

The Salem College Graduate Catalog includes the official announcements of academic programs and policies. Graduate students are responsible for knowledge of information contained therein. Although the listing of courses in this catalog is meant to indicate the content and scope of the curriculum, changes may be necessary and the actual offerings in any term may differ from prior announcements. Programs and policies are subject to change from time to time in accordance with the procedures established by the faculty and administration of the College.

Salem College welcomes qualified students regardless of race, color, national origin, sexual orientation, religion or disability to all the rights, privileges, programs and activities of this institution.

Salem College is accredited by the [Commission on Colleges of the Southern Association of Colleges and Schools](#) (SACS) to award baccalaureate and master's degrees. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call (404) 679-4500 for questions about the accreditation of Salem College. The Department of Teacher Education at Salem College is accredited by the National Council for Accreditation of Teacher Education (NCATE), [www.ncate.org](http://www.ncate.org). This accreditation covers initial teacher preparation programs and advanced educator preparation programs at Salem College. All specialty area programs for teacher licensure have been approved by the North Carolina Department of Public Instruction (NCDPI).

Salem College is an equal-opportunity educational institution as defined by Title VI of The Civil Rights Act of 1964.

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## **PREFACE**

Salem College is an independent college committed to the liberal arts and quality professional preparation. Founded by the Moravian Church in 1772 as a school for girls, Salem strives to set its signature upon its students by encouraging them to recognize and strengthen their human faculties and their capacities for service, professional life, and leadership. In light of evidence that such powers flourish when women live and learn within a community dedicated to their education, Salem affirms its commitment to young women in a residential setting. As a result of the historical evolution of its mission, the College educates both men and women in the community through the Martha H. Flier Center for Adult Education and the Graduate Program in Education.

Salem believes that a liberal education endows students with a fundamental understanding of the human condition, of our cultural and spiritual heritage, and of our pluralistic and technological society. The College provides a rigorous academic program which fosters clarity of thought and expression, and enables students to become familiar with the humanities, the natural and social sciences, the fine arts and to concentrate on a chosen field. Building on its liberal arts foundation, the College offers pre-professional and career programs that prepare students for creative and productive lives after graduation.

Drawing on our Moravian heritage in education, Salem College seeks to be a community of scholars. Its faculty is committed to excellence in teaching and advising, continued scholarship and concern for the intellectual and personal growth of students. Acting as mentors and friends, the faculty provides Salem students with the challenges, individual attention and encouragement requisite to the development of confident, independent learners. By its commitment to self-government and the honor code, the College preserves a humane community of shared values in which each member is treated with dignity and respect. Salem's size, campus environment and diverse student body enrich the sense of community.

Located in Historic Old Salem in the city of Winston-Salem, the College seeks to demonstrate the relevance of more than two centuries of liberal education to the demands of contemporary society. Salem provides a special environment where students experience the rewards of rigorous academic work; expand their capacity for creative, analytical and ethical thought; and prepare for positions of leadership and responsibility in a changing world.

Salem College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools (SACS) to award the baccalaureate and master's degrees. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call (404) 679-4500 for questions about the accreditation of Salem College.

## **Salem College Statement of Values**

Rooted in the distinct Moravian commitment to education, our core values are:

### *Learning Grounded in the Pursuit of Excellence*

Instilling commitment to scholarly inquiry

Educating the whole person

Transforming knowledge into action

### *Learning Grounded in Community*

Recognizing individual potential

Embracing diversity

Exemplifying honor

### *Learning Grounded in Responsibility to Self and the World*

Developing personal accountability

Cultivating leadership

Preparing global citizens

## **Salem College Mission Statement**

Salem College, a liberal arts college for women, values its students as individuals, develops their unique potential and prepares them to change the world.

**SALEM COLLEGE CALENDAR  
2014-2015**

**2014 Fall Term**

August 23	Saturday	New Student Orientation begins
August 25	Monday	Orientation
August 26	Tuesday	Opening Convocation (7:00 pm)
August 27	Wednesday	Classes begin (8:00 am)
September 3	Wednesday	Deadline to drop or add courses without a grade (5:00 pm)
September 24	Wednesday	Fall Fest Day (classes suspended)
October 3	Friday	Fall Break begins (5:15 pm)
October 8	Wednesday	Classes resume (8:00 am)
November 26	Wednesday	Thanksgiving Recess begins (8:00 am)
December 1	Monday	Classes resume (8:00 am)
December 9	Tuesday	Last day of classes
December 10	Wednesday	Reading Day
December 11	Thursday	Examinations begin (8:30 am)
December 15	Monday	Examinations end (5:15 pm)

**2015 January Term**

January 5	Monday	January Term begins (8:00 am)
January 19	Monday	Martin Luther King, Jr. Day (classes suspended)
January 30	Friday	January Term ends (10:00 pm)

**2015 Spring Term**

February 2	Monday	Classes begin (8:00 am)
March 20	Friday	Spring Break begins (5:15 pm)
March 30	Monday	Classes resume (8:00 am)
April 5	Sunday	Easter
April 6	Monday	Easter Monday (classes suspended)
April 22	Wednesday	Celebration of Academic Excellence (classes suspended)
April 24	Friday	Founders Day Convocation (4:15 pm)
May 13	Wednesday	Last day of classes
		Honors Convocation (4:00 pm)
May 14	Thursday	Reading Day
May 15	Friday	Examinations begin (8:30 am)
May 19	Tuesday	Examinations end (5:15 pm)
May 23	Saturday	Commencement

**2015 Summer Term I**

May 26	Tuesday	Classes begin
June 25	Thursday	Last day of classes
June 26	Friday	Examinations begin
June 27	Saturday	Examinations end

**2015 Summer Term II**

July 6	Monday	Classes begin
August 6	Thursday	Last day of classes
August 7	Friday	Examinations begin
August 8	Saturday	Examinations end

## **INTRODUCTION TO SALEM COLLEGE DEPARTMENT OF TEACHER EDUCATION**

The early Moravians who settled in Salem, believing that young women as well as young men would profit from education, began a school for girls in 1772. This school evolved into a boarding school for girls and young women in 1802, Salem Female Academy in 1866 and a college for women in 1890. Today, Salem College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools (SACS) to award baccalaureate and master's degrees.

As early as the 1850s, Salem Academy was recognized as providing preparation for the teaching profession. When formalized licensure practices were initiated in North Carolina, Salem College adapted its curriculum to meet the requirements of the state. The teacher education program of the College has been accredited by the state of North Carolina since 1964; the most recent accreditation visit took place in the spring of 2008.

Today, Salem College continues its commitment to both liberal arts and the preparation of teachers with two graduate degree programs: the Master of Arts in Teaching (M.A.T.) and the Master of Education (M.Ed.). These two graduate programs offer post-baccalaureate students the chance to prepare for or to enhance a career as a classroom teacher. The M.A.T. program is designed for the college graduate who seeks professional teaching licensure and a master's degree. The M.Ed. program is ideally suited for licensed teachers wanting to enhance their professional practice and obtain a master's degree.

Salem College offers teacher education programs at the graduate level in the following areas.

- Academically and Intellectually Gifted (AIG), add-on initial licensure
- Art (K-12), M.A.T.
- Birth-Kindergarten (B-K), add-on initial licensure
- Elementary Education (K-6), M.A.T. *or* M.Ed.
- English as a Second Language (ESL, K-12), add-on initial licensure
- Language and Literacy (K-12), M.Ed.
- Second Languages (K-12), M.A.T.
- Middle Grades (6-9): *Language Arts, Mathematics, Social Studies, Science*, M.A.T.
- Reading (K-12), add-on initial licensure
- School Counseling, M.Ed.
- Secondary (9-12): *Comprehensive Science, English, Mathematics, Comprehensive Social Studies*, M.A.T.
- Special Education General Curriculum (K-12), M.A.T. *or* M.Ed.

All programs are designed to meet the Interstate New Teacher Assessment and Support Consortium (INTASC) Standards as well as the North Carolina Professional Teaching, Specialty and Graduate Standards, which are described below.



## **INTASC Standards**

1. *Content Pedagogy*  
The teacher understands the central concepts, tools of inquiry and structures of the discipline he or she teaches and can create learning experiences that make these aspects of subject matter meaningful for students.
2. *Student Development*  
The teacher understands how children learn and develop, and can provide learning opportunities that support a child's intellectual, social and personal development.
3. *Diverse Learners*  
The teacher understands how students differ in their approaches to learning and creates instructional opportunities that are adapted to diverse learners.
4. *Multiple Instructional Strategies*  
The teacher understands and uses a variety of instructional strategies to encourage student development of critical thinking, problem solving and performance skills.
5. *Motivation and Management*  
The teacher uses an understanding of individual and group motivation and behavior to create a learning environment that encourages positive social interaction, active engagement in learning and self motivation.
6. *Communication and Technology*  
The teacher uses knowledge of effective verbal, nonverbal and media communication techniques to foster active inquiry, collaboration and supportive interaction in the classroom.
7. *Planning*  
The teacher plans instruction based upon knowledge of subject matter, students, the community and curriculum goals.
8. *Assessment*  
The teacher understands and uses formal and informal assessment strategies to evaluate and ensure the continuous intellectual, social and physical development of the learner.
9. *Reflective Practice: Professional Growth*  
The teacher is a reflective practitioner who continually evaluates the effects of his or her choices and actions on others (students, parents, professionals in learning community) and who actively seeks out opportunities to grow professionally.
10. *School and Community Involvement*  
The teacher fosters relationships with school colleagues, parents and agencies in the larger community to support students' learning and well-being.

## **North Carolina Professional Teaching Standards**

The North Carolina Professional Teaching Standards are published on the website of the North Carolina Professional Teaching Standards Commission.

## **North Carolina Specialty Area Standards**

The North Carolina Specialty Area Standards are published on the website of the North Carolina Department of Public Instruction.

## **North Carolina Graduate Teacher Candidate Standards**

The North Carolina Graduate Teacher Candidate Standards are approved by the North Carolina State Board of Education.

1. *Teacher Leadership*  
Teacher leaders assume the roles and responsibilities of collaborative leaders in schools and communities. Teachers demonstrate leadership in their classrooms, schools and professional organizations; they advocate for students and effective educational practices and policies; and they are role models for ethical leadership.
2. *Respectful Educational Environments*  
Teacher leaders model leadership by establishing a positive and productive environment for a diverse population of students, their families, and the community. Teachers are knowledgeable about cultures and global issues and how they are contextualized locally. Teachers help colleagues develop effective strategies for students with special needs. They encourage positive, constructive relations among colleagues and students.
3. *Content and Curriculum Expertise*  
Teacher leaders have a deep knowledge of the subjects they teach and understanding of curriculum theory and development. They value collaboration and the interconnectedness of disciplines. They understand the importance of curriculum relevance in engaging students in content.
4. *Student Learning*  
Teacher leaders facilitate student learning through evidence-based practice informed by research. They understand and apply research in child and adolescent development, cognitive development, and general and specialized pedagogy. They encourage critical reading, writing and thinking in the learning process. They foster instructional and evaluation methods that embrace variety and authenticity. They promote student reflection and self-assessment. They encourage colleagues and students to take on leadership roles and work in teams.
5. *Reflection*  
Teacher leaders contribute to systematic, critical analysis of learning in their classrooms and beyond. They are lifelong learners who model and support ongoing professional development. Teachers embrace critical thinking, problem solving, and innovation.

## **Goals of the Graduate Teacher Education Program at Salem College**

Candidates for initial licensure at Salem College

1. understand the nature of learning from a constructivist perspective
2. believe all students can learn
3. accept responsibility for creating the conditions of learning for all students
4. model best constructivist practice in teaching, classroom management, assessment and use of technology
5. reflect upon their teaching using higher-level cognitive processes
6. develop appropriate professional relationships with all members of the learning community and model ethical behavior.

Candidates for the Advanced Master's Competency licensure will be:

1. informed consumers of educational research
2. skilled action researchers in their classrooms
3. effective leaders in their school settings.

### **Conceptual Framework**

Teacher education programs at Salem College are based upon our conceptual framework of *Learning for All Students*. We seek to help candidates demonstrate two basic dispositions: the belief that all students are learners and the belief that teachers are responsible for creating the conditions of learning for all students. Licensure candidates at Salem College pursue the following educational goals and outcomes: 1) to understand the nature of learning (constructivism); 2) to believe that all students can learn (diversity); 3) to accept responsibility for creating the conditions of learning for all students; 4) to model best constructivist practices in teaching, class-room management, assessment and use of technology; 5) to reflect upon teaching, using higher-level cognitive processes; and 6) to demonstrate and promote professionalism.

### **Accreditation**

Salem College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools (SACS) to award baccalaureate and master's degrees. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call (404) 679-4500 for questions about the accreditation of Salem College. The Department of Teacher Education at Salem College is accredited by the National Council for Accreditation of Teacher Education (NCATE). This accreditation covers initial teacher preparation programs and advanced educator preparation programs at Salem College. Additionally, Salem's teacher education programs are approved by DPI (Department of Public Instruction) of North Carolina.

### **Equal Opportunity Policy**

Salem College Department of Teacher Education welcomes qualified students regardless of gender, race, color, national origin, religion, or disability to all the rights, privileges, programs, and activities of this institution.

### **Family Educational Rights and Privacy Act of 1974**

Salem College complies with the Family Educational Rights and Privacy Act of 1974 (FERPA) as amended. This act protects the privacy of educational records, establishes the right of students to inspect and review their educational records and provides guidelines for the correction of inaccurate or misleading data through informal and formal hearings. Students also have the right to file complaints with the FERPA Office concerning alleged failures by the institution to comply with the act.

Under this act, Salem College is permitted to release directory information [the student's name, photo, e-mail address, home and residence hall address, home and residence hall telephone listing, date and place of birth, major, participation in officially recognized extracurricular activities, dates of attendance, enrollment status (full-time or part-time) degree, awards and most recent previous educational institution attended.] However, it is Salem College's policy not to

release lists of student names and addresses or telephone numbers to outside parties with the exception of state and federal agencies, or as required by law. Any student who wishes to place a further privacy hold on any of the above directory information must notify the registrar in writing.

Questions concerning FERPA may be referred to the Office of the Registrar.

Transcripts from other institutions which have been submitted to Salem College become the property of Salem College and cannot be returned or reissued.

### **Graduate Education Council**

- a. **Jurisdiction:** The Graduate Education Council is charged with planning and monitoring graduate studies programs, and for creating appropriate policies and procedures for program administration.
- b. **Membership:** Director of Graduate Studies, chair; all full-time faculty members who teach graduate courses; Director of Libraries, ex officio; one graduate student; one faculty member elected at-large.
- c. **Organization and duties:**
  1. Develop and monitor policies and procedures for graduate studies
  2. Develop and monitor graduate admissions, degree completion requirement, and retention policies
  3. Hear and act upon student appeals
  4. Develop and oversee curriculum for graduate studies program
  5. Approve schedules for graduate studies programs
  6. Recommend curriculum revisions to the Curriculum Committee
  7. Assess programs
  8. Monitor accreditation standards
  9. Prepare accreditation materials and participate in accreditation visits
  10. Review and act upon proposals from the Graduate Subcommittee for Academic Planning that involve graduate studies programs
  11. Assist in the recruitment of graduate students

## ADMISSIONS INFORMATION

### Application

Application materials are available electronically at [www.salem.edu/graduate](http://www.salem.edu/graduate). Hard-copy materials may be obtained by writing or calling:

The Department of Teacher Education – Box 33  
Salem College  
601 South Church Street  
Winston-Salem, NC 27101  
(336) 721-2658

New students may begin in any term; however, all application materials and test scores must be received by the graduate education office before any final admissions action will be taken. A nonrefundable application fee of \$30 (waived for Salem College alumnae) must be included with the application materials.

Salem offers two graduate degrees: the Master of Education (M.Ed.) and the Master of Arts in Teaching (M.A.T.). See specific admission requirements below.

### Specific Admission Requirements – Master of Education (M.Ed.)

The M.Ed. degree is offered to licensed practitioners who intend to remain in the classroom and who seek to increase their professional knowledge and skills. This program will provide the practitioner with the opportunity to develop excellence in teaching as well as leadership skills and research. Currently, the M.Ed. degree is offered in Elementary Education (K-6), Special Education (K-12), Language & Literacy (reading, K-12), and School Counseling (K-12).

#### *M.Ed. Program Admission*

Application requirements for admission to the **M.Ed. program** include:

1. submission of a complete application packet, including two reference letters/forms, a signed statement of adherence to the college honor code, a CPL (Candidate for Professional Licensure) form and an immunization record (or evidence that one is on file with Salem College)
2. submission of an official transcript from a regionally-accredited college or university showing completion of a baccalaureate degree
3. submission of a copy of the candidate's teaching license
4. submission of a writing sample (see application for prompt and directions)
5. a \$30 application fee (waived for Salem alumnae)
6. an interview with the Director of Teacher Education or The Director of Graduate Studies in Education, and acceptance by the Graduate Education Council
7. completed background check

### Specific Admission Requirements – Master of Arts in Teaching (M.A.T.)

The M.A.T. degree is offered in Art (K-12), Elementary Education (K-6), General Curriculum Special Education (K-12), and Middle (6-8)/Secondary (9-12) content areas. Candidates completing phase 1 of these programs qualify for initial (A-level) licensure; candidates qualify for advanced competency (M-level) licensure and a graduate degree at the conclusion of phase 2.

