

**Kansas State University's** *Master of Arts in Teaching*

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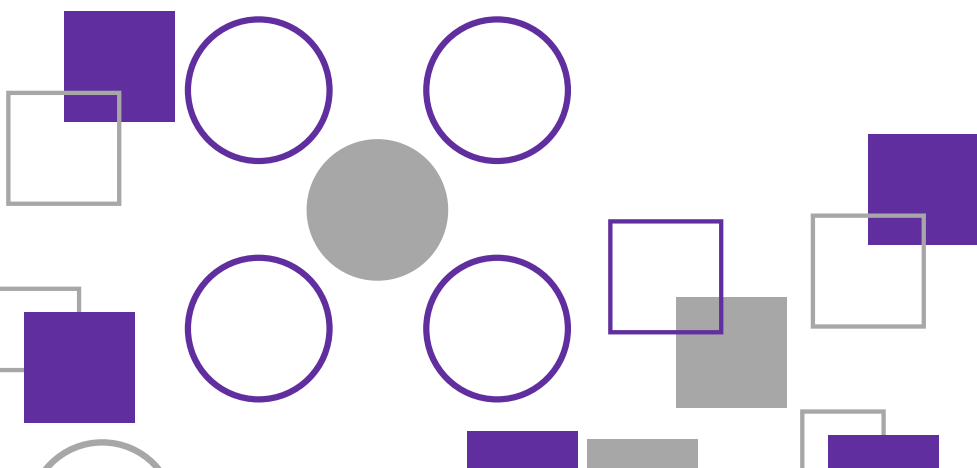
# HANDBOOK

**2024-2025**



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# 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 a Kansas initial teacher license in as few as 12 months through a 100% online curriculum. Kansas maintains reciprocal teacher certification agreements with all 50 states. For specific transfer requirements for your state, click [here](#).

## ADMISSION REQUIREMENTS

Admission to graduate study is granted by the Dean of the Graduate School upon the recommendation of the Curriculum and Instruction (C & I) 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. All materials must be received - including references - before review will begin. Typically, students are notified within two weeks of submitting a complete application.

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, demonstrate the ability to do graduate work, and provide evidence of language proficiency sufficient for the pursuit of a graduate degree).

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## ADMISSION REQUIREMENTS (CONT.)

- **Completed Online Graduate School Application**
  - Go to the [Graduate School](#) and click on “Apply Now.”
    - Follow the prompts for completing the process.
- **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.
- **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 coursework 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.
- **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?
- **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 a teacher and as a graduate student. References should not be provided by peers or friends. Enter the names and email addresses of the recommenders into the appropriate area in the online application.

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## ADMISSION REQUIREMENTS (CONT.)

- **PRAXIS Content Scores for Secondary (6-12) and Modern Languages (K-12)**

- To gain admission into the secondary MAT program, you must have a passing PRAXIS content score. To register for a test and/or purchase practice tests go to the appropriate ETS website.
  - [Agriculture \(5701\)](#)
  - [Chinese \(Mandarin\) \(5665\)](#)
  - [English Language Arts \(5038\)](#)
  - [French \(5174\)](#)
  - [German \(5183\)](#)
  - [Mathematics \(5161\)](#)
  - [Social Studies \(5081\)](#)
  - [Spanish \(5195\)](#)
- Scores need to be sent to Kansas State (6334) and to the Kansas State University Department of Education (7270).

\*\*\*Agriculture and modern languages (i.e., Chinese, French, German, Spanish, and Japanese) have limited PRAXIS availability and offerings; applicants should plan ahead. If there are problems obtaining PRAXIS scores and/or applying for MAT, contact K-State Global Campus. Scores need to be sent to Kansas State (6334) and to the Kansas State University Department of Education (7270).

- **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](#).

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## INTERNATIONAL APPLICANTS

International applicants must meet the same academic standards for admission as those required of domestic students. In addition, 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.
- Second, once the online application has been completed and all needed documentation has been provided, the MAT Application Review Committee 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:

TJ Duntz

[tduntz@ksu.edu](mailto:tduntz@ksu.edu)

As there is currently no Praxis test for Japanese, candidates will demonstrate their proficiency by taking OPI/OPIc and scoring "Intermediate High" as measured by the ACTFL Proficiency scale.

