

February 2017

Master of Science

**Special
Education**

including Endorsement Information

KANSAS STATE
UNIVERSITY.

College of Education

Master of Science in Special Education

Kansas State University
College of Education

*Preparing Educators to be Knowledgeable, Ethical, Caring Decision Makers
for a Diverse and Changing World*

MISSION STATEMENT

The College of Education is dedicated to preparing educators to be knowledgeable, ethical, caring decision makers for a diverse and changing world through excellence in the:

- delivery of exemplary instruction to students at the undergraduate and graduate levels;
- production, interpretation, and dissemination of sound and useful research and scholarship;
- leadership, collaboration, and service within the profession; and
- promotion, understanding, and celebration of diversity.

ADMISSION REQUIREMENTS

Admission to graduate study is granted by the Dean of the Graduate School upon the recommendation of the faculty in the graduate program. Applicants seeking admission to this master's degree program must submit the information noted below. Before starting the online application, gather all information and documents for all of the following admission requirements so that they can be entered into the application. *All materials must be received before review will begin.*

A. **A Completed Online Graduate School Application.**

Go to the Graduate School home page <http://www.k-state.edu/grad/> and click on "Apply Now." Follow the prompts for completing the process.

Application Deadlines.

U.S. Citizens and Permanent Residents: Applications are accepted throughout the year.

International Students: The online application, application fee, test scores, transcripts, financial documents, and all required application materials need to be submitted by the following dates:

- January 1** for fall (August) enrollment
- August 1** for spring (January) enrollment
- December 1** for summer (June) enrollment

B. **Graduate School Application Fee.**

Domestic Students—A \$50 application fee is required for all domestic students; *your application will not be processed without this fee.* The fee can be paid by credit card when completing the online application.

International Students—A \$75 application fee is required; *your application will not be processed without this fee.* The fee can be paid by credit card when completing the online application.

C. OFFICIAL transcripts.

You must upload into the online application a scanned copy (PDF preferred) of the official transcript(s) from each college or university where you received your bachelor's degree(s) and completed any post baccalaureate course work or degrees. Transcripts become part of your records at Kansas State University and cannot be returned. Please be aware that printouts from university student portals are not considered a copy of your official transcript.

If you are admitted, you will be required to submit an official transcript for GPA and degree conferral verification from the institution(s) where you received your degree(s) and completed any post-baccalaureate credits.

Students whose transcripts are not in English must furnish a translation by an appropriate authority. Failure to list any colleges or universities attended may result in dismissal from the university.

D. Statement of Goals and Professional Experience.

You must upload into the online application a 1-2 page statement that includes the following information:

- Career and professional goals and aspirations, and how being accepted to the program will benefit your goals and aspirations
- A description of your work experience within education or a related field (e.g., past and present employment)
- Future professional plans (e.g., Upon completion of the degree, do you plan to stay in your current position? If not, what type of position would you like to seek?)
- If you have a request for a certain advisor, indicate that preference in the statement.

E. Letters of Recommendation.

Three letters of recommendation are needed from college or university educators and/or colleagues or supervisors who are qualified to address your professional skills and your potential for success in the graduate program. Enter the names and email addresses of the recommenders into the appropriate area in the online application.

F. English Language Proficiency.

To demonstrate competence in the English language, an official report of scores on the Test of English as a Foreign Language (TOEFL), International English Language Testing System - academic exam (IELTS) or Pearson Test of English (PTE) must be sent to Kansas State University for all applicants whose primary language is not English. Enter your scores in the online application and upload the report of your scores.

