



# Master of Arts in Teaching

---

## Student Handbook

Curriculum and Instruction  
College of Education

**KANSAS STATE**  
UNIVERSITY.

# Master of Arts in Teaching

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.

## Introduction to the Master of Arts in Teaching

Kansas State University's Master of Arts in Teaching (MAT) program is designed as an innovative pathway to teaching for those who have previously earned a Bachelor's degree and meet other admission criteria. This pathway enables qualified students to earn a MAT and recommendation for Kansas initial teacher license (K-6) in 12 months through a rigorous online curriculum. Kansas is a part of National Association of State Directors of Teacher Education and Certification (NASDTEC) maintains reciprocal teacher certification agreements with all 50 states and US Territories. For specific certification requirements for your state click [here](#). The program is designed as a cohort model—students complete the scope and sequence of the curriculum as a group.

## ADMISSION REQUIREMENTS

Admission to graduate study is granted by the Dean of the Graduate School upon the recommendation of the Curriculum and Instruction faculty. Additional information about MAT admissions can be found at the [KSU's Global Campus website](#). 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 admission requirements so they can be entered into the application. *All materials must be received before review will begin.*

Students must hold a bachelor's degree from an accredited college or university and have an undergraduate GPA of 3.0 or higher in the last 60 hours of coursework or a cumulative GPA of 3.0 or higher. International students must demonstrate similar levels of achievement (i.e., hold a degree from an established institution comparable to a college or university in the United States, have an outstanding undergraduate record, have the demonstrated ability to do graduate work, and provide evidence of language proficiency sufficient for the pursuit of a graduate degree).

### A. A Completed Online Graduate School Application.

Go to the [Graduate School](#) and click on "Start Application Now." Follow the prompts for completing the process.

***Application Deadlines.***

The Graduate School application and all additional documentation must be received by April 1 for domestic students. The deadline for international students is December 1 for the cohort the following Summer session. *All materials must be received before review will begin. Test scores may take several weeks for the university to receive.*

**B. Graduate School Application Fee.**

*Domestic Students*—A \$65 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 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. 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. Interview Questions.**

You must upload (video) your responses to the following admissions questions:

- Why are you interested in this program?
- Describe your experiences working with children.
- Why do you think you would be a successful teacher?

**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 as an elementary teacher and as a graduate student. Enter the names and email addresses of the recommenders into the appropriate area in the online application.

**F. GRE or CORE Scores.**

All applicants must take either the GRE General Test OR the Core Academic Skills for Educators. GRE scores may not be over five years old. The K-State Score Recipient Code is 6334.

All prospective MAT students are required to demonstrate basic academic competence by (1) A GRE score of 301 or higher on Verbal and Quantitative or (2) subtest scores of 150 on Mathematics, 156 on Reading, and 162 on Writing on Educational Testing Services' (ETS) Praxis Core Academic Skills for Educators **and** students must earn a "pass" from the MAT Admissions Committee based on their responses to COE admissions questions and criteria.

## **G. 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. Scores must be within the last 18 months. Information about English proficiency requirements can be found on the [Graduate School website](#).

## **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**.

## **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 documentation that is required.
- Second, once the online application has been completed and all needed 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 email notification to the applicant of the official decision letter available in the applicant's CollegeNet account.

## **ADDITIONAL INFORMATION**

For more information, contact:

Program Coordinator

Global Campus

Kansas State University

1615 Anderson Ave.

Manhattan, KS 66502

785-532-5575

1-800-622-2578 (toll free)

[global@k-state.edu](mailto:global@k-state.edu)

### **Points of Contact**

#### **Director, MAT**

Professor Thomas S. Vontz ([tvontz@ksu.edu](mailto:tvontz@ksu.edu))

#### **Director, Curriculum and Instruction Graduate Programs**

Professor Kay Ann Taylor ([ktaylor@ksu.edu](mailto:ktaylor@ksu.edu))

#### **Director, COE Field Experiences**

Professor David Allen ([dallen@ksu.edu](mailto:dallen@ksu.edu))

#### **Chair, Curriculum and Instruction**

Professor Todd Goodson ([tgoodson@ksu.edu](mailto:tgoodson@ksu.edu))

### **Financial Aid**

Financial aid is available for the MAT program. Applying for financial assistance almost always begins with completing a Free Application for Federal Student Aid ([FAFSA](#)). The FAFSA is an application for federal loans and work-study funding. The United States Department of Education uses the information you provide on the [FAFSA](#) to determine your eligibility for federal financial assistance. 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](mailto:finaid@k-state.edu). For information regarding financial aid, or visit [KSU's Financial Aid Office](#).