The M.A.T. programs are also appropriate for teachers who are currently licensed, but not in one of these areas. Add-on licensure programs in academically and intellectually gifted (AIG), birth-kindergarten, English as a second language (ESL), and reading are available for teachers who already hold valid teaching licenses in other areas.

#### *M.A.T. Program Admission*

Admission to the **M.A.T. programs** occurs in two phases. Phase 1 of the program is a licensure phase; application requirements include:

1. submission of a complete application, including two reference letters/forms, a signed honor code, a CPL (Candidate for Professional Licensure) form, a background authorization form and an immunization record (or evidence that one is on file with Salem College)
2. submission of an official transcript from a regionally-accredited college or university showing successful completion of a baccalaureate degree
3. a 2.5 cumulative undergraduate GPA or completion of a previous graduate degree
4. a \$30 application fee (waived for Salem alumnae)
5. an interview with the Director of Teacher Education or the Director of Graduate Studies in Education, and acceptance by the Graduate Education Council

Upon successful completion of phase 1, students may make application for admission to graduate candidacy, or phase 2. Requirements for admission to phase 2 of the M.A.T. program include:

1. submission of the Graduate Studies Application to Enter M.A.T. Phase 2
2. writing sample (see application for prompt and directions)

Students who do not meet the requirements for admission to the graduate program (phase 2) may complete teacher licensure (phase 1). However, completion of the licensure phase (phase 1), even with an acceptable grade point average, does not automatically qualify one for admission to the graduate degree (phase 2) program. Taking courses as a special student does not automatically qualify the student to enter the graduate degree (phase 2) program.

#### **Admission to Obtain Add-On Licenses**

Add-On licensure programs are available for Academically and Intellectually Gifted (AIG), birth-kindergarten (BK), English as a Second Language (ESL), and reading (K-12). Students with a baccalaureate degree and a valid NC teaching license may apply for an add-on licensure program. Application requirements include:

1. submission of a complete application, including two reference letters/forms, a signed honor code, and a CPL form
2. submission of a copy of a valid NC teaching license
3. a \$30 application fee (waived for Salem alumnae)
4. an interview with the Director of Teacher Education or the Director of Graduate Studies in Education, and acceptance by the Graduate Education Council

#### **Admission to Pursue Selected Graduate Coursework (Special Student Status)**

A student with a baccalaureate degree from an accredited institution may enroll for selected coursework at the graduate level as a “special student.” This designation is particularly well-suited for lateral-entry teachers seeking to clear their license, but special student status does not

automatically guarantee the student subsequent admission to the graduate program. If a “special student” later applies to the graduate program and is accepted, credit earned on courses already taken may be applied to the degree, provided the course grade is B or better.

Application requirements for admission to selected graduate coursework include:

1. submission of a complete application
2. Regional Alternative Licensure Center (RALC) planning sheet (if applicable)
3. a \$30 application fee

### **Notification of Admission**

Each applicant will be notified of the acceptance or rejection of his or her application for admission within two weeks, once all application requirements have been met. Any appeal of the decision must be made in writing within ten (10) days to The Director of Graduate Studies in Education.

### **Additional Admissions Information**

A licensed teacher who seeks to earn an initial teaching license may enter the M.A.T. program. A teacher licensed, but not currently teaching, may enter the M.Ed. program.

The College retains the right to inspect undergraduate transcripts for the appropriate breadth of liberal-arts courses for entrance to the M.A.T. programs and the appropriate professional coursework and practicum experience for entrance to the M.Ed. programs. Candidates may be required to pursue supplemental undergraduate coursework if deficiencies are perceived.

### **Transfer Credit Policy**

Up to six (6) graduate credit hours (2 three-credit courses) may be transferred from another accredited institution into a Salem College graduate degree program. Official transcripts from the credit-granting institution must be submitted to the graduate education office. Acceptance of transfer credit is subject to the approval of the Director of Teacher Education. Transfer credit will not be given for courses with a grade lower than a B or for undergraduate education courses.

### **Appeals**

Any appeal of admission or transfer credit decisions will be decided by the Graduate Education Council (GEC). Appeals must be made in writing to the Director of Graduate Studies in Education. The Director will present the appeal to the Graduate Education Council for deliberation and will report the GEC’s decision back to the candidate.

### **Salem College Graduate Orientation**

An orientation may be held for new graduate students prior to the beginning of the fall and spring terms. Candidates who have been accepted into the graduate program will be notified of upcoming orientation sessions. In order to obtain additional information about Salem’s programs, prospective candidates are also welcome to attend.

## FINANCIAL INFORMATION

### Tuition and Fees

Tuition is determined by credit hours attempted. For 2014-2015, graduate tuition has been set to \$388 per semester credit hour (\$1164 per typical three-credit course).

Other fees include:

Application Fee	\$ 30.00
Returned Check Fee	\$ 25.00/each
Graduation Fee	\$ 55.00
Parking	\$ 30.00/semester or \$60.00/year
Technology Fee (campus programs)	\$150.00/year
Technology Fee (fully online programs)	\$245.00/year

### Refunds

Students enrolled in graduate courses may receive a full refund *if they drop courses prior to the last day of the drop/add period*. No refunds will be given for courses dropped at a later date.

## FINANCIAL AID

Students must be formally admitted into either a degree or licensure program to obtain financial aid. Financial aid awards are based upon an analysis of the Free Application for Federal Student Aid (FAFSA). The FAFSA can be completed online at [www.fafsa.gov](http://www.fafsa.gov). For more information, call the Financial Aid Office at [\(336\) 721-2808](tel:3367212808) or visit them in Lehman Hall. Appeals regarding decisions and financial eligibility for financial aid awards should be made through the Financial Aid Office.

PLEASE NOTE: If you are in phase 1 of the MAT Program you must complete your FAFSA as follows in order to be eligible for Federal Student Aid. (If these questions are not answered in the manner indicated below, it could result in a change to your financial aid eligibility.) Phase 1 students should input the following on their FAFSA:

- Grade level.....5<sup>th</sup> year undergraduate
- Program..... teaching credentials
- Working on Master's? .....No

**(Students are not considered to be working on their Master's degree until they are admitted to phase 2.)**



## **Scholarships**

The Nancy Hayes Scholarship is an award of \$500 given yearly in memory of Nancy Hayes, a former Salem College student who majored in elementary education. The award is based on both merit and financial need. To be eligible to receive this award, the student must be accepted into the Master of Arts in Teaching (M.A.T.) program in elementary education, must have completed a minimum of 12 semester hours and must have a 3.5 GPA or above. The award will be determined and awarded in the spring of each year by the department of teacher education and graduate studies. The award is non-renewable.

The Mary Ann Campbell Davis Education Fund (prize) is an award of \$500, to be given yearly, beginning in spring 2007, at the annual Honors Convocation. Mary Ann Campbell Davis (C'74) established this fund to be given to a senior undergraduate student who is seeking teaching licensure with preference given to an elementary education teacher candidate. The student should maintain a GPA of 3.5 or above, have strong teaching evaluations, and have demonstrated commitment to the teaching profession.

The Strong Scholar was first awarded in 2011, named in honor of Hattie M. Strong. This \$5000 award is given to one student (undergraduate, Fler, or graduate) during the student teaching/practicum semester. Every student is offered the opportunity to apply for this award as part of the student teaching application (form attached to application). A committee of education faculty chooses one winner each semester. The award is non-renewable.

The Teachers as Practitioners Benevolence Fund was established in March 2013 through a grant from the Kate B. Reynolds Charitable Trust in Winston-Salem. The Fund was established to benefit both traditional and adult students during their student teaching/practicum semester. To be eligible, these students must be living in Forsyth County at or below 200% of the federal poverty level and planning to obtain teaching positions in Forsyth County. The maximum award per student is \$5000.

## **Loans**

Graduate students at Salem College may be eligible for Federal Direct Student Loans.

Federal Direct Student Loans are federally insured loans, administered by the federal government, for students enrolled at least half-time in an approved degree or certificate program. Eligibility is determined in accordance with federal regulations and determined by responses to the FAFSA. A loan is made in the student's name and becomes repayable on a monthly basis six months after the student leaves school or drops to less than half-time study. (For graduate students, an academic load of three credit hours is required for half-time status.) The interest rate is fixed annually with a cap of 8.25 percent.

Subsidized loans may be awarded to Phase 1 students only and are based on need as determined by the FAFSA. These types of loans have the interest paid (subsidized) by the federal government during in-school enrollment and grace periods. All other graduate students are

awarded unsubsidized loans only. These types of loans dictate that students will be required to pay interest on a monthly basis or capitalize their interest during in-school and grace periods.

### *Federal Direct PLUS Loans for Graduate Students.*

Graduate students can take out a Direct PLUS Loan to help cover education expenses. The terms and conditions applicable to the PLUS Loan for Parent also apply to Direct PLUS Loans for graduate and professional students. To be eligible, you must not have an adverse credit history. Unlike Parent PLUS applicants, student applicants are required to complete the FAFSA. In addition, before you can receive a Direct PLUS Loan, the Financial Aid Office must have determined your maximum eligibility for Direct Unsubsidized Loans.

Information on Federal Direct Student Loans is available from the Financial Aid Office and its website, [www.salem.edu/financialaid](http://www.salem.edu/financialaid).

Graduate students may also apply for private educational loans at a variety of lending institutions such as banks or credit unions. Information on private loans is the responsibility of the borrower. Salem College does not have a preferred lender list for private/alternative loans.

Financial aid awards are made for no more than one academic year and must be renewed each year the student is enrolled in the College. Renewal of financial aid will depend upon completion of a FAFSA and maintenance of satisfactory academic progress (SAP) and demonstration of continued financial need by the student. You may view the current SAP policy on the Financial Aid webpage at [www.salem.edu/financialaid](http://www.salem.edu/financialaid) and click Satisfactory Academic Progress from the menu.

### **Summer School**

Summer School at Salem College is considered a trailer for financial aid purposes. This means that if you attend summer school, it will be calculated as financial aid for the previous academic year. Therefore, if you have accepted all of your eligibility during fall and spring, there may not be funds available for you to receive aid in summer.

For purposes of federal financial aid programs at Salem College, an *academic year* is a period of time (normally a minimum of 30 weeks or fall plus spring semester) during which a full-time undergraduate student is expected to complete a minimum of 24 credit hours.

Annual grant limits are tied to the completion of an *academic year*.

*Award year* refers to the specific enrollment period. The "normal" award year at Salem College is the fall and spring semesters (currently the 2014-2015 year). *Award years* run from July 1 to June 30.

A *cross-over payment period* is any period that includes both June 30 and July 1. For the purposes of federal financial aid programs, this period must be assigned to a specific financial aid award year. These years begin each July 1.

- Salem College offers a number of summer sessions in an effort to be responsive to the needs of the student body. For the purposes of all federal aid programs, the separate sessions are combined into one cross-over payment period.
- The **2014-2015 Free Application for Federal Student Aid (FAFSA)** will be used to determine eligibility for all federal aid programs for the 2015 summer semester. Students who are entering Salem College for the first time during the 2015 summer session should complete the form online at [www.fafsa.gov](http://www.fafsa.gov).

Students must be meeting federal satisfactory academic progress guidelines at the end of the 2015 spring semester in order to continue to participate in federal aid programs for the summer.

Eligibility for federal student loans is limited to the difference between the amount borrowed during the previous fall/spring semesters and the maximum loan limits for each specific grade level as set by the U.S. Department of Education.

You must be registered for **and maintain** at least **three** hours before we can award you summer financial assistance. The Pell Grant for undergraduate students is the only exception to this.

### **Satisfactory Academic Progress (SAP)**

The federal and state governments require each educational institution to define standards of progress for students seeking financial aid. All students who wish to qualify for financial aid while attending Salem College will be assessed on the following criterion at the end of each semester, including summer:

- Minimum grade point average
- Minimum course/credit hour completion rate
- Has not exceeded 150% of required courses/credit hours
- Completion of a degree within a maximum number of courses/credit hours

These standards are applied uniformly to all Salem College financial aid applicants. If a student meets these standards, they are eligible to be considered for financial aid. If a student does not meet these standards, they will not be eligible to receive financial aid. Procedures for re-establishing financial aid eligibility are described in this policy.

Financial aid is defined as all federally-funded aid programs and all state-funded student assistance programs (except as otherwise noted).

In this policy, “eligible for financial aid” means that a student meets the standards of the Satisfactory Academic Progress (SAP) Policy for Financial Aid. A student must also meet all other financial aid requirements in order to receive financial aid.

### **Minimum Grade Point Average**

Student’s cumulative and semester GPA must meet standards established by the Salem College Academic Catalog. If your cumulative GPA falls below the minimum standard, you will be placed on Financial Aid Warning for the next semester. If you continue to not meet the GPA standard, you will be placed on Financial Aid Probation and must submit an appeal. Financial aid will be cancelled immediately for any student who is academically excluded.

<i>Class</i>	<i>Required GPA</i>
Graduate Students	3.000

### **Minimum Course/Credit Hour Completion Rate Requirement**

At the end of each academic semester (including summer) a graduate student must earn a minimum of 67% of the courses they were registered for at the end of drop/add. Drop/add is usually five days into the semester; please check the course schedule for specific dates. Students must also complete 67% of their cumulative attempted hours.

This completion requirement measures both semester and cumulative courses/credits and is referred to as *pace*. Pace defines the rate at which a student must progress to ensure educational program completion within the maximum timeframe.

**number of hours student attempted x 67% = number of hours student must successfully complete**

#### *Graduate Student Example*

For the semester, if a student has a total of 6 credit hours at the end of drop/add, then the student would have to complete at least 4 credit hours to remain eligible for further financial aid ( $6 \times .67 = 4$ ).

Cumulatively, if a student has attempted 21 credit hours, then the student must have cumulatively completed at least 14 credit hours to remain eligible for further financial aid ( $21 \times .67 = 14$ ).

### **Completion of a Degree Within a Maximum Number of Courses/Credit Hours**

Students are eligible to receive financial aid for a maximum of 150% of the courses/credit hours required for the degree. Graduate students may receive financial aid for a maximum of 150% of the hours required for the degree.

You are meeting the Completion Rate Requirement if:

**overall attempted courses/credit hours < = 150% of courses/credit hours required for the degree**

## **General Information**

Grades of F, W, NC (no credit), or I are not acceptable for SAP.

## **Re-establishing Financial Aid Eligibility**

The Financial Aid Office will notify students of their failure to meet the standards of this policy. Each student is responsible for knowing their own status, whether or not they receive this notification. If a student is not making SAP, they will be placed on Financial Aid Warning for the following semester. Students who fail to meet the minimum requirements at the end of the Financial Aid Warning semester will be placed on Financial Aid Probation. At that time, they will lose eligibility for federal financial aid until such time that the minimum SAP requirements have been met. All students placed on Financial Aid Probation as a result of the failure to meet these SAP standards have the right to appeal.

- **Financial Aid Warning** is a *warning* that the student has failed to meet the minimum SAP requirements. The student has one (1) semester, including summer, to meet the minimum SAP requirements. Students will be notified by the Financial Aid Office if they are placed on Financial Aid Warning. **Students may receive federal funds during their warning period. However, students who fail to meet the minimum SAP requirements at the end of the warning period will be placed on Financial Aid Probation.**
- **Financial Aid Probation** is when a student fails to meet the SAP requirements after their warning period. **Students will not receive federal funds during their probation period until they submit all documentation for their appeal, and it is approved.**

*Students may receive a maximum of two Financial Aid Probations during their academic career at Salem College. After the second probation, students will no longer be eligible for federal financial aid.*

Students who fail to meet the standards of this policy may re-establish their financial aid eligibility at Salem College in one of two ways:

1. *The student can earn the number of courses/credit hours for which they are deficient or improve their GPA without financial aid. **These hours may be earned at Salem, or, they may be earned at another institution and transferred to Salem for any term after the deficiency occurs.*** Students should get prior approval from the Graduate Office and the Registrar's Office to ensure that courses taken at another institution will be accepted. After the deficiency is resolved, the student must submit a written appeal requesting the Financial Aid Office to review their eligibility to receive financial aid.

2. If there were circumstances beyond the student's control that prohibited the student from keeping the standards of this policy, and those circumstances are now resolved, the student may submit a written appeal to the Financial Aid Office, according to the SAP appeal calendar.

### **SAP Appeal Calendar**

To receive financial aid for any semester, you should appeal no later than 5:00 p.m. on the last day of drop/add of the semester you wish to attend.

### **SAP Appeal Process**

Salem College students who are on Financial Aid Probation have the right to appeal.

Students may obtain a **Salem College SAP Appeal Application** from the Financial Aid Office. The appeal documents should be based on one of the following categories:

- **Death in the immediate family or relative**
- **Illness/injury or medical condition**
- **Extenuating/mitigating circumstances**

Appeals must include a detailed written description of the extenuating circumstances that occurred during the semester in which the student failed to meet this policy. The appeal ***must*** also include all necessary documentation to support the existence of the circumstances described and evidence that the circumstances have been resolved. Students are encouraged to contact Ida Turner Davis, Director of Academic Support, at (336) 721-2822 to develop an **Academic Plan**. This may be submitted with your appeal.

Students will be notified in writing of the decision of the appeal committee within two weeks of all documentation being received. (***Please note that students are responsible for any charges incurred until the appeal committee has rendered a decision.***)

Appeals may be approved or denied.

- **Approved appeals** – A student whose appeal is *approved* will be eligible to receive federal financial aid for the approved semester.
- **Denied appeals** – A student whose appeal was *denied* may take courses at their own expense until they meet the minimum SAP requirements. If an appeal is denied, the student may submit a second appeal to the financial aid director. Once the appeal has been reviewed by the director, notification will be sent to the student along with any other options available. If an appeal is denied a second time, the student is only eligible for private/alternative loans.