Learn more about English proficiency requirements at:

<http://www.k-state.edu/grad/admissions/application-process/international/>

INTERNATIONAL APPLICANTS

International applicants must meet the same academic standards for admission as those required of domestic students. When applying for admission, international applicants must provide an **Affidavit of Financial Support** and documentation of **English language proficiency**. Detailed information about these issues is provided at the following website:

<http://www.k-state.edu/grad/admissions/application-process/international>

THE REVIEW PROCESS

These are the steps in the application and review process:

- First, the applicant completes the online graduate application. This includes paying the application fee and uploading all additional documentation that is required.
- Second, once the online application has been completed and all needed additional documentation has been provided, the graduate program to which the student is applying will review the application and make an admission recommendation to the Graduate School.
- Third, the Graduate School reviews the application and the recommendation from the department. The Graduate School then sends an official decision letter to the applicant.

ADDITIONAL INFORMATION

Faculty Contact in the Program. For more information, contact:

Dr. Warren J. White
Kansas State University
Department of Special Education, Counseling, and Student Affairs
312 Bluemont Hall
Manhattan, KS 66506-5312
785-532-6349 or 532-5541
wwhite@ksu.edu

Nondegree Status. In some cases, a student may wish to take a course(s) prior to being admitted in a degree program. In these cases, a person must be admitted as a nondegree student. No more than nine credit hours earned as a nondegree student may be applied toward an advanced degree. However, *successful completion of any hours taken as a nondegree student does not guarantee admission into the program.* Nondegree students are *not* eligible for financial assistance. A faculty advisor is *not* assigned to nondegree students.

Financial Aid. Questions about financial assistance should be directed to the Office of Student Financial Assistance, 104 Fairchild Hall, Manhattan, KS 66506, 785-532-6420, finaid@k-state.edu. For information regarding financial aid, you may go to www.k-state.edu/sfa.

Graduate Assistantships. A limited number of graduate assistantships are available in the College of Education. Go to www.coe.ksu.edu/grad/assistantships.html for detailed information and application procedures. It is helpful to talk with the appropriate department chair as early as possible to learn of assistantships available in the department.

Graduate Handbook. Once admitted, students should become familiar with the Graduate Handbook at <http://www.k-state.edu/grad/graduate-handbook/>. This handbook includes policies and procedures about advising, the program of study, enrollment, transfer credits, the final oral/written exam, required approval forms, and other aspects of the graduate program.

Advisor and Program of Study. Once admitted to the program, an advisor is assigned. The advisor assists the student in developing the program of courses the student will take to earn the master's degree. A program of study listing the courses the student intends to take is submitted to the Graduate School before completion of nine hours (part-time students) or during the second semester (full-time students).

Programs in Special Education

Kansas State University prepares special education teachers at the graduate level in a cross categorical program with two areas of specialization: *high incidence special education* and *low incidence special education*.

KANSAS ENDORSEMENTS IN SPECIAL EDUCATION

Each area of specialization (High Incidence Disabilities and Low Incidence Disabilities) has a separate course sequence designed by the College of Education. These areas have been approved by the Kansas State Department of Education (KSDE) and the National Council for the Accreditation of Teacher Education (NCATE). The special education endorsement can be granted to a person who holds a valid Kansas teaching license.

A special education endorsement can be met without completion of the master's degree. However, most students choose to complete the master's degree while working toward full endorsement. Completing the master's degree is recommended by the special education faculty. Students who intend to complete a master's degree should apply for admission to the master's program before completing nine hours of graduate coursework.

Two types of endorsements:

Students pursuing a master's degree in special education are required to complete requirements for full endorsement in High Incidence Disabilities. However, when feasible, it is advisable to plan master's programs that also lead to Low Incidence Disabilities special education endorsement. A minimum of 30 hours of academic credit comprising an appropriate program of study must be approved early in the student's master's degree program by the student's supervisory committee and the Graduate School. The minimum requirements presented on the following pages are helpful guidelines but *students must consult their assigned advisors to plan an appropriate program of study*.

