



INTERNSHIPS

CTE ADMIN & PRINCIPAL CERTIFICATE INTERNSHIPS

The internship meets the requirements for both: (1) Eastern Washington University and (2) the Washington State Office of Superintendent of Public Instruction - Department of Certification.

Before Your Internship

1. Internship Information - Internship location must be identified by student. EWU does not place students in internship locations.
2. You must apply for an admin internship with your district FIRST (usually around the first of the year). If approved by your district, THEN you can apply for your internship with the department (application information will be sent to you by your program around April or May).
3. All coursework must be completed before starting your internship.
4. Internships can ONLY start in the Fall. Must cover the majority of the academic year and see the opening and closing of school.
5. Principal Certificate students must complete 540 hours of internship of experiences/activities: 50% (270 hours) must be completed during the academic school year when students and/or staff are present. 50% (270) can be completed doing such activities as scheduling, serving on interview teams, curriculum evaluation, data analysis for program improvement, etc.
6. CTE Admin students must complete 200 hours of internship experience/activities.
7. All interns are required to identify a certificated administrator with at least 3 years of experience to serve as mentor and supervise the candidate.
8. FBI and WA state clearance or valid, current Teaching Certificate in WA State required.
9. Candidate should hold or have previously held a regular teacher, educational staff associate (ESA), or initial/continuing CTE Certificate.
10. Must meet Washington state competencies through internship and portfolio activities.
11. Internship expectations and activities will be outlined further in your canvas course.
12. Internship and Portfolio Enrollment Courses - Students will enroll in a combination of internship and portfolio courses occurring in separate six-week sessions.

NEED TO KNOW

1. Internships are NOT offered during summer session. CTE Admin and Principal Certificate only start Fall QTR.
2. All internship courses are Pass/Fail.
3. It is recommended that students complete their internship after having completed the majority of their coursework so they will have a foundation to use in the experience.
4. Some programs' internship courses have prerequisites, so make sure to complete those first. For example: Health & Physical Education require Health Basics before the Health internship.
5. Students are responsible for securing their own internship placement. Make sure to check your program's internship placement requirements before contacting the site.
6. You are required to submit an [Internship Verification Form](#) six weeks prior to starting your internship. Early Childhood and Literacy Graduate students do not need to complete an internship verification form because their internships are not at external sites. *NOTE: Principal Certificate and CTE Admin students will submit a program specific Internship Verification form that will be given to you when you are eligible to start your internship.
7. Your internship faculty reserves the right to ask you to find a new internship.
8. Enroll in your internship course on EagleNet.
9. You are not required to resubmit your Internship Verification Form for consecutive internship courses at the same internship site. If you switch internship sites, you must submit a new verification form.

TIPS

Internship sequencing and requirements vary greatly across programs. Some require internships be taken in sequence, others do not. Some require pre-reqs.

Refer to the course program plan documents for program specific information.



PORTFOLIO COURSES

The portfolio course - often taken at the end of the program, is a chance for students to reflect. Each program requires a portfolio course. This course provides students the opportunity to assemble a portfolio of work from graduate education courses that includes a reflective component. Candidates will provide evidence aligned with corresponding professional competencies.

All of the portfolio courses are graded Pass/Fail.

Refer to the course plans at the end of this manual for specific information.

COMPREHENSIVE EXAMS

All of the M. Ed. programs require students to complete a comprehensive exam course. While the courses vary, most require students to write multiple papers that encapsulate their learning. The papers address topics learned in the 4 Core Classes and the rest of the courses.

The purpose of the comprehensive exam is to assess the knowledge and skills attained during the course of graduate study in the Master of Education program.

The comprehensive exam requires students to integrate the principals, concepts, and research methodologies when employing academic language and using a formal writing style.

All of the comprehensive exams are graded Pass/Fail.

Refer to the course plans at the end of this manual for specific information.

ENDORSEMENTS

Graduates of Eastern Washington University's programs complete requirements to be recommended for certification or endorsement in the state of Washington. Except for Washington State, EWU has made no determination if this program will lead to licensure in your state or the state in which you are seeking licensure.

Please use the link below to the Certification Office webpage and reference the "Out-of-State Certification and/or Reciprocity Information" section to determine licensure requirements and/or transfer policies in your state.

<https://www.ewu.edu/cpp/education/certification/>

SUPPORT

RESOURCES

FACULTY & STAFF & CONTACTS

We have a team of 13 faculty members and 18 staff (along with over 20 adjunct faculty experts) in the School of Education who are excited to help you learn and be successful.

Faculty by Specialty Area

Our faculty teach the CORE courses and courses in multiple graduate programs.