**Students seeking to re-establish financial aid eligibility remain ineligible to receive financial aid assistance until the appeal process is complete and a decision has been made by the**

**Financial Aid Office. Students should be prepared to pay tuition, fees, and other educational expenses until they have been approved to receive financial aid.**

## **Enrollment and Withdrawals**

Graduate students' *initial* financial aid awards are based on full-time status. If you are not enrolled full-time at the end of drop/add, your award will be adjusted. If you are enrolled less than half-time, your award will be canceled.

6+ credit hours = full-time

- 3 to 5 credit hours = half-time
- < 3 credit hours = less than half-time (ineligible for financial aid)

If you withdraw from Salem or stop attending classes before attending 60 percent of the term, any refund of money will be made first to the financial aid program from which you benefited for that term. In addition, you may be required to repay some or all of the financial aid funds you received for the term. *You should always talk with a financial aid administrator before dropping a course or withdrawing from Salem College.*

## **Return of Title IV Funds Policy**

If a student finds it necessary to withdraw from all classes during a semester, they may be eligible to receive a refund of tuition based upon the timing of the withdrawal.

### ***Official Withdrawal***

Students who wish to withdraw from Salem College are required to meet with the appropriate dean (traditional students meet with the Associate Dean for Undergraduate Studies; Fler Center students meet with the Dean of the Fler Center, and Graduate Students meet with the Director of Graduate Studies) and complete a written form. If the student withdraws from the College, their grades in those courses are governed by the published deadlines. Fler Center students who do not wish to withdraw from the College, but who choose not to register for a given term after completing one or more regular terms are considered “step-out” students, and are not required to re-apply for admission.

### ***Unofficial Withdrawal***

A student who leaves Salem College or stops attending courses without officially withdrawing will be administratively withdrawn and will receive a grade of WF (or NC, for courses graded P/NC) for those courses. The date of withdrawal is the midpoint (50%) of the semester. The student will be financially responsible for the payment of all tuition and fees, and will be responsible for the repayment of federal financial aid, if applicable.

### ***Determining Aid Earned***

If a student withdraws from Salem College, then the school, or the student, or both may be required to return some or all of the federal funds awarded to the student for that semester. The federal government requires a return of Title IV federal aid that was received if the student

withdrew on or before completing 60% of the semester. Federal funds, for the purposes of this federal regulation, include Pell Grant, Supplemental Educational Opportunity Grant, Unsubsidized Stafford Loans, Subsidized Stafford Loans, Perkins Loans, and Parent PLUS Loans. The formula used in this federal "return of funds" calculation divides the aid received into earned aid and unearned aid.

A student "earns" financial aid in proportion to the time they are enrolled up to the 60% point. The percentage of federal aid to be returned (unearned aid) is equal to the number of calendar days remaining in the semester when the withdrawal takes place divided by the total number of calendar days in the semester. For example, if a student was enrolled for 20% of the semester before completely withdrawing, 80% of federal financial aid must be returned to the aid programs. If a student stays through 50% of the semester, 50% of federal financial aid must be returned.

For a student who withdraws after the 60% point-in-time, there is no unearned aid. However, the school must still complete a return calculation in order to determine whether the student is eligible for a post-withdrawal disbursement.

#### **Return of Title IV Federal Financial Aid**

The school satisfies its responsibility by repaying funds in the student's package in the following order:

- Unsubsidized Stafford Loan
- Subsidized Stafford Loan
- Perkins Loan
- Parent PLUS Loan
- Pell Grant
- FSEOG
- Other Title IV Grant Funds

Keep in mind that when Title IV funds are returned, the student borrower may owe a balance to the institution and/or the U.S. Department of Education. If a student fails to repay federal funds, they may be ineligible for future federal financial aid.

#### **State Funds**

Please be aware the State requires that Salem College perform a return calculation based on your withdrawal date for any state grant funds received. Therefore, a portion of your state grant may be returned as a result of your withdrawal.



## ACADEMIC POLICIES

### **Governing Catalog**

The catalog issued the year in which a student enters the graduate program at Salem College as a fully-admitted student governs the degree and licensure-area requirements, provided that coursework is completed within five years of entrance and that the student's enrollment has not been interrupted for one calendar year or more. Changes to specific courses and/or evidences required for the degree and/or licensure may be necessary in order to conform to state of North Carolina requirements. A student may petition the Graduate Education Council with a request to follow the general degree requirements listed in a *subsequent* catalog in force during her period of enrollment. Any student who is approved for readmission after an absence of one calendar year or more will be bound by all requirements of the catalog in force in the student's semester of re-enrollment after readmission.

### **Academic Advising**

The candidate will have an initial interview with the Director of Teacher Education or the Director of Graduate Studies in Education prior to admission; at this meeting, the course of study will be established. Any exceptions to established course requirements must be approved by the Director of Teacher Education or the Director of Graduate Studies in Education.

Upon enrollment, the candidate will be assigned an advisor from among the graduate faculty. She/he may also continue to consult with the Director of Teacher Education or the Director of Graduate Studies in Education.

### **Academic Load**

A full-time graduate course load will be six (6) hours (two three-hour courses) per term. Half-time status will be defined as three (3) credit hours. In order to meet particular financial aid criteria, additional credit hours/term may be required.

The M.A.T. programs are offered in two phases. Phase 1 culminates with initial licensure, and phase 2 (graduate candidacy) leads to the graduate license and the master's degree. Phase 2 has been designed to be completed during the candidate's first few years of teaching.

Thirty-three (33) hours are required for phase 1 of the M.A.T. in elementary education or special education; twenty-seven (27) hours plus possible undergraduate content area credit hours are required for phase 1 of M.A.T. in middle/secondary grades. Phase 2 of the M.A.T. is offered in two permutations. Phase 2X requires 15 credit hours of graduate core and specialty coursework; phase 2L requires eight (8) credit hours in graduate core coursework and 24 credit hours of additional specialty content.

The M.Ed. program has been designed for teachers who are currently in the classroom and may be completed on a part-time basis over two to three years. Thirty-six (36) hours are required for the elementary, language and literacy and special education M.Ed. programs.

## Grading

Salem College uses the following system of grading:

A	4.00	C+	2.33
A-	3.67	C	2.00
B+	3.33	C-	1.67
B	3.00	F	0.00
B-	2.67		

Our department uses the following course grading scale:

A	95-100%	C+	83-84%
A-	93-94%	C	80-82%
B+	91-92%	C-	78-79%
B	87-90%	F	77% and below
B-	85-86%		

*Other valid grades are:*

I	Incomplete; grade deferred
P	Pass (To earn a grade of “P” (pass) for a course that is graded pass/no credit, the student must earn at least the equivalent of a B- (2.67).
NC	No credit
W	Withdrawal

- A = Distinction as demonstrated by excellence in effort and quality of work extending beyond the minimal requirements of assignments, substantiated through tests, papers, discussions, etc.; clearly reflects a creative and superior understanding of topic areas; outstanding professional writing skills.
- B = Quality expected of a graduate student which shows an adequate integration of topics via tests, papers, discussions, etc.; average professional writing skills.
- C = Quality not up to the standards of graduate work, demonstrated by below-average performance in fulfilling assigned requirements; shows minimal effort in understanding topics as substantiated through tests, papers, discussions, etc.; below-average professional writing skills.
- F = Failure to fulfill course requirements.
- I = Incomplete. See policy below.

### *Incomplete (Grade I) Policy*

A grade of I is a temporary indication on the student’s record that the requirements of the course have not been completed for justifiable reasons. A grade of I may only be granted by a faculty member to a student who cannot complete her/his course work due to illness, accident or death in her family. Students requesting an Incomplete for reasons other than these conditions must submit an appeal to the Graduate Education Council. Such requests must be made by the student and should be accompanied by a written recommendation from the faculty member. It is the student’s responsibility to maintain contact with the faculty member and to ensure that her work is submitted to the faculty member in a timely fashion. By Friday of the seventh full week of the regular term immediately following the term in which the I was earned, the instructor must submit a change-of-grade form, indicating a replacement grade, to the Office of the Registrar. If no grade is submitted by that date, the I is converted to an F. Replacement grades for Incompletes earned in a fall or January term course must be on record by the end of the seventh full week of the following spring term. Replacement grades for Incompletes earned in a spring or summer term course must be on record by the end of the seventh full week of the following fall term.

### **Grade Appeal Policy**

Student appeals of grades earned in a course are welcomed on a professional basis by the faculty. Students must explain to the instructor involved their specific disagreement with the grading outcome. If the matter is not resolved at this level, the student may then take the matter to the Director of Teacher Education or the Director of Graduate Studies in Education (or to the Dean of Undergraduate Studies if the Director of Teacher Education or the Director of Graduate Studies in Education is the instructor involved in the appeal). If the matter is not resolved at the director's level, the student may then refer the matter to the Vice President of Academic and Student Affairs & Dean of the College for a final decision.

### **Minimum Grades / Requirements for Persistence**

If a graduate student earns one (1) F or more than two (2) C's in graduate courses – regardless of his/her status (degree, licensure only, or special student) – he or she will not be permitted to continue to enroll in graduate courses. Appeals regarding persistence and or re-admission to the Department of Teacher Education must be made in writing to the Director of Graduate Studies in Education who will present them to the Graduate Education Council for deliberation and decision.

Graduate students must have a 3.0 cumulative grade point average in all graduate courses at Salem College, to be permitted to enter the Teachers As Practitioners (Student Teaching) term, to be permitted to enter the Graduate Research Seminar semester and to be recommended for licensure (initial or advanced competency).

### **Checkpoints**

Progress checkpoints have been established at various points during the program. At some checkpoints, candidates' progress will be evaluated with input from school-based cooperating teachers and administrators. Checkpoints are typically established at admission, admission to Teachers as Practitioners semester (EDUC 594/599), application for initial licensure, application for Graduate Candidacy, and application for advanced competency licensure.

### **Teachers as Practitioners (TAP) Semester**

All candidates for licensure in the M.A.T program will complete the TAP Semester, a full term of supervised/guided practice (student teaching) experience in a school within the Winston-Salem/Forsyth County Schools *or* within an adjoining county. Graduate candidates have either the fall or spring terms as options for the TAP semester. Candidates may take no other courses during student teaching. All required coursework must be completed prior to student teaching.

Graduate candidates for initial licensure must *apply* for the TAP Semester on or before the published deadline of the term preceding the term in which they will student teach.

Fall TAP semester application deadline: March 1<sup>st</sup> of the preceding term

Spring TAP semester application deadline: October 1<sup>st</sup> of the preceding term

Students approved for the TAP semester must register for EDUC 599, Teachers as Practitioners, as well as the companion seminar EDUC 594, Teachers as Practitioners Seminar. EDUC 599 and EDUC 594 will be graded pass/no credit.

Each student teacher will be evaluated using the state-required LEA/IHE Certification of Teaching Capacity Form. This is a collaborative evaluation completed by the cooperating teacher, the Salem supervisor and the candidate. Successful student teaching experiences require the approval and certifying signature of school officials. All candidates also prepare an extensive portfolio to document their progress toward meeting state teaching standards and program dispositions for teaching. All portfolios will be completed, evaluated and archived electronically using the Foliotek web-based assessment system, [www.foliotek.com](http://www.foliotek.com).

### **Professional Research Seminar Semester**

All candidates for advanced competency licensure will complete a full-term Professional Research Seminar (EDUC 699) semester as a capstone to their graduate studies. Prior to this semester, students must complete and receive approval of the IRB application for the College. During this term, graduate candidates will complete the Master Practitioner Portfolio (MAPP - an advanced competency reflective portfolio) and the Action Research Thesis (ART). The MAPP will demonstrate candidates' advanced competency with the North Carolina Specialty Area Standards particular to their graduate degree. The MAPP will be completed, evaluated and archived electronically using the Foliotek web-based assessment system, [www.foliotek.com](http://www.foliotek.com). The ART is a written research paper and oral defense that demonstrates candidates' competency with the North Carolina Graduate Standards. The ART will be also be archived electronically using Foliotek.

All other graduate coursework must be completed before the Professional Research Seminar term, and candidates may not take any other coursework simultaneously with the Professional Research Seminar.

Candidates will be assigned a graduate faculty member (knowledgeable in the specialty area) to serve as a mentor/advisor for the Professional Research Seminar. This faculty mentor will approve the application for the Professional Research Seminar Term as well as evaluate the MAPP and the written portion of the ART.

In order to receive a grade of P for EDUC 698/699, Professional Research Seminar, and to be recommended for graduation and for advanced competency licensure, candidates must present and successfully defend the ART to an oral defense panel. The oral defense presentation will be scheduled once in each of the spring, summer and fall terms. Any three professors from the Department of Education may serve as the oral defense panel; candidates will not be told in advance which faculty members will serve.

All oral defense presentations are audio-recorded. Each professor in attendance will score the candidate's oral presentation according to a holistic rubric established for this purpose. Candidates who earn a score of nine (9) or better receive a pass for the ART. Candidates who receive a total score of six (6), seven (7), or eight (8) (with no less than two points awarded per faculty member) must compose a written defense to specific questions within three days

following the oral presentations. Candidates must earn a score of nine (9) on the written defense in order to receive a pass for the ART. Candidates who earn any faculty score of less than two (2) or a cumulative score of five (5) or less will not pass the ART.

Candidates who earn a score of 11 or 12 on the oral defense presentation will receive an accolade of *Pass With Distinction*.

### **Graduation Requirements**

To be eligible for graduation, the student must:

1. Complete all course requirements, as reflected in a degree audit, including:
  - a. *M.A.T Candidates:*
    - Successfully completion (with a grade of P) of the Teacher As Practitioner guided practicum (student teaching)
    - Completion of the practicum portfolio
    - Receive recommendation for licensure, including receiving a passing score on the appropriate Praxis II Specialty Area exams (if applicable). Praxis II scores must be received by Salem College before the degree will be granted. Praxis tests are required for “highly qualified” status by candidates in elementary education and special education.
  - b. *M.Ed. Candidates:*
    - Successful completion (with a grade of P) of the Professional Research Seminar semester, including the MAPP and the written portion of the ART
2. Pass the oral defense presentation of the ART.
3. Obtain an overall grade point average of 3.0 or above.
4. File an application for graduation and pay the required graduation fee.

All degree requirements must be completed within five (5) years of initial enrollment in the program.

Degrees are conferred in May, December and August. However, actual graduation ceremonies are held only in May. Students graduating in December or August may choose to participate in the ceremony held the following May.

### **Transcripts and Grade Records**

Grades and records may be accessed through the secure Salem Information System (SIS) portal on the Salem College website. Grade reports are not mailed to students. Students may request official copies of their academic transcript from the Office of the Registrar ([www.salem.edu/transcripts](http://www.salem.edu/transcripts)). A fee is payable in advance of the release of each transcript. Please note that transcripts cannot be released for students who are indebted to the College or if any other holds (including, but not limited to, library fines, unreturned equipment or missing immunization records) are on the student’s record.

## **Student Records (FERPA)**

The Family Educational Rights and Privacy Act of 1974 (FERPA), also known as the Buckley Amendment, was passed and put into effect in January 1975. Salem College complies with FERPA as amended. The purpose of the law is to protect the College student against the wrongful use of personal information and permit the student to know what material is maintained in her educational record. The law provides that information from student educational records may be released without prior consent of the student in such instances as:

1. to either parent, if the student is a dependent of either parent according to the IRS tax code;
2. to faculty and staff of Salem College who have an educational interest in the student;
3. to certain government agencies specified in the legislation;
4. to an accrediting agency in carrying out its function;
5. in emergency situations where the health or safety of the student or others is involved;
6. to educational surveys where individual identification is withheld;
7. in response to a properly issued judicial order or subpoena;
8. in concession with financial aid.

Under the law, a student may request and have access to her official records and files. The registrar and placement office files excluded from student access are:

1. confidential information placed in the record before January 1, 1975;
2. medical and psychological information;
3. private notes and procedural matters retained by the maker or substitutes;
4. financial records of parents.

A student may challenge any data in her educational record that she considers inaccurate or misleading or in violation of privacy or other rights of the student. The student shall file a written challenge with the dean of the College. A committee made up of the dean of the College and two members of the Academic Appeals Subcommittee, appointed by the dean of the College, will review and rule on any challenge. Transcripts from other institutions which have been submitted to Salem College become the property of Salem College and cannot be returned or reissued.

The College is permitted to make public certain “directory information” which may include name, home and residence hall address and phone numbers, home and school email addresses, photo, date and place of birth, major, participation in officially recognized extra- and co-curricular activities, dates of attendance, enrollment status (full-time or part-time), previous institutions attended, degree and awards. However, it is Salem College’s policy not to release lists of student names and addresses or telephone numbers to outside parties with the exception of state and federal agencies or as required by law.

Questions concerning the Family Educational Rights and Privacy Act (FERPA) may be referred to the Office of the Registrar. Any student who wishes to place a further privacy hold on the release of directory information must notify the registrar in writing.

## **Background Checks and Drug Screening**

In order to ensure compliance with North Carolina professional teacher licensure eligibility requirements, all candidates for initial licensure will be required to have a background check prior to admission to the M.A.T. program. A drug screening will be required prior to admission to the Teachers as Practitioners (TAP) semester (student teaching). These requirements may be waived for students who are currently employed by organizations that required a background

check and/or a drug screening. Such candidates must provide written evidence of clear screenings to the Director of Teacher Education.

