

**CHAMINADE UNIVERSITY OF HONOLULU**  
**M.ED. COURSE SYLLABUS**  
**ED 600 Introduction to the Master of Education**  
**Winter Masters 2009 Online**

<b>INSTRUCTOR:</b>	Elizabeth Park <a href="mailto:epark@chaminade.edu">epark@chaminade.edu</a> 808-735-4859 (office)      808-739-4607 (fax)
<b>OFFICE HOURS:</b>	ED 119 Office hours by appointment – please email. We can also have a live chat through eCollege – schedule through email.
<b>TIME and LOCATION:</b>	<b>Online</b> other weeks – you are required to log in at least 3 times per 2-week module during weeks we do not meet on campus.  <b>Critical:</b> Check your student email account (or have it forwarded to one you check) at least 3 times per week. All communication for this class and your graduate program will come to this address. For technical assistance with your student email account, contact <a href="mailto:helpdesk@chaminade.edu">helpdesk@chaminade.edu</a>
<b>TEXTS: (required)</b>	Szuchman, L. T. (2008). <i>Writing with style: APA style made easy</i> (4th ed.). Belmont, CA: Thomson Wadsworth. ISBN 0-495-09972-4.  Microsoft Office (Word and Powerpoint)  <b>One</b> of the following style manuals (will be used throughout your graduate or post-bac program): <i>Publication manual of the American Psychological Association.</i> (5th ed.) (2001). Washington, DC: American Psychological Association. ISBN 1-55798-791-2 [More comprehensive manual]  <i>Concise rules of APA style: The official pocket style guide from the American Psychological Association.</i> (2005). Washington, DC: American Psychological Association. ISBN 1-59147-252-0. [contains most of the most critical information of the APA manual, is smaller and more portable]
<b>LIVETEXT:</b>	Submission of Signature Assignment and other assignments as identified by instructor require a <i>LiveText</i> account. You will receive a keycode to register for LiveText from one of your instructors. (You only need to register once.)  Login to <i>LiveText</i> at <a href="http://www.livetext.com">www.livetext.com</a> For technical assistance with LiveText, contact <a href="mailto:support@livetext.com">support@livetext.com</a> Expect a 24-hour response time.

<p><b>eCollege:</b></p>	<p>Go to: <a href="http://chaminade.college.com">http://chaminade.college.com</a>  User ID: 7-digit CUH student number  Password: Last 4 digits of your SSN  Click on the Academics PSH Tab at the upper left (under the Chaminade logo).</p> <p>If you do not see your course listed or have difficulty logging in, please contact Jon Nakasone at <a href="mailto:jnakason@chaminade.edu">jnakason@chaminade.edu</a></p> <p>For <u>technical</u> questions: Contact the Chaminade eCollege helpdesk at: <a href="mailto:helpdesk@chaminade.college.com">helpdesk@chaminade.college.com</a>, or call toll free at: (866) 647-0654. This is a 24/7 helpdesk.</p>
<p><b>CATALOG DESCRIPTION:</b></p>	<p>Prepares candidates for success in the Master of Education program at Chaminade. Includes overview of the M.Ed. core courses, emphasis courses, and culminating experience. Students will be exposed to reading and writing at the graduate level and to a number of information-based and technological tools to facilitate the graduate learning process. By the end of this course, candidates should have a thorough grasp of the criteria necessary to formulate a blueprint for their graduate experience.</p>
<p><b>MAJOR COURSE TOPICS</b></p>	<p>Requirements of the Graduate Program  Resources for the Graduate Program  Writing at the Graduate Level  Technology Basics</p>
<p><b>M.ED. PROGRAM OUTCOMES:</b></p> <p>All 5 M.Ed. program outcomes are not addressed in all courses. The program outcomes emphasized for this course are highlighted in <b>BOLD</b>.</p>	<p>The M.Ed. program prepares graduate candidates who are able to apply practice, theory, leadership, scholarship and communication. Therefore, the successful candidate:</p> <ol style="list-style-type: none"> <li>1. <b>(PRACTICE) demonstrates on-going commitment to the progress and well being of the learner, to the school and professional community, and to his/her own professional and intellectual development;</b></li> <li>2. (THEORY) differentiates between and critique major theories currently driving the field as important empirical, historical, philosophical and conceptual studies;</li> <li>3. (LEADERSHIP) applies reform-based practice characterized by caring, mutual respect for diverse populations, collaboration and actively involving students in experiences that allow the construction of meaning and promotion of self-responsibility for learning;</li> <li>4. (SCHOLARSHIP) demonstrates the ability to critique and analyze academic literature and research methodology; and</li> </ol>