1. **Full Endorsement.** Full endorsement is granted to the applicant by the State Department of Education upon completion of the required sequence of courses and submission of a qualifying score on the Praxis exam for the endorsement field.
2. **Provisional Endorsement.**
 - Provisional endorsement is possible in the High Incidence Disabilities area.
 - Provisional endorsement is for a two-year period and may be renewed for an additional two-year period. At the time of renewal, the candidate must have completed 50% of the courses remaining for full endorsement. The entire sequence of courses for the full endorsement must be completed within four years.
 - For provisional endorsement, a candidate must complete the following courses and practicum:

EDSP 710	Education of Exceptional Individuals (3 credits)
EDSP 742	Intervention: Emotional and Behavior Disorders (3 credits)
EDSP 743	Intervention: Academic Disabilities (3 credits)
EDSP 785	Practicum I

The Requirements for Obtaining Provisional Endorsement When in the Bachelor's Program

Students in the elementary or secondary teacher education programs may select designated courses to fulfill the requirements for provisional endorsement in High Incidence Disabilities special education while completing the undergraduate degree. The programs are the Quick Start Program (for elementary education majors) and the Step Ahead Program (for secondary education majors).

Individuals completing one of these early start programs will be eligible for provisional endorsement in High Incidence Disabilities special education after accepting a special education teaching position. The provisional endorsement allows the candidate to work as a special education teacher while taking the remaining courses and practicum for the full special education endorsement.

It is very important to talk with your advisor about your interest in provisional endorsement due to the complexity of the programs and additional considerations about enrollment, the practicum, and other related issues.

The EDSP 785 Practicum should be taken for graduate credit for both the Quick Start and the Step Ahead programs if your eventual goal is to earn a Master's degree. If you have questions, please contact a faculty member in Special Education.

The Quick Start Program (for elementary education majors)

Required Courses:

- EDSP 710 Education of Exceptional Individuals
- EDSP 723 Characteristics of Cognitive Disorders
- EDSP 728 Characteristics of Emotional and Behavioral Disorders
- EDSP 742 Interventions: Emotional and Behavioral Disorders
- EDSP 743 Interventions: Academic Disabilities

Practicum taken During the Professional Semester:

- EDSP 785 Practicum I (take for graduate credit; completed during the professional semester)

The Step Ahead Program (for secondary education majors)

Required Courses:

- EDSP 710 Education of Exceptional Individuals
- EDSP 742 Interventions: Emotional and Behavioral Disorders
- EDSP 743 Interventions: Academic Disabilities
- EDSP 745 The Consulting Process in Special Education
- EDSP 785 Practicum I (take for graduate credit; completed during the professional semester)

Upon completion of the bachelor's degree, students who want to take additional courses for the full endorsement or to seek the master's degree in special education must submit an online application with the Graduate School (and meet the requirements) to become a graduate student.

PREREQUISITES AT KANSAS STATE UNIVERSITY

Several of the classes required for an endorsement have a prerequisite. Some classes can be taken concurrently with the prerequisite as noted below.

1. **For EDSP 742 and 743**—EDSP 710 is the prerequisite for EDSP 742 and 743.
2. **For EDSP 785**—EDSP 710, EDSP 742, and EDSP 743 are prerequisites for the EDSP 785 practicum.

PRACTICUM PROCEDURES AT KANSAS STATE UNIVERSITY

1. Unless you are completing your practicum as part of the QuickStart or StepAhead programs, you must be admitted to the Master's Program in Special Education **prior to** the semester you request your first practicum.
2. You must contact the professor in charge of practicum during the semester **prior to** the semester you are requesting the practicum.
3. It is expected that your first practicum will not take place in your own classroom. However, in the case of a person working on a "waiver," this requirement may be waived if all of the following conditions are met.
 - A. The person requesting the practicum is currently employed full-time as a special education teacher under a waiver from KSDE.
 - B. The person requesting such a practicum must have completed EDSP 710, EDSP 742, and EDSP 743 and received a grade of B or better in each.
 - C. The person granted permission to complete the first practicum in their own class must also agree to:
 - Secure an onsite "cooperating" teacher who is fully endorsed in High Incidence special education.
 - Produce artifacts for the portfolio as assigned by the supervising professor.
 - Schedule at least one onsite visit by the supervising professor during the practicum.
4. You must complete EDSP 830 before enrolling in a second practicum. (EDCEP 715 is a prerequisite for EDSP 830)
5. You will be required to maintain a comprehensive portfolio that provides evidence of your competence in meeting the requirements of both practica.