School of Education Chair

- Lance Potter, Associate Professor, rpotter6@ewu.edu

Elementary Education

- Gus Nollmeyer, Associate Professor, gnollmeyer@ewu.edu
- Kathryn Baldwin, Associate Professor, kbaldwin1@ewu.edu

Curriculum and Instruction

- Suzie Henning, Associate Professor, Foundations, ahenning1@ewu.edu
- Donita Torres, Associate Professor, dtorres14@ewu.edu

Literacy

- Tara Haskins, Literacy, Professor, thaskins@ewu.edu
- Ashley Lepisi, Literacy, Lecturer, alepisi@ewu.edu
- Shelly Shaffer, Literacy, Associate Professor, sshaffer1@ewu.edu
- Ann Van Wig, Associate Professor, avanwig@ewu.edu

Special Education

- Eliza Jex, Undergraduate Director, Assistant Professor, ejex@ewu.edu
- Kerry Kisinger, Assistant Professor, kkisinger@ewu.edu
- Bethany Leonard, Senior Lecturer, bleonard@ewu.edu
- Kathleen Waldron-Soler, Professor, kwaldronsoler@ewu.edu

Master's in Teaching

- Jiawen Wang, Associate Professor, jwang15@ewu.edu

Teaching English to Speakers of Other Languages

- Tara Haskins, Literacy, Professor, thaskins@ewu.edu

Early Childhood Education

- Sam Matthai, Early Childhood Education, Lecturer, smatthai@ewu.edu
- Lin Zhu, Assistant Professor, lzhu5@ewu.edu

GENERAL PROGRAM APPLICATION AND ADMISSION QUESTIONS

Admission Specialists help you learn about the academic programs and submit your transcripts and applications. To contact an admission specialist call 800-826-3411

CHALLENGES WITH ADMISSIONS

Contact Graduate Admissions: gradprograms@ewu.edu

GENERAL COURSE AND DEGREE QUESTIONS

Enrollment Specialists help walk you through the degree program courses and requirements. They can share course offerings and course plans with you. To contact an enrollment specialist email: enrollment@e.online.ewu.edu

CHALLENGES WITH DEGREE PLANNING OR REGISTRATION

Contact the EWU Graduate Program Team if you have unique challenges with registration or degree planning or questions about taking time off from classes.

Find emails for your team below:

- **Career & Tech Education or CTE Admin Students email: edu.cte@ewu.edu**
- **Educational Leadership Students email: edu.edlead@ewu.edu**
- **Master's in Teaching students email: edu.mit@ewu.edu**
- **Principal Certification Students email: edu.principalcert@ewu.edu**
- **ALL other Program Students email: educgrad@ewu.edu**

QUESTIONS ABOUT A BILL OR PAYMENT PLAN

Contact Student Financial Services email: sfsofc@ewu.edu
Please include your student Net ID and name

INTERNSHIP QUESTIONS

Email: edu.internships@ewu.edu

NEED TO APPEAL SOMETHING (a grade, course, re-admittance)

Email the Graduate Committee at gocarrt@ewu.edu

GRADUATING

Students must have a cumulative GPA of 3.0 and have fulfilled all degree requirements in order to graduate. You should apply to graduate at least 1 quarter prior to completing your requirements.

EWU hosts one commencement ceremony per academic year June. [EWU Commencement](#)

Eastern Washington University will celebrate the graduating class at our annual all-campus commencement ceremonies. If you want to walk in the annual commencement ceremony - you must apply to graduate by February 1.

STEPS TO GRADUATE

If graduating in fall quarter apply by August 1.
If graduating winter quarter, apply by December 1.
If graduating in spring quarter, apply by March 1.
If graduating in summer quarter, apply by July 1.

Apply to graduate by submitting an Intent to Graduate form at least one term in advance of when you plan to graduate. Log into EagleNET. Under your 'Student Record' tab click Apply to Graduate.



SOCIAL MEDIA

<http://instagram.com/ewuedugrad>

<https://www.facebook.com/EWUEducation/>

DISCUSSION BOARDS

Professional Programs

https://canvas.ewu.edu/courses/1587958/discussion_topics

EWU Alumni Association

ewu.edu/alumni/

TEACHER OF THE MONTH PROGRAM

<https://www.ewu.edu/cpp/education/teacher-of-the-month/>

RESOURCES

TALKCAMPUS IS AT EASTERN!

Life can be tough. At TalkCampus, we're here for the moments when you just need a friend. Talk to students from around the world going through the exact same struggles you are any time of day or night. This is a safe place where you can talk anonymously about anything and get support for your mental health and whatever is on your mind.