### **Scholarships**

In addition to sources external to Kansas State University, a limited number of scholarships for the MAT are available through [Kansas State University's Global Campus](#). ALL MAT students are encouraged to apply for these scholarships.

### **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**

Every master's degree student must file a Program of Study (POS) with the Graduate School, which is a formal list of the courses the student intends to take to fulfill the requirements of the degree. The Program of Study should consist solely of courses directly related to the master's degree. MAT students must file their POS prior to beginning the program.

To initiate the process of preparing the Program of Study, students are to contact Shelly Houser ([shouser@ksu.edu](mailto:shouser@ksu.edu); 785-532-5904) who will assist with the process. After the POS is complete, the advisor and program committee members will sign the form. The head of the academic unit must then endorse the Program of Study and forward it to the Dean of the Graduate School.

## Program Requirements for the Master of Arts in Teaching Degree in Curriculum and Instruction

31 credit hours

All students at Kansas State University are responsible for following the [All-University Regulations](#). Please review the [Graduate Catalog](#), the [Graduate Handbook](#), and other publications that outline degree requirements and University regulations. Please be sure to review the Kansas State University honor pledge in the Honor & Integrity System. This information can be found on the Honor & Integrity System website (<http://www.k-state.edu/honor>). Specific policies and procedures for master's degree programs at Kansas State University may be found in [Chapter 2 of the Graduate Handbook](#).

The Master of Arts coursework consists of the following courses in the sequence and term indicated below. All courses are offered online during the term indicated only. The curriculum and learning outcomes are designed to align with the *College of Education Conceptual Framework*.

Semester	Courses	Hours
May Intersession	EDCI 710 Social Foundations of Education	3
	EDCI 890 Master's Project	1
Summer	EDCI 702 Curriculum, Instruction, and Assessment	3
	EDCI 716 Teaching Diverse Learners	3
Fall	EDCI 791 Teaching Science and Mathematics in the Elementary School	4
	EDCI 792 Teaching Social Studies, Reading, and Literacy in the Elementary School	4
	EDCI 800 Teaching Practicum	2
January Intersession	EDCI 793 Teaching Health, Movement, and Fine Arts in the Elementary School	4
Spring	EDCI 801 Internship in K-12 Schools	4
	EDCI 760 Action Research in Education	3
<b>TOTAL</b>		<b>31</b>

## The College of Education Conceptual Framework and MAT Learning Outcomes

Using the College of Education's Conceptual Framework, the MAT emphasizes the following domains of learning (1) The Learner and Learning, (2) Content Knowledge, (3) Instructional Practice, (4) Professional Responsibility, and (5) Education Research.

### **The Learner and Learning**

#### ***Learner Development***

*The teacher understands how learners grow and develop, recognizing that patterns of learning and development vary individually within and across the cognitive, linguistic, social, emotional, and physical areas, and designs and implements developmentally appropriate, relevant, and rigorous learning experiences.*

#### ***Learning Differences***

*The teacher uses understanding of differences in individuals, cultures, and communities to ensure inclusive learning environments that enable each learner to meet rigorous standards.*

#### ***Learning Environment***

*The teacher works with others to create environments that support individual and collaborative learning, includes teacher and student use of technology, and encourages positive social interaction, active engagement in learning, and self-motivation.*

### **Content Knowledge**

#### ***Content Knowledge***

*The teacher understands the central concepts, tools of inquiry, and structures of the discipline(s) he or she teaches and creates content-specific learning and literacy experiences that make the discipline accessible and relevant to assure mastery of the content.*

#### ***Application of Content***

*The teacher understands how to engage learners through interdisciplinary lessons that utilize concept based teaching and authentic learning experiences to engage students in effective communication and collaboration, and in critical and creative thinking.*