# MASTER OF ARTS IN TEACHING

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## ADMINISTRATIVE CONTACTS

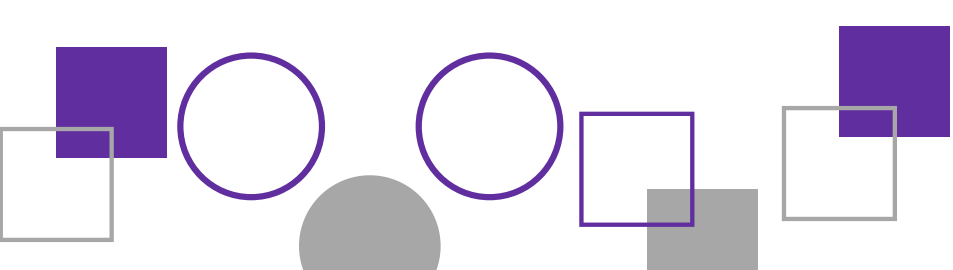
Name	Position / Description	Contact
Dr. Todd Goodson	Associate Dean & Chair	tgoodson@ksu.edu
Dr. Kay Ann Taylor	Director of Graduate Programs	ktaylor@ksu.edu
Dr. Thomas S. Vontz	Director, Master of Arts in Teaching	tvontz@ksu.edu
Dr. Eileen Wertzberger	Director of Field Experiences	ejm7777@ksu.edu

# MASTER OF ARTS IN TEACHING

*Kansas State University, College of Education*

## PROGRAM POINTS OF CONTACT

Name	Position / Description	Contact
Dr. John Ulmer	MAT Agriculture Education, 6-12	julmer@ksu.edu
Dr. Thomas S. Vontz	MAT Elementary Track, K-6	tvontz@ksu.edu
Dr. Suzanne Porath	MAT English/ Language Arts, 6-12	sporath@ksu.edu
Dr. Todd Goodson	MAT International, Non-licensure Track	tgoodson@ksu.edu
Dr. Michael Lawson	MAT Mathematics, 6-12	mlawson1@ksu.edu
Dr. Leah McKeeman	MAT Modern Languages, K-12	leahmac@ksu.edu
Dr. Thomas S. Vontz	MAT Social Studies, 6-12	tvontz@ksu.edu





# MASTER OF ARTS IN TEACHING

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## FINANCIAL AID

Financial aid is available for all MAT programs. Applying for financial assistance almost always begins with completing a Free Application for Federal Student Aid ([FAFSA](#)). MAT students need to complete both the current year's FAFSA for Summer courses as well as the next academic year's FAFSA for Fall and Spring courses. 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).

## SCHOLARSHIPS & LOAN REPAYMENT

Many states and the federal government provide incentives for talented people to become teachers. Students from outside Kansas should consult resources within their own state. If you plan to teach in Kansas, you should review the Kansas Board of Regent's Kansas Teacher Service Scholarship and the Kansas Department of Commerce's [Rural Opportunity Zones](#). 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](#).

## GRADUATE HANDBOOK

Once admitted, students should become familiar with the [Graduate Handbook](#). This handbook includes policies and procedures about advising, program of study, enrollment, transfer credits, final oral/written exam, required forms, and other aspects of the graduate program. All courses taken at Kansas State University must receive a grade of C or higher, and students must have a cumulative K-State GPA of 3.0.

## 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 will consist solely of courses previously assigned to the master's degree. MAT students will be contacted by a program administrator, 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 will then endorse the Program of Study and forward it to the Dean of the Graduate School.

# MASTER OF ARTS IN TEACHING

## FREQUENTLY ASKED QUESTIONS

### WHAT IS THE MAT?

The Master of Arts in Teaching (MAT) is a 12-month program for individuals who have a bachelor's degree outside the field of education and want to become teachers. The elementary education option focuses on grades K-6. The secondary education option focuses on grades 7-12. There are specializations in English, agricultural education, social science or modern languages, regardless of what you studied as an undergraduate student. The program is designed as a cohort model - you will complete the scope and sequence of the curriculum as a group. MAT courses are only offered during the designated semesters.