- Download TalkCampus for free today and make right now and everything after it a little better. Let's talk and figure this life thing out together. Download the TalkCampus app on the App Store or Google Play. Use your Eagle e-mail address to login and get started! Services available 24/7.



EWU OFFICES & SUPPORT

- Career Center | 509.359.6365 | <https://inside.ewu.edu/careercenter/>
- EWU Diversity | 509.359.4705
- EWU Counseling & Wellness Services | 509-359-6287
- EWU Pride Center | 509.359.7870
- Veterans Resource Center | 509.359.2461
- IT Help Desk Hours | <https://support.ewu.edu/support/home>
- JFK LIBRARY & LEARNING COMMONS | <https://www.ewu.edu/library/#learningcommons>

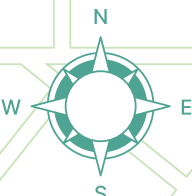
WRITERS' CENTER

Our responders offer a collaborative experience that strengthens EWU writers of any ability, from any discipline, and at any stage of the writing process.

REGISTER WITH STUDENT ACCOMMODATIONS & SUPPORT SERVICES

1. Complete the Accommodation Application
2. Submit Documentation Once you have submitted your Accommodation Application, you will be prompted to upload your documentation from a professional service provider.
3. Schedule an Intake Appointment If you have any questions about the registration process, please contact the SASS office at (509) 359-6871 or sass@ewu.edu.

EWU CAMPUS MAP



VIEW FULL INTERACTIVE
MAP ONLINE AT
GO.EWU.EDU/MAP



EWU CAMPUS MAP

- 1 Anderson Hall (A3)
- 2 Anna Maria Apartments (D1)
- 3 Arévalo Student Mall (B3)
- 4 Art Building (D2)
- 5 Aquatics Center (B1)
- 6 Cadet Hall (C2)
- 7 Cheney Hall (C2)
- 8 Children's Center (D2)
- 9 Communications Building (D2)
- 10 Computing and Engineering Building (CEB)(C2)
- 11 Dressler Hall (A2)
- 12 Dryden Hall (A3)
- 13 Jim Thorp Field House (C1)
- 14 Hargreaves Hall (B4)
- 15 Herculean Pillars (C5)
- 16 Huston Hall (C3)
- 17 Indian Education Center (B5)
- 18 Interdisciplinary Science Center (ISC) (B3)
- 19 Intramural fields (C1)
- 20 Isle Hall (B4)
- 21 JFK Library (B3)
- 22 Kingston Hall (B4)
- 23 Martin Hall (C3)
- 24 Monroe Hall (B4)
- 25 Music Building (D2)
- 26 Patterson Hall (B3)
- 27 P.E. Classrooms (PEC) (C2)
- 28 Pearce Hall (A2)
- 29 Pence Union Building (PUB) (B3)
- 30 Radio-TV Building (D2)
- 31 Red Barn EWU Police (D1)
- 32 Roos Field (A1)
- 33 Cheney Normal School Heritage Center (C3)
- 34 Science Building (B2)
- 35 Senior Hall (B5)
- 36 Showalter Hall (B4)
- 37 snyamcut (A2)
- 38 Soccer Field (C1)
- 39 Special Events Pavilion/ Reese Court (B1)
- 40 Sports and Recreation Center (C1)
- 41 Streeter Hall (A2)
- 42 Sutton Hall (C4)
- 43 Tawanka Commons (B3)
- 44 Town House Apartments (D1)
- 45 University House (B4)
- 46 University Recreation Center (URC) (A2)
- 47 University Theatre (D2)
- 48 Visitor Center (C4)
- 49 Williamson Hall (C3)