All applicants will complete the Candidate for Professional Licensure (CPL) form as required by the state. This form requires that candidates document a felony or crime other than a minor traffic violation to determine eligibility for a teaching license in N.C.

During their programs, graduate students who are convicted of a felony or crime (other than a minor traffic violation) should notify the Director of Teacher Education or contact the Licensure Division of the North Carolina State Department of Public Instruction in Raleigh regarding continued eligibility for licensure.

### **Immunization Records**

In adherence with North Carolina state law, all candidates are required to submit, as part of the application process, documentation of having met the immunization requirements applicable to the student's age and degree program (or evidence that such documentation is on file with the human resources department of the candidate's employer). The form and guidelines for completing the immunization record are included with the application materials.

The completed immunization record must be received and approved by the Director of Health Services BEFORE the student will be allowed to attend class. The immunization record should be submitted directly to the Health and Counseling Center located in the lower level of Clewell Residence Hall. Staff is available to accept immunization records and to answer questions Monday through Friday from 8:30 a.m. to 12:00 noon and from 1:00 pm to 4:00 p.m. Records may also be faxed to (336) 917-5763. The phone number is (336) 721-2713.

### **Class Attendance**

Students are expected to attend classes regularly and promptly. The individual faculty member has the right to establish attendance regulations for his or her classes and the responsibility to inform students of these regulations at the beginning of each term. Students assume responsibility for class attendance by meeting the standards set by their instructors and are also responsible for discussing with the faculty member any extenuating circumstances that affect their attendance. If the student is absent from class, it is her responsibility to meet with her faculty members who will determine whether or not the absence was excused and how missing work will be handled. Authority for granting excused absences or extensions for missed class time or assignments rests with each individual faculty member. Faculty may request that the students provide written verification of health or counseling appointments, but this information serves as notification/verification only.

In the event of a family emergency or an extended illness that results in absence from more than two class sessions, students may contact the Director of Teacher Education who will provide information regarding the absences to the appropriate faculty. The director does not excuse absences.

## **Criminal Records**

All applicants will complete the Candidate for Professional Licensure (CPL) form as required by the state of N.C. This form requires that candidates document a felony or crime other than a minor traffic violation to determine eligibility for a teaching license in N.C.

During their programs, graduate students who are convicted of a felony or crime (other than a minor traffic violation) should notify the Director of Teacher Education or contact the Licensure Division of the North Carolina State Department of Public Instruction in Raleigh regarding continued eligibility for licensure.

Graduate candidates are also required to complete a background check (at admission) and a drug screening (prior to the Teacher as Practitioner semester). Information on both will be provided as part of the admissions and Teachers as Practitioners (student teaching) application materials.

## **Sexual Harassment**

Salem College reaffirms its belief that the quest for knowledge can only flourish in an atmosphere free from sexual harassment and will continually take steps for the prevention of such behavior. Conduct in violation of this policy may result in disciplinary action. Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors or other verbal or physical conduct of a sexual nature when:

- submission is made by an express or implied term or condition of employment or status in a class, program or activity
- submission to or rejection of the behavior is used to make an employment or educational decision (such as hiring, promotion or grading a course)
- the conduct has the purpose or could be reasonably judged to have the effect of interfering with a person's work or educational performance
- the conduct has the purpose or could be reasonably judged to have the effect of creating an intimidating, hostile or offensive environment for work or learning.

The College has considered the rights and concerns of both the complainant and the accused in the following special procedures for redress of incidents of sexual harassment:

### *Grievance Board*

1. The President of Salem College will appoint a standing grievance board to receive complaints of sexual harassment from students, faculty and staff members. The Board will emphasize mediation and conciliation, and will rely on discreet inquiry, persuasion, confidentiality, and trust in dealing with complaints brought for its consideration. When the Board cannot resolve a complaint to the satisfaction of those concerned, it will, in an advisory capacity, refer the matter with recommendations to the President of the College. All members of the Salem community are expected to cooperate fully with the Board.
2. The Board will be composed of seven members: three faculty members, the Dean of the College, the Dean of Students, two staff members and three faculty alternates (two faculty members and one staff member). Members of the Board will serve three-year terms and no more than two terms consecutively. Initial appointments will be made to the Board for one, two or three year terms to assure a regular rotation of the Board membership each year. The President's appointments will be guided by consideration of



continuity, experience and sensitivity to the concerns of students, faculty and staff. Recommendations for Board membership may be made by any member of the Salem community; in addition, the President will solicit recommendations from appropriate representative groups. After the initial appointments, the President will seek the advice of the existing Board and appropriate representative groups on new appointments.

3. The President will appoint a chairperson of the Board. This member will act as convener of the Board and will facilitate administrative operations and equitably assign Board members responsibilities for Board activity.

#### *General Procedure for Students, Faculty, and Staff Members*

1. Any student, faculty member or staff member may ask questions about procedures, seek advice or lodge a complaint to any member of the Board, either orally or in writing. No one will be penalized for inquiring about or reporting incidents of sexual harassment. A complainant should be assured that confidentiality will be maintained to the fullest extent possible; however, no promise of inaction or anonymity can be made once a complaint has been lodged. The chairman of the Grievance Board must be informed in writing of any formal complaints made to the Board members within five days after the complaint has been received. The individual will be encouraged to make a written complaint; if she/he declines, consultation and advice from a Board member is still available.
2. Malicious gossip or unsubstantiated hearsay about individuals with regard to sexual harassment may irreparably affect the standing of any member of the Salem community. False statements will be considered as a violation of this policy. In the event that the Board observes a pattern of complaints against the same individual over a period of time, it shall notify the President and the individual involved and may conduct an investigation.
3. The Board will be generally available to consult with the Salem community on the issue of sexual harassment, and will be responsible for helping to educate the College about issues related to sexual harassment.
4. The Board will refer matters that do not fall under its purview to the President or appropriate officer of the college for action.

#### **Student Grievances and Appeals**

Salem College's Department of Teacher Education publishes policies regarding appeals of admission, grading and grade appeals, appeals regarding retention, judicial review of Honor Council rulings, the appeal of financial aid awards, and the appeal of campus parking/traffic citations. These policies and procedures may be found in the respective sections of the Salem College Graduate Catalog. Salem College graduate students who have concerns in areas not covered by these policies may seek resolution through the following general grievance policy and procedure:

Candidates are encouraged first to try to resolve other concerns themselves by talking directly with the College personnel involved. If resolution is not reached, students may file a written grievance with the Director of Teacher Education. This process should be initiated as soon as possible, preferably within 30 days of the occurrence. The student should complete the Student Grievance Form, which is available in the Office of Teacher Education, and submit it to the director. The director will review the written grievance and respond to the student within 15 business days (while the College is in session). Depending upon the nature of the grievance, the

director may request that all parties involved meet to mediate the situation and find a reasonable solution.

If the matter is not resolved in consultation with the Director of Teacher Education, the student may then refer the matter to the Graduate Education Council. The student should submit a letter addressed to the Graduate Education Council describing the grievance to the Director of Graduate Studies in Education. The director will present the letter then to the Graduate Education Council for deliberation and decision and will report the Graduate Education Council's decision back to the student.

If the Graduate Education Council's resolution is not satisfactory to the student, she/he may refer the matter in writing to the vice president for academic and student affairs and dean of the College for further consideration.

If you were unable to resolve a complaint through the institution's grievance procedures, please submit a complaint to:

North Carolina Post-Secondary Education Complaints  
c/o Terrence R. Scarborough  
University of North Carolina General Administration  
910 Raleigh Road, Chapel Hill, NC 27515-2688

*Contact Information:*

Email: [trscarborough@northcarolina.edu](mailto:trscarborough@northcarolina.edu)

Phone: (919) 962.4558

### **The Honor Tradition**

The Honor Tradition is a vital and unifying aspect of the Salem College community that encourages each member to ethical and responsible living. The Honor Code is upheld by the entire student body and stands on the principle of mutual respect. It is only as strong as the community that lives by it. Graduate students are bound by the Salem College Honor Code.

The Honor Tradition is longstanding at Salem College and is highly regarded by students, faculty, staff and administration. In keeping with its custom, each student assumes full responsibility for her/his actions in all phases of life at Salem. Such a tradition is only possible in a community that respects the individual and maintains a commitment to communication. Every student is responsible for encouraging other students to uphold the Honor Tradition.

### **The Honor Code**

Salem College is a community of honor. I will show respect for my community by behaving with honesty, integrity and civility.

As a responsibility to my honor community:

- I will show respect for my classmates and faculty by maintaining honesty in my academic work and refraining from cheating.

- I will show respect for my community and peers by maintaining integrity and honesty in my daily life and refraining from stealing and lying.
- I will show respect for faculty, staff and members of the administration by maintaining civility and refraining from disruptive and abusive language and behavior.

I will acknowledge responsibility and accept the consequences of my actions. In choosing Salem College, I pledge to uphold the principles of the Honor Code and will cherish and guard its traditions.

## **The Graduate Honor Council**

The Graduate Honor Council acts as a neutral body established to hear all cases involving possible Honor Code infractions. The Council does not judge the accused student as a person but rather judges the student's action as it relates to the Honor Tradition.

The Graduate Honor Council is chaired by the Director of Graduate Studies in Education, and includes the Director of Teacher Education, the chair of the undergraduate Honor Council, at least one graduate faculty member, and a Graduate Education Council student representative. Any member of a judicial body who has a role or personal interest in a case must recuse her/himself from the proceedings related to that case.

## **Honor Code Infractions**

Infractions of the Honor Code will be investigated and acted upon by the Graduate Honor Council. The Graduate Honor Council will handle cases related to test and examination procedures; cases involving the unauthorized removal of library materials; and issues of plagiarism or dishonesty. The administration of the College reserves the right to investigate and take any action in any violation of the Honor Code. The Director of Teacher Education will hear minor infractions. The administration will hear cases of the most serious nature including alleged violations of the following policies: weapons, illegal drugs, hazing, harassment, and other cases of an urgent nature (such a when there is immediate danger to one or more students).

Procedures for reporting Honor Code infractions:

### *A. Self-reported infractions*

Acknowledging an Honor Code violation is the first step in correcting it. A student who wishes to acknowledge a violation should report it to the Graduate Honor Council by way of the Director of Teacher Education. The director will talk to all parties involved and will gather evidence for the hearing of the case.

### *B. Infractions reported by a student*

A student who witnesses a violation of the Honor Code by another student is expected to confront the accused and explain the nature of the infraction to her/him. She/he should tell the accused to contact the Director of Teacher Education or the Director of Graduate Studies in Education to report the violation. The accuser must reveal the nature of the infraction to the student before contacting the director.

### *C. Infractions Reported by a Faculty or Staff Member*

All faculty members are to report actual or suspected violations of the Honor Code to the Director of Teacher Education. The faculty member will contact the director after communicating with the accused explaining the nature of the infraction to her/him.

## **Sanctions for Honor Code Infractions**

The Graduate Honor Council deems as serious any violations of the Honor Tradition and other areas of jurisdiction. The Council may recommend one of the sanctions discussed below. Failure to fulfill a sanction by the date specified by the Graduate Honor Council will result in an automatic exclusion from the college.

A student brought before the Graduate Honor Council will be notified of the Council's decision following a deliberation period immediately after the hearing. Additionally, the student will be

notified in writing by the Director of Graduate Studies in Education within 48 hours of the hearing.

One or more of the following sanctions may be deemed appropriate, depending on the nature and severity of the violation, and whether the student is a repeat violator of community standards. Specific terms of a sanction will be determined by the Council in accordance with precedent set by previous cases and the seriousness of the violation.

***Warning***

This sanction is given when a student is responsible for a violation that does not warrant severe action. When a student acknowledges responsibility or is found responsible by the Council, a warning is put in the graduate student's folder in the office of the Department of Teacher Education until graduation. The Council advises the student to learn from this experience as she/he reflects on the importance of the Honor Tradition to the Salem College community.

***Probation***

This sanction is given when the student is responsible for a violation that is of a serious nature. It is stressed to a student that this is a time for reflection and contemplation about what she/he has done and what it means to live and abide by the Honor Tradition. Probation may entail educational assignments and a punishment to fit the violation based on the decision of the Council.

***Suspension***

This sanction is given when the student is found responsible for a violation of an extremely serious nature. The student must leave campus immediately unless he/she decides to appeal the decision. A student who chooses to appeal shall continue attending classes during the appeal process. Continued class attendance, however, shall have no effect upon the outcome of the appeal. Once the sanction has been served, the student is free to return to Salem. Suspension remains on the student's record in the office of the Department of Teacher Education for at least two years after graduation or licensure completion.

***Expulsion***

This sanction is given when a student is found responsible for a violation that is of the most severe nature. This sanction is given when the Council feels that the student grossly neglected the importance of the Honor Tradition. This may include such violations as being a repeat violator of the Honor Tradition. The student must leave campus immediately unless he/she appeals the decision. A student who chooses to appeal shall continue attending classes during the appeal process. Continued attendance, however, shall have no effect upon the outcome of the appeal. A student who receives the sanction of expulsion may not return to Salem's campus for any reason, including alumnae events. The sanction remains on the student's record in the Office of Teacher Education.

## **College Administration**

The Administration of the College reserves the right to investigate and take action in any violation of honor tradition. The Director of Teacher Education will hear minor infractions. The Administration will hear cases of the most serious nature including alleged violations of the following policies: weapons, illegal drugs, hazing, harassment, and other cases of an urgent nature (such a when there is immediate danger to one or more students).

## **Appeal Process**

An accused student who feels that the Director of Teacher Education, the Director of Graduate Studies in Education, the Graduate Education Council, or the Graduate Honor Council violated her/his rights or that the decision (handling and/or sanction) reached was arbitrary shall have the right to appeal to the office of the Vice President of Academic and Student Affairs and Dean of the College. Students wishing to appeal all administrative cases must do so in writing within 24 hours of receiving written notification from the Director of Graduate Studies in Education.

Appeals must first be made to the Vice President of Academic and Student Affairs and Dean of the College and then to the President of the College.

## **General Appeal Procedures**

### *Filing an Appeal*

The appellant must inform the Vice President of Academic and Student Affairs and Dean of the College in writing concerning the basis on which the appeal is being made and the reasons why she/he deems her/his case worthy of hearing by the Appeal Board. The student must file this formal appeal within 24 hours after the student receives written notification of the decision of the Graduate Education Council or the Graduate Honor Council. A student who chooses to appeal shall continue attending classes during the appeal process. Continued class attendance, however, shall have no effect upon the outcome of the appeal.

### *Convening the Appeal Board Hearing*

The Vice President of Academic and Student Affairs and Dean of the College will notify the Graduate Education Council or the Honor Council Chair (the Director of Graduate Studies in Education) regarding the appeal and will convene the board. A formal hearing date will be set by the board so that the complete process will not exceed seven business days (from the time the Dean of the College receives the written appeal to the time of the hearing). When possible, a decision must be rendered no less than three days before commencement. The guidelines for the hearing are as follows.

- The Appeal Board will meet to consider the appeal. If the board decides the case has no merit, the decision of the Graduate Education Council or the Graduate Honor Council stands.
- The Dean of the College will explain the board procedure to the student who is appealing the decision of the Council.
- During the appeal hearing, the Graduate Education Council or the Graduate Honor Council representatives (usually the Director of Graduate Studies in Education) will enter the room and detail the decision. The Appeal Board may pose questions to the Graduate Education Council or the Graduate Honor Council representative. At the conclusion of the statement, the representative will be excused from the meeting but may be recalled for further information, if needed.

- The student who has submitted the appeal is then asked to enter the meeting and provide a statement. The student is permitted to be accompanied by an adviser for the judicial process during the hearing. Advisers must be full-time faculty or administrators of Salem College and may confer with the student during the hearing but may not address the board. The board may ask the student questions. When the student has made the statement and all questions asked by the board have been answered, the student is excused from the hearing.
- The Appeal Board will render a decision in writing. If issues related to the appeal are sufficiently problematic, the Appeal Board holds the right to reopen the substantive case.
- The Dean of the College will notify all parties involved of the decision that was reached. In Honor Council cases brought by the faculty, the faculty member will be notified of the sanction.

### *Decision*

Should the Appeal Board uphold the original sanction, the sanction becomes effective as soon as the student receives written notification of the decision. Should the Appeal Board render a different sanction, the student will be notified in writing of the sanction and its stipulations. The Appeal Board cannot render a more severe sanction than that of the Graduate Education Council or the Graduate Honor Council.

### *Appeal to the President*

If the student feels that he/she was not treated justly by the Appeal Board, he/she may appeal to the President of the College. The student must appeal in writing to the President of the College within 24 hours after the student receives notification of the outcome of the Appeal Board hearing.

### **Graduate Registration Policy**

The registration period each term begins and ends on the dates designated on the graduate calendar. Graduate students are responsible for following the policies governing registration. Students sign the registration agreement as part of the application process and each time they complete the registration card. It reads as follows:

I understand that I may add or drop a course any time from the opening of registration until the last day of the drop/add period of a term (specified in the published schedules for each semester). I also understand that if I drop a class/classes after the last day of the drop/add period, I will be financially responsible for the class/classes. I further understand that – if I have applied for financial aid for the term – it is my responsibility to inform the Office of Financial Aid that I have decreased or increased the number of course credits I am carrying.