### **Instructional Practice**

#### ***Assessment***

*The teacher understands how to use multiple measures to monitor and assess individual student learning, engage learners in self-assessment, and use data to make decisions.*

#### ***Planning for Instruction***

*The teacher plans instruction that supports every student in meeting rigorous learning goals by drawing upon knowledge of content areas, technology, curriculum, cross-disciplinary skills, and pedagogy, as well as knowledge of learners and the community context.*

#### ***Instructional Strategies***

*The teacher understands and uses a variety of instructional strategies to encourage learners to develop deep understanding of content areas and their connections, and to build skills to apply knowledge in relevant ways.*

### **Professional Responsibility**

#### ***Professional Learning and Ethical Practice***

*The teacher engages in ongoing professional learning and uses evidence to continually evaluate his/her practice, particularly the effects of his/her choices and actions on others (learners, families, other professionals, and the community), and adapts practice to meet the needs of each learner.*

#### ***Leadership and Collaboration***

*The teacher seeks appropriate leadership roles and opportunities to take responsibility for student learning, to collaborate with learners, families, colleagues, other school professionals, support staff, and community members to ensure learner growth, and to advance the profession.*

### **Education Research**

#### ***Action Research***

*The teacher pursues, analyzes, and uses research and data to make wise judgments about curriculum, instruction, and assessment.*

## **Professional Education Dispositions for the Conceptual Framework**

**Values Learning and Professional Development.** Dedicated to acquiring and applying new ideas about content, pedagogy, and students.

- Demonstrates a positive attitude toward learning through intellectual curiosity, interactions with students, and participation in professionally related experiences
- Actively and continuously seeks ideas and resources to expand pedagogical content knowledge
- Exhibits curiosity and a spirit of intellectual inquiry
- Effectively applies new knowledge and skills to professional practice

**Commits to Professional, Ethical, and Legal Conduct.** Committed to obeying the law and abiding by institutional, state, and national professional and ethical standards.

- Adheres to local, state, and federal rules and laws
- Complies with university and school district policies and procedures
- Follows the Kansas Educator Code of Conduct
- Exhibits good judgment when making professional and ethical decisions

**Values Positive, Caring, and Respectful Relationships.** Committed to interacting with students, colleagues, and community members with care, compassion, and respect.

- Exhibits caring, compassion, and respect for students, colleagues, and families
- Fosters positive relationships with students to promote learning
- Exhibits teaching behaviors reflecting the belief that all students can learn
- Has high expectations for all students

**Embraces Diversity, Equity, and Fairness.** Recognizes and values human differences and is committed to meet the educational needs of all students.

- Demonstrates an understanding and appreciation for differences among people and the ability to interact with people from diverse backgrounds
- Uses a range of instructional practices to meet the diverse educational needs of all students
- Advocates for the fair and equitable treatment of all students
- Interacts with sensitivity to community and cultural norms

**Commits to Wise and Reflective Practice.** Dedicated to careful reflection on instructional decisions and takes actions to improve professional competence.

- Reflects on one's teaching and develops plans to improve professional practice
- Seeks, accepts, and uses constructive feedback to improve performance
- Modifies teaching behavior when provided with new information or experience
- Exhibits creativity and innovation when attempting to improve professional competence

### **Field Experiences (EDCI 800 *Teaching Practicum* & EDCI 801 *Internship in K-12 Schools*)**

MAT students will participate in two separate field experiences. EDCI 800 *Teaching Practicum* occurs during the fall semester from September to November. This practicum consists of a 12-week placement requiring 8-10 hours per week. This course runs concurrently with EDCI 791 *Teaching Science and Mathematics in the Elementary School* and EDCI 792 *Teaching Social Studies, Reading, and Literacy* in the Elementary Schools. The practicum is designed to provide a field experience in which students apply the pedagogical knowledge developed through the EDCI 791 and 792 courses. Therefore, the field experience should span the entire semester and is not a placement that can be completed in just a few short weeks.

