

Information Packet
for
Masters of Arts Degree
in Education
With the option in
Career and Technical
(Vocational) Education

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ADMISSION PROCEDURE

Step 1. Admission to the California State University San Bernardino

_____ Apply to the university by completing the application online. Go to our web site at: <http://csumentor.edu/AdmissionApp>. Should you have problems completing the form online call the admissions office at (909) 537.5188 or call the number on our website for assistance.

_____ While CSUMentor is free to use, an account is required to access certain areas of the site. If you're a first-time CSUMentor user and have not created an account, just follow the directions on our website. It's quick, easy, and free. Apply with admissions 6 weeks prior to the beginning of the quarter. Quarters begin on or about the first week in January and April and the last week of June and September.

_____ Attach a \$55 one-time, non-refundable registration fee. If paying by check make payable to California State University, San Bernardino (CSUSB). To ensure credit to the correct account, include your Coyote ID number on the check, or by credit card can be made through our website at <http://MyCoyote> Self Service Portal "SB Make Payments". Credit card payments are not accepted at the Bursar's Office. Questions related to payments should be directed to the Bursar's Office at (909) 537-5157 or (909) 537-7257.

_____ Submit official transcripts. As part of admissions, you must request official transcripts to be sent to the Admissions Office, CSUSB, 5500 University Parkway, San Bernardino, CA 92407-2397. The transcripts must be received to complete your admissions to the university and enable you to register for the quarter. If you have attended CSUSB, you do not need to provide previously submitted transcripts.

STEP 2. Admission to the College of Education at CSUSB

In addition to being admitted to the University (Step 1) students in the Masters of Arts in Education with the option in Career and Technical (Vocational) Education, must submit or mail all of the following materials stapled in a set to the attention of Laura Duarte, Student Services Office in CE-102, CSUSB, 5500 University Parkway, San Bernardino, CA 92407-2397.

The stapled set of materials must include all of the following materials:

1. An application for admission to the program with all items stapled to the application form in a set.
2. Verification of a baccalaureate degree from an accredited college or university.
3. A photocopy of credentials held.
4. Appropriate program objective declared and on file with the University Graduate Admissions Office, located in room UH-368 (909) 537-5030 and College of Education, Student Services Office, located in room CE-102 (909) 537-5609.

WRITING REQUIREMENT PREREQUISITE

Before enrolling in any of the EVOC or EDUC courses required for the degree, candidates should have demonstrated writing proficiency. This is The Graduate Writing Requirement and can be met by completing one of three options:

1. **CLASS:** Show successful completion of an upper division expository writing class with at least a grade of “B,” within the past seven years. At CSUSB the current expository writing class is EDUC 306. An upper division Expository Writing class from another institution can be submitted for consideration as an equivalent course in meeting the requirement on the Waiver of University Regulation form obtained from your advisor or the Graduate Studies office.
2. **CHALLENGE EXAM:** Pass the Writing Requirement Exemption Examination (WREE) exam. The test is given once each quarter. Obtain the information from the World Wide Web <http://gradstudies.csusb.edu> or by calling testing office (909) 537-5041 for WREE information and registration materials. CSUSB currently accepts only the successful writing challenge exam results from three other colleges, Cal State Fresno, Sacramento and San Diego. To apply for acceptance of these exams, submit a Waiver of University Regulations form.
3. **DEMONSTRATION OF PROFESSIONAL WRITING:** Requests for this option must include a cover letter in which the applicant explains how the item or items meet the WREE Criteria (see below), a Waiver of University Regulations form, and include copies of one of the following for review.
 - a. Dissertation or Master’s Thesis/Project
 - b. Significant published scholarly article
 - c. Senior Thesis or major research paper demonstrating knowledge of the style guide of the discipline, from a course that is not counted toward the student’s current master’s work at CSUSB.
 - d. A major study/report written as part of someone’s job responsibilities that clearly indicates that the student was the sole author.