OBTAINING AN ENDORSEMENT RECOMMENDATION FROM KANSAS STATE

Students need to be familiar with the following endorsement policies at Kansas State University and the procedures for applying for an endorsement.

Endorsement Policies at Kansas State University

- At least half of the credits required for special education endorsement must be earned at Kansas State University, including at least one major area course and one practicum, before the College of Education may recommend the candidate for special education endorsement.
- Teachers are endorsed in special education at the level in which they hold their regular teaching license. Individuals who hold K-12 licenses in content areas such as music, art, or physical education will need to make up deficiencies in elementary education if they wish to be endorsed in K-12 special education.
- Teachers fully licensed at the elementary level in special education may add secondary-level licensure by completing the secondary level sequence, including a practicum at that level.
- Teachers are responsible for initiating their own endorsement.
- Provisional endorsement is not granted until the applicant is employed in a special education position.
- If at all possible, candidates should apply for endorsement renewal at the end of the spring semester. However, if coursework is not completed by then, the application may be made near the end of the summer session.
- To be recommended for endorsement, the student must have a 3.0 GPA overall in graduate work and must not receive a grade lower than a B in the 12 hours of core courses and practicum (EDSP 710, EDSP 742, EDSP 743, and EDSP 785). The program is subject to change depending on actions taken by the Kansas State Department of Education.

Application Procedures for the Endorsements

Upon completion of the courses and practicum, students must complete the steps outlined below when seeking provisional or full endorsement with the Kansas State Department of Education (KSDE).

Students with questions about this process should contact the College of Education licensure officer—Di Murphy in 013 Bluemont Hall, (785) 532-5524, dim@ksu.edu. The following College of Education website has licensing information:

www.coe.ksu.edu/ss/departments/csps/licensure/index.htm

Seeking Provisional Endorsement

1. Complete K-State's course and practicum requirements for provisional endorsement.
2. Get hired as a special education teacher.
3. Fill out Form 4 for the KSDE Provisional Endorsement and submit additional required materials (e.g., transcripts, KSDE application fee, completed application form). Go to the following website for application instructions to add a provisional endorsement and for filling out Form 4: www.coe.ksu.edu/departments/csps/licensure/appinfo.html.

Seeking Full Endorsement

1. Complete K-State's course and practicum requirements for full endorsement.
2. Take the Praxis exam for the endorsement:
 - For Adaptive Special Education (155 is the qualifying score)
Test code 5543 for the computer version

- Test code 0543 for the paper version
- For Low Incidence Special Education (155 is the qualifying score) Test code 5545 for the computer version
Test code 0545 for the paper version
3. To register for the Praxis exam, go to: *www.ets.org/praxis*. To have your score sent to Kansas State University, enter code # **6334** when registering for the Praxis.
 4. Fill out Form 1 for the KSDE Added Endorsement and submit additional required materials (e.g., transcripts, KSDE application fee, Praxis scores, completed application form). Go to the following website for information and application instructions for adding an additional endorsement with an approved program and for filling out Form 1:
www.coe.ksu.edu/departments/csps/licensure/appinfo.html.