I acknowledge that I am financially responsible for the payment of tuition costs due to Salem College. If I have not dropped a course (by completing the appropriate drop/add card in the Education Office) on or before the specified last day of the drop/add period, I am fully aware that I will owe the full tuition for the course. I understand that my name remains on the class

roster until I officially drop the class (by completing the appropriate drop/add card in the Education Office). If I do not fulfill my payment obligations to Salem College, I agree to pay all costs of collection, including attorney fees.

### *Drop/Add Policy*

To add or drop a course, the student must submit a change of registration card signed by the student's academic advisor to the Department of Teacher Education.

A student may drop a course with the following conditions:

1. With no grade or conditions during the specified drop/add period for each regular term (no tuition charge).
2. With a grade of Withdrawal (W) after the first week and through the ninth week of the regular term.
3. If a student must withdraw for health or family emergency reasons at any point during the term, the Director of Teacher Education may authorize the grade of withdrawal (W) for the student's courses, provided that the student has submitted the appropriate documentation for this type of withdrawal. Grades of W do not affect the student's grade point average. For more detail, see the official Salem College catalog.
4. If a school counseling student withdraws from the program, permission from the Director is required for reentry to that program.
5. With a grade of F after the ninth week of the regular term unless the student successfully appeals to Graduate Education Council.

A student may add another course during the first complete week of classes. Courses may not be added after that time.

Specific dates, including for January and summer term courses, are published annually on the Salem College website.

### **IRB Process**

Graduate students completing research projects should follow the IRB guidelines established by the College. Students are required to submit an application to the College IRB Committee for approval prior to beginning EDUC 698/699, as well as the required application to the Department of Teacher Education. Students in EDUC 619/620 will be given support for completing this application. These are examples of what information will be addressed:

1. What is the purpose of the study? This should be a specific statement including the kind of measurements to be made of the subjects, the type of analysis and potential relevance of the results. Indicate:
  - a. number of subjects required
  - b. subjects
  - c. time required per subject in the study
  - d. the manner in which subjects will be recruited for the study
  - e. how "informed consent" is obtained from the subject
  - f. how confidentiality is maintained
  - g. how this will be an educational experience for the subjects involved



2. If a questionnaire is to be administered, a cover letter that conveys a brief description of the study and the nature of the items contained in the questionnaire should be included. The letter should emphasize the voluntary nature of participation and assure anonymity and confidentiality of results. Finally, it must instruct students of their right to withdraw from the study at any time.

### **Documentation for Writing Assignments**

The following statement regarding the documentation of papers has been adopted by the faculty:

The method of stating where your source for a statement is located varies with the kind of writing you are doing. In a formal paper, you will use the elaborate methods of citation detailed in your term paper guide; in a less formal paper, you will often simply mention the name of the author in the statement. In a test, when you are referring to a matter of fact you learned from your textbook or from class, you will assume that it is common knowledge and needs no specific citation. Matters of opinion or distinctive phrases, however, require some mention of the name of the person who uttered them.

Showing what you got from a source, once you have cited it, is done by making the following distinction in your writing: an idea, a fact or an opinion, stated entirely in your own words, needs no further acknowledgement beyond citation of the source. Any quotation (including technical terms which might not be recognized by your reader), however, must be included in quotation marks; or if the quoted matter is long, it may be single-spaced and indented. You must quote exactly, showing omissions by the use of three spaced periods and insertions by the use of square brackets. (For an example, consult the *APA Style Manual*, sixth edition.)

In order to show that you understand your subject beyond what is implied by the ability to copy someone else's words and in order to make what you cite serve your purposes rather than those of the original author, you will normally paraphrase material written by someone other than yourself. Remember that when you paraphrase you must use the words that come naturally to you rather than those suggested by your source. Even short phrases of two or three distinctive words – and long ones regardless of their degree of distinctiveness – that come from source must be set in quotation marks.

Failure to make acknowledgement by these forms gives a false impression to your reader. The reader may think some idea, perception or elegance of phrasing is your own when it really is not. It is your responsibility to go out of your way to play fair with your reader in giving credit where it is due by means of scrupulous acknowledgement of sources. If you have any doubt as to the correct way to treat a source, ask your instructor what to do. *Failure to document papers properly is plagiarism and an honor code offense.*

The style and formatting manual for the Department of Teacher Education at Salem College is the *Publication Manual of the American Psychological Association, 6th edition*.

## **OTHER INFORMATION FOR GRADUATE STUDENTS**

### **Campus Traffic and Parking**

Campus traffic and parking are monitored by the Salem College Department of Public Safety. Graduate students should be mindful of any traffic reminders or directions indicated by Public Safety by means of emails, signs, traffic cones or personnel. Parking is permitted in the lot immediately in front of the Fine Arts Center. Candidates wishing to register a vehicle and obtain a parking pass must complete the application form available online, in the Office of Teacher Education and Graduate Studies or at the Public Safety Office. Commuter parking passes cost \$30 per semester or \$60 per year. Additional off-street parking may be available on a first-come first-served basis. Appeals of campus parking/traffic citations should be made to the Public Safety Office.

### **Salem College Identification Cards**

Photo IDs are made in the Public Safety Office at no charge to registered students. Hours for ID photos are posted by Public Safety. Identification cards are required to check out library materials or to use the fitness center and/or the pool.

### **Bookstore**

The Salem College Bookstore is located in the Student Center. The bookstore is open extended hours in the first few days of each term to facilitate graduate candidates' purchase of textbooks. Gramley Library, located just south of Salem Square, houses the Curriculum Materials Center. Library and bookstore hours are typically posted on their websites, [www.salem.edu/library](http://www.salem.edu/library) and [salem.bncollege.com](http://salem.bncollege.com). A list of required and optional textbooks for each course may be obtained in the bookstore or on their online site.

### **Technology**

After being admitted to the graduate program, students will be notified of their Salem student number, login and password information. This information allows students to activate and use their MySalem account on the main Salem website. MySalem includes access to many Salem features including Salem email, Moodle online course information, directories, documents and forms and Salem Information Services (SIS). A technology fee is due each semester.

The Salem College e-mail address is an official and primary means of disseminating information to students. Graduate students are expected to regularly check their Salem email account for correspondence with the department and faculty.

The Salem Information System (SIS) serves as an important resource for graduate students. Along with indicating students' schedules, SIS provides access to final course grades.

Three campus computer labs are available to students on a 24-hour basis (excluding holidays). Students should obtain a current access code from the Office of Teacher Education in order to enter the computer labs. The Fine Arts Center computer lab is located in room 327 of the Fine Arts Center. The Learning Center lab is located in the history wing of Main Hall. The third lab is located in room 304 of the Rondthaler Science Building. The Learning Center and Science Building labs offer laser printers. Charges for printing apply.

In addition to the computer labs, wireless access is available at many locations on campus. The office of the Department of Teacher Education also provides a closed education wireless access point and has a wireless printer/scanner for use by graduate candidates.

All students are required to purchase a Foliotek account. Graduate courses frequently make use of other online resources including (but not limited to): Moodle, Google Apps, edu2.0, email, webquests, blog sites, wikis, web page tools, etc.

Graduate students must follow all guidelines for responsible and ethical use of the shared technology resources of Salem Academy and College. Specific guidelines are available at [www.salem.edu](http://www.salem.edu).

### **Changes in Address/Phone**

Graduate students must notify the Office of Teacher Education of changes in name, address, telephone or employment as soon as possible after they occur.

### **Services for Students with Disabilities**

In accordance with the Americans with Disabilities Act (ADA), Salem College seeks to provide reasonable accommodations for individuals with documented disabilities. A student with a learning disability should seek assistance through the Office of the Dean of Undergraduate Studies, Salem College's designated ADA officer. When the student presents the appropriate documentation, the Office of the Dean of Undergraduate Studies will work with the student to make reasonable accommodations within the confines of the College's program. In the past such accommodation has included referral for tutoring and extended time limits on tests. It is the responsibility of the student to contact the Dean of Undergraduate Studies early in the academic year for assistance.

Appropriate documentation must include testing results and recommendations from a licensed professional in the field of the student's particular disability. The report must be no older than three years or have been prepared during the student's undergraduate career and must include the current status of the disability. The documentation must relate how the student's disability affects him/her in the post-secondary setting

Because Salem is an historic institution, not all facilities are easily accessible to the mobility – impaired. Food service is accessible. Limited classroom facilities are available; however, all administrative and library services can be provided. Interested applicants should discuss their individual needs with the Director of Teacher Education or the Director of Graduate Studies in Education so that adequate preparations can be made to facilitate program participation.

### **Child Care**

Although the Department of Teacher Education does not provide child care services, a list of Salem students interested in babysitting is available from the Alumnae Office after mid-September. Additionally, the Fler Center for Adult Education often has information regarding local childcare.

## **Salem College Tobacco Use Policy**

Smoking and all forms of tobacco use including smokeless tobacco are prohibited in all facilities and are **limited** to two designated areas on campus grounds.

Designated areas where tobacco use is allowed:

- Brick patio with umbrella table located at the side of Corrin dining hall near the physical plant
- Set aside area on the gravel pathway that connects the lower level of the Science building and the lower level of the Fine Arts Center

## ACADEMIC PROGRAMS

The Masters of Arts in Teaching (M.A.T.) degree is offered in art, elementary education, general curriculum special education (K-12), middle/secondary content-areas, and second language (French or Spanish). The program is planned for students who have never been licensed as well as those teachers who wish to add new teaching areas to existing areas of expertise. Candidates enrolled in the M.A.T programs typically qualify for initial licensure (A-level) after phase 1. Students may earn advanced licensure upon successful completion of phase 2. Candidates who complete all licensure requirements are “highly qualified” to teach.

The Master of Education (M.Ed.) program is offered in elementary education (K-6), language & literacy (reading), special education, or school counseling and leads to advanced competency (M-level) licensure.

### Curriculum Requirements

The M.A.T. programs for elementary education or special education require a total of 48 credit hours including phase 2X or 63 credit hours including phase 2L. The M.A.T. programs for art, second language and middle/secondary grades require 42 credit hours (plus possible content area credit hours) including phase 2X or 57 credit hours including phase 2L. All M.A.T. initial licensure candidates (phase 1) must complete the TAP Seminar with a grade of P. All M.A.T. advanced competency licensure candidates (phase 2) must complete the Professional Research Seminar semester with a grade of PASS.

M.Ed. programs for elementary education, reading or special education require 36 hours of graduate coursework. The M.Ed. in school counseling requires 48 hours of graduate coursework; other than practicum and internship credit, all coursework in the M.Ed. in school counseling is conducted online. All advanced competency candidates must complete the Professional Research Seminar semester with a grade of P.

### Program Schedules

The M.A.T program may be completed on a full or part-time basis in day and/or evening coursework. Phase 1 is generally completed in 18 months to two years of day and/or evening coursework. Phase 2 may be completed during the candidate’s first year(s) as a classroom teacher in one or two years of evening coursework. M.Ed. programs conducted primarily through face-to-face instruction are typically completed in two to three years of evening coursework. The online M.Ed. program in school counseling is offered in a cohort model, with programs expected to be completed in three years.

### Courses Required for the M.A.T in Elementary Education (K-6)

#### *Phase 1*

Professional Studies Core (18 credits):

EDUC 510. 21 <sup>st</sup> Century Teaching and Learning	Three credits
EDUC 522. Learners in Context	Three credits
EDUC 530. Instructional Design	Three credits
EDUC 532. Development and Cognition	Three credits
EDUC 594. Teachers as Practitioners Seminar	One credit
EDUC 599. Teachers as Practitioners	Five credits

Elementary Education Specialty Program (15 credits):

EDUC 534. Introduction to Exceptionalities	Three credits
EDUC 555. Primary Literacy	Three credits
EDUC 556. Intermediate Literacy	Three credits
EDUC 570. Integrated Math	Three credits
EDUC 572. Integrated Content Areas	Three credits
Passing scores on PRAXIS II specialty area exams	
Passing scores on required electronic evidences	

Phase 2X (15 credits)

Phase 2 application required

EDUC 620. Action Research and Writing for Publication	Three credits
EDUC 621. Collaboration and Leadership for the Flat World	Three credits
EDUC 600. Foundations of Literacy <b>or</b> 630. Literature for Diverse Learners	Three credits
Choose one from:	
EDUC 602. Teaching Process Writing	
EDUC 622. Assessment, Measurement, & Evaluation	
EDUC 634. Methods for TESOL	
EDUC 635. Instructional Systems and Models	Three credits
EDUC 699. Professional Research Seminar	Three credits

Professional Research Defense Presentation

*or*

Phase 2L (30 credits)

Phase 2 application required

EDUC 620. Action Research and Writing for Publication	Three credits
EDUC 621. Collaboration and Leadership for the Flat World	Three credits
EDUC 649. Ethics & Legalities in Education	Three credits
EDUC 699. Professional Research Seminar	Three credits
Additional required coursework for selected add-on specialty area (see below)	18 credits

Professional Research Defense Presentation

**Courses Required for the M.A.T. in General Curriculum Special Education (K-12)**

*Phase 1*

Professional Studies Core (18 credits):

EDUC 510. 21 <sup>st</sup> Century Teaching and Learning	Three credits
EDUC 522. Learners in Context	Three credits
EDUC 530. Instructional Design	Three credits
EDUC 532. Development and Cognition	Three credits
EDUC 594. Teachers as Practitioners Seminar	One credit
EDUC 599. Teachers as Practitioners	Five credits

Special Education Specialty Program Courses

EDUC 555. Primary Literacy	Three credits
EDUC 556. Intermediate Literacy	Three credits
EDUC 570. Integrated Math	Three credits
EDUC 580. Exceptional Students – Exceptional Qualities	Three credits
EDUC 581. Exceptional Students – Exceptional Strategies	Three credits

Passing scores on PRAXIS II specialty area exams

Passing scores on required electronic evidences

*Phase 2X (15 credits)*

Phase 2 application required

EDUC 620. Action Research and Writing for Publication	Three credits
EDUC 621. Collaboration and Leadership for the Flat World	Three credits
EDUC 640. 21 <sup>st</sup> Century Issues for EC	Three credits
EDUC 649. Ethics & Legalities in Education	Three credits
EDUC 699. Professional Research Seminar	Three credits

Professional Research Defense Presentation

*or*

*Phase 2L*

Phase 2 application required

EDUC 620. Action Research and Writing for Publication	Three credits
EDUC 621. Collaboration and Leadership for the Flat World	Three credits
EDUC 649. Ethics & Legalities in Education	Three credits
EDUC 699. Professional Research Seminar	Three credits

Additional required coursework for selected add-on specialty area (see below) 18 credits

Professional Research Defense Presentation

**Courses for the M.A.T. in Middle (6-8)/Secondary Grades (9-12) Content or K-12 Second Language (French or Spanish)**

Requires an undergraduate major or equivalent coursework/competencies in the content area or language that matches licensure area.

*Phase 1*

Professional Studies Core (18 credits):

EDUC 510. 21 <sup>st</sup> Century Teaching and Learning	Three credits
EDUC 522. Learners in Context	Three credits
EDUC 530. Instructional Design	Three credits
EDUC 532. Development and Cognition	Three credits
EDUC 594. Teachers as Practitioners Seminar	One credit
EDUC 599. Teachers as Practitioners	Five credits

Middle/Secondary Grades Program Specialty Courses

EDUC 534. Introduction to Exceptionalities	Three credits
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EDUC 568. Adolescent Pedagogy	Three credits
<i>Specialty Area Methods Course</i>	Three credits
EDUC 585. Teaching Content in the MS/HS <i>or</i>	
EDUC 575. English in the MS/HS <i>or</i>	
EDUC 576. Foreign Language in the MS/HS <i>or</i>	
EDUC 577. Mathematics in the MS/HS <i>or</i>	
EDUC 578. Science in the MS/HS <i>or</i>	
EDUC 579. Social Studies in the MS/HS	

*Phase 2X*

Phase 2 application required

EDUC 620. Action Research and Writing for Publication	Three credits
EDUC 621. Collaboration and Leadership for the Flat World	Three credits
Choose one:	
EDUC 602. Teaching Process Writing	
EDUC 622. Assessment, Measurement & Evaluation	
EDUC 635. Instructional Systems and Models	
EDUC 649. Ethics & Legalities in Education	Three credits
EDUC 631. Cross-Curricular Literacy for MS/HS	Three credits
EDUC 699. Professional Research Seminar	Three credits
Professional Research Defense Presentation	

*or*

*Phase 2L*

Phase 2 application required

EDUC 620. Action Research and Writing for Publication	Three credits
EDUC 621. Collaboration and Leadership for the Flat World	Three credits
EDUC 631. Cross-Curricular Literacy for MS/HS	Three credits
EDUC 699. Professional Research Seminar	Three credits
Additional required coursework for selected add-on specialty area (see below)	18 credits
Professional Research Defense Presentation	

**Courses for the M.A.T. in Art (K-12)**

Requires an undergraduate major or equivalent coursework/competencies (24 credit hours) in art.