Please Note: Submissions cannot be course-work that is currently in progress or creative writing (poetry, short stories, and novels), either in manuscript or published form. Alternatives to any of these options must follow the standard waiver process and be submitted to a subgroup of the WREE/306 Committee for review utilizing the regular waiver process.

*WREE Criteria:

1. Ability to understand the selections from the text and to show that understanding through written summary, analysis, and integration of ideas and passages from them into your own essay;
2. Ability to develop a single, coherent essay in which you develop and support an idea of some depth (good writers often fail the exam by simply summarizing the two essays rather than developing an idea);
3. Ability to use source material properly; to use a consistent and accepted format for citation of sources and to use quotations to support, not to substitute for your own ideas;

4. Ability to respond to a specific question in clear prose, which does not distract the reader by mechanical or grammatical errors.

PLANNING FOR PROGRAM REQUIREMENTS

Course Requirements Master of Arts in Education with the option in Career and Technical (Vocational) Education

Course requirements for the Masters Degree in Education with the option in Career and Technical (Vocational) Education include the completion of a total of 45-quarter units of acceptable work. Thirty-three units must be completed at CSUSB and a minimum of 22-quarter units should be taken after a student has been advanced to candidacy. Students must maintain a grade-point average of 3.0 (“B”) with no grade lower than “C”. The courses required for the Masters of Arts Degree in Education with the option in Career and Technical (Vocational) Education (45 Units) include:

Degree Requirements (45 units)

1. EVOC 519. Computer Applications (4)
2. EDUC 603. Effective Communication in Education (4)
3. EDUC 605. Foundations of Education (4)
4. EDUC 607. Introduction to Educational Research (4)
5. EVOC 637. Foundations of Career and Technical (Vocational) Education (4)
6. EVOC 638. Critical Issues for the Professional Career and Technical (Vocational) Educator (4)
7. EVOC 639. Professional Competencies in Career and Technical (Vocational) Education (4)
8. 17 Units from one of the following emphasis areas: Adult Education, Coordination/Supervision, Correctional Education, Counseling, Curriculum Development, Environmental Education, Educational Computing, Educational Technology, Evaluation and Testing, Science Education, School Administration, Special Education.

Note: Talk with your Advisor about what classes to take in your emphasis area.

9. EVOC 999. Comprehensive Examination (0)

ADVANCEMENT TO CANDIDACY

Advancement to Candidacy

Before a student has completed 20 units of applicable course work, from the list of program requirements, they must work with their advisor to formally apply for advancement to candidacy for the Masters of Arts in Education with the option in Career and Technical (Vocational) Education. This requires the completion of the following:

1. The Admission to the Career and Technical (Vocational) Education program process (see Step 2).
2. Completion of the Graduate Entrance Writing Requirement.

Complete and file a Program Plan with your advisor that is approved by the Program Coordinator. For further information contact your advisor.

COMPREHENSIVE EXAMINATION REQUIREMENT

Comprehensive Examination/Distance Learning Requirement

The Comprehensive Examination/Distance Learning Option scholars will be required to develop a portfolio or website in the preparation for the comprehensive examination in replacement of the Masters thesis. This portfolio or website will be a well researched, organized document addressing a series of questions provided by the advisor.

The Comprehensive Examination/Distance Learning Option is of an integrative nature and is designed to test the student's knowledge of the field of Career and Technical (Vocational) Education rather than the subject matter of courses taken. Students must enroll in the examination either through the regular registration process or through the College of Extended Learning in the Open University program. The student may enroll in the examination no earlier than the last quarter in which course work is taken. The student must complete a graduation check with the Office of Records, Registration and Evaluations before permission to take the examination can be granted. Students who do not receive a passing score may petition the College of Education to retake the examination or any part of it. Students who do not receive a passing score the second time must petition the Dean of Graduate Studies to take it again. Approval to retake the examination may be, at any time, contingent upon completion of additional designated courses.

REGISTRATION

My Coyote Self-service Registration and Payment of Fees

Students may register after admission materials from Step 1 and Step 2 have been processed. Preparing your paperwork carefully helps speed the process.