Requirements for the Program Areas in Special Education

High Incidence Special Education Endorsement (Elementary or Secondary)

A. Prerequisites

Eligible for a teaching license in elementary or secondary education, and one of the following courses:

^	EDSP	323	Exceptional Student in the Secondary School	
*	EDSP	324	Exceptional Child in the Regular Classroom	

B. Required Courses (42 hours)

	EDCEP	715	Principles of Assessment	(F, U)
*^	EDSP	710	Education of Exceptional Individuals	(F, S, U)
*	EDSP	723	Characteristics of Cognitive Disorders	(F, S)
*	EDSP	728	Characteristics of Emotional and Behavioral Disorders	(F, U)
*^	EDSP	742	Interventions: Emotional and Behavioral Disorders	(F, S, U)
*^	EDSP	743	Interventions: Academic Disabilities	(F, S)
^	EDSP	745	The Consulting Process in Special Education	(U)
	EDSP	777	Behavior Management	(F, S)
	EDSP	778	Technology for Special Education	(F)
*^	EDSP	785	Practicum I	(F, S)
	EDSP	800	Practicum II	(F, S)
	EDSP	830	Assessment in Special Education (Preq: EDCEP 715)	(F)
	EDSP	848	Transitions in Special Education	(U)

C. Additional Course for Secondary Endorsement

	EDSP	844	Special Education in Secondary Schools (2 credits)	(S-odd)
(Offered in spring semesters of odd numbered years)				
(Required for ALL secondary-level endorsements and elementary-level adding secondary certification.)				

Code for the Symbols

- * QuickStart Program requirement (for elementary education majors)
- ^ StepAhead Program requirement (for secondary education Majors)

Low Incidence Special Education Endorsement (Elementary or Secondary)

Complete all courses required for High Incidence Endorsement and:

	EDSP	841	Interventions: Low Incidence Special Education	(S)
	EDSP	849	Interventions: Autism Spectrum Disorders	(U)
	EDSP	885	Practicum: Low Incidence Special Education	(F, S)

Graduate Certificate in Teaching Students with Autism Spectrum Disorders

The official title of this certificate used by the Graduate School is “Teaching Students with Autism Spectrum Disorders.”

Complete all requirements for Low Incidence Endorsement and:

	EDSP	889	Advanced Practicum: Autism Spectrum Disorders	(F, S, U)
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If students want this graduate certificate recorded on their K-State transcript upon completion of the program requirements, they must first submit electronically a Graduate School application for the graduate certificate for Teaching Students with Autism Spectrum Disorders. *This Graduate School application for the certificate is **in addition** to the Graduate School application for admission into the master’s degree.*

To obtain the graduate certificate, student must complete the specific required certificate courses and also must have a master's degree in special education.

Master's Degree in Special Education

Students interested in a master's degree may apply graduate-level courses taken for special education endorsements to the Masters in Special Education. Students seeking the master's degree must complete at least 30 hours of graduate-level course work and successfully defend their teaching portfolio. Committee members will recommend additional course work based on individual student need. This course work will include but not be limited to:

EDSP	886	Seminar: Special Education	(S)
EDCEP	816	Research Methods in Education	

Program Checklist. There are a number of crucial milestones in the master's degree program. Go to the following website to access the program checklist which provides a guide for student actions throughout the program:

<http://www.coe.ksu.edu/academics/graduate/spedms/checklist.html>

Special Education Master's Portfolio. In lieu of a written master's exam, each master's student in special education will complete a portfolio consisting of 21 professional tasks. The portfolio is a substantive product which also serves as a benchmark in the program. It contains products that a student has developed by fulfilling the requirements of the program. The products that make up the portfolio represent a sample of planning, classroom environment, instruction, and professional responsibilities that are required of personnel in special education. Portfolio tasks were developed as a means to integrate course and professional requirements into relevant and valid outcomes or products.

The portfolio is both an index of program progress and an indicator of a student's readiness to work as a professional special educator. Students should work with their advisor from the early stages of their program to begin the collection of products for their portfolio. During the final semester of their program, students will present their portfolio to a committee of special education faculty.

To access the "Master's Portfolio and Program Completion Guidebook." Go to this website:

<http://www.coe.ksu.edu/academics/graduate/spedms/portfolio.html>

Department Contacts

Department Office

369 Bluemont Hall
785-532-5541

Cassy Llewelyn, Senior Administrative Assistant

Department Chair

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