*Phase 1*

Professional Studies Core (18 credits):

EDUC 510. 21 <sup>st</sup> Century Teaching and Learning	Three credits
EDUC 522. Learners in Context	Three credits
EDUC 530. Instructional Design	Three credits
EDUC 532. Development and Cognition	Three credits
EDUC 594. Teachers as Practitioners Seminar	One credit
EDUC 599. Teachers as Practitioners	Five credits



Middle/Secondary Grades Program Specialty Courses

EDUC 534. Introduction to Exceptionalities	Three credits
EDUC 568. Adolescent Pedagogy	Three credits
<i>Specialty Area Methods Course</i>	Three credits
EDUC 583. Art in the K-12 School (or EDUC 585 Teaching Content in the MS/HS)	

*Phase 2X*

Phase 2 application required

EDUC 620. Action Research and Writing for Publication	Three credits
EDUC 621. Collaboration and Leadership for the Flat World	Three credits
EDUC 622. Assessment, Measurement, & Evaluation	Three credits
EDUC 683. Advanced Studies in Art Education	Three credits
EDUC 699. Professional Research Seminar	Three credits

Professional Research Defense Presentation

*or*

*Phase 2L*

Phase 2 application required

EDUC 620. Action Research and Writing for Publication	Three credits
EDUC 621. Collaboration and Leadership for the Flat World	Three credits
EDUC 683. Advanced Studies in Art Education	Three credits
EDUC 699. Professional Research Seminar	Three credits
Additional required coursework for selected add-on specialty area (see below)	18 credits

Professional Research Defense Presentation

**Courses for the Add-On License in AIG (Academically and Intellectually Gifted)**

EDUC 615. Understanding AIG Learners	Three credits
EDUC 616. Methods and Materials across AIG Domains	Three credits
EDUC 622. Assessment, Measurement and Evaluation	Three credits
EDUC 635. Instructional Systems and Models	Three credits

**Courses for the Add-On Licenses (24 credits each) in:**

- BK – Birth to Kindergarten**
- ESL – English as a Second Language**
- Reading**

**For each of these three programs, the following two core courses are required:**

EDUC 621. Collaboration and Leadership for the Flat World	Three credits
EDUC 649. Ethics & Legalities in Education	Three credits

**Specialty-Area Courses for the Add-On License in BK (Birth-Kindergarten):**

EDUC 603. Language and Literacy Development	Three credits
EDUC 611. Foundations of Early Education	Three credits
EDUC 612. Methods and Assessment for Infants and Toddlers	Three credits
EDUC 613. Methods and Assessment for PK and K	Three credits
EDUC 614. Administration and Intervention in BK	Three credits
EDUC 630. Literature for Diverse Learners	Three credits

**Specialty-Area Courses for the Add-On License in ESL (K-12)**

EDUC 600. Foundations of Literacy	Three credits
EDUC 622. Assessment, Measurement and Evaluation	Three credits
EDUC 630. Literature for Diverse Learners	Three credits
EDUC 632. The English Language	Three credits
EDUC 633. ESL Content and Pedagogy	Three credits
EDUC 634. Methods for TESOL	Three credits

**Specialty-Area Courses for the Add-On License in Reading (K-12)**

EDUC 600. Foundations of Literacy	Three credits
EDUC 602. Teaching Process Writing	Three credits
EDUC 603. Language and Literacy Development	Three credits
EDUC 622. Assessment, Measurement, & Evaluation	Three credits
EDUC 630. Literature for Diverse Learners	Three credits
EDUC 631. Cross-Curricular Literacy for MS/HS	Three credits

### **Courses for the M.Ed. in Elementary Education (K-6)**

#### *Advanced Licensure Common Core*

EDUC 620. Action Research and Writing for Publication	Three credits
EDUC 621. Collaboration and Leadership for the Flat World	Three credits
EDUC 635. Instructional Systems and Models	Three credits
EDUC 699. Professional Research Seminar	Three credits

#### *Elementary Education Concentration Courses*

EDUC 600. Foundations of Literacy	Three credits
EDUC 602. Teaching Process Writing	Three credits
EDUC 603. Language and Literacy Development	Three credits
EDUC 622. Assessment, Measurement and Evaluation	Three credits
EDUC 630. Literature for Diverse Learners	Three credits
EDUC 649. Ethics and Legalities in Education	Three credits
EDUC 650. Elementary STEM	Three credits
EDUC 641. Understanding Global Exceptionalities I <i>or</i> EDUC 615. Understanding the AIG learner	Three credits
Professional Research Defense Presentation	

### **Courses for the M.Ed. in Language and Literacy (K-12 Reading)**

#### *Advanced Licensure Common Core*

EDUC 620. Action Research and Writing for Publication	Three credits
EDUC 621. Collaboration and Leadership for the Flat World	Three credits
EDUC 635. Instructional Systems and Models	Three credits
EDUC 699. Professional Research Seminar	Three credits

#### *Language and Literacy Concentration Courses*

EDUC 600. Foundations of Literacy	Three credits
EDUC 602. Teaching Process Writing	Three credits
EDUC 603. Language and Literacy Development	Three credits
EDUC 622. Assessment, Measurement, & Evaluation	Three credits
EDUC 630. Literature for Diverse Learners	Three credits
EDUC 631. Cross-Curricular Literacy for MS/HS	Three credits
EDUC 632. The English Language	Three credits
EDUC 649. Ethics & Legalities in Education	Three credits
Professional Research Defense Presentation	

### **Courses for the M.Ed. in General Curriculum Special Education (K-12)**

#### *Advanced Licensure Common Core*

EDUC 620. Action Research and Writing for Publication	Three credits
EDUC 621. Collaboration and Leadership for the Flat World	Three credits
EDUC 635. Instructional Systems and Models	Three credits
EDUC 699. Professional Research Seminar	Three credits

*Special Education Concentration Courses*

EDUC 600. Foundations of Literacy	Three credits
EDUC 602. Teaching Process Writing	Three credits
EDUC 622. Assessment, Measurement and Evaluation	Three credits
EDUC 640. 21 <sup>st</sup> Century Issues in EC	Three credits
EDUC 641. Understanding Global Exceptionalities I	Three credits
EDUC 642. Understanding Global Exceptionalities II	Three credits
EDUC 643. Practicum for SPED Policies and Procedures	Three credits
EDUC 649. Ethics and Legalities in Education	Three credits
Professional Research Defense Presentation	

**Courses for the M.Ed. in School Counseling (K-12)**

*Required Courses (48 semester hour credits total)*

EDUC 619OL. Action Research & Writing for Publication for School Counseling	Three credits
EDUC 624OL. Assessment, Measurement and Evaluation for School Counseling	Three credits
EDUC 648OL. Ethics and Legalities in Education for School Counseling	Three credits
EDUC 660OL. Counseling, Leadership, Learning Theory and Practice	Three credits
EDUC 661OL. Introduction to the School Counseling Profession	Three credits
EDUC 662OL. 21 <sup>st</sup> Century Career & Educational Counseling and Development	Three credits
EDUC 663OL. Culturally-Relevant Counseling: Exploring Educational Equity	Three credits
EDUC 664OL. Individual Counseling and Consultation: The Application of Theory and Practice for School Counselors	Three credits
EDUC 665OL. Managing the Comprehensive School Counseling Program	Three credits
EDUC 666OL. Group Counseling: Strategies & Techniques for School Counselors	Three credits
EDUC 667OL. Intro to the School Setting: Practicum for School Counselors	Three credits
EDUC 668OL. Focus on Student Advocacy and the School Counselor	Three credits
EDUC 669OL. Practicum in School Counseling	Three credits
EDUC 670OL. Internship in School Counseling	Six credits
EDUC 698OL. Professional Research Seminar for School Counseling	Three credits
Professional Research Defense Presentation	

## COURSE DESCRIPTIONS

Classes in the graduate studies programs are held in the late afternoon and evening to enable employed students and working teachers to attend. Summer-term classes are also held in the evening, with additional sections sometimes offered during the day.

The Salem College academic year is comprised of fall term, January term, spring term and two five-week summer-school sessions. Graduate courses are offered in all of these terms. Generally, fall term runs from the beginning of September to mid-December, and classes usually meet once each week. January Term takes place during the month of January, and classes meet two or three times each week. Spring term is from the beginning of February to mid-May, and classes meet once each week. Summer session I is scheduled from late May through June, and summer session II is held early July through early August. Summer classes typically meet twice each week in the evenings.

### *Education Courses (EDUC)*

#### **500. Independent Study**

**1, 2 or 3 credits**

Independent Study. Candidates must select a topic and complete a self-directed inquiry form in consultation with an advisor or graduate faculty sponsor. Proposal form required prior to registration.

#### **510. 21<sup>st</sup> Century Teaching and Learning**

**3 credits**

This course overviews the kinds of distinct characteristics that distinguish 21<sup>st</sup> century learning including: instructional technology applications and skills in authentic performance-based context (including the most updated NETS standards); the Framework for 21<sup>st</sup> Century Learning and the updated NC Professional Teaching Standards; professional organizations and professional development; academic reading and writing; and electronic portfolio creation and use. Field experience is a required component of this course.

#### **522. Learners in Context**

**3 credits**

This course introduces diversity issues and potential implications for 21<sup>st</sup>- century teaching and learning. After an exploration of their personal cultural context, students will explore diversity issues of race/ethnicity, language, gender, socio-economic status, age and development, exceptionalities, religions and family/community structures. Field experiences will connect culturally-responsive teaching practices with various aspects of diversity. Students will also be introduced to School Improvement Plans and the interdependency of context and SIP relevance.

#### **530. Instructional Design**

**3 credits**

This course introduces students to instructional design models, curriculum development, and assessment (formative, summative, and performance.) Candidates will master instructional planning that is aligned with state/national standards. Instructional planning and implementation will be explored from the constructivist perspective. A variety of teaching strategies will be presented and various differentiation strategies will be explored. Integration across disciplines will be modeled, with an emphasis on integration of the arts. Classroom management issues will be examined and analyzed. Candidates will plan and construct an

instructional unit specific to their area of teaching specialty. Field experience is a required component of this course.

**532. Development and Cognition**

**3 credits**

This course explores social, emotional, physical, and cognitive development; theories of learning, motivation, and behavior; exceptionalities; and classroom management. All topics will be addressed in terms both of understanding the relevant theories and of the application of skills and knowledge to the teaching/learning process. Field experience is a required component of this course.

**534. Introduction to Exceptionalities**

**3 credits**

This course examines an historical and philosophical overview of education for exceptional learners, including ways in which a variety of disabilities are presented in today's schools affecting access to the general curriculum. Candidates will develop an understanding of current legislation, court cases, school based services, placements, methods and collaborative strategies for students with exceptionalities from a general education teacher perspective. The process from referral and implementation of interventions through eligibility and IEP development will be explored. Field experience is required.

**555. Primary Literacy**

**3 credits**

This course provides a developmental introduction to literacy foundations for learners in the primary grades (K-2). Includes concepts regarding content, instruction and assessment of 21<sup>st</sup> century literacy strands including: reading, writing, speaking, listening, viewing and visually representing. Candidates will be introduced to various literacy standards from the North Carolina Standard Course of Study (NCSOS), the International Reading Association (IRA) and the National Council of Teachers of English (NCTE) to enable them to develop print-rich primary classroom environments and to teach and support emerging and early readers' efficient use of cuing strategies, fluency and comprehension. EDUC555 is a prerequisite for EDUC556. Professional research and writing are required components of this class. Integrating the fine and practical arts across disciplines is emphasized. Field experience is a required component of this course.

**556. Intermediate Literacy**

**3 credits**

This course provides an introduction to literacy for learners in the intermediate grades (3-6). Includes concepts regarding content, instruction, and assessment of 21<sup>st</sup> century literacy strands including: reading, writing, speaking, listening, viewing and visually representing. Candidates will explore various literacy standards from the North Carolina Standard Course of Study (NCSOS), the International Reading Association (IRA) and the National Council of Teachers of English (NCTE) to develop instructional and management strategies that support increasingly sophisticated cuing systems, writing mechanics, word origins, vocabulary development, grammatical structures and reading and writing in the content-areas. Strategies for the North Carolina End of Grade Tests will be reviewed. EDUC555 is a prerequisite for EDUC556. Professional research and writing are required components of this class. Integrating the fine and practical arts across disciplines is emphasized. Field experience is a required component of this course.

**568. Adolescent Pedagogy** **3 credits**

This course presents concepts, theories, research and best practices related to adolescent development and learning. Candidates will be introduced to curricular practices, instructional and collaborative strategies appropriate for adolescent students. Current psycho/social issues are explored and examined. Case studies, professional research, technology based projects, writing and field experience are required.

**570. Integrated Math** **3 credits**

This course presents constructivist instructional strategies, use of developmentally appropriate materials for facilitating learners' understanding of mathematical concepts and strategies for integrating math across the elementary curriculum. Math standards from the North Carolina Standard Course of Study (NCSOS) and National Council of Teachers of Mathematics (NCTM) will be introduced. Candidates will examine and practice methods to impact diverse students and to use calculators and computers to enhance their understanding. The course includes ongoing assessment methods and strategies. Field experience is a required component of this course. Integrating the fine and practical arts across disciplines is emphasized.

**572. Integrated Content Areas** **3 credits**

This course will utilize cooperative learning, brain-compatible instructional theories and technology to introduce candidates to applications and strategies for teaching science, social studies and health that are integrated across the curriculum. Instructional units will be correlated with standards from the North Carolina Standard Course of Study (NCSOS), the National Science Teachers Association (NSTA) and National Council for the Social Studies (NCSS). Strategies to assist learners with standardized tests in the content areas will be presented. Professional research and writing are required components of this class. Integrating the fine and practical arts across disciplines is emphasized. Field experience is a required component of this course.

**575. English in the MS/HS** **3 credits**

This course presents curriculum, methods and assessment for teaching English in the middle and secondary grades.

**576. Foreign Language in the MS/HS** **3 credits**

This course presents instructional techniques, materials and resources for teaching foreign languages in grades K through 12.

**577. Math in the MS/HS** **3 credits**

This course presents curriculum, methods and assessment for teaching mathematics in the middle and secondary grades.

**578. Science in the MS/HS** **3 credits**

This course presents curriculum, methods and assessment for teaching science in the middle and secondary grades.

**579. Social Studies in the MS/HS** **3 credits**

This course presents curriculum, methods and assessment for teaching social studies in the middle and secondary grades.

**580. Exceptional Students – Exceptional Qualities** **3 credits**

This course examines an historical and philosophical overview of education for exceptional learners, including ways in which a variety of disabilities are presented in today's schools affecting access to the general curriculum. Candidates will develop an understanding of current legislation, court cases, school based services, placements, methods and collaborative strategies for students with exceptionalities from a special education teacher perspective. The EC paperwork process from referral through eligibility will be explored. Field experience is required.

**581. Exceptional Students – Exceptional Strategies** **3 credits**

This course examines current trends, instructional strategies, and development of individual education plans (IEPs) for implementation in the EC classroom. Candidates will identify strategies for accommodations and modifications for EC students in general education. The EC paperwork process including the development of individual education plans (IEP), reevaluations, behavior intervention plans, functional behavioral assessments and transition plans will be explored. Field experience is required. EDUC 580 is a prerequisite.

**583. Art in the K-12 School** **3 credits**

This course presents instructional techniques, materials and resources for teaching art in grades K through 12.

**585. Teaching Content in the MS/HS** **3 credits**

This course deepens teacher candidates' knowledge, skills, and dispositions in instructional planning, teaching strategies, assessment, classroom management, and differentiation. Integrating the fine and practical arts across disciplines is emphasized. Instructional planning correlated with the Common Core and/or North Carolina Essential Standards is required. Candidates will create an instructional unit plan. Field experience in middle and high school classrooms is a required component of this course.

**594. Teachers as Practitioners – Seminar** **1 credit**

This seminar accompanies the supervised practicum (student teaching). Reflective practice, collaboration, professional readings and speakers and collegial discussion will be used to address contemporary issues in education and with regards to candidates' practices. Candidates must register for both EDUC594 and EDUC599 in the same semester. Graded pass/no credit.

**599. Teachers as Practitioners** **5 credits**

Supervised practicum (student teaching). Required for all initial licensure candidates. Candidates must register for both EDUC594 and EDUC599 in the same semester. Graded pass/no credit. Passing Praxis II scores required when indicated.



**600. Foundations of Literacy** **3 credits**

This course explores the theoretical underpinnings and research-based understandings of best practices in K-12 literacy instruction for all students. Candidates will consider a comprehensive understanding of “literacy” that includes reading, writing, listening, speaking, viewing and visually representing. Additionally, candidates will explore socio-cultural factors that contribute to literacy development as well as the perspectives of a variety of learners. Candidates will be encouraged to develop the professional dispositions of a literacy leader within the school community.

**602. Teaching Process Writing** **3 credits**

This course examines process-writing models and stages for encouraging writers to select, draft, revise, share, edit and publish text for topics within a variety of genres. Teaching strategies and ways to use literature for establishing the criteria of good writing will be demonstrated and evaluated. Candidates will explore writers’ workshops, effective use of authentic reasons for writing, time management, mini-lessons, teacher conferences, collaborative student revisions, peer editing groups and websites to support young writers and publish texts. Strategies for teaching phonics, spelling and grammar in context will be presented as will tips for preparing for North Carolina writing tests. Lesson/unit planning and research required.

**603. Language and Literacy Development** **3 credits**

This course focuses on theoretical constructs of language communication and literacy development. Candidates will examine methods to support or provide interventions for language acquisition, communication and emergent literacy. The importance of language in other developmental and academic areas will be stressed. Research, case studies and field experiences required.

**611. Foundations of Early Education** **3 credits**

This course will address early childhood education and early childhood special education from multiple theoretical perspectives. Multicultural and global perspectives are a focus, with special consideration given to the impact of class, racial and ethnic diversity on the field. History, legislation, public policy and current recommended practices in early childhood education and early childhood special education will be examined. Candidates will be required to observe, record, analyze and reflect on the development of children aged birth to six, including those with disabilities or atypical development. An emphasis will be placed on the central role of the family in early childhood education and early childhood special education. Includes clinical experiences.