The EDCI 801 *Internship in K-12 schools* is the capstone experience for MAT students. This course begins in January and consists of full day placement, Monday through Friday, for 12 weeks. During the student internship, all MAT students must be prepared to dedicate full attention to the program. Students assume all duties of the teacher and require adequate preparation time. The 12-week semester should be considered a full time position. The university recommends that activities outside the classroom be held to a minimum.

The Director of Field Experiences in consultation with the Director of the MAT program will make placement assignments for both the practicum and the internship. Every effort will be made to accommodate the MAT students in terms of location and travel. All MAT students are required to complete the MAT Student Teaching Assignment Request (STAR) form located at: <http://coe.ksu.edu/systems/fieldexp/forms/MAT.html> The STAR form opens on May 15<sup>th</sup> and closes on May 30<sup>th</sup>.

In order to provide the Office of Field Experiences with sufficient information regarding location preference, please complete the online STAR form thoroughly in advance of the closing date. All MAT placements must occur in school districts that allow for the supervision of student interns through distance education. This supervision model relies heavily on videos recorded and uploaded to a secure cloud-based server. Any district unwilling to abide by the agreements in the partnership Memorandum of Agreement (MOA) will not qualify as a placement possibility. Specifically, potential school districts must agree to:

1. Allow student teachers to conduct classroom observations and lesson presentation (to include whole group, small group, and individual) under the guidance of the Cooperating Teacher;
2. Allow student teachers to use video and audio recording devices for the purpose of individual reflection and evaluation, as well as preparation of the student teacher work sample (the portfolio the University uses as an evaluation tool to inform recommendations for licensure);
3. Allow the University Contact access to the classroom for normally scheduled evaluation observations, both face-to-face and video-based, as appropriate for the placement. Placements outside local driving distance from Manhattan, Kansas, may involve evaluation observations using video recordings or live cloud-based observations (i.e., Zoom, SKYPE, GoToMeeting etc.). In cases utilizing streaming or recording devices, the School District shall have responsibility for seeking any desired or required parental awareness and approval. The University shall take reasonable steps to ensure any such video recording is not publicly accessible; and
4. Allow the student teacher and require the Cooperating Teacher to provide evaluations of the overall student teaching program.

Experiences for the practicum and internship should occur in the same placement in order to fully immerse teacher candidates in the school community. The placement process will occur prior to the beginning of the fall semester and students will be notified individually when placements have been secured and all documentation is in order. All questions regarding possible placement decisions should be addressed to the Director of the MAT program or the Director of Field Experiences.

### **Technology for Field Experiences**

All students participating in the MAT program are assigned a university supervisor during the practicum and the internship. The supervision process involves the use of a SWIVL Robot and a recording device. Each MAT student is required to purchase and use a SWIVL Robot in both the practicum and the internship. More information about the SWIVL can be found here: <http://www.engaging-technologies.com/swivl.html>.

Along with the SWIVL Robot students, need to sign up for a SWIVL Cloud pro account. To register for a SWIVL Cloud pro account follow this link: <http://www.swivl.com/>. The SWIVL Cloud account costs \$50.00 for a 12-month membership. More information regarding the SWIVL and the SWIVL Cloud will be provided as you progress in the program.

Finally, all students are required to utilize some form of tablet technology or smart phone. The personal device must be able to connect with the SWIVL Robot and SWIVL Cloud (i.e., smartphones, iPad, or Android tablets). Each personal technology device will require the SWIVL Capture application (free download) installed prior to attempting to connect to the SWIVL Robot. Additional information regarding these specific requirements can be found at <https://support.swivl.com>.

### **Documentation**

MAT students will be required to provide several documents to the Office of Field Experiences at Kansas State University. Prior to placement in Kansas Schools all interns must provide documentation of:

1. Negative Tuberculosis screening-This screening can be of one of three forms, medical examination screening and certification by a licensed physician, screening through injection, or official documentation of a chest x-ray certified non active TB by a physician.
2. Verification of viewing of Blood-borne Pathogens video:  
<http://www.schooltube.com/video/1ca745544f104474aa17/Bloodborne%20Pathogens%202014>.
3. Proof of certification in First Aid and CPR.
4. Federal background check.
5. Liability insurance provided by a national teacher organization or the MAT student's personal insurance agent. Membership in a teaching organization is generally the most cost effective method to meet this requirement.