### THE MAT OFFERS TWO TRACKS TO CHOOSE FROM:

- Practitioner tracks: For admitted students who pursue the MAT while teaching full-time. Elementary practitioners are required to complete EDCI 702, EDCI 716 and be enrolled in EDCI 886 before applying for their Limited Apprentice License. Secondary practitioners must successfully pass the appropriate content PRAXIS and be enrolled in EDCI 886 before applying for the Secondary Restricted License.
- License Seeking Track: For students who pursue the MAT while continuing their current employment. Available for elementary and all secondary specializations.

### WHAT IS THE PASS RATE FOR THE TEACHER LICENSURE EXAMS?

Overall, more than 97.5% of all MAT students successfully pass their teacher licensing exams.

### HOW MUCH WILL THE PROGRAM COST TO COMPLETE?

Tuition is approximately \$16,620.03 for 31 credits. If you don't already have the required technology, you will need to purchase those items (see above). In addition, there are fees associated with testing and licensing for Kansas or other state licensures.

### IS THIS PROGRAM ACCREDITED?

Yes. The Professional Education Unit at Kansas State University is accredited by the National Council for Accreditation of Teacher Education (NCATE) and the Kansas State Department of Education (KSDE).

# MASTER OF ARTS IN TEACHING

## FREQUENTLY ASKED QUESTIONS

### **DO I NEED A SPECIFIC BACHELOR'S DEGREE TO BE ELIGIBLE FOR THE PROGRAM?**

No. If you have a bachelor's degree in any discipline, as long as it's from an accredited institution, you are eligible to apply to the elementary program. Admission to a secondary MAT does require faculty review of transcripts for sufficient coursework in the relevant discipline(s) as well as a passing content PRAXIS score.

### **HOW DO I COMPLETE THE TEACHING INTERNSHIP (FIELD EXPERIENCE)?**

You can complete your teaching internship at an accredited school near where you currently live. The program office will help coordinate your placement. You will use video technology to capture yourself as you are conducting classroom lessons. This allows the program instructors to conduct real-time and video classroom observations and evaluations. Practitioner-track students complete field experiences in their classrooms.

### **WHAT TECHNOLOGY WILL I NEED TO COMPLETE THIS PROGRAM?**

To participate in the online courses, you will need a video-enabled (i.e., one with a camera) laptop, tablet, or desktop with high-speed internet access. To participate in the teaching internship (field experience), you will need to video record teaching experiences with adequate sound and have the ability to upload video to K-State's secure server. You may use any device (e.g., tablet, phone, or camera) that allows you to accomplish this task. You must have access to high-speed internet services (either at home or school) to upload videos to the server. This platform allows for real-time feedback, grading, and critique of your teaching skills. Training and technical support will be offered throughout your time in the program.

### **WHAT TESTS WILL BE REQUIRED TO EARN MY TEACHING LICENSE?**

To become certified to teach in Kansas, you will need to complete a background check and pass the PRAXIS test that corresponds to your specific licensure area. See the COE Licensure website for more information.

# MASTER OF ARTS IN TEACHING


## *Program Requirements - 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. The best sequence will be determined during a meeting between you and the student success coordinator upon admission to the MAT.

### **Elementary Curriculum:**

- EDCI 702 - Curriculum, Instruction and Assessment (3 credits)
- EDCI 716 - Teaching Diverse Learners (3 credits)
- EDCI 710 - Social Foundations of Education (3 credits)
- EDCI 791 - Teaching Science and Math (4 credits)
- EDCI 792 - Teaching Social Studies, Reading, and Literacy (4 credits)
- EDCI 793 - Teaching Health, Movement, and Fine Arts (4 credits)
- EDCI 800 - Teaching Practicum (2 credits)
- EDCI 760 - Action Research in Education (3 credits)
- EDCI 801 - Internship in K-12 Schools (4 credits)
- EDCI 890 - Master's Project (1 credit)
- EDCI 886 - Orientation to Teaching (2 credits) (Practitioner Students Only)