1. Students at CSUSB register through My Coyote Self-Service. General program information as well as the "Class Schedule" for each quarter is on the Career and Technical (Vocational) Education website, the address is <http://coe.csusb.edu/evoc>. The five-digit course code numbers needed for registration is on the University schedule web site, My Coyote. To locate, click on blue button "Class Schedule" which takes you to another page and click on "Class Listing" then under "Course Abbreviation," scroll down and select "EVOC" or "EDUC" then click "send" button. Course codes are also available at the campus bookstore in the schedule published each quarter.
2. Pay appropriate tuition registration each quarter, by check or charge card, prior to the cut-off date or add a \$25 late fee. (Registration fees are approximately \$967 for 0-6 units and \$1493 for more than 6.1 units. Check current class schedule for exact fees). Payments by credit card can be made through our website at "SB Make Payment" <https://mycoyote.cms.csusb.edu> . Students will be assessed a service charge for the convenience of making payments via the web and telephone. Electronic check payments can also be made at <https://mycoyote.cms.csusb.edu> with no fee to the user.

Recommended Timeline Career and Technical (Vocational) Education Program

The Career and Technical (Vocational) Education faculty and staff want your graduate experience at CSUSB to be a positive one. Please use the following timeline to chart your progress. Keep all correspondence you received from CSUSB as well as copies of all materials you submitted with this timeline in a folder. This will allow you to focus on your studies, streamline the paperwork and facilitate a positive experience.

NOTE: *The order of courses as outlined below might change depending on individual circumstances. Keep in mind, all EDUC and EVOC core courses must be taken in sequence (i.e., EDUC 306, 603, 605, 607 and EVOC 637, 638, 639. Emphasis area courses can be taken concurrently with either the EDUC or EVOC core courses unless there are pre-requisite requirements that need to be fulfilled. Speak with the instructor of the courses should you have questions or concerns.*

Before the First Quarter

- _____ Apply for Admission to the University 6 weeks prior to start of quarter (Step 1)
- _____ Apply to the Program prior to the start of the quarter (Step 2)
- _____ Complete the Graduate Writing Requirement or EDUC 306

Quarter 1

- _____ Submit official transcripts to Admissions office prior to 6th week of quarter
- _____ Take EVOC 519 or emphasis areas classes
- _____ Take EDUC 603

Quarters 2

- _____ Take emphasis areas classes
- _____ Take EDUC 605

Quarter 3

- _____ Take EVOC 637
- _____ Take EDUC 607
- _____ Take emphasis areas classes
- _____ Complete Advancement to Candidacy form with advisor

Quarter 4

- _____ Take EVOC 638
- _____ Take emphasis areas classes

Quarter 5

- _____ Take EVOC 639
- _____ Take emphasis areas classes
- _____ Take EVOC 999

Before Graduation

- _____ Submit a Grad Check form with appropriate fee to Admissions Office. Please check the CSUSB Bulletin for specific deadlines.

The Quarter you Graduate

- _____ Attend June Graduation. Students who complete their program before the Fall Quarter may participate in June graduation.

PROGRAM FACULTY

Ron Pendleton, Ph.D.
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Office: CE-319

Joe Scarcella, Ph.D.
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Office: CE-317

Donna Shea, M.A.
Phone: (909) 537-5679
Email: dshea@csusb.edu
Office: CE-321

PROGRAM SECRETARY

Ms. Olga E. Cordero
Phone: (909) 537-5290
Email: ocordero@csusb.edu
Office: CE-335

Ms. Connie Butler
Phone: (909) 537-5290
Email: butler@csusb.edu
Office: CE-335

MASTERS & ADVANCED CREDENTIALS

Laura Duarte
Phone: (909) 537-5293
Email: lduarte@csusb.edu
Office: CE-102

Shani Simms
Phone: (909) 537-5293
Email: ssims@csusb.edu
Office: CE-102

Web Addresses

University Registration:	http://info001.csusb.edu
Program Info:	http://ve.csusb.edu
Class Schedule:	http://info001.csusb.edu or see link from Program Info Page
Dr. Ron Pendleton	http://homepage.mac.com/rpen
Dr. Joe Scarcella	http://coe.csusb.edu/scarcella