### **Teaching and Learning Portfolio**

To ensure that all MAT students possess the necessary knowledge and competencies for effective teaching, the faculty of the Department of Curriculum and Instruction adopted a final project system—the Teaching and Learning Portfolio. The Teaching and Learning Portfolio requires students to synthesize, apply, and use ideas from the program to demonstrate teaching competence. Completed Teaching and Learning Portfolios should be uploaded to EDCI 890 by

April 1. Advisors will review and evaluate them in collaboration with the other members of the student's supervisory committee.

Specific information about the teaching and learning portfolio, including writing requirements, rubrics, and submission guidelines can be found in your EDCI 890 course, which you will have access to throughout your program.

### **Online Graduation Application**

The Graduate School requires all candidates for master's degrees to submit the [graduation application](#) via the student center in the K-State Student Information System (KSIS, formerly iSIS) *before the Final Exam form is processed*. The graduation application will add students to the list of candidates for degree completion as well as update the degree/diploma name and mailing address. In order to submit the graduation application you must log into KSIS and go to "Academics" in the "Student Center". Open the "Other Academic" list box and click "Apply for Graduation" and then click go (>>) and complete the online application.

### **Approval to Schedule Final Examination**

Early in the spring semester, students must submit the [Approval to Schedule Final Examination Form](#). Students should type their name, K-State eID, and WID on the form and email it to Shelly Houser (shouser@ksu.edu), Program Assistant. Students are not required to come to campus for a final exam. The final project serves as the final exam.

### **Graduation**

Students are welcome and encouraged to come to campus to participate in graduation ceremonies. The Graduate School recognizes graduates at University Commencement ceremonies in May. Formal participation in a University Commencement ceremony is reserved for those students who have satisfied all requirements for the degree. They must have submitted all materials, including notification of intent to participate in the ceremony, to the Graduate School by the specified deadline dates. Please visit the [Graduate School](#) website for more information.

### **Applying for a Kansas Teaching License**

At the beginning of the spring semester, you should register with [Career Center](#) to obtain access to job listings, participate in interviews, and have your resume referred to employers. In addition to registering with Career Center, you should be familiar with their services and resources, including on-campus interviews/career fairs, job search workshops (including resume writing, interview skill development, and dining etiquette), individual advising, reference files (aka credential or placement files), school district/company information and application forms, and a wealth of other career library resources.

Completion of the MAT is partial fulfillment of the Kansas State Department of Education (KSDE) requirements for a two-year initial license. The KSDE requires that all teachers pass the [PRAXIS II Principles of Learning and Teaching \(PLT\) Grades K-6](#) test as well as the [PRAXIS II Elementary Education Curriculum, Instruction, and Assessment](#) test.

To receive a Kansas teaching license, those who have completed an appropriate teacher education program must submit an application for the initial teaching license through the [Center for Student and Professional Services](#) (13 Bluemont Hall, 785-532-5524). As an applicant for a Kansas teaching license, you should be aware that the application requests information on prior felonies and diversion agreements. Conviction of certain misdemeanors and all felonies may

result in denial of licensure. Fingerprints and a KBI/FBI background check are also required upon application for an initial Kansas teaching license. Questions about this should be addressed to the university's licensing officer in 13 Bluemont Hall.

The KSDE license application form should be submitted on-line AFTER May 1 for May completers.

**Note:** Make sure your OFFICIAL Praxis II score report(s) have been sent directly from ETS/Praxis to Kansas State University. You MUST have your official PLT and CIA reports with passing scores mailed to Kansas State University DIRECTLY from ETS/Praxis BEFORE your license application is accepted and processed. To verify your score report was mailed to K-State, look on your copy of the score report for the correct code. Check the "Score Recipient(s) Requested" box (on the left side). The Code # must be 6334 with the Recipient Name of Kansas State University. If the **6334** code is not listed, you must contact ETS/Praxis at [www.ets.org/praxis](http://www.ets.org/praxis) to have an official score report mailed directly to K-State showing passing scores for the PLT and/or Content test(s).