**612. Methods and Assessment for Infants and Toddlers** **3 credits**

This course focuses on the application of traditional and emerging developmental theories to assessment, activity and intervention planning for infants and toddlers with diverse abilities. The central importance of the family in assessment, intervention and programs is included. Candidates will focus on developmentally and culturally appropriate practices. Includes clinical experiences.

**613. Methods and Assessment for PK and K** **3 credits**

This course presents the application of traditional and emerging developmental theories to assessment, activity and intervention planning for preschool children with diverse abilities. The central importance of the family in assessment, intervention and programs is included. Focus on developmentally and culturally appropriate practices in preschool and kindergarten. Includes clinical experiences.

**614. Administration and Intervention in B-K** **3 credits**

This course focuses on information and skills needed by administrators of early education and intervention programs including rules/regulations, budgeting/finance and program development. Candidates will explore administrative issues involved in hiring, staff development, working with parents and volunteers, health and safety and program evaluation and will examine the application of best practices for programs serving the early care and early childhood special-education community with a focus on state and federal initiatives for this population. Ethical issues regarding diverse populations are included. Methods of program evaluation are a focus. Clinical experiences required.

**615. Understanding the AIG Learner** **3 credits**

This course provides an introduction to gifted education and the characteristics, identification and special needs of AIG students, including: state and federal definitions and regulations; identification of gifted students; social and emotional needs of gifted students; and special populations of gifted students. Candidates will analyze the dynamics of giftedness and the unique educational needs of this population. Teachers will learn to integrate and apply this knowledge base within a classroom setting and to become advocates for appropriate gifted education policies and procedures.

**616. Methods and Materials Across AIG Domains** **3 credits**

This course presents an in-depth investigation of the educational models, teaching strategies/methods and instructional materials related to the cognitive, affective and socio-cultural domains of AIG learners. Modifications in the content, process, product, affect and learning environment of classroom and curricula will be examined in relationship to gifted/talented learners.

**619OL. Action Research and Writing for Publication for School Counseling** **3 credits**

This course introduces students of school counseling to their roles as research practitioners within a school based comprehensive, equitable, data-driven, school counseling program based on the American School Counselor Association (ASCA) National Model. Methods for locating, reading critically, and evaluating research in the school counseling profession will be presented. Skills and strategies for generating action research questions, planning a project, collecting and analyzing data and applying findings to student learning, advocacy, and assistance will be included. The program-required Master Practitioner Portfolio (MAPP) and Action Research Thesis (ART) will be introduced. Students will also be required to submit action research proposals to the Salem College Institutional Review Board (IRB) for approval.

**620. Action Research and Writing for Publication** **3 credits**

This course will introduce educational professionals to their roles as research practitioners within a comprehensive, equitable, results-based school program. Methods for locating, reading critically, and evaluating research in the profession will be presented. Skills and strategies for generating action research questions, planning a project, collecting and analyzing data and applying findings to student learning will be included. The program-required Master Practitioner Portfolio (MAPP) and Action Research Thesis (ART) will be introduced. Students will also be required to submit action research proposals to the Salem College Institutional Review Board (IRB) for approval.

**621. Collaboration and Leadership for the Flat World** **3 credits**

This course will focus on school organizations and cultures; forms of school governance; the change process; and the concept of collaboration among administrators, teachers, parents and community leaders as a means of bringing about more effective schools. Candidates will examine what constitutes “school” and “leadership” across the global community and propose ideas for re-conceptualizing equitable education. Fieldwork required. Possibility for study abroad.

**622. Assessment, Measurement and Evaluation** **3 credits**

This course will examine and analyze quantitative and qualitative methods of assessment and evaluation in schools. The basic statistical and measurement concepts utilized in educational testing and for test interpretations will be addressed. Emphasis will be placed on the selection, administration, and interpretation of a variety of formal and informal assessment procedures that facilitate the academic, career, and personal/social development of students in school settings K-12. Topics include: qualitative and quantitative measures such as portfolios, rubrics, teacher-made tests, standardized testing and criterion-referenced tests; formative and summative concepts of assessments; practical application of Bloom’s taxonomy as it applies to student assessment in the classroom; and the inter-relationship of curriculum, developmental and content standards and performance-based assessment. Candidates will practice ways to use assessment strategies for ongoing systematic evaluation, diagnosis and instruction. Research, student analysis and application of assessment will be required.

**624OL. Assessment, Measurement, and Evaluation for School Counseling** **3 credits**

This course examines educational and psychological assessment concepts, methods, instruments, interpretations, and applications fundamental to the roles and functions of the professional school counselor. Assessment bias, as well as legal and ethical issues in assessment, will also be explored. School counseling students will examine relevant hypothetical assessment situations and become familiar with various assessment instruments through comparative utilization considerations and personal interpretation of provided “mock” case study results and data.

**630. Literature and Literacy for Diverse Learners** **3 credits**

This course focuses on characteristics of genres of children’s and adolescent literature, especially multicultural and international texts. Criteria for selecting quality writing in each genre will be presented, and applicability to culturally relevant teaching across the curriculum will be evaluated. Using critical examination of videos of authors and illustrators discussing their crafts as well as literature websites, candidates will examine personal biases towards text and

appropriate responses (aesthetic and efferent) responses to literature. Lesson/unit planning required.

**631. Cross-Curricular Literacy for MS/HS** **3 credits**

This course presents candidates with the current educational research in literacy and adolescent development to make instructional and programmatic decisions regarding literacy development in all content areas. Understanding and applying language and literacy learning across the curriculum and how and when to apply instructional strategies to teach process and content will be stressed. The course includes ways to create instructional tasks that respond to commonalities and differences among learners and strategies for North Carolina End of Course tests. Exams and quizzes, reflective writing, case studies, lesson/unit planning and field experience required.

**632. The English Language** **3 credits**

This course will introduce students to the various aspects of the English language from a linguistics and mechanical standpoint. It will help students understand phonetics, phonology, morphology, semantics, syntax and pragmatics in the context of teaching English language learners (ELLs).

**633. ESL Content and Pedagogy** **3 credits**

This course focuses on the social, cultural and political contexts of teaching English language learners (ELLs). Core concepts from the fields of bilingual education, second language acquisition, multicultural education and social foundations of education (among others) will be used to develop a critical awareness of current programs and policies related to teaching ESL as well as a culturally responsive approach to the education of ELLs.

**634. Methods for TESOL** **3 credits**

This course will focus on the specific ways to develop a culturally responsive approach to teaching English language learners (ELLs). The course will address how to teach speaking, writing, reading and listening to ELLs using concepts and authentic strategies such as scaffolding, integration and theme-based instruction.

**635. Instructional Systems and Models** **3 credits**

This course emphasizes curriculum design and development using a variety of systems, particularly the “backward design” model. Evaluation and use of research-based learning strategies and differentiated learning strategies are included. Students will acquire knowledge, skills, and dispositions necessary to create equitable learning environments in K-12 educational settings. Field experiences required.

**640. 21<sup>st</sup> Century Issues For EC** **3 credits**

This course overviews current service delivery models such as inclusion, resource and separate settings following the continuum of services and how these models impact the total school environment. The views expressed by special education professionals about the impact of various school reform efforts on special education will be researched and discussed. Referral processes including RTI (response to intervention) and Child Study systems will be examined.

**641. Understanding Global Exceptionalities I** **3 credits**

This course will identify high incidence populations of exceptionalities: Learning Disabled, Seriously Emotionally Disabled, Mildly Intellectually Impaired, Speech and Language Impaired, Autism Spectrum Disorder while exploring eligibility criteria, disproportionality, the identification process and comparative practices of instruction. Service delivery models will be compared and examined as well as the implications for the total school environment. Educational practices involving the regular education environment and special education settings are examined. A comparative study of world-wide practices will be researched. Technology based projects are required.

**642. Understanding Global Exceptionalities II** **3 credits**

This course will identify low incidence populations of exceptionalities (deafness, orthopedically impaired, visually impaired, hearing impaired, deaf-blind, traumatic brain injury, multiple impairments, moderately and severely intellectually impaired, autistic) while exploring eligibility criteria, disproportionality, the identification process and comparative practices of instruction. Service delivery models will be compared and examined as well as the implications for the total school environment. Educational practices involving the regular education environment and special education settings are examined. Case studies, research, and technology based projects are required.

**643. Practicum for SPED Policies and Procedures** **3 credits**

This course provides candidates with intensive field-based experience in the development of the Exceptional Children (EC) program documentation and also in the participation of meetings required during the continuum of the pre-referral Intervention Support Team (IST) process through eligibility determination and Individual Education Plan (IEP) writing. These will include meetings related to: IST participation, EC referral, Eligibility, Manifestation Determination, Re-evaluation, Exit determination, IEP development, Behavior Intervention Plans (BIPs) and Functional Behavioral Assessments (FBAs). All field experiences will be in accordance with 2008 Policies Governing Services for Students with Disabilities and Individuals with Disabilities Education Act (IDEA). Extensive field work is required.

**648OL. Ethics and Legalities in Education for School Counseling** **3 credits**

This course explores current trends in education from a school counseling perspective with emphasis on ethical and legal issues that influence the practice of the professional school counselor as a lawful and ethical advocate for students and professional educational leaders within the school setting and community. The course examines the function and application of ethical standards for school counselors and legal statutes that affect school counselors and other educators alike. The Ethical Standards of the American School Counselor Association (ASCA) will be presented and emphasized. Course topics will include – but are not limited to – student caseload, confidentiality, mandated reporting, special needs students, relevant fundamental legislation, and ethical and legal collaboration with school personnel and community as guided by the American School Counselor Association (ASCA) National Model framework. Pertinent case studies will be examined.

**649. Ethics and Legalities in Education** **3 credits**

This course will explore current trends in education with emphasis on ethical and legal issues that influence the practice of the professional educator working in a school setting. The course examines the function and application of ethical standards for educators and legal statutes that affect educational professionals. Course topics will include, but are not limited to ethics in education, issues relating to English Language Learners (ELL), academically and intellectually gifted students, IDEA legislation and state educational trends. Current and emerging technologies affecting school professionals and students will be explored. Legal and ethical issues pertaining to parent conferencing, confidentiality, and the role of school professionals in special education will be discussed. Historical and current court decisions related to education will be examined. Debates, research, writing and technology based projects are required.

**650. Elementary STEM** **3 credits**

This course is designed to enhance the teaching and learning of STEM areas (science, technology, engineering and mathematics) and interrelated fields. Participants will explore the signature pedagogies unique to STEM education. Topics such as STEM literacy, integrative STEM teaching / learning, purposeful design and inquiry, legislative initiatives and change theory will also be addressed in this course. Extensive field experience is required.

**660. Counseling, Leadership, Learning Theory and Practice** **3 credits**

This course examines prominent counseling, leadership, and learning theories and theories of human growth and development across the lifespan. The course provides an orientation to techniques involved in the application of these theories used to advocate for and support students in addressing developmental challenges and life transitions. Learners will begin to develop a personal counseling philosophy.

**661. Introduction to the School Counseling Profession** **3 credits**

This course provides an overview of current trends in professional school counseling preceded by an historic overview of the profession. Specifically, the course will focus on the role of the professional school counselor within a dynamic and comprehensive, developmental school counseling program, based on the American School Counseling Association (ASCA) National Model, ASCA School Counselor Competencies, and applicable state models of school counseling. Current school improvement and success initiatives will be explored. Compilation of the Master Practitioner Portfolio (MAPP) will be emphasized.

**662. 21st Century Career and Educational Counseling and Development** **3 credits**

This course offers an overview of the individual educational and career development process from various theoretical perspectives, detailing career and educational planning and counseling in elementary, middle and secondary schools. Perspective school counselors will examine how counselors facilitate the career and educational development of students within the context of a comprehensive K-12 career guidance model. The course considers developmentally relevant strategies such as curriculum, group and individual interventions, decision-making skills and the access, use and analysis of information. The course emphasizes how students acquire career/educational competencies, knowledge, skills and abilities, which lead to effective career decision-making. Workplace realities relating to the 21st Century global economy are examined.

Current and emerging technologies supporting the career and educational development of students will be examined.

**663. Culturally-Relevant Counseling: Exploring Educational Equity 3 credits**

This course will explore educational equity in schools. Students will increase their awareness of cultural issues, identity and personal values. Students will acquire knowledge of diverse groups and learning culturally appropriate counseling skills. Learners will examine culture, gender, race and socio-economic issues as they relate to educational equity. Learners will examine implicit and explicit bias and explore concepts including stereotyping and stereotype-threat, harassment and bullying. This course is likely to include synchronous sessions.

**664. Individual Counseling and Consultation:**

**The Application of Theory and Practice for School Counselors 3 credits**

The theory and practice related to short-term individual counseling and consultation strategies in the school setting are examined during this course. The course analyzes theories of human growth and development across the lifespan as well as the application of counseling theory, methods and techniques that may be used to help students address developmental challenges. Learners will practice individual counseling and consultation interventions used with children, adolescents, educators/colleagues, or parents. Learners will develop basic counseling/consultation skills, including active listening, attending, rapport building and the demonstration of empathy. Skills including observing, interviewing and consulting will be developed. Prominent counseling and consultation theories will be applied to face-to-face interactive encounters and counselor interviews with individuals in counseling dyads. Applications to crisis counseling and life transitions will be analyzed. This course includes face-to-face weekend sessions.

**665. Managing the Comprehensive School Counseling Program 3 credits**

This course helps the prospective school counselor acquire the necessary competencies to organize and manage a professional, results-based, equitable school counseling program within the educational system. Emphasis is on planning, designing, implementing, evaluating, and transforming the dynamic school-counseling program. Crisis management strategies will be examined. The application of peer helping programs will be investigated. Engaging stakeholders in support of the counseling programs through the implementation of school counseling department advisory councils will be examined. Action planning, time management, data management, program appraisal, and reporting strategies will be analyzed. The ASCA National Model and ASCA School Counseling Competencies will guide discussion. Field experience will be required.

**666. Group Counseling: Strategies and Techniques for School Counselors 3 credits**

This course will explore the implementation of child and adolescent groups in the school setting. The course will provide strategies and techniques for developing educationally sound student groups at the elementary, middle and secondary level. Group counseling techniques are related to the development and growth of children at each level. The course will include the application, nature, and variety of student groups in the school setting, as well as the process involved in the development of group dynamics, the formation and operation of groups, the organization and

structure of groups and the influence of groups. Applications to crisis counseling and life transitions will be discussed. This course includes face-to-face weekend sessions.

**667. Introduction to the School Setting: Practicum for School Counselors** **3 credits**

This course is designed to assist students in their preparation for Practicum and Internship Experiences. Pre-service research and planning will be required of students. The course will also offer the opportunity for prospective counselors to work on their School Counselor Portfolio Project. This course may include weekend face-to-face sessions and will require individual consultations with Salem College SCE faculty.

**668. Focus on Student Advocacy and the School Counselor** **3 credits**

In this class, the counseling student will investigate and experience concentrated elementary school counseling practices and middle/secondary school counseling practices. The concepts of level-specific advocacy and collaborations with educational stakeholders will be examined. Students will explore level-specific community resources. Learners will reflect upon and revise their personal counseling philosophy. Field experience will be required.

**669. Practicum in School Counseling** **3 credits**

The counseling student will implement counseling and consultation methods and techniques in both the elementary and middle/secondary school settings. The practicum experience provides supervised field placements for students in the counselor education program. The student and supervising faculty determine the plan and scope of the field/lab experience. This course will require field experience and individual consultation with Salem College SCE faculty. Continued work on the School Counseling Portfolio Project is required. Prerequisite: All School Counselor Education (SCE) classes.

**670. Internship in School Counseling** **6 credits**

The counseling student will work in either an elementary or a middle/secondary school setting under supervisory educational staff, including a practicing professional school counselor. (Department faculty must approve sites.) The internship provides an opportunity to apply didactic experiences in an actual work setting. The Master Practitioner Portfolio (MAPP) will be completed during this internship. Prerequisite: Practicum in School Counseling. This course will require field experience and individual consultations with Salem College SCE faculty.

**683. Advanced Studies in Art Education** **3 credits**

Advanced instructional techniques, materials and resources for teaching art in grades K through 12.

**698OL. Professional Research Seminar for School Counseling** **3 credits**

This is the capstone course for graduate studies and is intended to support school counseling candidates' completion of the Action Research Thesis (ART) and the Master Practitioner Portfolio (MAPP) indicative of their advanced competencies associated with the American School Counselor Association (ASCA) Competencies.



**699. Professional Research Seminar****3 credits**

This is the capstone course for graduate studies and is intended to support candidates' completion of the Action Research Thesis (ART) and the Master Practitioner Portfolio (MAPP) indicative of their advanced competencies with the North Carolina Graduate Standards and the NC Specialty Standards. Preparation for the ART Defense is incorporated.

Prerequisites: EDUC 699 application must be reviewed and signed by a designated faculty advisor and the IRB approval letter must be submitted with the application. EDUC 699 may not be taken in combination with any other course. Graded pass/no credit.