EWU Police Red Barn 31 ewu.edu/police | 509.359.7676
Emergency? Call 911

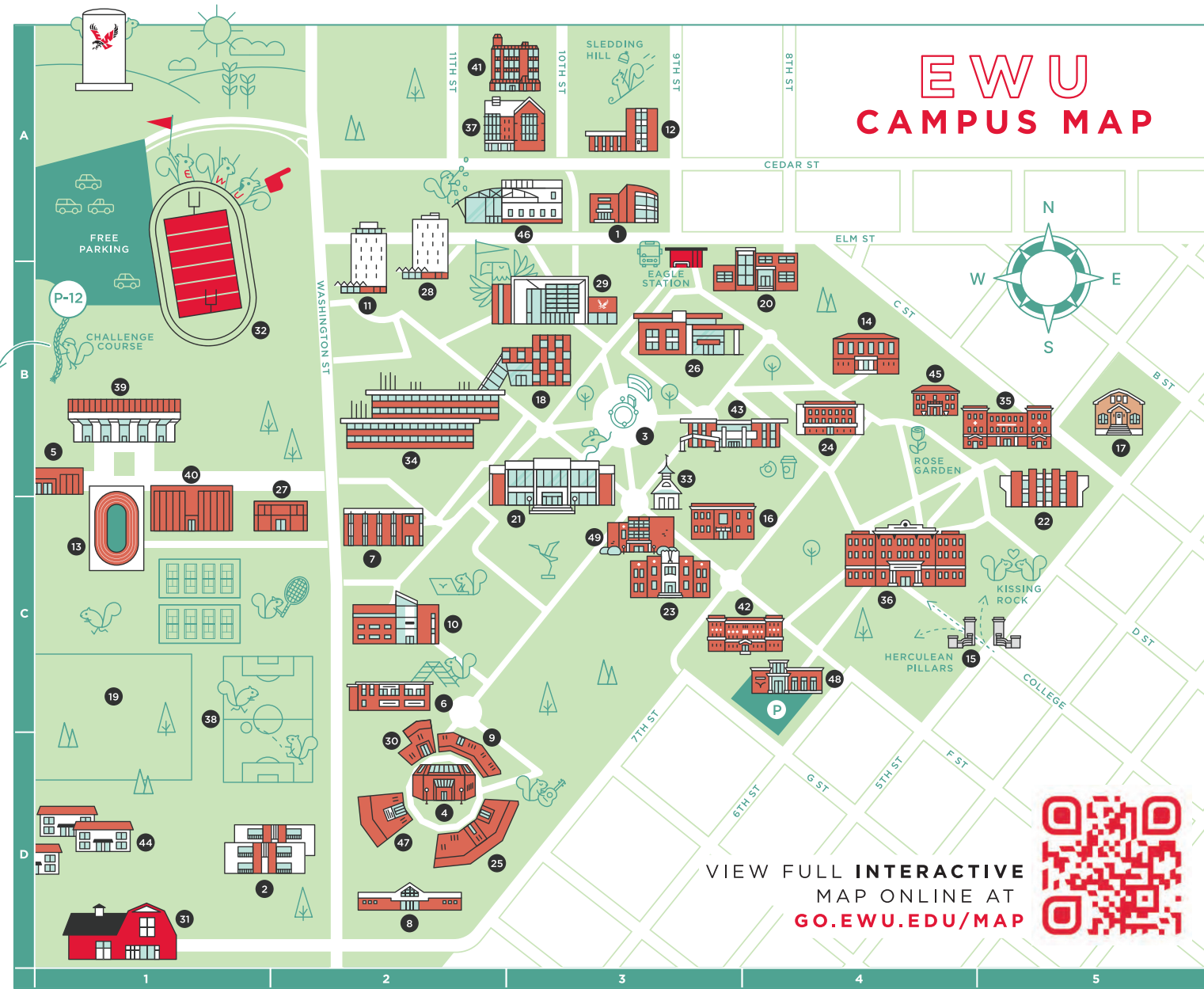
EWU Parking Services 43 ewu.edu/parking | 509.359.7275

Visitor Center & Tours 49 ewu.edu/visit | 509.359.6555

Campus Operator 509.359.6200

Free Parking P-12 (A1)

Campus Tour Parking Visitors Center (C4)



PROGRAM REQUIREMENTS & COURSE SCHEDULES

Masters in Education Programs

- [M.Ed. Adult Education](#)
- [M.Ed. Career and Technical Education Administration](#)
- [M.Ed. Career and Technical Education](#)
- [M.Ed. Curriculum and Instruction](#)
- [M.Ed. Early Childhood Education](#)
- [M.Ed. Educational Leadership](#)
- [M.Ed. Educational Leadership with Principal Certification](#)
- [M.Ed. English Language Learners](#)
- [M.Ed. Library Media](#)
- [M.Ed. Literacy](#)
- [M.Ed. Physical Education and Health](#)
- [M.Ed. Special Education](#)
- [M.Ed. Teaching English to Speakers of Other Languages](#)

Professional Certificate Programs

- [Career and Technical Education Administration Professional Certificate](#)
- [Career and Technical Education Professional Certificate](#)
- [College Teaching \(COIN\) Professional Certificate](#)
- [Early Childhood Education Professional Certificate](#)
- [English Language Learners Professional Certificate](#)
- [Library Media Professional Certificate](#)
- [Literacy Professional Certificate](#)
- [Physical Education and Health Professional Certificate](#)
- [Principal Certification Professional Certificate](#)
- [Special Education Professional Certificate](#)
- [Teaching English to Speakers of Other Languages Professional Certificate](#)