### **Obtaining a Teaching License in Your State**

Kansas is a part of National Association of State Directors of Teacher Education and Certification (NASDTEC) maintains reciprocal teacher certification agreements with all 50 states and US Territories. Kansas is a part of National Association of State Directors of Teacher Education and Certification (NASDTEC) maintains reciprocal teacher certification agreements with all 50 states and US Territories. Check the [NASDTEC](#) website for specific certification requirements for your state.

### **Enrollment, Tuition, Online, and Additional Support Information**

#### **Wildcat ID**

The Wildcat ID (WID) is the student number assigned by the Graduate School upon admission to the University. This is a nine-digit number that always begins with an "8." It will be listed on the top of the acceptance letter. Students should maintain this number for their records. It is required to complete the Program of Study document and other official forms. It can also be found on the eID profile page in the upper right-hand side of the page. The eID profile can be found by logging into <http://eid.k-state.edu>.

#### **K-State eID**

All students are required to have a K-State eID. eID is short for electronic identity. It is the name for a student's central computer ID that serves as the primary electronic identity at K-State. The eID becomes the first part of the K-State email address (i.e., eID@ksu.edu).

To register for a K-State eID, go to <http://eid.k-state.edu>.

The eID is required to access many K-State resources:

- The university's student information system (KSIS)
- Enroll for classes
- Access eBill
- View final grades
- Use K-State email account
- Access courses through K-State Online (KSOL)
- Download university licensed software

Students must remember their eID and password. Passwords must be changed twice per year. Students lose access to e-mail and other computing resources if they do not enroll, but they do not lose access to KSIS if they keep their password current.

For more information about eIDs, go to <http://www.k-state.edu/its/eid/faqs.html>.

At K-State we take electronic safety seriously. **NEVER** provide the password for your K-State account to anybody. There are phishing scams that look official (and may even state they are being sent from the K-State I-Tech department) stating that your mailbox is full and your password must be provided to be re-configured, etc. The I-Tech department will ask you for your *eid* (the beginning tag on your e-mail) if you call them for support. **THEY WILL NEVER ASK YOU FOR YOUR PASSWORD.** If you receive a request for your K-State password, contact tech support (800-865-6143) or contact them at [helpdesk@k-state.edu](mailto:helpdesk@k-state.edu) and delete the e-mail. Do not open any links or attachments on any such request.

### **KSIS and Enrollment**

Students enroll online using the interactive [KSIS](#) system. [KSIS](#) is Kansas State University's student information system. The system manages the maintenance of student records, including enrolling in classes, accessing grades, and paying tuition.

The [KSIS Help for Students](#) is available if you have a question. Resources for specific help topics and Frequently Asked Questions are also available. For help signing in to KSIS, contact the IT Help Desk at (785) 532-7722 or toll free 1-800-865-6143.

The [Course Schedule](#) provides a listing of all classes offered during the semester, a description of enrollment procedures, an academic calendar, and other useful information.

The [Course Schedule](#) will provide the **class number**, which is needed to enroll in the course through KSIS. MAT courses can be found by clicking on the term one is registering for, then the College of Education, and then Curriculum and Instruction. Courses are listed in numerical order and have the same numbers as stated above.

### **Course Delivery**

All coursework is offered at a distance via K-State Online (KSOL), the course management system at Kansas State University. Classes are made up of readings, videos, discussion boards, or other online learning activities. Classes vary in format. There may be quizzes, tests, or papers. Students work independently; yet share comments and questions via K-State Online. Classes are delivered within a semester time frame. Fall and spring terms are 15 weeks. Summer classes vary in length.

Students use their eID and password to sign into KSOL. When the semester starts classes will appear in "My Organizer." Most professors also contact students via email the first week of classes.

### **K-State Online**

K-State Online is a comprehensive web-based learning management system that transforms the everyday classroom into interactive web sessions for the K-State community.

K-State Online offers students simple yet powerful ways to view course lectures and materials, download files provided by the instructor, upload documents and assignments in various media

formats, participate in chat rooms with a white board and message boards, be a part of a student group within their particular class, view their grades and progress reports, and communicate with their instructor via email.