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Atlanta, GA

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Columbus, NC

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Pfafftown, NC

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Austin, TX

**L. Duane Davis (2015)**

Winston-Salem, NC

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Cambridge, MA

**McDara P. Folan III (2015)**

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Greensboro, NC

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Winston-Salem, NC

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Newton, MA

**Stephen G. Jennings (2015)**

Panora, IA

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Raleigh, NC

**Jennifer Reinhardt Lynch A'77 (2017)**

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Winston-Salem, NC

**Chi-Chi Ziglar Messick C'89 (2018)**

Winston-Salem, NC

**William R. Phillips (2017)**

Winston-Salem, NC

**S. Margaret Pike C'94 (2017)**

Winston-Salem, NC

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Raleigh, NC

**M. Elizabeth Rader (2017)**

Cincinnati, OH

**Rebecca Hewit Rauenhorst C'74 (2016)**

Tampa, FL

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**Lucy Rose C'76 (2017)**

Roseland, VA

**G. Dee Smith (2018)**

Winston-Salem, NC

**Mary Louise Ford Stott C'69 (2018)**

Winston-Salem, NC

**Nancy Taylor Sumner C'69 (2017)**

Raleigh, NC

**Ramon Velez (2016)**

Pfafftown, NC

**Laura Sides Watson A'94, C'99 (2017)**

Winston-Salem, NC

**D. Joeff Williams (2017)**

Mocksville, NC

**Wallace C. Wu (2016)**

Winston-Salem, NC

## **Board of Visitors 2014-2015**

*Liz Denton Baird C'83, Chair*

*Milagros Aledo-Sandoval C'01, Vice Chair*

- |   |  |
|---|--|
| <b>Milagros Aledo-Sandoval C'01 (2015)</b><br>Albuquerque, NM   | <b>Mary Annette Leight C'67 (2015)</b><br>Winston-Salem, NC                |
| <b>Liz Denton Baird C'83 (2016)</b><br>Holly Springs, NC        | <b>Cheryl Lindsay (2016)</b><br>Winston-Salem, NC                          |
| <b>Winifred Currie Ballenger C'74 (2016)</b><br>Roanoke, VA     | <b>Martha Riggs Lowry A'79, C'91 (2017)</b><br>Winston-Salem, NC           |
| <b>Julie Barton C'74 (2016)</b><br>Anderson, SC                 | <b>Lee Ann Manning C'84 (2016)</b><br>Winston-Salem, NC                    |
| <b>Sallie Smalley Beason A'85 (2017)</b><br>Charlotte, NC       | <b>Martha Johnston Manning A'73 (2017)</b><br>Winston-Salem, NC            |
| <b>LuAnn Yost Brady C'85 (2015)</b><br>Baltimore, MD            | <b>Allison Towne McCall C'73 (2016)</b><br>Raleigh, NC                     |
| <b>B. J. Buckland C'90 (2016)</b><br>Winston-Salem, NC          | <b>Brenda A. Murray C'90 (2016)</b><br>Winston-Salem, NC                   |
| <b>William D. Demarest (2017)</b><br>Mocksville, NC             | <b>Joan Troy Ontjes C'60 (2015)</b><br>Chapel Hill, NC                     |
| <b>James Dickerson (2017)</b><br>Siler City, NC                 | <b>Haynes Brawley Paschall A'89 (2017)</b><br>Charlotte, NC                |
| <b>Barbara Fussell Duck (2015)</b><br>Clemmons, NC              | <b>William H. Petree, Jr. (2017)</b><br>Winston-Salem, NC                  |
| <b>Douglas Edgeton (2015)</b><br>Raleigh, NC                    | <b>Anne Berger Salisbury C'71 (2015)</b><br>Cary, NC                       |
| <b>Sara Engram C'71 (2015)</b><br>Baltimore, MD                 | <b>Katherine Elizabeth Mims Schroeder C'76 (2017)</b><br>Winston-Salem, NC |
| <b>John A. Hauser (2015)</b><br>Winston-Salem, NC               | <b>Richard L. Sides (2015)</b><br>Winston-Salem, NC                        |
| <b>Rosemary Hege C'79 (2015)</b><br>Lexington, NC               | <b>Anna McCoy Smith C'98 (2017)</b><br>Winston-Salem, NC                   |
| <b>Dorothy Robinson Henley C'91 (2016)</b><br>Winston-Salem, NC | <b>Gwynne Stephens Taylor C'72 (2015)</b><br>Winston-Salem, NC             |
| <b>Page Kizer Hull A'86 (2017)</b><br>Charlotte, NC             | <b>Michael Trawick (2017)</b><br>Winston-Salem, NC                         |
| <b>Tish Johnston Kimbrough C'64 (2016)</b><br>Davidson, NC      | <b>Eleanor Cross Young A'97 (2017)</b><br>Davidson, NC                     |

## **Administration, Faculty and Staff**

### ***Office of the President***

#### **Lorraine Sterritt (2014)**

*President, Salem Academy and College*

B.A., M.A., Queen's University of Belfast; M.A., Ph.D., Princeton University

#### **Lynne Stewart (2005)**

*Director of Board Relations*

B.A., Salem College

### ***Office of the Vice President for Academic and Student Affairs and Dean of the College***

#### **Susan Calovini (2011)**

*Vice President for Academic and Student Affairs and Dean of the College*

B.S., Ohio University; M.A., Ph.D., The Ohio State University

#### **Richard Vinson (2008)**

*Associate Dean for Undergraduate Studies and Professor of Religion*

B.A., M.A., Samford University; M.Div., Southern Baptist Theological Seminary; Ph.D., Duke University

#### **Ida Turner Davis (2000)**

*Director of Academic Support*

B.B.A., University of Central Arkansas; M.A., Webster University

#### **Sydney Davis-Richardson (2007)**

*Director of the Writing Center, Assistant Professor of Education and Writing*

B.A., University of North Carolina at Greensboro; M.A., North Carolina Agricultural and Technical University; Ph.D., University of North Carolina at Greensboro

#### **Ramona P. Raines (1998)**

*Staff Associate, Academic Programs*

B.S., North Carolina Central University

#### **Gail Adams (2010)**

*Coordinator of Cultural Events*

B.B.A., Belmont University

#### **Rosemary Loftus Wheeler (2002)**

*Executive Assistant*

B.A., George Mason University; M.A., North Carolina State University

### ***Martha H. Fler Center for Adult Education***

#### **Janet S. Zehr (1985)**

*Associate Professor of English and Acting Dean of the Martha H. Fler Center for Adult Education*

B.A., State University of New York, College of Geneseo; M.S., Columbia University; Ph.D., University of Illinois at Urbana-Champaign

#### **Anne Alexander Donovan (2013)**

*Administrative Assistant*

B.A., Salem College

**Betty S. Telford (2007)**

*Assistant Dean and Coordinator of Courses for the Community*

B.S.Ed., M.A.Ed., Western Carolina University; Ed.S., Appalachian State University

**Jan Carey (2013)**

*Admission Counselor/Academic Advisor*

B.A., University of California, Santa Cruz; M.A., American University

**Gerry Hayes (2008)**

*Program Associate/Faculty Administrative Assistant*

**Office of Graduate Studies in Education**

**Mary Ann Davis (2001)**

*Instructor of Education, Director of Teacher Education*

B.A., Salem College; M.A., Gardner-Webb University

**Johnna Lyons (2009)**

*Assistant Professor of Education and Director of Graduate Studies in Education*

B.S., West Virginia State College; M.S., Longwood College; Ed.D., University of Sarasota

**Phyllis Vaughn (2008)**

*Administrative Assistant for Teacher Education and Graduate Education*

B.A., Salem College

**Office of the Registrar**

**Jeannette M. Rork (2012)**

*Registrar, Director of Institutional Research*

B.A., University of North Carolina at Greensboro; M.A., Wake Forest University

**Amelia Penland Fuller (2002)**

*Associate Registrar; Director of Summer School*

B.A., High Point University

**Susan C. Brawley (2008)**

*Administrative Associate*

B.S.Ed., University of North Carolina at Greensboro

**The Library**

**Elizabeth Novicki (2009)**

*Director of Libraries*

B.A., M.L.I.S., University of North Carolina at Greensboro

**Peter Austin (2000)**

*Technical Services Librarian*

B.A., Warren Wilson College; M.L.I.S., University of North Carolina at Greensboro

**Terrence Collins (1993)**

*Serials and Technical Services Assistant*

B.S., North Carolina State University

**William King (2000)**

*Part-time Reference Librarian*

B.A., M.A.T., M.S.L.S., University of North Carolina at Chapel Hill

**Laura Lyons (2011)**

*Part-time Reference Librarian*

B.A., Indiana University – Bloomington; M.L.I.S., University of North Carolina at Greensboro

**Kay McKnight (2007)**

*Library Acquisitions Assistant*

B.A., Salem College

**Anna Milholland (2013)**

*Public Services Librarian*

B.A., North Carolina State University; M.L.I.S., University of North Carolina at Greensboro

**Anna Rainey (2007)**

*Circulation Assistant*

B.A., Davidson College

**Donna Rothrock (1999)**

*Fine Arts Center Librarian*

B.M.Ed., University of North Carolina at Chapel Hill; M.M.Ed., University of Colorado at Boulder; M.L.I.S., Ed.D., University of North Carolina at Greensboro

**Office of Information Technology**

**Paul Benninger (2007)**

*Director of Information Technology*

B.S., Athens State College

**Richard Clark (2003)**

*Systems/Database Administrator*

B.A., East Carolina University

**Kris Kelley (2011)**

*Systems Administrator*

A.A.S., Forsyth Technical Community College; B.S., East Carolina University

**Ronald C. Lewis (2001)**

*PC Support Technician*

A.A.S., Forsyth Technical Community College

**Ed Watson (2006)**

*PC Support Technician*

A.A.S., B.A., M.A.T., Marshall University

**Faculty Secretaries**

**Robert Cortes (2011)**

*Administrative Assistant, School of Music/Art, Coordinator of the Fine Arts Center*

B.A., Florida International University; M.A., University of South Florida

**Gerry Hayes (2008)**

*Faculty Administrative Assistant/Program Associate*

**Suzanne (Suzi) Moore (1996)**

*Secretary, Science Building*

B.A., University of Pittsburgh

***Office of the Dean of Students***

**Krispin W. Barr (2000)**

*Dean of Students*

B.A., Appalachian State University; M.A., The Ohio State University; Ph. D, North Carolina State University

**Monica D. Boyd (2013)**

*Director of Student Professional Development*

B.A., Salem College; M.A., University of Phoenix

**Emily Long (2013)**

*Director of Student Activities*

B.A., Hollins University; M.A., University of Central Florida

**Julie Collins (2011)**

*Administrative Assistant, Office of the Dean of Students*

**Wendy Adams (2012)**

*Staff Assistant*

B.S., University of North Carolina at Greensboro

***College Health Services***

**Laina Smith, RN, BSN**

*Director of Health Services*

R.N., B.S.N., Eastern Kentucky University

**Jack LoCicero (2005)**

*Director of Counseling Services*

B.A., University of North Carolina at Greensboro; M.Ed., Wake Forest University; Ph.D., Mississippi State University

**Rachel Scott, CNA, CPT (2005)**

*Nursing Assistant*

B.A., Salem College

***Office of the Chaplain***

**Rev. Amy J. Rio-Anderson (2007)**

*Chaplain, Salem Academy and College*

B.A., Greensboro College; M.Div., Duke Divinity School, Duke University; D.Min., Wesley Theological Seminary

***Athletics***

**Melissa Barrett (2011)**

*Athletic Director*

B.A., Belmont Abbey College; M.B.A., University of North Carolina at Greensboro

**Betsy Pryor (2003)**

*Assistant Athletic Director, Director of Aquatics, Instructor of Physical Education*

B.S., St. Lawrence University; M.A.T., University of North Carolina at Chapel Hill

**Jay Callahan (2005)**

*Soccer Coach, Sports Information Director, Instructor of Physical Education*

B.S. West Virginia University; M.Ed., Salem College

**Kevin Fleck (2013)**

*Head Tennis Coach*

B.S., Clemson University

**Scott Long (2010)**

*Softball Coach*

B.A., Winston-Salem State University

**Eddie Stevens (2006)**

*Athletic Trainer, Instructor of Physical Education*

B.S., Winston-Salem State University; M.S., West Virginia University

**Dana Wall (2012)**

*Volleyball Coach*

***Office of Admissions and Financial Aid***

**Katherine Knapp Watts (1992)**

*Dean of Admissions and Financial Aid*

B.A., Salem College; M.A.L.S., Wake Forest University

**Kathy Marakas Barnes (2007)**

*Associate Dean of Admissions*

B.A., Salem College

**Christy Ann Chesnut (2000)**

*Assistant Director of Financial Aid*

A.A.S., Forsyth Technical Community College

**Paul Coscia (2013)**

*Director of Financial Aid*

B.A., Guilford College

**Shari White Dallas (2008)**

*Director of Transfer Recruitment and Special Events*

B.A., Salem College

**Shelly Highfill (2014)**

*Admissions Counsellor*

B.A., Salem College

**Krystyna Martin (2012)**

*Admissions Counselor*

B.A., Salem College

**Kathy S. McAdams (1997)**

*Office Systems Manager*

A.A., Davidson County Community College

**Linda Pritchard (2003)**

*Receptionist/Administrative Assistant*

**Jessica Cecil Rogers (2013)**

*Assistant Dean of Admissions*

B.A., Salem College

**Mary Ivey Stewart (2013)**

*Admissions Counselor*

B.A., Salem College



**Xylina Tomlinson (2014)**

*Financial Aid Counselor*

B.A., University of North Carolina at Wilmington

**Erin VanBuskirk**

*Admissions Counselor*

B.A., Salem College

**Xiomara Villatoro**

*Admissions Counselor*

BS., Salem College

**Jean Williams (2005)**

*Administrative Assistant*

***Business Office***

**Derek R. Bryan, CPA (2008)**

*Chief Financial Officer*

B.B.A., Campbell University; M.S., Appalachian State University; J.D., Wake Forest University

**Nikki B. Brock (1971)**

*Accounts Receivable Manager*

**Jason B. Clubb, CPA (2010)**

*Controller*

B.S., University of North Carolina at Wilmington

**Cheryl Hamilton (2010)**

*Payroll and Benefits Administrator*

B.A., Vanderbilt University

**Heather Hubbard (2012)**

*Business Office Associate/Cashier*

B.A., Salem College

**Judy Sigmon (2007)**

*Senior Accountant, Accounts Payable Manager*

***Institutional Advancement***

**Vicki Williams Sheppard (2004)**

*Vice President for Institutional Advancement*

B.A., Salem College

**Cindy Wright Stubblefield (2007)**

*Director of Annual Giving*

B.S., High Point University; Post-baccalaureate certificate, Not-Profit-Management

**Kelly Bodsford (2005)**

*Director of Donor Relations*

B.A., Salem College

**Judy Eustice (2000)**

*Director of Development Operations*

B.A., M.B.A., East Carolina University

**Shelley Hindmon**

*Director of Foundation and Corporate Relations*

**Judy R. Line (1993)**

*Director of Special Events*

**Rosanna Mallon (1992)**

*Assistant Director of Alumnae Affairs*

**Melissa Wilson (2007)**

*Executive Assistant to the VP for Institutional Advancement*

**Ellen Yarbrough (1998)**

*Assistant Director of Major and Planned Giving*

***Communications and Public Relations***

**Michelle Melton (2012)**

*Director of Communications and Public Relations*

B.S., Frostburg State University

**Jennifer Handy (2011)**

*Communications and Social Media Manager*

B.A., North Carolina State University

**Mark Jones (2008)**

*Webmaster*

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**Barbara Lister-Sink (1986)**

*Director, School of Music; Professor of Piano; Artist-in-Residence; Salem Distinguished Professor*

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*Professor of Modern Languages*

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B.M., Concordia College; M.A., M.M., D.M.A., Eastman School of Music

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B.E.D., University of Puerto Rico; M.Arch., Virginia Polytechnic Institute and State University; M.S.Arch., Ph.D., University of Pennsylvania

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B.A., Carleton College; Ph.D., University of Wisconsin

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*Assistant Athletic Director, Director of Aquatics, Instructor of Physical Education*

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*Adjunct Instructor in Flute*

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*Chaplain, Salem Academy and College*

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**Natalia M. Rushing (1984)**

*Associate Professor of Philosophy*

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*Assistant Professor of Music, Director of the Choral Program*

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*Assistant Professor of Economics*

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*Associate Professor of Art*

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*Professor of Religion and Associate Dean for Undergraduate Studies*

B.A., M.A., Samford University; M.Div., Southern Baptist Theological Seminary; Ph.D., Duke University

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*Assistant Professor of Biology*

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*Assistant Professor of Sociology*

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B.E., Guizhou University; Ph.D., Florida Atlantic University

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B.S., M.A., University of Toronto; Ph.D., Washington University in St. Louis

**Paula G. Young (1993)**

*Associate Professor of Mathematics*

B.S., University of Arkansas-Monticello; M.S., Ph.D., University of Arkansas

**Janet S. Zehr (1985)**

*Associate Professor of English and Acting Dean of the Martha H. Fleer Center for Adult Education*

B.A., State University of New York, College of Geneseo; M.S., Columbia University; Ph.D., University of Illinois at Urbana-Champaign

Date following name indicates year of initial appointment.



## ALMA MATER

Strong are thy walls, oh Salem,  
Thy virgin trees stand tall,  
And far athwart the sunlit hills,  
Their stately shadows fall.

Chorus:

Then sing we of Salem ever,  
As proudly her name we bear,  
Long may our praise re-echo.  
Far may our song ring clear.  
Long may our praise re-echo.  
Far may our song ring clear.

Firm is thy faith, oh Salem,  
thy future service sure.  
The beauty of thy heritage,  
Forever shall endure.

Chorus

True is our love, oh Salem,  
They name we proudly own.  
The joy of comradeship is here,  
Thy spirit makes us one.

Chorus

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