### **Secondary Curriculum:**

- EDCI 702 - Curriculum, Instruction and Assessment (3 credits)
  - EDCI 716 - Teaching Diverse Learners (3 credits)
  - EDCI 710 - Social Foundations of Education (3 credits)
  - EDCI XXX - Subject-Specific Methods (EDCI 703, 705, 706, 712, or AGED 790) (3 credits)
  - EDCI 715 - Literacy in Content (3 credits)
  - EDCI 797 - Secondary Content Field Colloquium I (2 credits) F, S and U
  - EDCI 798 - Secondary Content Field Colloquium II (2 credits) F, S and U
  - EDCI 799 - Secondary Content Field Colloquium III (2 credits)
  - EDCI 800 - Teaching Practicum (2 credits)
  - EDCI 760 - Action Research in Education (3 credits)
  - EDCI 801 - Internship in K-12 Schools (4 credits)
  - EDCI 890 - Master's Project (1 credit)
  - EDCI 886 - Orientation to Teaching (2 credits) (Practitioner Students Only)
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# MASTER OF ARTS IN TEACHING

## *Secondary Practitioner Track - 33 Hours*

The MAT Secondary Practitioner Track provides an additional option and pathway to the classroom. This program allows admitted secondary MAT students to apply for Kansas teaching positions and complete their program while serving as the teacher of record.

Here is how the program works:

- **STEP 1. Admission to the MAT.**
- **STEP 2. Apply for teaching positions.**
  - You can reach out to local schools or visit Educate Kansas.
- **STEP 3. Secure a full-time teaching contract.**
  - The teaching position must be full-time and include at least 50% of FTE in the appropriate subject and grade level.
- **STEP 4. Contact K-State.**
  - After securing a teaching position, inform K-State that you are selecting the practitioner track. Email TJ Duntz at [tduntz@ksu.edu](mailto:tduntz@ksu.edu) to set up a meeting to discuss this pathway.
- **STEP 5. Enroll in EDCI 886 - Orientation to Teaching.**
  - Practitioner track students participate in an intensive week-long professional development prior to teaching that continues with individual support throughout the semester.
- **STEP 6. Apply for a Restricted License at KSDE.**
  - Apply for a Restricted License on Form 9.
- **Step 7. Successfully continue your coursework.**
  - Continue with the rest of your MAT coursework and plan as you work full-time as a teacher.

# MASTER OF ARTS IN TEACHING

## *Elementary Practitioner Track - 33 Hours*

The MAT Elementary Practitioner Track provides an additional option and pathway to the classroom. This program allows admitted elementary MAT students to apply for Kansas teaching positions and complete their program while serving as the teacher of record.

Here is how the program works:

- **STEP 1. Admission to the MAT.**
- **STEP 2. Apply for teaching positions.**
  - You can reach out to local schools or visit Educate Kansas.
- **STEP 3. Secure a full-time teaching contract.**
  - The teaching position must be full-time and approved by K-State's field experience office.
- **STEP 4. Contact K-State.**
  - After securing a teaching position, inform K-State that you are selecting the practitioner track. Email TJ Duntz at [tduntz@ksu.edu](mailto:tduntz@ksu.edu) to set up a meeting to discuss this pathway.
- **STEP 5. Enroll in EDCI 886 - Orientation to Teaching.**
  - Practitioner track students participate in an intensive week-long professional development prior to teaching that continues with individual support throughout the semester.
- **STEP 6. Apply for a Restricted LERP License at KSDE.**
  - Work with TJ Duntz to submit KSDE Form 24b for the LERP License Application.
- **Step 7. Successfully continue your coursework.**
  - Continue with the rest of your MAT coursework and plan as you work full-time in an elementary classroom.

# 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.

# THE COLLEGE OF EDUCATION

## *Conceptual Framework and MAT Learning Outcomes*

### **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 a 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

## *Masters of Art in Teaching Practicum and Internship*

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

MAT students will participate in two separate field experiences. The EDCI 800 Teaching Practicum occurs the semester prior to the internship (i.e., student teaching) and is designed for students to apply the pedagogical knowledge developed through their content-specific methods classes. This practicum consists of a 10- to 12-week field placement (six hours per week) for a total of 64 hours. The course runs concurrently with other courses. Therefore, the field experience should span several weeks as opposed to a shorter placement.