### **Global Campus Student Services**

The [K-State Global Campus Student and Faculty Services](#) is your one-stop shop for information and services you need as a Kansas State University distance education student.

### **Online Learning Support**

Three graduates from the online Master of Science in Adult and Continuing Education program have shared their experiences with online learning in the following video series. The series provides a first-hand look into the fears and challenges they faced, as well as the strategies they learned to be successful.

- [Online Learning Talk Series 1/4: First Online Learning Experience](#)
- [Online Learning Talk Series 2/4: Challenges and Strategies of Online Learning](#)
- [Online Learning Talk Series 3/4: Strategies for Joining Online Discussion](#)
- [Online Learning Talk Series 4/4: Strategies for Online Group Assignment](#)

### **K-State IT Help Desk**

All courses in the MAT require use of technology and media. The K-State IT Help Desk is there to assist with questions regarding the technology used in courses. The IT Help Desk can be reached in the following ways:

Website: <http://www.k-state.edu/its/helpdesk/>

Email: [helpdesk@k-state.edu](mailto:helpdesk@k-state.edu)

Phone: 785-532-7722 or toll free 1-800-865-6143

### **Textbooks**

Students can access textbook and related course materials from links provided in KSIS and the K-State Course Schedule. Information provided includes the name of the book, author, ISBN number, and associated costs.

To find Textbook Information in KSIS or K-State Course Schedule please go [here](#).

### **Email Correspondence**

All email correspondence from K-State, including eBill information, will be sent to K-State email accounts. [WebMail](#) can be used to access K-State email accounts (see below), or many email programs can be set to check for additional email accounts including, K-State email. Most professors prefer students use K-State email accounts to avoid any problems with forwarding course documents to other email accounts.

### **Costs**

Tuition and fees for the 2016-2017 year are \$ \$551.60 per graduate credit hour for distance learning courses. Tuition is subject to change by the Kansas Board of Regents and is finalized each year for the upcoming fall semester in late June or early July.

### **Paying Tuition**

An electronic bill (eBill) detailing tuition charges will be made available by the K-State Cashier's Office. An email with information about the eBill is sent to K-State email addresses. The eBill can also be view by logging into [KSIS](#).

eBilling begins for each semester as follows: Fall - July 15th, Spring - December 15th, Summer - May 15th. The payment is due by the 14th of the next month. Any charges not paid on or before 4:00 p.m. on the due date will be subject to a 1.5% default charge. **Please do not send payment or tuition assistance forms to the Cashier's Office until receipt of the first statement.** It is the student's responsibility to drop courses. Classes will not be dropped for non-payment. Not receiving a bill does not eliminate responsibility to pay. For questions regarding eBill or payment options contact:

### **K-State Cashier's Office**

Hours: M-F, 8:00am – 5:00pm

Website: <http://www.k-state.edu/finsvcs/cashiers/>

Email: [controll@k-state.edu](mailto:controll@k-state.edu)

Phone: 785-532-6317

### **Drop Course/Refunds**

If a course must be dropped, policies and deadlines can be found [here](#).

### **View Final Grade**

Grades are not mailed. Final grade reports are viewed and printed in [KSIS](#).

### **Graded Work**

Graduate work is graded A, B, C, D, F, credit/no-credit, pass/fail, incomplete, or withdrawn. For graduate credit, the grade in a course must be C or higher. To remain in good standing, a student must maintain a cumulative GPA of 3.0 or higher.

### **Library Services**

Distance learners can get research help from librarians via e-mail, online chat, or by calling a toll-free number. See our [Ask a Librarian](#) for additional information. K-State Libraries can also assist in obtaining books, journal articles, and other library materials. Students can access the Libraries' online databases and electronic journal collections by using their eID and password. All materials in the Libraries are accessible to distance students through the Interlibrary Loan Service. Students can receive PDFs of articles and up to 50 pages of a book. Interlibrary Services will also mail books and other physical items that the Libraries own or borrow from other libraries. For more information, go [here](#).

### **K-State Library Circulation Desk**

Hours: M-F, 8:00am – 6:00pm

(785) 532-3014 or toll free at (855) 457-8542