	<b>5. (COMMUNICATION) composes academic prose for a variety of audiences including peers, professors, and the larger professional community.</b>	
<b>STUDENT LEARNING OUTCOMES:</b>	<b>Outcomes</b>	<b>How will outcome be achieved? (e.g., Assignments, reading, lecture, fieldwork, etc.)</b>
	<ol style="list-style-type: none"> <li>Understand the requirements and desired outcomes of the M.Ed. program.</li> <li>Identify information-based and technology tools to facilitate the graduate learning process.</li> <li>Produce professionally written papers using APA style.</li> <li>Use technology tools effectively.</li> <li>Use presentation tools effectively.</li> </ol>	<ol style="list-style-type: none"> <li>Reading, searching online catalog and handbook.</li> <li>Lecture, tutorials.</li> <li>Reading and completing assignments from text.</li> <li>Reading, tutorials, document creation.</li> <li>Tutorials, document creation.</li> </ol>
<b>ACADEMIC REQUIREMENTS:</b>		
<b>Signature Assignment</b>	Create a blueprint to guide your graduate program.	30 points
<b>Other Assignments</b>	LiveText Webpage	5 points
	LiveText page of resources, contact information	5 points
	Exercises from <i>Writing with Style</i>	25 points
	Weekly Discussions and Assignments	35 points
<b>Grading Scale</b>	<p>This is a credit/no credit class.</p> <p>You must earn a minimum of 75 points to receive credit.</p> <p>Late work will be penalized 10% per day.</p>	
<b>UNIVERSITY POLICIES:</b>	<p><b>Attendance</b></p> <p>This is a one-semester hour class, which would usually meet one night a week for approximately 1.5 hours. In addition, outside assignments may be expected to require two hours for every hour of class time. Online classes will have time for online discussion as well as other assignments equivalent to the time required for an on campus class. However, it must be recognized that online classes may take more time than traditional classes, depending on the speed of the technology used, the expertise of the user, and other factors. You can therefore expect to spend 3 – 5 hours per week on this class.</p> <p>Students are expected to attend regularly all courses for which they are registered. Students should notify their instructors when illness prevents</p>	

them from attending class, and make arrangements to complete missed assignments. Notification may be done by calling the instructor's campus extension, or by sending an email to the instructor. It is the instructor's prerogative to modify deadlines of course requirements accordingly. Any student who stops attending a course without officially withdrawing may receive a failing grade.

**The Education Division has adopted the following attendance policy:**

- 1) **Absences totally more than 10% of the number of classes will result in a lowering of the overall grade by one letter grade. A student who misses 20% or more should drop the class.**

**Graduate (10 classes): More than one absence lowers grade one letter.**

- 2) **Tardy: 10% of class time is equivalent to ½ class absence**

**Graduate (4 hour class): 25 min. = ½ class absence**

**Writing Standards**

All work submitted by Chaminade University students must meet the following writing standards. Written assignments should:

1. Use correctly the grammar, spelling, punctuation, and sentence structure of Standard Written English.
2. Develop ideas, themes, and main points coherently and concisely.
3. Adopt modes and styles appropriate to their purpose and audience.
4. Be clear, complete, and effective.
5. Carefully analyze and synthesize material and ideas borrowed from sources. In addition, the sources of the borrowed material should be correctly acknowledged to avoid plagiarism.

**Plagiarism** - "Plagiarism is the offering of work of another as one's own. Plagiarism is a serious offense and may include, but is not limited to, the following:

1. Complete or partial copying directly from a published or unpublished source without proper acknowledgment to the author. Minor changes in wording or syntax are not sufficient to avoid charges of plagiarism. Proper acknowledgment of the source of a text is always mandatory.
2. Paraphrasing the work of another without proper author acknowledgment.
3. Submitting as one's own original work (however freely given or purchased) the original exam, research paper, manuscript, report, computer file, or other assignment that has been prepared by another individual.

Please refer to your Student Handbook, General Catalog, and the Education

	<p>Division Policy Manual for other important institutional and academic policies including more detailed information regarding Plagiarism, Classroom department, Freedom of Expression, Add/Drop, Disabilities, and others.</p>
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