Pre-requisites for EDCI 801 Internship in K-12 schools (i.e., student teaching) include successful completion of EDCI 800 and a cumulative GPA of 3.0 or higher. To advance to student teaching, students must:

- Receive a grade of Credit/Pass in EDCI 800.
- Have a minimum of a grade of C in every class at K-State.
- Have a 3.0 GPA or higher in the MAT program and K-State GPA.
- Be recommended by faculty to student teach independent of grades.

Further, in rare instances when non-academic dispositional factors interfere with a student's ability to advance to student teaching, such students will be referred to the College of Education Qualitative Aspects Committee. The Committee will then determine if a Denial of Privilege is warranted. See: [Qualitative Aspects of Student Performance](#)

The EDCI 801 Internship in K-12 schools is the capstone field experience for MAT students. For the spring semester, this course begins in early January and ends in May, and in the fall semester, this course begins in early August and ends the first week in December; the Office of Field Experiences will provide exact dates prior to the start of the placement. It consists of a full-day, full-time placement, Monday through Friday. During the student internship, all MAT students must be prepared to dedicate full attention to the program. Students assume all duties of the teacher, which requires adequate preparation time. The student teaching experience should be considered a full-time position. The university recommends that activities outside the classroom be held to a minimum.

# FIELD EXPERIENCES

## *Masters of Art in Teaching Practicum and Internship*

The Coordinator of Field Experiences, in consultation with the Director of the MAT, 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) at least one month before their anticipated placement. Practitioners use the school and classrooms in which they serve as teachers of record for their field experiences.

To provide location preference, students must 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 distance 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:**

- Allow student teachers to engage in classroom activities and lesson presentations (to include whole group, small group, and individual) under the guidance of the Cooperating Teacher (CT).
- 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).
- 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 (e.g., GoReact). 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.
- Allow the student teacher and require the CT to provide evaluations of the overall student teaching program.

# FIELD EXPERIENCES

## *Masters of Art in Teaching Practicum and Internship*

MAT field experiences occur in the same school and classroom to fully immerse teacher candidates in the school community. 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 Field Experiences, Dr. Eileen Wertzberger ([ejm7777@ksu.edu](mailto:ejm7777@ksu.edu)).

### TECHNOLOGY FOR FIELD EXPERIENCES

Students will be provided guidance on how to record and submit teaching videos to Kansas State University for purposes of reflection, feedback, and evaluation. All questions about technology should be addressed to the Technology Coordinator, Dr. Mark Ellner ([mrellner@ksu.edu](mailto:mrellner@ksu.edu)).

### DOCUMENTATION

MAT students will be required to provide several documents to the Office of Field Experiences at Kansas State University. Prior to placement, all interns must provide documentation (on our EdCats homepage) 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 the Blood-borne Pathogens video:
  - a. Bloodborne Pathogens Video
3. Proof of certification in First Aid and CPR.
4. Federal background check.
5. Liability insurance is provided by a national teacher organization or the MAT student's personal insurance agent.



# MASTER OF ARTS IN TEACHING

*Kansas State University, College of Education*

## 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 the due date (November 1 for the fall semester, April 1 for the spring semester, and July 1 for the summer semester). 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.

## 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) 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. To submit the graduation application, you must log into KSIS and go to "Academics" in the "Student Center". Open the "Other Academic" list box, click "Apply for Graduation," and then click go (>>) and complete the online application.

## APPROVAL TO SCHEDULE FINAL EXAMINATION

Early in the final semester, students must submit the Approval to Schedule Final Examination Form. MAT Program Coordinator Laura Schwartz (lschwartz@ksu.edu) will assist students in this process. Students are not required to come to campus for a final exam. The final project, the Teaching and Learning Portfolio, 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 December and 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.

# FINISHING YOUR MAT

## *Finding a Job Getting your License*

At the beginning of the semester you plan to graduate, 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 a partial fulfillment of the Kansas State Department of Education (KSDE) requirements for a two-year initial license. To be recommended for a Kansas teaching license, KSDE requires all teachers to pass a content test. All MAT Elementary (K-6) students must pass the Elementary Education Content Knowledge for Teaching (Praxis 7811 OR 7812-7815). All MAT Secondary Students (6-12) passed the appropriate content test as a requirement of admission. For more information, go to [PRAXIS Requirements](#).

To receive a Kansas teaching license, students must submit an application for the initial teaching license through the [Center for Student Success 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 online AFTER May 1 for Spring completers, AFTER August 1 for Summer completers, or AFTER Dec 1 for Fall completers.