ATTACHED FORMS

A: Program Application

B: Advancement to Candidacy

GRADUATE APPROVED PROGRAM PLAN
COLLEGE OF EDUCATION
 CALIFORNIA STATE UNIVERSITY, SAN BERNARDINO

Master of Arts in Education
 Career and Technical Education Option

Classification Date: _____
 Bulletin Year Held: _____

Name _____

ID # _____ Date _____

Address: _____
 _____ Zip _____

Home Phone # (____) _____
 Bus. Phone # (____) _____

Email Address: _____

Baccalaureate Degree From: _____ Year: _____

Graduate Writing Requirement: Expository Writing 306/Equivalent/WREE
 Quarter/Year: _____ Grade: _____ Date Petition Approved: _____

List the grades and dates of units you have completed to date and the dates you plan to complete all required classes.

Course Number	Units	Grade	Qtr Year	Transfer/University Course #	Date	Grade
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College of Education M.A. CORE (12 Units)

EDUC 603	4.0					
EDUC 605	4.0					
EDUC 607	4.0					

**CAREER AND TECHNICAL
 EDUCATION CORE (16 Units)**

EVOC 519	4.0					
EVOC 637	4.0					
EVOC 638	4.0					
EVOC 639	4.0					

Electives (17 Units)

Comprehensive Examination Candidates
 Select 17 Units With Advisor Approval

EVOC 640 (Optional)						

CUMULATIVE EXPERIENCE (0 Units)

(Comprehensive Examination)

EVOC 999	0.0					
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NOTE: 45 Units required for completion of degree

SIGNATURES:

Advisor: _____

Date: _____

Program Coordinator: _____

Date: _____

1) ADMISSIONS 2) CANDIDATE 3) FILE 4) ADVISOR

Bulletin and Amendment per Coordinator

NOTE: SEE REVERSE SIDE FOR JUSTIFICATION STATEMENT

RATIONALE AND JUSTIFICATION STATEMENT

In the space provided below, write a rationale and justification as to how your emphasis area connects to your Masters degree in Career and Technical (Vocational) Education. This is not a class description, but a Thoughtful, Coherent, Well-Written, Syntheses about your professional education program.

PROCEDURE TO REGISTER FOR CLASSES

STEP ONE: You must first log on to “MYCOYOTE” by going to <https://Mycoyote.cms.csusb.edu>



STEP TWO: Once logged in, click the “STUDENT CENTER” link on the upper left hand side of the page.



STEP THREE: You will then select the option to “ADD” a class, on left hand side of page, and proceed to add.



TIPS

When registering, make sure you have the following correct:

- You are in the correct quarter for registration (ex: Fall 2007) and that you have clicked the “CHANGE” button next to the quarter in which you are registering.
- That you are either entering the call number for the course or searching for the course that you would like to add correctly.
- Make sure to proceed through steps 1-3 to confirm your registration.
- When these 3 steps are completed simply begin adding another class.
- Finally, if you still encounter problems, please feel free to contact the registration office at 909-537-5200.

Quick Reference Guide to REGISTRATION
California State University, San Bernardino
 Office of Records, Registration and Evaluations
 909-537-7671
 Email: registrationhelp@csusb.edu

<p>Click on the Student Center link</p> <p>This will take you to the Student Center page where you can complete much of your student business.</p> <p>To make a payment, click on the payment option you want to use.</p>	
<p>Click on the Add a Class link to add a new class.</p> <p>To search for a class, click on the green search button to look for available classes.</p> <p>To view your account balance, click here.</p> <p>To view your financial aid award, click here.</p> <p>Holds on your records will be listed here. Click the "details" link for dept information.</p> <p>The links to make a payment is also listed on this page. Click here to make a payment.</p>	

<https://mycoyote.csusb.edu>