### **Note:**

Make sure your OFFICIAL Praxis score report(s) have been sent directly from ETS/Praxis to Kansas State University. You MUST have your official Content Test with a passing score mailed to Kansas State University DIRECTLY from ETS/Praxis BEFORE your license application is accepted and processed. To verify that your score report was mailed to K-State, look at 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 Content Test(s).



# MASTER OF ARTS IN TEACHING

*Kansas State University, College of Education*

## OBTAINING A TEACHING LICENSE IN YOUR STATE

Kansas is a part of the National Association of State Directors of Teacher Education and Certification (NASDTEC) and 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 on the upper right-hand side of the page. The eID profile can be found by logging into <https://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 <https://eid.k-state.edu>. The eID is required to access many K-State resources such as:

- The university's student information system (KSIS)
- Enroll for classes
- Access eBill
- View final grades
- Use K-State email account

Students must remember their eID and password. Your eID password does not expire. You do not need to change your password unless the password becomes compromised. Students lose access to computing resources if they do not enroll, but they do not lose access to email and KSIS as long as the password is current and not compromised; however, continued access is subject to changes in university resources and policies.

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

# MASTER OF ARTS IN TEACHING

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## **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. Upon enrollment in the May Intersession course, select the term "Summer" and select "Spring" upon enrollment in the January Intersession course within KSIS.

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 Canvas, 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.

At K-State we take electronic safety seriously. NEVER provide the password for your K-State account to anybody. Phishing scams often look official (and may even state they are being sent from the K-State IT department), stating that your mailbox is full, and your password must be provided to be reconfigured, etc. The IT 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 IT Help Desk (800-865-6143) or forward the email with the original subject line to [abuse@ksu.edu](mailto:abuse@ksu.edu) and delete the e-mail. Do not open any links or attachments on any such request.



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## **COURSE DELIVERY (CONT.)**

Students mostly work independently; yet sometimes collaborate, communicate and critique each other's work via Canvas. Students use their eID and password to sign into Canvas. When the semester starts, classes should appear in the Canvas "Dashboard." Most professors also contact students via email during the first week of classes.

## **CANVAS**

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

Canvas 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 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.

## **K-STATE ONLINE STUDENT SERVICES**

The K-State Online Student Success & Advising is your one-stop shop for information and services you need as a Kansas State University online 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

# MASTER OF ARTS IN TEACHING

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## K-STATE IT HELP DESK

All courses in the MAT require the 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: <https://www.k-state.edu/it/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 textbooks 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, 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 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; for the most up-to-date information, please visit Tuition Fees.

## 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.

# MASTER OF ARTS IN TEACHING

*Kansas State University, College of Education*

## 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 viewed by logging into KSIS. **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 the responsibility to pay.

### From the Cashier's Office:

- *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 3:00 p.m. central time on the due date, a 1.5% default charge will be assessed to the account. Bills are generated after the close of business on the 15th of the month (or the previous business day if the 15th falls on a weekend or holiday). The only exceptions are the start of the Fall and Spring semesters when bills are generated after the close of business on the first day of class. Bills generated in July are due by 3 p.m. on the first day of class in August (Fall semester). Bills generated in December are due by 3 p.m. on the first day of class in January (Spring semester). After charges are billed, they are due by 3 p.m. on the next billing date. If payments are not received by the due date and time, a 1.5% default fee will be assessed to the account. The default fee will be assessed each month until all charges are paid in full. Students are encouraged to watch their campus emails for notifications of new bills and to frequently check their Student Account (KSIS) for transactions and balances due.*

### K-State Cashier's Office

Hours: M-F, 8:00am – 5:00pm

Website: <https://www.k-state.edu/finsvcs/> Email: [cashiers@k-state.edu](mailto:cashiers@k-state.edu)

Phone: 785-532-6317

## 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 library's online databases and electronic journal collections by using their eID and password. All materials 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 library owns or borrow from other libraries. For more information, go [here](#).

Hours: M-F, 8:00am – 6:00pm (785) 532-3014 or toll free at (855) 457-8542



***EDCATS***

# KANSAS STATE

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# UNIVERSITY

College of Education